

MASTER AGREEMENT

BETWEEN

**DEXTER COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION**

AND

**DEXTER EDUCATION ASSOCIATION
WASHTENAW COUNTY EDUCATION
ASSOCIATION**

Effective March 26, 2013

To

June 30, 2016

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AGREEMENT

This Agreement is entered into by and between the Board of Education of the Dexter Community Schools, hereinafter called the Board, and the Dexter Education Association, Washtenaw County Education Association, MEA/NEA, hereinafter called the Association, which shall designate the Washtenaw County Education Association, MEA/NEA, solely in its representative capacity for the employees of the Dexter Community Schools in the bargaining unit recognized in this Agreement. No part of this Agreement shall prevent the parties from implementing mutually beneficial and agreeable alternatives.

PREAMBLE

WHEREAS the Board and the Association recognize and declare that providing quality education for the children of the Dexter Community School District is their mutual aim and that the character of such education is enhanced by the quality and morale of the teaching staff, and

WHEREAS the members of the DEA/WCEA are qualified to assist in formulating policies and programs designed to improve educational standards, and

WHEREAS the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment,

THEREFORE the parties, through deliberate professional negotiations, have reached agreements which are herein recorded.

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ARTICLE I

RECOGNITION, ASSOCIATION SECURITY, PAYROLL DEDUCTIONS

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379 Public Acts of 1965, for all certified personnel under contract and all personnel under contract employed (one-fifth time or more) as nurses, physical therapists, occupational therapists, school psychologists, instructional specialists, school social workers, and other professional educational personnel, (one-fifth time or more) but excluding: superintendent, assistant superintendents, support program directors, and assistant directors, business manager, payroll and benefits manager, principals, assistant principals, and supervisors employed by the Board (whether or not assigned to a school building). 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. The term "non-teaching professional" includes those bargaining unit members who do not possess a Michigan teaching certificate and are outside the coverage of the Teachers' Tenure Act. Language which applies only to "non-teaching professionals" shall be shown in *italics*.
- B. The Board agrees not to negotiate with any teachers' organization other than that designated as the representative pursuant to Act 379, Public Acts of 1965, for the duration of this agreement.
- C. The Board shall also make payroll deductions upon written authorization from teachers for annuities, financial institutions, savings bonds, charitable donations, or any other plans or programs jointly approved by the Association and the Board.
- D. Nothing herein contained shall be construed to deny or restrict any teacher rights s/he may have under Michigan Statutes. The rights granted to teachers hereunder shall be construed to be in addition to those therein provided.
- E. In the event that there is conflict between language in this contract and individual building handbooks, the language in this contract shall take precedence.
- F. If changes in state law require the consolidation or annexation of the District into a new or already existing school District, the Board and Association shall meet to determine mutually agreeable contract language to address the change.

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ARTICLE II

BOARD OF EDUCATION RIGHTS & RESPONSIBILITIES

- A. The Board hereby retains and reserves unto itself, 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 not limited to, the rights to:
1. The executive management and administrative control of the school District, its properties, equipment, facilities and operations.
 2. Determine the services, supplies and equipment for its operation and to determine all methods and means of delivering its services, including the right to establish grade levels and courses of instruction, special programs and athletic, recreational and social events for students as deemed necessary or advisable by the Board.
 3. Direct the work force, hire employees, make assignments, appropriately discipline or discharge employees, and expand or reduce the work force.
 4. Establish or modify school business hours, days or schedules, except as specified in Article IV.
 5. Establish, continue, revise and adopt policies, bylaws and administrative regulations for the operation of the District. It is acknowledged that such policies, bylaws and regulations are limited only by the express terms of this Agreement with regard to the matters covered by this agreement.
- B. 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 shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the laws of the State of Michigan and the Constitution and laws of the United States.
1. All Dexter Community Schools (District) By Laws and Policies are included by reference and take precedence.

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ARTICLE III

TEACHERS' RIGHTS & RESPONSIBILITIES

- A. The Association and its members shall have the right to use school building facilities and equipment at reasonable hours and to a reasonable extent, provided that such use shall not interfere with any other regularly scheduled activities of the schools.
- B. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association whether on or off school premises.
- C. The Association shall have access to all means of mass communication available within the District for communicating with its members regarding Association business.
- D. The Board of Education agrees to provide the Association with any and all public documents relating to the operation of the school District in compliance with the terms of the Freedom of Information of Act (FOIA).
- E. The Association and Board affirm their commitment to comply completely with the Civil Rights Acts of the State and Federal governments with regard to prohibiting discrimination based on age, race, creed, ancestry, religion, sex, color, marital status or national origin.
- F. Academic freedom within the discipline of teaching the prescribed curriculum shall be guaranteed to teachers.
- G. Freedom of individual conscience, Association and expression will be encouraged and fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate example the basic objectives of a democratic society.

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ARTICLE IV
TEACHING HOURS

- A. The Association and its members recognize the importance of professional punctuality and attendance. Teachers shall notify the school office when departing and returning at any time other than the regularly scheduled time. Teachers will check their correspondence, (e.g. e-mail, voice mail) upon arrival and before leaving in the afternoon.

The normal work week for teachers shall be 35 hours, 7 hours per day.

Teachers are required to be in their assigned stations nine (9) minutes before the student day officially begins, and to remain for a sufficient period after the end of the student school day to attend to those matters which properly require attention at that time.

All teachers shall have a daily uninterrupted duty free lunch period of at least thirty (30) minutes.

