

MASTER AGREEMENT

BETWEEN

**VAN BUREN COUNTY EDUCATION
ASSOCIATION/**

**LAWTON EDUCATION ASSOCIATION
MEA-NEA**

AND

**BOARD OF EDUCATION
LAWTON COMMUNITY SCHOOL DISTRICT**

2015-2016 SCHOOL YEAR

AND

2016-2017 SCHOOL YEAR

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AGREEMENT

THIS AGREEMENT, ENTERED into this 1st day of July, 2015 by and between the Board of Education of the Lawton Community Schools, Lawton, Michigan, hereinafter called the "Board" and the VBCEA/Lawton Education Association - MEA-NEA, hereinafter called the "Association."

PURPOSE

The purpose of this Agreement is to set forth wages, hours and other conditions of employment.

ARTICLE I **RECOGNITION**

- A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all certified classroom teachers, contracted to work or who have worked in the same position over sixty (60) work days, reading teachers, and guidance counselors under contract with the Board, but excluding supervisory and executive personnel and office, clerical, maintenance, operating employees, substitutes, and all other employees. The term 'teacher' when used hereinafter in this agreement, shall refer to all employees represented by the Association in the bargaining unit as above defined, and references to male teachers shall include female teachers.
- B. The Board agrees not to negotiate with any teachers' organizations other than the Association for the duration of this Agreement.

ARTICLE II **ASSOCIATION AND TEACHER RIGHTS**

- A. Nothing contained herein shall be construed to prevent any individual teacher from presenting a personal complaint and having the personal complaint adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement. It shall be the responsibility of the individual teacher to request a representative of the Association to be present if he/she desires representation at the individual complaint adjustment.

- B. The Association and its members shall have the right to use school building facilities at other than school hours for meetings, providing the meeting is properly scheduled with the Superintendent.
- C. The Association reserves the right to grieve, in accordance with the procedure provided herein, when actions taken by the Board may be claimed to be contrary to this Agreement.

ARTICLE III
TEACHER PROTECTION

- A. Any case of assault upon a teacher should be promptly reported by the teacher to the immediate supervisor. The Board will advise the teacher of his rights and obligations with respect to such assault and shall render all reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities.
- B. The Board will protect teachers against any loss, damage or destruction of clothing or personal property, except any registered motor vehicle of the teacher as a result of an assault while on duty in the school or on the school premises, if restitution is not made by the aggressor or covered by the Employee's insurance.
- C. Since the teacher's authority and effectiveness in the classroom is undermined without administrative backing and support of the teacher, the Board recognizes its responsibilities to give support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physician or other professional persons, the Administration and Board will take steps to serve the pupil.
- D. The parties agree that the teacher's time and effort should be primarily directed toward teaching.
- E.
 1. Teachers shall, upon proper notification to the Superintendent or designee, be permitted to review the contents of their personnel files.
 2. Teachers shall acknowledge in writing before anything is placed in their personnel files, except for

credentials. The signed form should be kept in the file showing that the teacher is aware of the addition to his/her personnel file.

3. Any teacher who disagrees with the information contained in his/her personnel file may submit a written statement explaining the teacher's position within thirty (30) work days of being provided the memo. This statement shall not exceed five typed sheets and shall be included whenever information is divulged to a third party.
4. When material to be placed in the file is inappropriate, or in error, the material will be corrected or expunged from the file, whichever is appropriate.
5. In the event that the District receives a FOIA request for personnel file(s) of any teacher(s), or any portion thereof, the District shall immediately provide the following to the affected teacher(s):
 - a. A copy of the FOIA request;
 - b. The name(s) of the requesting parties, and all documents and all communications received by the District related to the FOIA request; and
 - c. Upon the teacher's request, copies of all communications and documentation to the requesting parties by the District administrators or other agents or attorneys.
6. The District shall not release the following "exempt" items to third parties:
 - a. Social Security numbers;
 - b. Medical, psychological or counseling information with respect to a teacher or a teacher's family;
 - c. All other personal information that is listed under the exemptions provided under the Freedom of Information Act and under the Bullard-Plawecki Employee Right to Know Act, and other federal and state laws.

ARTICLE IV
BOARD OF EDUCATION RIGHTS

- A. The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitutions of the State of Michigan, and the United States, including, and without limiting the generality of the foregoing, the right:
1. To the management and administrative control of the school system and its properties and facilities, and the activities of its employees;
 2. To hire all employees and, subject to the provisions of law, to determine their qualifications and conditions for their continued employment or their dismissal or demotion; and to promote, and transfer all such employees;
 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;
 5. To determine class schedules, the hours of instruction, and the duties, responsibilities and assignments of teachers and other employees with respect to administrative and non-teaching activities and the terms and conditions of employment;
 6. To determine the size of the staff and the number, and or relocations of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or sub-divisions thereof and the relocation of offices, departments, divisions or sub-divisions, buildings or other facilities;
 7. To adopt rules and regulations for the operation and management of the schools and the School District;
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules and 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 V
PROFESSIONAL COMPENSATION

- A. The salaries of teachers are set forth in Appendix A. Such salary schedules shall remain in effect for the duration of this Agreement.

- B. A teacher engaged during the school day in negotiating on behalf of the Association with any representative of the Board or participating in any professional grievance negotiation, including mediation, shall be released from regular duties and his/her salary shall be deducted for time lost, to the extent of the substitute salary only. However, every effort shall be made by each party to hold meetings after school hours.

- C. Teachers performing extra-duty assignments as set forth in Appendix B shall be paid in a lump sum on the first payday after all their obligations (including inventory) have been completed, or the second payday if the first payday is too soon to reasonably allow for payment. Teachers will not be paid for extra-duty assignments until their obligations (including inventory) have been completed.

- D. Salary Payment Schedule - Each teacher will be given two payment schedule options as listed below:
 - 1. Twenty-six (26) bi-weekly paychecks;
 - 2. Twenty-one (21) bi-weekly paychecks;

Each teacher must notify the business office in writing by August 15th, of each school year as to which of the above options he/she prefers. New teachers must notify the business office in writing soon after the initial hire and a week prior to their first paycheck.

New teachers will be placed on Option 2 if they do not notify the business office. If a returning teacher does not notify the Board by August 15, he/she will be placed on the same option he/she had the previous year.

Any year in which there are more than two (2) weeks between check #26 of school year and check #1 for the following school year, a trigger will automatically increase the pay schedule to twenty-seven (27) bi-weekly paychecks. When the twenty-seven (27) pay schedule is anticipated, the District will alert the Association President as soon as possible, but no later than June 30th prior to the change.

- E. Experience credit for new teachers to the system: The amount of credit for prior teaching experience is negotiable between the new teacher and the District and not subject to the grievance procedure. New teachers will be given a copy of this provision before an agreement is reached on the amount of credit to be granted for prior teaching experience.
- F. Any change in degree status or additional hours impacting the salary schedule will be honored on September 15th for the first semester and January 15th for the second semester, upon receipt of an official transcript, or by notification of the institution granting credit. Credits earned must be at the graduate level after completion of educational degree. SCECH's (State Continuing Education Clock Hours) cannot be substituted for credits. Any anticipated change in degree status or additional hours that may impact the salary schedule for the following year must be announced to the Business Office in writing by April 1 of the year prior to the change taking effect. Failure to notify the Business Office may result in withholding of the step advancement until the following year. Central Office staff will provide a reminder via email to all teachers no later than February 1 of each year.
- G. The Board will continue to pay teachers a prorated amount of their salary for teaching a regularly scheduled (marking period) class during their planning time. The pro-rated amount paid shall be calculated by using the teacher's hourly rate (their per diem rate divided by 6 hours per day) multiplied by the number of days the class is taught. The per diem rate is calculated by dividing the applicable annual salary by number of contract days.

The Board will pay teachers on a per hour basis at the rate of \$30 per hour for other professional responsibilities as agreed to by the parties, such as substitute teaching for another staff member during planning period.

ARTICLE VI

TEACHING HOURS

- A. Teachers' hours shall begin at 7:50 a.m. and end at 3:10 p.m. Attendance of teachers past normal hours for formal staff meetings may be required.

The Board will make efforts to employ persons to supervise the students so that all teachers may be entitled to a duty-free lunch period equivalent in length to the regular lunch hour of the students.

Recognizing that informal interaction with students outside the classroom setting is valuable, the staff will greet and converse with students throughout the building during the instructional day.

- B. Preparation of records: One-half ($\frac{1}{2}$) day of non-instructional time shall be provided each marking period for this purpose.
- C. Parent-Teacher Conferences: All teachers shall attend all scheduled Parent-Teacher Conferences. Teachers may be excused from Parent-Teacher Conferences for extenuating circumstances upon approval of the building principal. One-half ($\frac{1}{2}$) compensation day shall be provided for each 3 hour session that teachers are required to be present for Parent-Teacher Conferences beyond normal teaching hours.
- D. Flex time on half days: on half days during which teachers are working independently after students leave, teachers may leave early with the approval of their building administrator.

ARTICLE VII

TEACHING LOADS AND ASSIGNMENTS

- A. ELEMENTARY PLANNING TIME: Each teacher of grades Kindergarten through 5th grade shall have one (1) hour of unassigned preparation time per day, excluding duty-free lunch. This shall include one (1) segment of no less than thirty (30) minutes. However, Kindergarten may be exempt from concurrent scheduling of planning time.
- B. The normal weekly teaching loads in grades six (6) through twelve (12) shall contain five (5) unassigned preparation periods per week. The length of each unassigned preparation period shall be equal to the length of one (1) teaching period.
- C. Maximum class size per teacher should be a concern, and the Board will strive for a maximum size of twenty-five (25).

In situations where individual class size exceeds thirty (30) students, the matter may be referred to the Administration by the Association in order to explore forms of relief. The Administration shall meet with the Association and respond to the issue within fourteen (14) days.

If the class size issue is not resolved to the satisfaction of the Association, the Association may appeal the issue to the appropriate Board of Education Committee. The Board of Education Committee will conduct a hearing within fourteen (14) days. The Board shall respond to the issue within fourteen (14) days after the hearing.

- D. The parties agree to the following concerning the establishment of a District-wide Curriculum Council:
 - 1. Council will exist on a school year basis.
 - 2. The Council will consist of two (2) regular education teachers from each building and one special education teacher in the District. Other teachers may be invited to attend sessions at the discretion of the Council.
 - 3. Teachers serving on the Council will be compensated at the Professional Responsibilities rate per hour. The number of hours required shall be determined by the building principal with consultation of the teacher.

- E. Professional Conferences - Registration and mileage expenses may be reimbursed with administrator's prior approval for professional conferences and student trips.

- F. Grades will not be required to be on report cards until the end of the second working day after the end of a marking period.

ARTICLE VIII

LEAVE PAY

A. SICKNESS/SERIOUS ILLNESS LEAVE

1. Definition

- a. A sickness leave will be defined as a day when a teacher is too ill to report to school. A teacher shall contact the AESOP system before 6:30 a.m., even if a substitute is not needed until the afternoon or

needed at all. Proof of illness shall be submitted if requested.

- b. Sick leave may be used for serious illness in the immediate family, i.e. father, mother, husband, wife, or children, (including step-children). Sick leave may also be used for serious illness of a brother, sister, step-father, step-mother, step-brother or step-sister but will be limited to ten (10) days and does include in-laws. A teacher may be required to provide medical verification that the presence of the teacher is necessary.

2. Accumulation

- a. Sickness or serious illness leave shall be granted on the basis of one (1) day per month of employment to the total of ten (10) days per year for probationary teachers. If the probationary teacher completes the full school year and fulfills his or her contractual obligation per-diem salary deducted due to sick leave that was unearned at that time shall be repaid with the teacher's last pay period of that school year. Tenured teachers shall receive ten (10) days per year of sickness or serious illness leave to be credited at the beginning of the school year. Tenured teachers who exhaust their sick leave and leave the employment of the Board during the school year shall incur a per-diem payroll deduction for each day of illness beyond their monthly credit.
- b. All teachers in the employ of the Board shall be granted paid sickness or serious illness leave with an accumulation of up to one hundred twenty (120) paid days. EXAMPLE: A teacher who has accumulated 116 days at the end of any given year shall be granted only four (4) days at the beginning of the next year for a total of 120 days.
- c. Teachers absent on professional development days will be required to obtain the information and materials in the Professional Development In-Service.

B. PERSONAL BUSINESS LEAVE

1. Definition

- a. All teachers will be granted two (2) paid leave days per year with third day chargeable against sick leave for personal business per year. The teacher will notify the building principal or Superintendent, in writing, two (2) days or more in advance of the date the leave should be granted, except in cases of emergencies. Upon approval, the teacher shall contact AESOP. The number of teachers allowed on personal business days shall be limited to two (2) per building for middle school and high school and three (3) per building for the elementary on any given day, except in cases of

emergencies. Teachers shall not be entitled to leave days: contiguous to school vacation periods; parent teacher conference hours and professional development days, except in the cases of emergencies, at the Superintendent's discretion.

2. Accumulation

- a. Two (2) unused personal business days, if available, will be "banked" and carried over to the next year making a total of four (4) days available to the teacher during the following year. This process will be repeated each year if the teacher has at least one (1) unused personal business day at the end of each school year. There will be a maximum of four (4) days available in any given year.
- b. All unused personal business days which are not used or forwarded to be "banked" will be transferred to the teacher's accumulated sick days.

C. WORKER'S COMPENSATION

Any teacher who is absent because of an injury compensable under the Michigan Worker's Compensation Law, shall receive from the Board the difference between the allowance under the Worker's Compensation Law and his regular salary deducted from accumulated sick leave. All claims should be filed with the Superintendent's Secretary. (Forms are available with the Superintendent's secretary.)

D. COURT APPEARANCE/SELECTIVE SERVICE EXAM

1. Time chargeable against either accrued sick leave or business leave may be granted at the discretion of the Administration for the following purposes:

- a. Court appearance as a witness, except where the teacher is a Plaintiff against the Board of Education. (All witness fees will be paid to the District.)

Teachers who are called for jury duty or are subpoenaed to give testimony before any legal, judicial, or administrative tribunal shall be compensated for the difference between their teaching salary and that which they receive for performance of such duty. Time shall not be charged against sick days or personal business days.

Teachers shall submit their check from the court to the Business Office. Upon the next payroll date or as soon as is practicable, the District will provide the employee with the amount paid for mileage as direct to net payment.

Teachers shall call the Administration if they are released in one-half (1/2) or less of a day. The

teacher and the Administration will resolve whether or not it is possible or practicable to return to school for the balance of the day. The teacher will be charged one-half (1/2) day sick or personal business day if the teacher does not return and it was possible or practicable to return.

2. Time necessary to take the selective service physical examination.

E. FUNERAL LEAVE

Five (5) days for each death in the immediate family, i.e. spouse, domestic partner, child (including step-child), parent, or in-laws. Four (4) days for each death of a brother, sister, step-brother, step-sister, or step-parent. One (1) day for each death of extended family members, i.e. grandparents, grandchildren, aunts, uncles, and/or cousins.

Teacher must attend the funeral of the deceased to be granted said days. The Superintendent may grant funeral leave upon request in his/her sole discretion. Additional time chargeable against sick leave may be granted at the discretion of the Administration. Funeral leave for non-family members may be deducted from the employee's personal business leave, if any, and if none remains, from the employee's sick leave.

G. ASSOCIATION DAYS

Upon appropriate notice, up to seven (7) days per year for the Association unit may be used for the purpose of members participating in Association activities that cannot be conducted at times other than the teacher's work days. The Association shall reimburse the Board an amount equal to the District's daily substitute pay and any state mandated costs, for each Association Day used.

H. MISCELLANEOUS OTHER LEAVES OF ABSENCE WITH PAY

1. Attendance at a ceremony awarding an academic degree to a staff member for such portion of one (1) day as is necessary is chargeable first against personal business leave, then against sick leave.
2. One (1) day for attendance at the school graduation of a son, daughter, husband, or wife is chargeable against personal business leave first, then against accrued sick leave.
3. Approved visitation at other schools or for attending approved educational conferences or conventions.

At the Administrator's discretion, administration leave may be granted for such purposes, such leave not to be charged against accrued personal business or sick leave.

I. PAY FOR UNUSED SICK DAYS

Upon retirement, teachers shall be paid fifty percent (50%) of the current per-diem daily BA 1 rate for accumulated sick days up to a maximum of one hundred twenty (120) days and up to \$25,000. Such sums shall be paid through a 403(B) plan.

ARTICLE IX

LEAVE OF ABSENCE WITHOUT PAY

A. FAMILY AND MEDICAL LEAVE ACT

1. Eligible teachers are able to take an aggregate of twelve (12) unpaid work weeks of leave during a twelve (12) month period upon written application and approval:
 - (1) For the birth of the employee's child
 - (2) To care for the newborn child
 - (3) For placement with the employee of a child for adoption or foster care
 - (4) The employee's serious health condition
 - (5) Serious health condition of family member where the teacher's presence is medically required, as defined by FMLA
 - (6) Other reason identified by FMLA
2. The teacher shall, if possible, notify the Superintendent in writing at least thirty (30) days prior to the expected leave date so that arrangements can be made for a replacement. The notification for leave shall, as nearly as possible, indicate the beginning and ending dates for the leave.
3. Health benefits shall continue for twelve (12) weeks on FMLA.
4. The employee may be required to reimburse the District the cost of insurance premiums paid by the District if the employee exhausts all paid leave time and fails to return after twelve (12) weeks.
5. The District and Association will abide by all other requirements under the Family and Medical Leave Act to the extent not changed through the aforementioned policy. Paid sick leave may run concurrently

with FMLA when such leave is consistent with paid sick leave in Article VIII Sick Leave.

6. FMLA shall be granted on a rolling year basis.
7. When the teacher establishes a beginning date for the leave through medical certification, that date cannot thereafter be changed unless through new medical certification or in cases of emergency which will be determined on an individual basis by the District.

B. CHILD CARE LEAVE

1. Unpaid child care leave for up to one school year (may be extended to return on a mutual agreed upon break time) shall begin when one of the following events occurs:
 - a. Where the child care leave is taken so a teacher may give birth, the leave shall begin when the teacher provides medical certification that the teacher is no longer able to perform her essential job duties;
 - b. Where a teacher is taking child care leave because his spouse is pregnant, the leave shall begin as specified in medical certification indicating the anticipated delivery date or actual birth date if earlier;
 - c. When child care leave is for adoption or foster care, the leave will begin on the date when the teacher takes custody of the child or, as required through medical or, other certification.

The teacher will make every effort to return at either semester or trimester break.

2. A teacher who takes child care leave will have the following options for using sick days:
 - a. If the employee is physically unable to do his/her teaching duties, he/she will be required to use accumulated sick leave.
 - b. Unpaid leave beginning when the employee is physically able to perform the duties of the position;
 - c. If the sick days are exhausted, the rest of the leave is to be unpaid.

During the first twelve weeks of any child care leave which also qualifies as family medical leave under the Family Medical Leave Act, the teacher's health care benefits will be continued.

C. MILITARY LEAVE

Military leaves of absence shall, upon written request, be granted to any teacher who shall be drafted or shall enlist for military duty in any branch of the armed forces of the United States. Such leave shall not extend beyond the initial period of enlistment or induction. Re-employment rights shall be granted in accordance with State and Federal law.