- B. Preparation Time:

1. K-4: The Board will strive to staff the elementary program in such a way that support/ancillary staff (which could include art teachers, music teachers, P.E. teachers or media specialists) will be in a ratio of five regular classroom teachers to one support/ancillary staff member.
2. K-2: Each teacher shall receive not less than 600 minutes per two-week period for planning purposes. No daily preparation shall be less than two 30-minute blocks or one 40-minute block unless otherwise agreed to by the Association and the Board.
3. 3-4: Each teacher shall receive not less than 300 minutes per week for planning purposes. No daily preparation shall be less than two 30-minute blocks or one 40-minute block unless otherwise agreed to by the Association and the Board.
4. 5-6: Each teacher shall receive a continuous block of 60 minutes preparation time per day.
5. 7-8: Each teacher shall receive 580 minutes each two week period for planning purposes. No preparation shall be less than a 30 minute block. Based on scheduling requirements, preparation may be 20 minutes greater or less than 580 each two weeks. (The schedule designed in 2001 for the 2001-2002 school year shall continue to be in place until a change is approved by a 2/3 vote of the building classroom teachers and counselor(s).)

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6. 9-12: High school teachers shall provide no more than five (5) periods of instruction per day (unless otherwise mutually agreed to by the Association, a teacher and the Board).
 7. 9-12: High school teachers shall have one (1) preparation period per day equal in length to a normal teaching period.
 8. 9-12: The high school may design a schedule which provides teachers with the same planning as teachers in grades 7-8. Such a plan will become effective if and only if 2/3 of the building classroom teachers and counselor(s) vote to approve it, and the Superintendent approves it.
- C. When teachers are required to travel between buildings during the school day, no less than twenty (20) minutes for such travel time shall be provided in lieu of other passing time. Administrators will work with affected personnel to create a schedule that minimizes inefficiencies caused by travel time.
 - D. Elementary Art, Music, Physical Education, World Cultures and Media teachers shall be provided no less than five (5) minutes transition time between classes.
 - E. No later than the first full week of school, the principal of each building shall designate one (1) day of the week which may be used for faculty meetings. Faculty meetings shall last no more than one (1) hour after pupil departure. Pupil departure is defined as 15 minutes after the end of the school day. Attendance at no more than two (2) faculty meetings per month may be required.
 - F. Teachers will be required to attend one evening open house and one evening parent teacher conference session each year.
 - G. Teachers who volunteer and are assigned to supervise students during bus loading or unloading will be paid at the Basic Teacher Hourly Pay rate with a half hour minimum.

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ARTICLE V

TEACHING CONDITIONS

- A. The Board will provide support personnel, for the purpose of assisting teachers with tasks related to maintaining technology and completing necessary clerical tasks. There is no requirement on the number of personnel District wide or by building. Rather, a defined level of service shall be provided.

Teachers who have larger than normal equipment or supply inventories will receive voluntary/paid assistance with inventorying supplies/equipment arranged by the building principal. Teachers will receive assistance for duplication of teaching materials with a 24-hour turn around time and similar support responsibilities. Requests for assistance with technology problems will be responded to within 24 hours. If the problem prevents a teacher from being able to perform his/her normal teaching duties, it will be resolved within twenty-four hours (not counting weekends and holidays). To ensure that these tasks are performed, each Spring building technology representatives will meet with the technology committee to clarify procedures and as necessary during the school year to maintain the quality of this assistance. The DEA building representatives will explain procedures to building staff within the first week of school. Problems which are not resolved in a mutually agreeable manner will be brought to the attention of the technology director's supervisor. Appropriate training will be recommended by the technology committee.

- B. Each building shall contain at least one teachers' room which shall be used exclusively by teachers or support personnel. The Board shall be responsible for equipping and maintaining these rooms in a comparable manner.
- C. Each classroom will be equipped with a telephone programmed in such a way as to provide all appropriate internal and external access.
- All facilities that accommodate after school activities shall have a telephone with a long distance line for emergency calls.
- D. Adequate parking facilities shall be made available to teachers. The Board agrees to maintain the parking facilities, especially in regard to snow removal.
- E. The Board recognizes that appropriate texts, computer software, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, playground equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools and the Board will endeavor to implement all joint recommendations thereon made by its representative and the Association. The Board agrees to keep the schools reasonably equipped and maintained.

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F. Each teacher will be assigned a computer for personal, professional and instructional use. Personal use is to be consistent with Dexter Community Schools technology user agreement and acceptable use policy. Each building will contain appropriate copying facilities for the preparation of instructional materials.

G. A committee shall be established to define solutions to the following issues related to technology and software:

- Teacher needs help with maintenance and support of hardware and software.
- Teacher requires assistance implementing an existing lesson which uses technology.
- Teacher planning to develop a technology based lesson plan, testing and preparing equipment and software.
- Teachers developing lesson plans that better use technology.
- Approve the system for teachers to communicate technology concerns to the tech department.

The committee shall meet as needed and will be comprised of (up to) the following people:

- One teacher per building
- One administrator per building
- One technology staff member or person providing support for a building
- Technology Director
- One central office administrator

H. Each teacher shall be allowed to spend on his/her own judgment up to .12% of BA Step 3 to purchase small cost supplies to implement his/her instructional program. The Board agrees to reimburse the teacher for such expense on or about October 15th and May 15th, by check provided that the teacher keeps accurate records of such purchases.

2013-14: \$52.50

2014-15: TBD

2015-16: TBD

I. All requisitions will be processed within ten (10) days and, when approved, the requisitioner will be notified. If rejected, the requisitioner will be notified as to the reasons for the rejection.