D. PERSONAL ILLNESS BEYOND SICK DAY ACCUMULATION

1. Any teacher whose personal illness extends beyond the accumulated sick leave period and FMLA shall be granted a leave of absence, without pay, for a period equal to his/her continuous length of service with the District, but not for more than a total of two (2) years. Upon return from leave, a teacher shall be assigned to the same position, if available, or a substantially equivalent position if or when available.
2. Sick Bank for catastrophic personal illness. "Catastrophic" is defined as a serious, critical or terminal medical condition.
 - a. The Association will administer the bank on a case by case basis.
 - b. The days contributed will be on a voluntary basis. Only teachers who donated in prior years shall be eligible for use of the sick bank.
 - c. Teachers may donate up to fifty (50) days. The days must be donated by May 1, of each year. All such days donated in any given year will be allocated to next year's sick bank only. A teacher may donate up to a maximum of five (5) days per year.
 - d. Unused days each year will be rolled over to the next year up to a maximum of one hundred (100) days. For the purposes of this cap, teachers initial one day donation will not be subject to the cap.
 - e. No teacher shall take more than thirty (30) days from the sick bank.
 - f. Sick bank may only be accessed after all paid leave (sick and personal leave) days have been exhausted.
 - g. The employee shall apply for disability (short or long term) leave pay at the earliest day possible. If the employee receives disability leave, the Employee shall no longer be eligible for sick bank.

E. SABBATICAL LEAVE

1. Teachers who have been employed for seven (7) consecutive years by the Board of Education may be granted a sabbatical leave for professional improvement up to one (1) year. It is agreed that professional

improvement includes, but is not limited to; attending a college, university, or other educational institution, or travel which would improve the teacher's ability to teach.

2. Teachers on sabbatical leave shall be allowed credit toward retirement for time spent on such leave in accordance with the rules and regulations established by the Michigan Public Employees Retirement Board.
3. It is agreed that no more than five percent (5%) of the total teaching staff shall be granted sabbatical leave at any one time.

F. DURATION OF LEAVE OF ABSENCE

Any faculty member granted a leave of absence for two (2) years or less may be reinstated to a vacant teaching position upon his/her return for which certified and highly qualified, subject to state and federal law.

ARTICLE X
GRIEVANCE PROCEDURE

- A. A grievance shall be defined as an alleged violation of the expressed terms and conditions of this Contract. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article.
1. The termination of services of or failure to re-employ, layoff or recall, or placement of any teacher;
 2. The termination of services, failure to re-employ or hire any teacher to a position on the extra-curricular schedule;
 3. Any matter involving teacher evaluation;
 4. Any matter for which there is recourse under State or Federal statutes;
 5. Any matter which is a prohibited subject of bargaining.

It is expressly understood that the Grievance Procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion).

- B. The Association shall designate one (1) representative per building to handle grievances when requested by the grievant. The Board designates the Principal of each building to act as its representative at Level One and the Superintendent or his/her designated representative to act at Level Two.
- C. The term "days" shall mean days in which school is in session except during the summer when days shall mean days when the administration office is opened, excluding holidays, Saturday and Sunday.
- D. Any written grievance not in accordance with the grievance form may be rejected as improper. Such a rejection shall not extend the time limitations.
- E. Level One - A teacher alleging a violation of the express provisions of this Contract shall within ten (10) days of its alleged occurrence orally discuss the grievance with the Building Principal in an attempt to resolve same.

If no resolution is obtained within five (5) days of the discussion, the teacher may reduce the grievance to writing and proceed within ten (10) days of the discussion to Level Two.

- F. Level Two - A copy of the written grievance may be filed with the Building Principal and the Principal shall arrange a meeting with the grievant within five (5) days of receipt of the grievance.

Within five (5) days of the meeting the Principal shall render his/her decision in writing, transmitting a copy of the decision to the grievant.

If the Principal's answer is not satisfactory to the grievant, the grievant may, within ten (10) days of receipt of the Principal's answer, appeal the grievance, in writing, to the Superintendent.

- G. Level Three - A copy of the written grievance shall be filed with the Superintendent or his/her designated agent as specified in Level Two with the approval or disapproval of the Association. Within five (5) days of receipt of the grievance, the Superintendent or his/her designated agents shall arrange a meeting with the grievant and/or the designated Association representative, at the option of the grievant, to discuss the grievance. Within five (5) days of the discussion, the Superintendent or his/her designated agent shall render his/her decision in writing, transmitting a copy of the same to the grievant, the Association Vice President

and Building Principal in which the grievance arose.

If no decision is rendered within five (5) days of the discussion, or the decision is unsatisfactory to the grievant and the Association, the grievant shall within ten (10) days appeal same to the Board by filing such written grievance along with the decision of the Superintendent with the Board President in charge of drawing up the agenda for the Board's next regularly scheduled Board meeting.

H. Level Four - Upon proper application as specified in Level Three, the Board shall allow the teacher or his/her Association representative an opportunity to be heard at the meeting for which the grievance was scheduled. Within one (1) month from the hearing of the grievance, the Board shall render its decision in writing. The Board may hold future hearings or otherwise investigate the grievance provided, however, that in no event except with express written consent of the Association, shall final determination of the grievance be made by the Board more than one (1) month after the initial hearing. A copy of the written decision of the Board shall be forwarded to the Superintendent for permanent filing, the building Principal for the building in which the grievance arose, the grievant, and the vice president of the Association.

I. Level Five - Individual teachers shall not have the right to process a grievance at Level Five.

1. If the Association is not satisfied with the disposition of the grievance at Level Four, it may within ten (10) days after the decision of the Board refer the matter for arbitration to the American Arbitration Association, in writing, and request the appointment of an arbitrator to hear the grievance. If the parties cannot agree upon an arbitrator, he/she shall be selected in accordance with the rules of the American Arbitration Association. The District shall be served with the notice at the same time the demand to arbitrate is filed. Arbitration proceedings under this contract are subject to and shall be conducted in accordance with the Michigan Uniform Arbitration Act [MCL 691.1681].
2. Neither party may raise a new defense or ground at Level Five not previously raised or disclosed at other written levels. Each party shall submit to the other party not less than three (3) days prior to the hearing a pre-hearing statement alleging facts, grounds and defenses which will be proven at the hearing and hold a conference at that time, in an attempt to settle the grievance.
3. The decision of the arbitrator shall be final and conclusive and binding upon employees, the Board and the Association. Subject to the right of the Board or the Association to judicial review, any lawful

decision of the arbitrator shall be placed into effect.

4. Powers of the arbitrator are subject to the following limitations:

- a. He/she shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.
- b. He/she shall have no power to establish salary scales.
- c. He/she shall have no power to change any practice, policy or rule of the Board nor substitute his/her judgment for that of the Board as to the reasonableness of any such practice, policy, rule or any action taken by the Board.
- d. He/she shall have no power to decide any question which, under this Agreement, is within the responsibility of the management to decide. In rendering decisions, an arbitrator shall give due regard to the responsibility of management and shall construe the Agreement that there will be no interference with such responsibilities, except as they may be specifically conditioned by this Agreement.
- e. He/she shall have no power to interpret State or Federal law.
- f. He/she shall not hear any grievance previously barred from the scope of the Grievance Procedure.
- g. If either party disputes the arbitrability of any grievance under the terms of this Agreement, the arbitrator shall have no jurisdiction to act until the arbitrability matter has been determined by a court of competent jurisdiction. In the event that a case is appealed to the arbitrator on which he/she has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.
- h. More than one (1) grievance may not be considered by the arbitrator at the same time except upon expressed written mutual consent and then only if they are of similar nature.
- i. Where no wage loss has been caused by the action of the Board complained of, the Board shall be under no obligation to make monetary adjustments and the arbitrator shall have no power to order one.
- j. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or non-occurrence of the event upon which the grievance is based. In no event, however, shall the settlement be earlier than thirty (30) days prior to the date on which the grievance is filed.

- J. The fees and expenses of the arbitrator shall be shared at the rate of fifty percent (50%) for the Association and fifty percent (50%) for the Board.
- K. Should a teacher fail to institute a grievance within the time limits specified, the grievance will not be processed. Should a teacher fail to appeal a decision within the limits specified, or leave the employ of the Board, all further proceedings on a previously instituted grievance shall be barred.
- L. The Association shall have no right to initiate a grievance involving the right of a teacher or group of teachers without his/her or their express approval in writing thereon.
- M. All preparation, filing, presentation or consideration of grievances shall be held at times other than when a teacher or a participating Association representative are to be at their assigned duty stations.
- N. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. If a grievance is filed after May 15 of any year, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

ARTICLE XI
REPRESENTATION

An employee may have representation present when subject to an investigative interview. If a Building Representative is requested by the employee, the employer will allow the Building Representative to be released from teaching duties for the duration of the hearing if a suitable replacement can be found, and if the hearing is scheduled by the employer during teaching hours.

ARTICLE XII
SUPERVISING TEACHERS OF STUDENT TEACHERS

- A. Supervising teachers of student teachers shall be tenured teachers.
- B. Monies paid to the District by the placing Universities shall be supplemental credit to the department or grade level account in which the student teacher is assigned. They shall be used at the discretion of the supervising

teacher through normal requisition.

ARTICLE XIII

SENIORITY

A. SENIORITY

1. Seniority is defined as length of continuous service with the District, as a member of the bargaining unit. The seniority date shall be the day and time the teacher signed the contract. If more than one (1) teacher signing their contract on the same day and time, or if no time is printed on the contract, all individuals so affected will participate in a drawing to determine position on the seniority list. The Association and teacher(s) 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 which will reasonably allow affected teachers and Association representatives to be in attendance.
 2. Seniority shall not accrue for any time a teacher is on non-paid leave exceeding thirty (30) work days in a school year. A school year is defined as the total number of teacher work days in a normal school year.
 3. Seniority shall accrue on a pro-rated basis to part-time teachers working less than one half ($\frac{1}{2}$) time. Degree of part-time status shall be determined by amount paid to the teacher.
 4. The district shall provide the seniority list to each teacher by October 1 of each year. Any objections to the list shall be filed within thirty (30) days, thereafter, the list shall be final.
- B. Temporary replacement teachers shall always have zero (0) seniority. However, upon being retained as a regular teacher, seniority shall accrue from the most recent continuous hire date as a Temporary Replacement Teacher.
- C. A teacher shall lose seniority rights if he/she retires, resigns, is discharged, leaves the District, fails to return from layoff on time, or is not recalled from layoff.
- D. The Board shall give written notice of recall from layoff by sending a registered or certified letter to said teacher at his/her last known address. It shall be the responsibility of each teacher to notify the Board of any change in address. The teacher's address as it appears on the Board's records shall be conclusive when used in connection with layoffs, recall or other notice to the teacher.

ARTICLE XIV
MISCELLANEOUS PROVISIONS

- A. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting; except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

- B. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board. This Agreement shall supersede any rules, regulations or practices of the Board which are contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts.

- C. This Agreement shall constitute the full and complete agreement between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement, subject to ratification by the Board and the Association.

- D. Copies of this Agreement shall be available online.

- E. If an emergency financial manager is appointed by the state under the Local Financial Stability and Choice Act, the emergency manager may reject, modify, or terminate the collective bargaining agreement in his/her sole discretion. This authority is a prohibited subject of bargaining under the Public Employment Relations Act (PERA).

- F. Certified staff shall be provided annually with an employment contract that includes their step and base salary.

ARTICLE XV
ACT OF GOD DAYS

- A. Teachers shall not be required to report for work and shall be paid when school is closed due to inclement weather or other emergency conditions. Teachers shall work on rescheduled make-up days with no additional

compensation.

Order of Make Up:

Make up days will be the first regular work week days following the end of the school year (i.e., the school year ends on a Wednesday, the first make up will be Thursday). If the District has reached the maximum number of forgiven days, the Board reserves the right to replace mid-winter break with a normal school day.

- B. If the State School Aid Act is amended or repealed as described above, inclement days shall be subject to the following provisions: On days when school is closed and the staff is told not to report, they shall be paid for that day. On the first day when school is closed, staff will not be required to report. For any consecutive such days, if the Superintendent so requires, teachers shall report, not to exceed three (3) consecutive days.

- B. On a day with cancellation or a delayed start, teachers will be notified through school messenger as soon as a decision is reached by the Administration/Board. Teachers will not be expected to arrive until ten (10) minutes before the new student arrival time. If school is subsequently cancelled, teachers will be notified as soon as the decision is made and will not be asked to report.

ARTICLE XVI
DURATION

This Agreement shall become effective upon ratification by the Association and the Board. This Agreement shall remain in effect until midnight, June 30, 2015. In witness whereof, the parties hereto have caused this Agreement to be signed.

FOR THE ASSOCIATION:

Darcy M. Munro

Lawton Education Association President

Jeffrey A. ...

Negotiation Team Chair

Ms. ...

VBCEA Representative/Chief Negotiator

David Williams

Team Member

Date: 6/30/15

FOR THE BOARD:

...

Lawton Board of Education President

Mark R. B...

Lawton Board of Education Secretary

...

Lawton Superintendent of Schools

Date: 6-30-2015

ARTICLE XVII

INSURANCE

- A. The insurance offered through the Health Plan Purchasing Consortium Plans shall be available. The Board shall pay the amount determined annually by the State of Michigan as the hard cap for elected health insurance packages. Any cost beyond the employer's contribution set forth above shall be subject to payroll deduction in equal amounts with each pay.

If the teacher works less than a full school year, the rate would be prorated based upon the time worked.

The Employer shall provide a Premium Contribution Plan, which permits a member's contributions toward premiums to be paid with pretax dollars.

The Employer shall formally adopt a qualified plan document, which complies with Section 125 of the Internal Revenue Code. Bargaining unit members electing to use the Premium Contribution Plan shall do so through a Salary Reduction Agreement and payroll deduction.

- B. Teachers not electing to take health insurance will receive a cash option in lieu of health benefits and must also take PAK B. The district shall pay \$450 per month in lieu of health insurance. The teacher shall contribute twenty percent (20%) toward PAK B, including dental, vision, long term disability and life.

The employer shall formally adopt a qualified plan document which complies with Section 125 of the Internal Revenue Code. Teachers may use this money for MESSA options upon completion of the appropriate application forms, or a specified amount may be applied through a Salary Reduction Agreement by the bargaining unit member towards a Tax Deferred Annuity, pursuant to the District's 403(B) plan.

- C. Part-time teachers will receive amounts paid by the board on a pro-rated basis.

- D. MESSA PAK Summary

For employees with medical insurance the Board shall also provide:

1. Negotiated Life: \$30,000 with AD & D
2. Vision: VSP-3

3. Dental: 80/80/80: \$1,300

(Class I & II maximum at \$1,000)

Plan year: July 1 through June 30

The parties may agree to additional options for insurance as offered by the Consortium.

PAK B (for employees not electing health insurance)

Long Term Disability: Same as above

Negotiated Life: \$40,000 with AD & D

Vision: VSP-3

Dental: 100/90/90/80: \$1,300

(Class I & II maximum at \$1,000)

Plan year: July 1 through June 30

APPENDIX A

Lawton EA 2015-2016 Salary Schedule (1% increase from 2014-2015 Salary Schedule)				
STEP	BA	BA+15/18*	MA	MA+15
1	\$34,964	\$35,075	\$37,195	\$38,131
2	\$35,300	\$35,417	\$38,223	\$39,163
3	\$36,988	\$37,109	\$40,103	\$41,050
4	\$38,676	\$38,800	\$41,979	\$42,937
5**	\$40,364	\$40,493	\$43,860	\$44,821
6	\$42,054	\$42,185	\$45,739	\$46,705
7	\$43,742	\$43,877	\$47,615	\$48,590
8	\$45,431	\$45,570	\$49,494	\$50,476
9	\$47,119	\$47,262	\$51,373	\$52,358
10	\$48,806	\$48,953	\$53,253	\$54,245
11	\$50,496	\$50,647	\$55,132	\$56,131
12	\$52,183	\$52,338	\$57,010	\$58,016
13	\$52,566	\$52,723	\$58,890	\$59,901
14	\$53,608	\$53,766	\$59,274	\$60,286
15	\$53,608	\$53,766	\$60,448	\$61,480
16	\$53,832	\$53,991	\$60,673	\$61,704
17	\$53,832	\$53,991	\$60,673	\$61,704
18	\$54,112	\$54,272	\$60,953	\$61,985
19	\$54,112	\$54,272	\$60,953	\$61,985
20	\$54,677	\$54,835	\$61,517	\$62,549
21	\$54,677	\$54,835	\$61,517	\$62,549
22	\$56,080	\$56,239	\$62,921	\$63,953
23+	\$56,642	\$56,802	\$63,550	\$64,593

*For all teachers employed after July 1, 1988, eighteen (18) semester hours beyond the bachelor's degree will be required for placement on this column of Schedule A.

** New hires after July 1, 2007 will be frozen at step 5 BA salary schedule until completion of 18 credit hours or until they obtain their professional certificate, at which time they will advance to Step 6.

Lawton EA 2016-2017 Salary Schedule
(0.5% increase from 2015-2016 Salary Schedule)

STEP	BA	BA+15/18*	MA	MA+15
1	\$35,139	\$35,250	\$37,381	\$38,322
2	\$35,477	\$35,594	\$38,414	\$39,358
3	\$37,173	\$37,295	\$40,303	\$41,255
4	\$38,870	\$38,994	\$42,189	\$43,151
5**	\$40,566	\$40,696	\$44,080	\$45,045
6	\$42,264	\$42,396	\$45,968	\$46,939
7	\$43,960	\$44,096	\$47,853	\$48,833
8	\$45,658	\$45,798	\$49,741	\$50,729
9	\$47,354	\$47,498	\$51,630	\$52,620
10	\$49,050	\$49,198	\$53,519	\$54,517
11	\$50,748	\$50,900	\$55,408	\$56,412
12	\$52,444	\$52,600	\$57,295	\$58,306
13	\$52,829	\$52,986	\$59,185	\$60,201
14	\$53,876	\$54,035	\$59,570	\$60,587
15	\$53,876	\$54,035	\$60,750	\$61,787
16	\$54,101	\$54,260	\$60,976	\$62,012
17	\$54,101	\$54,260	\$60,976	\$62,012
18	\$54,383	\$54,543	\$61,258	\$62,295
19	\$54,383	\$54,543	\$61,258	\$62,295
20	\$54,950	\$55,109	\$61,825	\$62,862
21	\$54,950	\$55,109	\$61,825	\$62,862
22	\$56,361	\$56,520	\$63,236	\$64,273
23+***	\$57,425	\$57,586	\$64,368	\$65,416

*For all teachers employed after July 1, 1988, eighteen (18) semester hours beyond the bachelor's degree will be required for placement on this column of Schedule A.

** New hires after July 1, 2007 will be frozen at step 5 BA salary schedule until completion of 18 credit hours or until they obtain their professional certificate, at which time they will advance to Step 6.