J. The temperature within each classroom shall be between 65° and 75°F.

K. The Board will provide a classroom for each teacher whenever possible.

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- L. Teachers shall be assigned to the same room all day whenever possible. If it is necessary for a teacher to travel to another room, s/he shall travel to the nearest most appropriate classroom.
- M. Use of school building facilities shall be prioritized as follows:
1. Activities related to the delivery of the core K-12 academic program of the schools.
 2. Extra curricular academic and athletic activities provided for K-12 students.
 3. Community Education and Child Care programs that are community focused.
 4. Programs external to the school community.

Teachers who want to reserve the following facilities for September – August of the following school year must do so by May 15 of the preceding year. Requests after that date will be honored as received.

*Center for Performing Arts

*Copeland auditorium

*Amphitheater

DHS common area

Mill Creek cafeteria

Wylie swimming pool

DHS gymnasium

DHS media center

DHS swimming pool

DHS Aerobics and Fitness area

Mill Creek gymnasium

Creekside cafeteria

Creekside gymnasium

Wylie cafeteria

Bates cafeteria

Cornerstone cafeteria

- CPA Director reserves these spaces; all other spaces are reserved through Community Education.

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A master scheduling meeting will be held after May 15 but prior to the end of the school year. Members in attendance at this meeting will be: CPA Director, Athletic Director, Community Education Director, music personnel, drama/forensic coach(es). At this meeting, dates for plays, athletic contests, banquets, concerts and performances will be booked. Administration will properly enter these events into the District calendar. After May 15, additional requests will be honored in the order listed in Article V, Section L, 1-4 on an as-received basis.

- N. When appropriate a 504 Plan will be developed consistent with existing Federal law and guidelines-

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ARTICLE VI

TEACHING LOADS, ASSIGNMENTS AND QUALIFICATIONS

- A. At the 7-12 grade levels the number of class preparations required of teachers, excepting self-contained classroom teachers, will be kept to a minimum within the framework of staff, schedules and room availability. It is the goal of the district that teachers be assigned no more than three different class preparations, including electives at the middle school, during any marking period. To this end, the administration will meet with the Association to jointly preview any circumstances where teachers might be assigned more than three preparations, and to allow affected teachers an opportunity for input.

Part time teachers shall not be assigned more than three preparations, including electives at the middle school during any marking period.

- B. Classroom teachers will be notified, in writing, of tentative teaching assignments (subject, grade, building) for the coming year, by June 1.

Each Spring, when class limits are being reviewed, "limits" will be defined, if necessary, in order to establish the best possible teaching/learning environment.

- C. The Board agrees to abide by the following class size limitations whenever possible. The Board and Association agree to meet annually to review and update Article VI, Section C.

1. Class Size Limits

For the 2013 - 14 school year, the Association and the Board agree to respond to overloads using the system described below. It is the intent of this system to direct funds to new teachers and new sections of students as much as possible, instead of paying for overloads. It is also intended that absolute limits would be placed on those classes for which overloads would create unsafe conditions, or for which there is a limited number of work stations. It is the belief of the Association and Board that by working cooperatively, the most educationally appropriate solutions can be found to the problems created by overloads.

Class size limits are delineated in Appendix C. The description below defines the appropriate response to possible overloads.

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K – 6 Classes:

A. The development of class lists:

1. In the spring of the preceding school year the building principals and the Association will work together to devise the schedule and class lists as described in the master agreement. This task will be completed by June 1.
2. If given the planned staffing, it is determined that there are any overloads beyond the number listed below, the Association and the Board will meet to discuss possible solutions.
Any mutually agreeable solution will be implemented.

In the absence of a mutually agreeable solution, a new section shall be formed to accommodate the number of students in an overloaded grade level, if the number of overloads equals or exceeds one half the number of sections for that level.

B. Summer Enrollment:

1. By Thursday of the week before students are to report for the first day of school, the Board shall notify the Association of any overloads which might be expected due to increased enrollment.
2. If it is determined that there are any expected overloads, the Association and the Board will meet to discuss possible solutions. Any mutually agreeable solution will be implemented.
3. In the absence of a mutually agreeable solution, planning will begin for a new section to be formed to accommodate the number of students in an overloaded grade level, if the number of overloads equals or exceeds the number of sections for that level.

C. The end of the first week of school:

1. By the end of the fourth day of school, the Board shall notify the Association of any overloads which might be expected due to increased enrollment.

2. If it is determined that there are any expected overloads, the Association and the Board will meet to discuss possible solutions.
3. Any mutually agreeable solution will be implemented.
4. In the absence of a mutually agreeable solution, a new section shall be formed to accommodate the number of students in an overloaded grade level, if the number of overloads equals or exceeds the number of sections for that level.

D. During the school year:

1. If, during the school year, there are any overloads above the limits defined in the attached list, teachers with such overloads will be compensated at a rate of \$674.47 per overload per trimester, based on the student count on the 3rd Friday of the trimester.

7th and 8th Grade Classes:

A. The development of the schedule:

1. In the spring of the preceding school year the building principals and the Association will work together to devise the schedule and class lists as described in the master agreement. This task will be completed by June 1.
2. If, given the planned staffing, it is determined that there are any overloads beyond the number in Appendix C, the Association and the Board will meet to discuss possible solutions.
3. Any mutually agreeable solution will be implemented.
4. In the absence of a mutually agreeable solution, a new section shall be formed to accommodate the number of students in an overloaded grade level, if the number of overloads equals or exceeds the number of sections for that level.

B. Summer Enrollment:

1. By Thursday of the week before students are to report for the first day of school, the Board shall notify the Association of any overloads which might be expected due to increased enrollment.