***Step 23+ wages reflect \$500 increase in the step in addition to the 0.5% contract increase.

APPENDIX B

Extra-Duty

SCHEDULE B NON-ATHLETIC POSITIONS
2015-2016

POSITION	%	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Annual:											
HS in-class	2.00%	\$ 702	\$ 708	\$ 742	\$ 776	\$ 810	\$ 844	\$ 878	\$ 911	\$ 945	\$ 979
HS out of class	4.00%	\$ 1,403	\$ 1,417	\$ 1,484	\$ 1,552	\$ 1,620	\$ 1,687	\$ 1,755	\$ 1,823	\$ 1,890	\$ 1,958
Band Camp	3.75%	\$ 1,315	\$ 1,328	\$ 1,392	\$ 1,455	\$ 1,519	\$ 1,582	\$ 1,645	\$ 1,709	\$ 1,772	\$ 1,836
Band	6.25%	\$ 2,192	\$ 2,214	\$ 2,319	\$ 2,425	\$ 2,531	\$ 2,637	\$ 2,742	\$ 2,848	\$ 2,954	\$ 3,060
Drama:											
Director	4.00%	\$ 1,403	\$ 1,417	\$ 1,484	\$ 1,552	\$ 1,620	\$ 1,687	\$ 1,755	\$ 1,823	\$ 1,890	\$ 1,958
Asst. Director	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
Band director-musicals	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
Stage Director	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
HS SADD	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
Honor Society	2.00%	\$ 702	\$ 708	\$ 742	\$ 776	\$ 810	\$ 844	\$ 878	\$ 911	\$ 945	\$ 979
Life Club	1.50%	\$ 526	\$ 531	\$ 557	\$ 582	\$ 607	\$ 633	\$ 658	\$ 684	\$ 709	\$ 734
Ski Club	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
Spanish Club	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
w/trip add -	2.00%	\$ 702	\$ 708	\$ 742	\$ 776	\$ 810	\$ 844	\$ 878	\$ 911	\$ 945	\$ 979
MS Chess Club	0.50%	\$ 175	\$ 177	\$ 186	\$ 194	\$ 202	\$ 211	\$ 219	\$ 228	\$ 236	\$ 245
MS Art Club	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
MS Newspaper	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
MS Future Problem Solving	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
MS Spelling Bee	2.00%	\$ 702	\$ 708	\$ 742	\$ 776	\$ 810	\$ 844	\$ 878	\$ 911	\$ 945	\$ 979
MS Jr. Great Books	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
EL Jr. Great Books	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
EL 4-5 grade Chess Club	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
Girls on the Run Coordinator	0.50%	\$ 175	\$ 177	\$ 186	\$ 194	\$ 202	\$ 211	\$ 219	\$ 228	\$ 236	\$ 245
MS Math Coach	2.00%	\$ 702	\$ 708	\$ 742	\$ 776	\$ 810	\$ 844	\$ 878	\$ 911	\$ 945	\$ 979
MS Vocal Music	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
Quiz Bowl	2.00%	\$ 702	\$ 708	\$ 742	\$ 776	\$ 810	\$ 844	\$ 878	\$ 911	\$ 945	\$ 979
MS Science Olympiad	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
MS Young Authors	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
HS Student Council	1.50%	\$ 526	\$ 531	\$ 557	\$ 582	\$ 607	\$ 633	\$ 658	\$ 684	\$ 709	\$ 734
MS Student Council	1.50%	\$ 526	\$ 531	\$ 557	\$ 582	\$ 607	\$ 633	\$ 658	\$ 684	\$ 709	\$ 734
4th-5th Grades Choral Club	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
Class Sponsors:											
Grade 6	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
Grade 7	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
Grade 8	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
Grade 9	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
Grade 10	1.50%	\$ 526	\$ 531	\$ 557	\$ 582	\$ 607	\$ 633	\$ 658	\$ 684	\$ 709	\$ 734
Grade 11	2.50%	\$ 877	\$ 885	\$ 928	\$ 970	\$ 1,012	\$ 1,055	\$ 1,097	\$ 1,139	\$ 1,182	\$ 1,224
Grade 12	3.00%	\$ 1,052	\$ 1,063	\$ 1,113	\$ 1,164	\$ 1,215	\$ 1,266	\$ 1,316	\$ 1,367	\$ 1,418	\$ 1,469
International Studies Advisor	3.00%	\$ 1,052	\$ 1,063	\$ 1,113	\$ 1,164	\$ 1,215	\$ 1,266	\$ 1,316	\$ 1,367	\$ 1,418	\$ 1,469
Kindergarten Circus	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
5th Grade Camp	1.00%	\$ 351	\$ 354	\$ 371	\$ 388	\$ 405	\$ 422	\$ 439	\$ 456	\$ 473	\$ 490
Spaghetti Bridge Advisor	1.50%	\$ 526	\$ 531	\$ 557	\$ 582	\$ 607	\$ 633	\$ 658	\$ 684	\$ 709	\$ 734

**SCHEDULE B NON-ATHLETIC POSITIONS
2016-2017**

POSITION	%	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Annual:											
HS in-class	2.00%	\$ 705	\$ 712	\$ 746	\$ 780	\$ 814	\$ 848	\$ 882	\$ 916	\$ 950	\$ 984
HS out of class	4.00%	\$ 1,410	\$ 1,424	\$ 1,492	\$ 1,560	\$ 1,628	\$ 1,696	\$ 1,764	\$ 1,832	\$ 1,900	\$ 1,968
Band Camp	3.75%	\$ 1,322	\$ 1,335	\$ 1,399	\$ 1,462	\$ 1,526	\$ 1,590	\$ 1,654	\$ 1,717	\$ 1,781	\$ 1,845
Band	6.25%	\$ 2,203	\$ 2,225	\$ 2,331	\$ 2,437	\$ 2,543	\$ 2,650	\$ 2,756	\$ 2,862	\$ 2,969	\$ 3,075
Drama:											
Director	4.00%	\$ 1,410	\$ 1,424	\$ 1,492	\$ 1,560	\$ 1,628	\$ 1,696	\$ 1,764	\$ 1,832	\$ 1,900	\$ 1,968
Asst. Director	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
Band director-musicals	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
Stage Director	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
HS SADD	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
Honor Society	2.00%	\$ 705	\$ 712	\$ 746	\$ 780	\$ 814	\$ 848	\$ 882	\$ 916	\$ 950	\$ 984
Life Club	1.50%	\$ 529	\$ 534	\$ 559	\$ 585	\$ 610	\$ 636	\$ 661	\$ 687	\$ 712	\$ 738
Ski Club	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
Spanish Club	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
w/trip add -	2.00%	\$ 705	\$ 712	\$ 746	\$ 780	\$ 814	\$ 848	\$ 882	\$ 916	\$ 950	\$ 984
MS Chess Club	0.50%	\$ 176	\$ 178	\$ 186	\$ 195	\$ 203	\$ 212	\$ 220	\$ 229	\$ 237	\$ 246
MS Art Club	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
MS Newspaper	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
MS Future Problem Solving	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
MS Spelling Bee	2.00%	\$ 705	\$ 712	\$ 746	\$ 780	\$ 814	\$ 848	\$ 882	\$ 916	\$ 950	\$ 984
MS Jr. Great Books	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
EL Jr. Great Books	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
EL 4-5 grade Chess Club	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
Girls on the Run Coordinator	0.50%	\$ 176	\$ 178	\$ 186	\$ 195	\$ 203	\$ 212	\$ 220	\$ 229	\$ 237	\$ 246
MS Math Coach	2.00%	\$ 705	\$ 712	\$ 746	\$ 780	\$ 814	\$ 848	\$ 882	\$ 916	\$ 950	\$ 984
MS Vocal Music	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
Quiz Bowl	2.00%	\$ 705	\$ 712	\$ 746	\$ 780	\$ 814	\$ 848	\$ 882	\$ 916	\$ 950	\$ 984
MS Science Olympiad	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
MS Young Authors	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
HS Student Council	1.50%	\$ 529	\$ 534	\$ 559	\$ 585	\$ 610	\$ 636	\$ 661	\$ 687	\$ 712	\$ 738
MS Student Council	1.50%	\$ 529	\$ 534	\$ 559	\$ 585	\$ 610	\$ 636	\$ 661	\$ 687	\$ 712	\$ 738
4th-5th Grades Choral Club	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
Class Sponsors:											
Grade 6	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
Grade 7	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
Grade 8	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
Grade 9	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
Grade 10	1.50%	\$ 529	\$ 534	\$ 559	\$ 585	\$ 610	\$ 636	\$ 661	\$ 687	\$ 712	\$ 738
Grade 11	2.50%	\$ 881	\$ 890	\$ 932	\$ 975	\$ 1,017	\$ 1,060	\$ 1,102	\$ 1,145	\$ 1,187	\$ 1,230
Grade 12	3.00%	\$ 1,058	\$ 1,068	\$ 1,119	\$ 1,170	\$ 1,221	\$ 1,272	\$ 1,323	\$ 1,374	\$ 1,425	\$ 1,476
International Studies Advisor	3.00%	\$ 1,058	\$ 1,068	\$ 1,119	\$ 1,170	\$ 1,221	\$ 1,272	\$ 1,323	\$ 1,374	\$ 1,425	\$ 1,476
Kindergarten Circus	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
5th Grade Camp	1.00%	\$ 353	\$ 356	\$ 373	\$ 390	\$ 407	\$ 424	\$ 441	\$ 458	\$ 475	\$ 492
Spaghetti Bridge Advisor	1.50%	\$ 529	\$ 534	\$ 559	\$ 585	\$ 610	\$ 636	\$ 661	\$ 687	\$ 712	\$ 738

ALL NON-ATHLETIC POSITIONS

Experience will be granted for the number of previous years in the same non-athletic activity and the years do not have to be consecutive. On-staff employees will be capped at step 10 of the BA+ salary schedule. All non-staff employees will be capped at step 5 of the BA+ salary schedule.