2. If it is determined that there are any expected overloads, the Association and the Board will meet to discuss possible solutions.
 3. Any mutually agreeable solution will be implemented.
 4. In the absence of a mutually agreeable solution, planning will begin for a new section to be formed to accommodate the number of students in an overloaded grade level, if the number of overloads equals or exceeds the number of sections for that level.
- C. The end of the first week of school:
1. By the end of the fourth day of school, the Board shall notify the Association of any overloads which might be expected due to increased enrollment.
 2. If it is determined that there are any expected overloads, the Association and the Board will meet to discuss possible solutions.
 3. Any mutually agreeable solution will be implemented.
 4. In the absence of a mutually agreeable solution, a new section shall be formed to accommodate the number of students in an overloaded grade level, if the number of overloads equals or exceeds the number of sections for that level.
- D. During the school year:
1. If, during the school year, there are any overloads above the limits defined in the attached list, teachers with such overloads will compensated at a rate of \$99.65 per overload per quarter, based on the student count on the 3rd Friday of the quarter.

High School Classes:

Both parties recognize the difficulty in devising a schedule for the high school which allows all students to take all of the courses they desire, and includes no overloads. (Class limits are listed in Appendix C.) It is the intent of the procedures described below to reduce the number of overloads and optimize the ability of students to take the courses required to meet state graduation standards.

- A. The development of the schedule:
1. During the preceding school year the building principal and the Association will work together to devise the teacher schedule

by May 15. This schedule will be presented to the superintendent for review at that time.

2. Tentative class lists will be available to teachers by the third Friday of May, with class sizes presented to the superintendent for review at that time.

B. Summer Enrollment:

The administration of the high school and the association will meet within 10 calendar days before the start of the school year to discuss the status of the schedule for the coming school year. Student enrollment, staffing, and overloads will be topics of conversation. At that time any significant changes that have occurred will be presented to the superintendent for review.

- C. If at any time during the school year a change necessitates a significant increase in overloads, the association and superintendent will be consulted.

Specials Areas Classes:

Definition of Specials Areas Classes – Specials Areas Classes are: Art, Media, Music (includes Music at all buildings, Y5-6), Physical Education, World Cultures/Languages.

Band, Orchestra, and Chorus student limit applies only to grades 5-12.

Teachers in grades 5-12 instrumental and vocal music classes may accept, but shall not be required, to accept more than 180 pupils and in any event will not receive any additional compensation if they choose to.

A grade 9-12 Science teacher may accept lab assistants in any hour without the District incurring any additional overload compensation resulting from those lab assistants.

2. The Board and teachers agree to provide services to students with identified special needs according to the terms developed through Individualized Educational Planning Teams (IEPT's). The document, Special Education in Dexter, as published on the District website, provides general information and guidelines about definitions and processes. The document may be changed or amended to reflect conventional practice only through mutual agreement of the parties using the Meet and Confer process. This document shall be amended to reflect changes in law.

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No teacher shall accept a demonstrated substantial disproportional number of mainstreamed special needs students. This means that no classroom teacher shall be responsible for a total number of certified special needs students, or for a number of any particular classification of certified students which is in excess of the number of such students divided by the number of sections of students at that grade level. To promote the equitable distribution of responsibility for mainstreamed pupils among teachers, when more than one classroom placement may be available to accommodate the pupil's schedule and needs, a pupil who has been certified through an IEPT or has a 504 plan will be placed in the classroom that best meets the needs of all children. Overall class size and composition will be considered and balanced.

Alternative methods of distribution of special needs students that lead to greater program quality or efficiency may be used if they are developed by all involved staff and approved by the Board and Unit Director. Such programs should be reviewed and evaluated yearly.

3. In grades Y5-6, when class lists are being developed, teacher input shall be solicited to ensure numerical balance of students. Before class lists become finalized and distributed, teachers shall be given five (5) working days to review the lists and, when appropriate, make recommendations for changes. Class lists shall be presented to teachers before the end of the preceding school year. Changes made after the end of the school year will be approved by affected teachers, recommending teachers, and the Association Representative before the class lists are considered final. If at any time the classes are unbalanced by three or more students, there shall be a meeting of the principal and the teachers of that grade level to discuss possible solutions.

4. Advanced Placement & International Baccalaureate Courses:

No teacher shall be required to teach an Advanced Placement class.

The stipend for teaching an AP course will be eliminated. Teachers teaching an AP course as of the 2009-10 school year will continue to receive a stipend for teaching an AP course according to the following reduction in compensation per AP course:

2013-14	1%
2014-15	0%

A stipend for training for IB and for teachers new to AP will be \$100 per day for summer training and for each extended essay and/or CAS student supervised.

A teacher shall be considered to be in the first year of teaching an AP class if he/she has not taught that class in the last 5 years.

5. No teacher shall be required to accept a team teaching assignment, except teachers of specials areas classes.
 6. No teacher shall be required to undertake regular class assignments during scheduled preparation time.
- D. In the event overloads in class sizes are scheduled, the administration will meet with representatives of the Association to explain the overload and explore alternatives. When overloads must occur, the affected teachers will be compensated as follows: (These numbers will be adjusted to the rate of salary increase for each year of the agreement).

Grades Y5 - 6:	2013 - 14: \$664.35 per trimester	
	2014 - 15: TBD	2015 - 16: TBD
Grades 7 - 8:	2013 - 14: \$99.65 per quarter	
	2014 - 15: TBD	2015 - 16: TBD
Grades 9 -12:	2013 - 14: \$199.30 per semester	
	2014 - 15: TBD	2015 - 16: TBD

Notes:

1. Overloads for Grades 7-12 shall be defined as the total pupils assigned minus the total pupil limit, or the sum of individual class overloads, whichever is greater.
2. Total daily teacher pupil limit for Mill Creek - summation of class size limits for classes assigned or 180, excluding exempt classes, whichever is less.
3. Total daily teacher pupil limit for high school - summation of class size limits for classes assigned or 155, excluding exempt classes, whichever is less.
4. Overloads shall be calculated for each period, with certification for overload being the end of the third week of each above specified time period. Overload payments will be made on the next possible payday following the end of each third week.
5. Part-time teachers shall have a proportional TDTPL.
6. The rate of increase of overload payments shall be equal to the rate of overall salary increase.
7. For Grades 5-12, band/orchestra and chorus overloads will be calculated using the following method:

Each day the total overload will equal the (total pupil load - 180) ÷ 45. The total overload for the marking period will equal the sum of the daily overloads.

8. With respect to overload compensation for teachers of ~~Y5~~ K-6 specials, (Art, Music, Phys. Ed., and Media), the following calculation method will be used:

NOTE: The first overload is not compensated per Section C regarding the regular classroom teacher.

For a typical week, for each fifteen minutes a class section or fraction of is taught by a specials teacher, a number of students one above the established class size limit will result in an overload payment of 1% of the current overload rate.

- E. There shall be at least two full-time certified school counselors at grades 9-12, one full-time certified school counselor at the grades 7-8, and one full-time certified school counselor at grades 5-6. Every effort will be made to provide a certified school counselor at grades K-4.

Because of the nature of the counselor's work at the high school, the Board agrees to have at least one counselor on duty during regular office hours for one (1) week prior to the scheduled opening of school and one (1) week after the scheduled closing of school. Each additional day is to be paid at the counselors' annual contract salary based on schedule A at a per diem rate. At least two counselors at the high school and two counselors in grades 5-8 shall be considered full time counselors and shall not be assigned regular duties in attendance, discipline, administration, or clerical duties and study hall or lunch room responsibilities.

- F. No teacher shall be assigned pupils who are enrolled in another Dexter Community School class which meets at the same time as the teacher's class. This does not, however, preclude the provision of enrichment opportunities for pupils with exceptional promise or remediation opportunities for pupils with special needs as may be educationally appropriate.
- G. The Board agrees that no teacher shall be employed for a regular teaching assignment who does not have certification from the State of Michigan. Each new teacher shall be assigned within the scope of the issued teaching certification.
- H. When the teachers' work schedule is divided between the high school and the middle school, the Board recognizes that equity in the teachers' workload must be maintained. Therefore, the academic year work load will equal full time.
- I. Special Positions.
 1. It is the goal of the district to have the following positions.

- a. Media specialists - one full time, certified Media Specialist at each building. If filled by the district, these positions shall be held by bargaining unit members.
 - b. Curriculum consultants - one or more District curriculum consultant(s) who may be a member(s) of the bargaining unit.
 - c. In the event that an International Baccalaureate program is established at any building/level, a coordinator position will be established at the minimum level recommended by the IBO.
2. In the event that special, unforeseen circumstances arise during the duration of this contract, the Board and the Association may, by mutual consent agree to temporarily delete one or more of these positions for an agreed upon, specified period of time for the purpose of dealing with such crises.

J. Staffing Decisions

By March 15 of each year, there shall be a formal opportunity for the Association to advise the administration as to its perception of the District's needs regarding staffing. Each year, at least one Meet and Confer session shall deal with staffing issues.

K. Highly Qualified Teachers

The parties acknowledge the legal and professional obligations of the District to comply with the provisions of the No Child Left Behind (NCLB) Act of 2001, and accordingly, agree that nothing in this collective bargaining agreement shall be applied or construed, directly or indirectly, to in any manner interfere with or prohibit the District from fully complying with the definitions, standards, and requirements of the NCLB Act. Throughout this collective bargaining agreement, the terms "qualified" and "qualifications" when referring to a teacher shall mean highly qualified as defined by the ESEA and the Michigan Department of Education.

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ARTICLE VII

VACANCIES, TRANSFERS AND REASSIGNMENTS

All language in this article which is shown in *italics* is meant to apply to non-certified professionals, (see Article I Section A. for definition of this term). If legal proceedings determine that such language can apply to certified staff, and if the Association and the Board agree that doing so is mutually beneficial, the appropriate language will be reformatted to indicate this; (the language will be reformatted so that it is not italicized and will apply to teachers and non-certified professionals).

A. *The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its teachers. Therefore, prior to implementation of any transfer, all affected personnel shall be informed of prospective changes. The Board shall consider subsequent teacher input.*

B. *A vacancy is defined as any newly created bargaining unit position or a current bargaining unit position vacated because of the resignation, retirement, death, transfer, discharge for cause, or leave of absence of the person assigned, provided the Board of Education determines to maintain the position. Whenever a vacancy occurs the Board of Education shall give written notice to the Association by delivering notice to the local Unit Director. The Association shall be responsible for simultaneously posting the vacancy notice in each building. Vacancy notifications will be posted at least seven (7) calendar days before the position is filled. In the case of an emergency, positions may be temporarily filled without posting.*

Personnel hired to replace persons on approved leaves will be eligible for continuing employment only when vacancies occur in areas for which they are highly qualified.

C. *Whenever vacancies occur during the summer vacation period the following procedure will apply in lieu of the posting.*

1. *Teachers with specific interests in possible vacancies will notify the Superintendent of their interest in writing before the last day of the school year and shall include the address where they can be contacted during the summer.*

2. *Should such vacancy occur, the teachers who have expressed interest for the position shall be notified via certified letter.*

3. *It shall be the responsibility of the contacted teacher to notify the Superintendent in writing, via certified letter, of continued interest within seven (7) calendar days after notification via certified letter.*

4. *Vacancies shall be filled in a manner which facilitates the recall of the most senior qualified teacher on layoff.*

D. *The Association recognizes that when vacancies occur during the school year it may be difficult to fill them from within the District without undue disruption to the existing*

educational program. When vacancies occur during the school year, and the Superintendent in his/her reasonable judgment determines not to fill the vacancy from within the District, the Board will either recall qualified laid-off personnel immediately, in order of seniority, or hire a permanent bargaining unit replacement no later than the beginning of the following school year. Vacancies which occur during the school year as a result of leaves of absence for less than a school year may be filled with temporary substitute personnel.