All class sponsors will be considered the same activity in reference to the granting of experience. Experience will be granted from one class sponsor to another. Experience will be granted from class sponsor to student council advisor and vice versa.

EXTRA DAYS FOR COUNSELORS:

- A. K-8th Grade Guidance Counselor. Three (3) additional days will be scheduled each year with the option of two (2) additional days, provided the additional two (2) days are mutually agreed to by the counselor and building Principal.

- B. The 9-12th Grade Guidance Counselor will be scheduled for eleven (11) additional days each year with the option of five (5) additional days, provided the additional five (5) days are mutually agreed to by the counselor and Building Principal.

SCHEDULE B ATHLETIC POSITIONS

2015 -2016

POSITION	%	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
7th Grade Basketball Boys	4.75%	\$ 1,666	\$ 1,682	\$ 1,763	\$ 1,843	\$ 1,923	\$ 2,004	\$ 2,084	\$ 2,165	\$ 2,245	\$ 2,325
7th Grade Basketball Girls	4.75%	\$ 1,666	\$ 1,682	\$ 1,763	\$ 1,843	\$ 1,923	\$ 2,004	\$ 2,084	\$ 2,165	\$ 2,245	\$ 2,325
7th Grade Volleyball 1	4.75%	\$ 1,666	\$ 1,682	\$ 1,763	\$ 1,843	\$ 1,923	\$ 2,004	\$ 2,084	\$ 2,165	\$ 2,245	\$ 2,325
7th Grade Volleyball 2	4.75%	\$ 1,666	\$ 1,682	\$ 1,763	\$ 1,843	\$ 1,923	\$ 2,004	\$ 2,084	\$ 2,165	\$ 2,245	\$ 2,325
8th Grade Basketball Boys	4.75%	\$ 1,666	\$ 1,682	\$ 1,763	\$ 1,843	\$ 1,923	\$ 2,004	\$ 2,084	\$ 2,165	\$ 2,245	\$ 2,325
8th Grade Basketball Girls	4.75%	\$ 1,666	\$ 1,682	\$ 1,763	\$ 1,843	\$ 1,923	\$ 2,004	\$ 2,084	\$ 2,165	\$ 2,245	\$ 2,325
8th Grade Volleyball 1	4.75%	\$ 1,666	\$ 1,682	\$ 1,763	\$ 1,843	\$ 1,923	\$ 2,004	\$ 2,084	\$ 2,165	\$ 2,245	\$ 2,325
8th Grade Volleyball 2	4.75%	\$ 1,666	\$ 1,682	\$ 1,763	\$ 1,843	\$ 1,923	\$ 2,004	\$ 2,084	\$ 2,165	\$ 2,245	\$ 2,325
Competitive Cheer	6.25%	\$ 2,192	\$ 2,214	\$ 2,319	\$ 2,425	\$ 2,531	\$ 2,637	\$ 2,742	\$ 2,848	\$ 2,954	\$ 3,060
Freshman Basketball Boys	6.25%	\$ 2,192	\$ 2,214	\$ 2,319	\$ 2,425	\$ 2,531	\$ 2,637	\$ 2,742	\$ 2,848	\$ 2,954	\$ 3,060
Freshman Basketball Girls	6.25%	\$ 2,192	\$ 2,214	\$ 2,319	\$ 2,425	\$ 2,531	\$ 2,637	\$ 2,742	\$ 2,848	\$ 2,954	\$ 3,060
Freshman Volleyball	5.50%	\$ 1,929	\$ 1,948	\$ 2,041	\$ 2,134	\$ 2,227	\$ 2,320	\$ 2,413	\$ 2,506	\$ 2,599	\$ 2,692
JV Baseball	6.25%	\$ 2,192	\$ 2,214	\$ 2,319	\$ 2,425	\$ 2,531	\$ 2,637	\$ 2,742	\$ 2,848	\$ 2,954	\$ 3,060
JV Boys Basketball	7.00%	\$ 2,455	\$ 2,479	\$ 2,598	\$ 2,716	\$ 2,835	\$ 2,953	\$ 3,071	\$ 3,190	\$ 3,308	\$ 3,427
JV Cheerleading	4.00%	\$ 1,403	\$ 1,417	\$ 1,484	\$ 1,552	\$ 1,620	\$ 1,687	\$ 1,755	\$ 1,823	\$ 1,890	\$ 1,958
JV Football	7.00%	\$ 2,455	\$ 2,479	\$ 2,598	\$ 2,716	\$ 2,835	\$ 2,953	\$ 3,071	\$ 3,190	\$ 3,308	\$ 3,427
JV Football Assistant	6.25%	\$ 2,192	\$ 2,214	\$ 2,319	\$ 2,425	\$ 2,531	\$ 2,637	\$ 2,742	\$ 2,848	\$ 2,954	\$ 3,060
JV Girls Basketball	7.00%	\$ 2,455	\$ 2,479	\$ 2,598	\$ 2,716	\$ 2,835	\$ 2,953	\$ 3,071	\$ 3,190	\$ 3,308	\$ 3,427
JV Sideline Cheer	4.00%	\$ 1,403	\$ 1,417	\$ 1,484	\$ 1,552	\$ 1,620	\$ 1,687	\$ 1,755	\$ 1,823	\$ 1,890	\$ 1,958
JV Soccer	6.25%	\$ 2,192	\$ 2,214	\$ 2,319	\$ 2,425	\$ 2,531	\$ 2,637	\$ 2,742	\$ 2,848	\$ 2,954	\$ 3,060
JV Softball	6.25%	\$ 2,192	\$ 2,214	\$ 2,319	\$ 2,425	\$ 2,531	\$ 2,637	\$ 2,742	\$ 2,848	\$ 2,954	\$ 3,060
JV Volleyball	6.25%	\$ 2,192	\$ 2,214	\$ 2,319	\$ 2,425	\$ 2,531	\$ 2,637	\$ 2,742	\$ 2,848	\$ 2,954	\$ 3,060
MS Cross Country 1	4.75%	\$ 1,666	\$ 1,682	\$ 1,763	\$ 1,843	\$ 1,923	\$ 2,004	\$ 2,084	\$ 2,165	\$ 2,245	\$ 2,325
MS Cross Country 2	3.00%	\$ 1,052	\$ 1,063	\$ 1,113	\$ 1,164	\$ 1,215	\$ 1,266	\$ 1,316	\$ 1,367	\$ 1,418	\$ 1,469
MS Football 1	4.75%	\$ 1,666	\$ 1,682	\$ 1,763	\$ 1,843	\$ 1,923	\$ 2,004	\$ 2,084	\$ 2,165	\$ 2,245	\$ 2,325
MS Football 2	4.75%	\$ 1,666	\$ 1,682	\$ 1,763	\$ 1,843	\$ 1,923	\$ 2,004	\$ 2,084	\$ 2,165	\$ 2,245	\$ 2,325
MS Track Boys	4.75%	\$ 1,666	\$ 1,682	\$ 1,763	\$ 1,843	\$ 1,923	\$ 2,004	\$ 2,084	\$ 2,165	\$ 2,245	\$ 2,325
MS Track Girls	4.75%	\$ 1,666	\$ 1,682	\$ 1,763	\$ 1,843	\$ 1,923	\$ 2,004	\$ 2,084	\$ 2,165	\$ 2,245	\$ 2,325
MS Wrestling	4.75%	\$ 1,666	\$ 1,682	\$ 1,763	\$ 1,843	\$ 1,923	\$ 2,004	\$ 2,084	\$ 2,165	\$ 2,245	\$ 2,325
Varsity Baseball	8.25%	\$ 2,894	\$ 2,922	\$ 3,062	\$ 3,201	\$ 3,341	\$ 3,480	\$ 3,620	\$ 3,759	\$ 3,899	\$ 4,039
Varsity Basketball Boys	9.75%	\$ 3,420	\$ 3,453	\$ 3,618	\$ 3,783	\$ 3,948	\$ 4,113	\$ 4,278	\$ 4,443	\$ 4,608	\$ 4,773
Varsity Basketball Girls	9.75%	\$ 3,420	\$ 3,453	\$ 3,618	\$ 3,783	\$ 3,948	\$ 4,113	\$ 4,278	\$ 4,443	\$ 4,608	\$ 4,773
Varsity Cross Country	7.00%	\$ 2,455	\$ 2,479	\$ 2,598	\$ 2,716	\$ 2,835	\$ 2,953	\$ 3,071	\$ 3,190	\$ 3,308	\$ 3,427
Varsity Football	9.75%	\$ 3,420	\$ 3,453	\$ 3,618	\$ 3,783	\$ 3,948	\$ 4,113	\$ 4,278	\$ 4,443	\$ 4,608	\$ 4,773
Varsity Football Assistant	7.00%	\$ 2,455	\$ 2,479	\$ 2,598	\$ 2,716	\$ 2,835	\$ 2,953	\$ 3,071	\$ 3,190	\$ 3,308	\$ 3,427
Varsity Golf	7.00%	\$ 2,455	\$ 2,479	\$ 2,598	\$ 2,716	\$ 2,835	\$ 2,953	\$ 3,071	\$ 3,190	\$ 3,308	\$ 3,427
Varsity Sideline Cheer	6.25%	\$ 2,192	\$ 2,214	\$ 2,319	\$ 2,425	\$ 2,531	\$ 2,637	\$ 2,742	\$ 2,848	\$ 2,954	\$ 3,060
Varsity Soccer Boys	8.25%	\$ 2,894	\$ 2,922	\$ 3,062	\$ 3,201	\$ 3,341	\$ 3,480	\$ 3,620	\$ 3,759	\$ 3,899	\$ 4,039
Varsity Soccer Girls	8.25%	\$ 2,894	\$ 2,922	\$ 3,062	\$ 3,201	\$ 3,341	\$ 3,480	\$ 3,620	\$ 3,759	\$ 3,899	\$ 4,039
Varsity Softball	8.25%	\$ 2,894	\$ 2,922	\$ 3,062	\$ 3,201	\$ 3,341	\$ 3,480	\$ 3,620	\$ 3,759	\$ 3,899	\$ 4,039
Varsity Track Boys/Girls	9.75%	\$ 3,420	\$ 3,453	\$ 3,618	\$ 3,783	\$ 3,948	\$ 4,113	\$ 4,278	\$ 4,443	\$ 4,608	\$ 4,773
Varsity Track Boys/Girls Assistant	7.00%	\$ 2,455	\$ 2,479	\$ 2,598	\$ 2,716	\$ 2,835	\$ 2,953	\$ 3,071	\$ 3,190	\$ 3,308	\$ 3,427
Varsity Track Boys or Girls Only	8.25%	\$ 2,894	\$ 2,922	\$ 3,062	\$ 3,201	\$ 3,341	\$ 3,480	\$ 3,620	\$ 3,759	\$ 3,899	\$ 4,039
Varsity Track Event Assistant 1	5.50%	\$ 1,929	\$ 1,948	\$ 2,041	\$ 2,134	\$ 2,227	\$ 2,320	\$ 2,413	\$ 2,506	\$ 2,599	\$ 2,692
Varsity Track Event Assistant 2	5.50%	\$ 1,929	\$ 1,948	\$ 2,041	\$ 2,134	\$ 2,227	\$ 2,320	\$ 2,413	\$ 2,506	\$ 2,599	\$ 2,692
Varsity Volleyball	8.25%	\$ 2,894	\$ 2,922	\$ 3,062	\$ 3,201	\$ 3,341	\$ 3,480	\$ 3,620	\$ 3,759	\$ 3,899	\$ 4,039
Varsity Wrestling	8.25%	\$ 2,894	\$ 2,922	\$ 3,062	\$ 3,201	\$ 3,341	\$ 3,480	\$ 3,620	\$ 3,759	\$ 3,899	\$ 4,039
Varsity Wrestling Assistant	5.50%	\$ 1,929	\$ 1,948	\$ 2,041	\$ 2,134	\$ 2,227	\$ 2,320	\$ 2,413	\$ 2,506	\$ 2,599	\$ 2,692