- E. Any teacher may apply for a vacancy. Application shall be made in writing to the principal responsible for supervising the position. An interview will be granted by the supervising principal to each bargaining unit member who has made formal application within the seven calendar day posting period. In the event an interviewed bargaining unit member is not assigned to the vacancy for which s/he has applied, the bargaining unit member may request from the supervising principal and shall be granted a written statement indicating the reasons the assignment was denied. Reasons given shall be based on past evaluations, results of the interview, input from the committee interviewing, and why or why not the candidate meets the expectations and job description of the position or relates to the philosophy and mission of the building. No vacancy will be posted outside the school District until all bargaining unit candidates making application within the seven (7) day posting period have been interviewed and it has been determined that no bargaining unit candidate will be assigned to the position.*

- F. When said position has been filled, the applicant and the Association will be promptly notified of this action and if rejected for such position the applicant has the right to a conference with the Superintendent or his/her designee to discuss the reasons for rejection.*

- G. Transfers and changes in assignments will be made on a voluntary basis whenever possible. Involuntary transfers will only be made in situations described below.*
 - 1. Involuntary transfers or reassignments must occur when the layoff of an Association member would be the result of another Association member refusing a transfer. If a member has not taught in an area of certification within the last seven years, that member will not be involuntarily assigned to a position which requires such certification.*

 - 2. Involuntary transfers or reassignments may occur when the administration determines a situation can only be remedied by invoking an involuntary transfer. The teacher with the lowest District seniority will be transferred or reassigned in this situation. In this case a teacher at another building may be required to take an involuntary transfer to resolve the situation.*

The Association may file a grievance if the Association believes there are other reasonable remedies.

- H. Upon written application and prior approval of the Superintendent, bargaining unit members who have been involuntarily transferred to positions in levels where they*

have not taught for a period of five (5) years or to positions requiring the exercise of certification acquired more than five (5) years previously and not used within the past five (5) years will be reimbursed for reasonable educational expenses necessary to upgrade skills required for successful performance in the position.

- I. *If a teacher (either probationary or tenured) has been evaluated according to the criteria established (Article XII, Section B.2 A-E) for probationary teachers and the teacher has been given an unsatisfactory evaluation, involuntary transfer may be invoked.*
- J. *If by reason of involuntary transfer the affected teacher wishes to resign instead of taking the assigned position, the teacher may do so as soon as a satisfactory replacement can be appointed.*
- K. *When a teacher on layoff is qualified for a vacancy which occurs during the school year, said vacancy need not be opened for application by other currently assigned personnel. When said vacancies occur during the summer months the vacancy shall be open for application by other currently assigned personnel in accordance with Article VII, Section B.*
- L. *See Article VIII, Sections M and N for a description of how vacant positions will be filled.*

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ARTICLE VIII

REDUCTION IN PERSONNEL

All language in this article which is shown in *italics* is meant to apply to non-certified professionals, (see Article I Section A. for definition of this term). If legal proceedings determine that such language can apply to certified staff, and if the Association and the Board agree that doing so is mutually beneficial, the appropriate language will be reformatted to indicate this; (the language will be reformatted so that it is not italicized and will apply to teachers and non-certified professionals).

- A. *In the event of a general cutback or reduction of teaching staff through layoff from employment, the following procedures will be utilized.*
1. *Teachers not holding a valid Michigan teaching certificate will be laid off first, provided there are certified and qualified teachers to replace and perform all of the needed duties of the laid-off teacher.*
 2. *If reduction is still necessary, then probationary teachers with the least number of continuous years of teaching in the Dexter School System will be laid off first, provided there are remaining certified and qualified teachers to replace and perform all of the needed duties of the laid-off teachers.*
 3. *If further reduction is still necessary, then tenured teachers with the least number of years of continuous teaching experience in the Dexter School System will be laid off first, provided there are certified and qualified teachers to replace and perform all of the needed duties of the laid-off teachers.*
- B. *Certified teachers shall be defined as teachers who hold a valid Michigan teaching certificate.*
- C. *Qualified teachers shall be defined as teachers who possess a major or minor or have previous teaching experience in the District in the subject matter area to be taught.*
- D. Length of service or seniority is defined as service in the Dexter School System as a member of the bargaining unit. Leaves of absence, with or without pay and absence due to layoff are not to be considered a break in service, but service time shall continue to accrue during periods of paid leave, or periods of layoff only. The first day worked shall commence accrual of service time.
- E. A seniority list shall be maintained by the District. Teachers shall be ranked in order of seniority. Accompanying the name of each teacher shall be a listing of the teacher's certification endorsement. Said seniority list shall be presented to the Association annually during the month of October for review. Corrections shall be brought to the attention of the administration within three (3) weeks after its presentation to the Association. Ranking of teachers with the same length of service shall be determined by a drawing each year. The Association and teachers so affected shall be notified in writing of the date, place and time of the drawing.