SCHEDULE B ATHLETIC POSITIONS
2016 - 2017

POSITION	%	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
7th Grade Basketball Boys	4.75%	\$ 1,674	\$ 1,691	\$ 1,772	\$ 1,852	\$ 1,933	\$ 2,014	\$ 2,095	\$ 2,175	\$ 2,256	\$ 2,337
7th Grade Basketball Girls	4.75%	\$ 1,674	\$ 1,691	\$ 1,772	\$ 1,852	\$ 1,933	\$ 2,014	\$ 2,095	\$ 2,175	\$ 2,256	\$ 2,337
7th Grade Volleyball 1	4.75%	\$ 1,674	\$ 1,691	\$ 1,772	\$ 1,852	\$ 1,933	\$ 2,014	\$ 2,095	\$ 2,175	\$ 2,256	\$ 2,337
7th Grade Volleyball 2	4.75%	\$ 1,674	\$ 1,691	\$ 1,772	\$ 1,852	\$ 1,933	\$ 2,014	\$ 2,095	\$ 2,175	\$ 2,256	\$ 2,337
8th Grade Basketball Boys	4.75%	\$ 1,674	\$ 1,691	\$ 1,772	\$ 1,852	\$ 1,933	\$ 2,014	\$ 2,095	\$ 2,175	\$ 2,256	\$ 2,337
8th Grade Basketball Girls	4.75%	\$ 1,674	\$ 1,691	\$ 1,772	\$ 1,852	\$ 1,933	\$ 2,014	\$ 2,095	\$ 2,175	\$ 2,256	\$ 2,337
8th Grade Volleyball 1	4.75%	\$ 1,674	\$ 1,691	\$ 1,772	\$ 1,852	\$ 1,933	\$ 2,014	\$ 2,095	\$ 2,175	\$ 2,256	\$ 2,337
8th Grade Volleyball 2	4.75%	\$ 1,674	\$ 1,691	\$ 1,772	\$ 1,852	\$ 1,933	\$ 2,014	\$ 2,095	\$ 2,175	\$ 2,256	\$ 2,337
Competitive Cheer	6.25%	\$ 2,203	\$ 2,225	\$ 2,331	\$ 2,437	\$ 2,543	\$ 2,650	\$ 2,756	\$ 2,862	\$ 2,969	\$ 3,075
Freshman Basketball Boys	6.25%	\$ 2,203	\$ 2,225	\$ 2,331	\$ 2,437	\$ 2,543	\$ 2,650	\$ 2,756	\$ 2,862	\$ 2,969	\$ 3,075
Freshman Basketball Girls	6.25%	\$ 2,203	\$ 2,225	\$ 2,331	\$ 2,437	\$ 2,543	\$ 2,650	\$ 2,756	\$ 2,862	\$ 2,969	\$ 3,075
Freshman Volleyball	5.50%	\$ 1,939	\$ 1,958	\$ 2,051	\$ 2,145	\$ 2,238	\$ 2,332	\$ 2,425	\$ 2,519	\$ 2,612	\$ 2,706
JV Baseball	6.25%	\$ 2,203	\$ 2,225	\$ 2,331	\$ 2,437	\$ 2,543	\$ 2,650	\$ 2,756	\$ 2,862	\$ 2,969	\$ 3,075
JV Boys Basketball	7.00%	\$ 2,468	\$ 2,492	\$ 2,611	\$ 2,730	\$ 2,849	\$ 2,968	\$ 3,087	\$ 3,206	\$ 3,325	\$ 3,444
JV Cheerleading	4.00%	\$ 1,410	\$ 1,424	\$ 1,492	\$ 1,560	\$ 1,628	\$ 1,696	\$ 1,764	\$ 1,832	\$ 1,900	\$ 1,968
JV Football	7.00%	\$ 2,468	\$ 2,492	\$ 2,611	\$ 2,730	\$ 2,849	\$ 2,968	\$ 3,087	\$ 3,206	\$ 3,325	\$ 3,444
JV Football Assistant	6.25%	\$ 2,203	\$ 2,225	\$ 2,331	\$ 2,437	\$ 2,543	\$ 2,650	\$ 2,756	\$ 2,862	\$ 2,969	\$ 3,075
JV Girls Basketball	7.00%	\$ 2,468	\$ 2,492	\$ 2,611	\$ 2,730	\$ 2,849	\$ 2,968	\$ 3,087	\$ 3,206	\$ 3,325	\$ 3,444
JV Sideline Cheer	4.00%	\$ 1,410	\$ 1,424	\$ 1,492	\$ 1,560	\$ 1,628	\$ 1,696	\$ 1,764	\$ 1,832	\$ 1,900	\$ 1,968
JV Soccer	6.25%	\$ 2,203	\$ 2,225	\$ 2,331	\$ 2,437	\$ 2,543	\$ 2,650	\$ 2,756	\$ 2,862	\$ 2,969	\$ 3,075
JV Softball	6.25%	\$ 2,203	\$ 2,225	\$ 2,331	\$ 2,437	\$ 2,543	\$ 2,650	\$ 2,756	\$ 2,862	\$ 2,969	\$ 3,075
JV Volleyball	6.25%	\$ 2,203	\$ 2,225	\$ 2,331	\$ 2,437	\$ 2,543	\$ 2,650	\$ 2,756	\$ 2,862	\$ 2,969	\$ 3,075
MS Cross Country 1	4.75%	\$ 1,674	\$ 1,691	\$ 1,772	\$ 1,852	\$ 1,933	\$ 2,014	\$ 2,095	\$ 2,175	\$ 2,256	\$ 2,337
MS Cross Country 2	3.00%	\$ 1,058	\$ 1,068	\$ 1,119	\$ 1,170	\$ 1,221	\$ 1,272	\$ 1,323	\$ 1,374	\$ 1,425	\$ 1,476
MS Football 1	4.75%	\$ 1,674	\$ 1,691	\$ 1,772	\$ 1,852	\$ 1,933	\$ 2,014	\$ 2,095	\$ 2,175	\$ 2,256	\$ 2,337
MS Football 2	4.75%	\$ 1,674	\$ 1,691	\$ 1,772	\$ 1,852	\$ 1,933	\$ 2,014	\$ 2,095	\$ 2,175	\$ 2,256	\$ 2,337
MS Track Boys	4.75%	\$ 1,674	\$ 1,691	\$ 1,772	\$ 1,852	\$ 1,933	\$ 2,014	\$ 2,095	\$ 2,175	\$ 2,256	\$ 2,337
MS Track Girls	4.75%	\$ 1,674	\$ 1,691	\$ 1,772	\$ 1,852	\$ 1,933	\$ 2,014	\$ 2,095	\$ 2,175	\$ 2,256	\$ 2,337
MS Wrestling	4.75%	\$ 1,674	\$ 1,691	\$ 1,772	\$ 1,852	\$ 1,933	\$ 2,014	\$ 2,095	\$ 2,175	\$ 2,256	\$ 2,337
Varsity Baseball	8.25%	\$ 2,908	\$ 2,937	\$ 3,077	\$ 3,217	\$ 3,357	\$ 3,498	\$ 3,638	\$ 3,778	\$ 3,919	\$ 4,059
Varsity Basketball Boys	9.75%	\$ 3,437	\$ 3,470	\$ 3,636	\$ 3,802	\$ 3,968	\$ 4,134	\$ 4,299	\$ 4,465	\$ 4,631	\$ 4,797
Varsity Basketball Girls	9.75%	\$ 3,437	\$ 3,470	\$ 3,636	\$ 3,802	\$ 3,968	\$ 4,134	\$ 4,299	\$ 4,465	\$ 4,631	\$ 4,797
Varsity Cross Country	7.00%	\$ 2,468	\$ 2,492	\$ 2,611	\$ 2,730	\$ 2,849	\$ 2,968	\$ 3,087	\$ 3,206	\$ 3,325	\$ 3,444
Varsity Football	9.75%	\$ 3,437	\$ 3,470	\$ 3,636	\$ 3,802	\$ 3,968	\$ 4,134	\$ 4,299	\$ 4,465	\$ 4,631	\$ 4,797
Varsity Football Assistant	7.00%	\$ 2,468	\$ 2,492	\$ 2,611	\$ 2,730	\$ 2,849	\$ 2,968	\$ 3,087	\$ 3,206	\$ 3,325	\$ 3,444
Varsity Golf	7.00%	\$ 2,468	\$ 2,492	\$ 2,611	\$ 2,730	\$ 2,849	\$ 2,968	\$ 3,087	\$ 3,206	\$ 3,325	\$ 3,444
Varsity Sideline Cheer	6.25%	\$ 2,203	\$ 2,225	\$ 2,331	\$ 2,437	\$ 2,543	\$ 2,650	\$ 2,756	\$ 2,862	\$ 2,969	\$ 3,075
Varsity Soccer Boys	8.25%	\$ 2,908	\$ 2,937	\$ 3,077	\$ 3,217	\$ 3,357	\$ 3,498	\$ 3,638	\$ 3,778	\$ 3,919	\$ 4,059
Varsity Soccer Girls	8.25%	\$ 2,908	\$ 2,937	\$ 3,077	\$ 3,217	\$ 3,357	\$ 3,498	\$ 3,638	\$ 3,778	\$ 3,919	\$ 4,059
Varsity Softball	8.25%	\$ 2,908	\$ 2,937	\$ 3,077	\$ 3,217	\$ 3,357	\$ 3,498	\$ 3,638	\$ 3,778	\$ 3,919	\$ 4,059
Varsity Track Boys/Girls	9.75%	\$ 3,437	\$ 3,470	\$ 3,636	\$ 3,802	\$ 3,968	\$ 4,134	\$ 4,299	\$ 4,465	\$ 4,631	\$ 4,797
Varsity Track Boys/Girls Assistant	7.00%	\$ 2,468	\$ 2,492	\$ 2,611	\$ 2,730	\$ 2,849	\$ 2,968	\$ 3,087	\$ 3,206	\$ 3,325	\$ 3,444
Varsity Track Boys or Girls Only	8.25%	\$ 2,908	\$ 2,937	\$ 3,077	\$ 3,217	\$ 3,357	\$ 3,498	\$ 3,638	\$ 3,778	\$ 3,919	\$ 4,059
Varsity Track Event Assistant 1	5.50%	\$ 1,939	\$ 1,958	\$ 2,051	\$ 2,145	\$ 2,238	\$ 2,332	\$ 2,425	\$ 2,519	\$ 2,612	\$ 2,706
Varsity Track Event Assistant 2	5.50%	\$ 1,939	\$ 1,958	\$ 2,051	\$ 2,145	\$ 2,238	\$ 2,332	\$ 2,425	\$ 2,519	\$ 2,612	\$ 2,706
Varsity Volleyball	8.25%	\$ 2,908	\$ 2,937	\$ 3,077	\$ 3,217	\$ 3,357	\$ 3,498	\$ 3,638	\$ 3,778	\$ 3,919	\$ 4,059
Varsity Wrestling	8.25%	\$ 2,908	\$ 2,937	\$ 3,077	\$ 3,217	\$ 3,357	\$ 3,498	\$ 3,638	\$ 3,778	\$ 3,919	\$ 4,059
Varsity Wrestling Assistant	5.50%	\$ 1,939	\$ 1,958	\$ 2,051	\$ 2,145	\$ 2,238	\$ 2,332	\$ 2,425	\$ 2,519	\$ 2,612	\$ 2,706