- F. *Before official action on a reduction of teachers is taken by the Board of Education, it will give notice to the Association of the contemplated reduction and afford the Association opportunity to discuss it with the employer. As soon as the names of the teachers to be laid off are known, a list of such names shall be given to the Association.*
- G. *All probationary teachers to be laid off shall be given at least forty-five (45) calendar days written notice, and tenured teachers shall be given at least sixty (60) calendar days written notice.*
- H. *Teachers on layoff shall be recalled to available positions for which they are certified and qualified on the basis of greatest seniority. Teachers on layoff who acquire additional credentials which expand the scope of their certification and/or qualifications shall have those credentials considered for the purpose of determining their recall to available positions; except such additional certification and/or qualifications may not be utilized to displace any teacher who has not been placed on layoff. No new teacher shall be hired in a position until all laid off teachers certified to perform the position have been given an opportunity to return to active duty in that position.*
- I. *The Board shall give written notice of recall from layoff by sending a certified letter, return receipt requested, signed by addressee, to said teacher at his/her last known address. The teacher shall notify the Board of acceptance or rejection of recall within fifteen (15) calendar days of the receipt of the notice by certified mail. It shall be the responsibility of each teacher to notify the Board of any changes of address. The teacher's address as it appears in the Board records shall be conclusive in connection with layoff, recall or other notice to the teacher.*
- J. *A laid-off teacher shall retain his/her right to recall for at least five (5) years. During this time a teacher shall forfeit his/her right to recall unless s/he shall annually provide to the Board during the month of June a written notification of his/her continued interest in the teaching position. Likewise, it shall be the responsibility of the teacher to inform the Board of any change in permanent address. The teacher shall forfeit continuing rights to recall if s/he does not accept recall to a comparable position when offered. This language is subject to allowable extensions of recall to be stipulated by State law or the Tenure Commission. A teacher who refuses recall and who is granted extension rights by the State Board or Tenure Commission shall not accrue seniority in the bargaining unit during the period of time for which recall is refused.*
- Recalled teachers shall be informed of their recall by certified mail and shall have fifteen (15) days to respond to the recall notification. Failure to respond to a recall notification shall constitute forfeiture of all recall rights.*
- K. *Laid-off teachers will have the first opportunity to become substitutes. Teachers on layoff shall advise the Board in writing of their availability and willingness and shall provide the Board with a current address and phone number.*
- L. *Laid-off teachers, during the time they are subject to recall, shall be allowed to maintain at their expense the group insurance benefits consistent with COBRA*

regulations which are being provided to Dexter teachers, within the limitations of the insurance carrier. If direct payment is not possible, premiums shall be paid one (1) month in advance through the Dexter Schools.

M. The following principles shall apply to all members when changes in assignment are being considered:

1. Involuntary transfers will be made only when it is necessary to avoid a lay-off.

2. Changes in assignment must create the least disruption to the building schedule.

N. If there are teachers returning from leave and/or teachers whose positions have been eliminated within the last five years and who are still laid off, then the principles below shall apply to this group:

1. After the above goals have been met, teachers with the greatest seniority will be allowed to choose a position from among the open positions for which they are qualified.

2. Any open position will be filled by a qualified member whose position has been eliminated before considering an involuntary transfer.

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ARTICLE IX

LEAVES

All language in this article which is shown in *italics* is meant to apply to non-certified professionals, (see Article I Section A. for definition of this term). If legal proceedings determine that such language can apply to certified staff, and if the Association and the Board agree that doing so is mutually beneficial, the appropriate language will be reformatted to indicate this; (the language will be reformatted so that it is not italicized and will apply to teachers and non-certified professionals).

A. PAID LEAVE

1. Teachers shall receive three (3) paid leave days at the beginning of each school year, and shall earn one (1) day of paid leave for each month of work to a maximum of thirteen (13) days per year. The yearly allotment of thirteen (13) days shall be credited for available use at the beginning of each year, and may be used at the teacher's discretion, subject to the following guidelines:
 - a. Except in the case of unforeseeable and/or extenuating circumstances, these days cannot be used the first or last week of school or the day before or the day after a holiday.
 - b. Teachers intending to use three or more consecutive leave days shall notify their principal(s) in writing at least forty-eight hours ahead of time, except in emergency situations which preclude such notice. Principals shall grant such requests except in situations where the teacher's absence would be extremely disruptive to the normal daily operation of the school. Teachers will work with their building administrator to minimize the impact that their absence might have on the educational program.
 - c. A teacher who is aware of an impending period of physical disability or illness shall notify the administration of such as soon as possible. A statement from the attending physician giving the anticipated commencement date and anticipated duration of the disability or illness shall be provided to the building principal if requested.
 - d. A teacher who is unable to report for duty shall notify the building principal or his/her designated representative at least 90 minutes prior to the start of the school day.

- e. Teachers experiencing extenuating circumstances, outside the above described conditions, may apply to the Superintendent for short term, paid or unpaid leaves of absence.
2. All earned but unused leave days shall accumulate without limitation. At the beginning of the school year each teacher shall be provided with a statement of their accumulated leave days as of the end of the previous school year. The following conditions and requirements apply to the use of accumulated leave days:
- a. Accumulated paid leave may be used for personal injury, illness, quarantine, disabilities of the employee related to pregnancy or personal recovery therefrom. The Board reserves the right to require a physician's statement in writing.
 - b. A teacher who is unable to report for duty shall notify the building principal or his/her designated representative at least 90 minutes prior to the start of the school day.
 - c. A teacher who is aware of an impending period of physical disability or illness shall notify the administration of such as soon as possible. A statement from the attending physician giving the anticipated commencement date and anticipated duration of the disability or illness shall be provided to the building principal if requested.
 - d. For each half (1/2) day or fraction thereof that any teacher is absent in excess of his/her accumulated leave, his/her final compensation for the year will be reduced in an amount according to his/her per diem rate. This also applies in event of an absence for which leave cannot be used or is forfeited. Said teacher may also be subject to disciplinary action.
 - e. Any teacher who is absent because of an injury or disease 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/her regular salary until such time as an amount of money equal to the accumulated leave value is reached. The accumulated leave value is to be determined by dividing the teacher's base salary by the annual contracted days and multiplying by the number of accumulated leave days as of the day of leaving work because of injury or disease compensable under Worker's Compensation Law.