ALL HIGH SCHOOL AND MIDDLE SCHOOL ATHLETIC POSITIONS

Experience will be granted for the number of previous years coached up to 10 for all on staff coaches and up to 5 for all non-staff coaches.

- (A) Experience will be granted for all sports coached.
- (B) Years do not have to be consecutive.
- (C) Coaches will be paid at a designated percentage of BA+ with non-staff coaches being capped at 5 steps and on-staff coaches being capped at 10 steps.

APPENDIX C
TEACHER INDUCTION AND MENTORING PROGRAM

The Michigan Board of Education believes that the New Teacher Induction/Teacher Mentoring process is:

A cooperative arrangement between peers in which new members of the teaching profession are provided ongoing assistance and support by one or more skilled and experienced teachers. This relationship should be collegial in nature and all experiences should be directed toward the development and refinement of the knowledge, skills, and dispositions necessary for effective learning. This process is expected to be mutually beneficial for all parties and to result in improved instructional practice and professional performances.

A . The Mentor Teacher shall be available to provide professional support, instruction and guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources and information in a non-threatening collegial fashion. Each teacher in his/her first three (3) years in the classroom shall:

1. Be matched with an approved Mentor Teacher
2. Be provided with a minimum of fifteen (15) days of professional development induction. This shall be scheduled within the regular school day whenever possible.

B. MATCHING MENTORS AND MENTEES

A Mentor Teacher shall be assigned in accordance with the following:

1. Mentor Teacher shall be a tenured teacher with successful teaching experiences of at least five (5) years.
2. Participation of the Mentor shall be voluntary.
3. Each March, the District shall notify and publish the elements of the Mentor Program to all teachers and invite volunteers. The District shall compile a list of potential Mentors by June.
4. The District shall provide each Mentor and Mentee a description of the program requirements.
5. Mentors and Mentees should be matched based upon similar jobs, building, areas of certification, and duties. (For example: match specials teacher with another specials teacher, matching traveling teachers, etc.) The Mentor and Mentee shall have similar assignments and conference/planning whenever possible.
6. A Mentee shall have only one (1) Mentor at a time, unless otherwise requested. A Mentor shall work with only one (1) first-year Mentee at a time.
7. The Mentor assignment shall be for one (1) year, subject to review. The appointment may be renewed in succeeding years or, a change may be made based on a change in teaching assignment. If either Mentor or

Mentee feel the relationship is not providing the necessary help, either may request a change to the Director of Mentoring and Induction and the change shall be made within fifteen (15) days.

8. Because the purpose of the Mentor-Mentee match is to acclimate new teachers and to provide necessary assistance toward the end of quality instruction, the relationship shall not in any fashion be a matter included in the evaluation of the Mentor or the Mentee.
9. Neither the Mentor nor the Mentee shall be permitted to participate in any matter related to the evaluation of the other.
10. No person shall require the Mentor or the Mentee to seek information as to the competence of either party.

D. RELEASED TIME

1. The Mentor shall receive, subject to scheduling with the Principal, released time to observe, instruct, and aid the performance of the Mentee in his/her classroom or work station during the regular instructional day.
2. The Mentee shall receive, subject to scheduling with the Principal, released time to observe and conference with the Mentor and /or participate in other approved induction activities.

E. RESPONSIBILITIES AND COMPENSATION FOR MENTORS

1. To qualify as a Mentor, a teacher shall have mentoring training provided by Lawton Community Schools or an Intermediate School District or through approved course work specific to mentoring.
2. The District shall pay the cost of mentor training provided by Lawton Community Schools or an Intermediate School District for any qualified teacher who is interested in becoming a Mentor.
3. Mentors shall meet together one time per year to plan induction program activities, reevaluate the New Teacher Induction and Mentoring Program, and update the New Teacher Handbook.
4. The District shall provide each Mentor with a Mentor Handbook outlining the roles and responsibilities of mentorship.
5. Each Mentor is responsible for meeting with his/her Mentee at least four (4) times during the year. Each Mentor who is assigned to a Mentee shall be paid as follows:

First Year	\$300
Second Year	\$200
Third Year	\$100

F. NEW TEACHER INDUCTION

1. The District shall develop a program of classes and/or experiences that shall satisfy the requirements for New Teacher Induction at no cost to the Mentee. Professional development shall be scheduled within the regular workday and year whenever possible. The District shall provide a list of programs/experiences along with dates and times to each Mentee. The Mentee may elect to satisfy the induction requirement of fifteen (15) days of professional development through District-provided programs.
2. Regular in-service days provided by the District beyond the number required of all teachers by law shall be accepted as professional development experiences toward fulfillment of the induction requirement.
3. The District shall provide each Mentee with a New Teacher Handbook.

**LAWTON COMMUNITY SCHOOLS
GRIEVANCE FORM**

Grievance # _____

Submit to Principal in Duplicate

GRIEVANCE REPORT

<u>Filed</u>	<u>Building</u>	<u>Assignment</u>	<u>Name of Grievant</u>	<u>Date</u>

STEP I:

A. Date Cause of Grievance Occurred: _____

B. Article and Section of Contract alleged to have been violated: _____

C. 1. Statement of Grievance: _____

2. Relief Sought: _____

Signature

Date

D. Disposition by Principal: _____

Signature of Principal

Date

E. Position of Grievant and/or Association: _____

Signature

Date

Signature

Date

(If additional space is needed, attach an additional sheet.)

STEP II:

A. Date Received by Superintendent or Designee: _____

B. Disposition of Superintendent or Designee: _____

Signature: _____ Date: _____

C. Position of Grievant and/or Association: _____

Signature: _____ Date: _____

STEP III:

A. Date Received by Board of Education or Designee: _____

B. Disposition by Board: _____

Signature

Date

Signature

Date

C. Position of Grievant and/or Association: _____

Signature: _____ Date: _____