- f. Accumulated leave days may also be used to attend to the illness of the teacher's immediate family (spouse, life partner, children, parents, siblings and others approved by the Superintendent) which requires the teacher's presence. Up to twenty (20) days of leave per year may be used for illness of immediate family.
 - g. An expectant mother or adopting parent may use up to 10 accumulated leave days immediately before or after her due date or the arrival of the adopted child. Up to 35 accumulated leave days may be used following the birth or arrival of an adopted child. The use of these leave days will not come under the guidelines of part (a.) of this section.
 - h. Members may use up to three (3) accumulated leave days per year to participate in the observation of major recognized religious holidays.
 - i. Teachers experiencing extenuating circumstances, outside the above described conditions, may apply to the Superintendent for short term, paid or unpaid leaves of absence.
3. Teachers will be allowed a maximum of three (3) days per funeral not charged to paid leave days (A.1.), for the purpose of attending the funeral of a close friend or relative of the teacher. Teachers shall also be allowed to use up to three (3) additional paid leave days from their accumulated leave days per funeral for the purpose of assisting in settling the affairs of the deceased. The use of additional days beyond these six (6) days may be approved by the Superintendent. (Teachers shall use appropriate discretion in the use of these days.)
 4. Approved professional development days are not charged to leave or personal days.
 5. Leave days shall not be charged to teachers on force majeure days, unless the teacher affected is involved in a long-term disability as specified in Article XVII Section E. The day will be counted if, and only if the teacher specifically requests that it be counted. Such requests must be in writing and must be made within one (1) calendar week of the force majeure day.
 6. A teacher subpoenaed to give testimony before any judicial or administrative tribunal or serve as a member of a jury, shall be compensated for the difference between his teaching pay and the pay received for the performance of such obligation. Such teacher has a responsibility to turn in a copy of the pay stub for the compensation received within ten (10) workdays of its receipt. Such teacher also has a responsibility to inform the court that s/he is under contract with the Dexter Board of Education for the period of

September 1 to June 15. Such teacher must also return to school during school hours if released for the day by the court.

7. Sabbatical Leave.

Pursuant to the terms of the School Code, teachers who have been employed by the Dexter Community Schools for the required minimum period of time may be granted a sabbatical leave. A teacher may apply for one of the following:

- a. A sabbatical for a full year and paid half (1/2) salary.
- b. A sabbatical for one (1) semester and paid half (1/2) salary during the semester on leave or three-quarters (3/4) salary on an annualized basis.
- c. A sabbatical for one-half (1/2) day each day for a full year and paid full salary.

In all cases, the teacher will receive full fringe benefits.

Sabbatical leaves shall be granted to not more than three (3) members of the faculty at any one time and it is further agreed that such leaves must be used for earning credit towards an approved advanced degree program at an accredited college or university, research work under the guidance of competent research personnel, domestic or foreign travel, or advance study for a specialty program.

The study, research or travel plans for the year or semester must be submitted to the Superintendent for approval by August 30 for leaves to be granted for the second semester of that year, or by March 30 for the following fall semester or school year.

The Board will give equal weight to the following criteria for applicant priority:

- a. Date of filing application.
- b. Purpose of leave.
- c. Length of service in school system.
- d. Professional growth of staff member.
- e. Potential benefit to school system.
- f. Demonstrated dedicated service to the school system.

After due consideration of all the applications, the Superintendent shall present each request to the Board with his/her written recommendation of acceptance or rejection. A copy of the Superintendent's recommendation to

the Board will be furnished the teacher applicant at least five (5) days prior to the Board meeting at which the decision in respect to the granting of the leave will be rendered by the Board. The teacher involved will then be asked to be present at the meeting when his or her program comes up for consideration.

It is agreed that accepting any sabbatical leave carries an obligation to return to the District and to teach for a period of time at least double the length of the period for which the sabbatical leave was granted or to refund to the District a full value of the salary received during the sabbatical period and, therefore, as a condition to receiving final approval for a sabbatical leave a teacher shall file with the personnel office a written agreement stipulating that following the leave s/he will remain in the service of the Board for a period of either one (1) year of teaching service in the Dexter Community Schools commencing with the semester following termination of the leave period (in the case of semester leave) or two (2) years of teaching service in the Dexter Community Schools commencing with the semester following termination of the leave period (in the case of a year's leave.)

8. The President/Unit Director or Vice President/ Assistant Unit Director of the D.E.A. shall be permitted to use his/her preparation period to contact other teachers as long as it does not interfere with the educational process of the school.
9. In the beginning of every school year, the Association shall be credited with twenty (20) days to be used by the teachers who are officers of the Association. By the end of the first full week of each school year, or whenever a change is made, the Association shall provide the Superintendent with a list of all current officers and Association representatives. Any corrections made to the list shall be presented to the administration within three (3) weeks after such changes are made. The Association agrees to notify the Board in an appropriate amount of time in advance of the date for intended use of said leave. Such days may also be used by the Association to cover members absences that arise out of special circumstances deemed legitimate by the Association but not specifically covered by other language relative to leaves.
10. The D.E.A. President/Unit Director will be released two (2) days per year and the equivalent of one quarter to one half time (at the discretion of the Association) during the school year from his/her regular teaching duties to perform the activities of the Association, to facilitate the resolution of problems arising out of the interpretation of the contract and to work with the Superintendent to improve relations with the Association, with the objective of improving the educational opportunities for children. These days are in addition to the twenty (20) Association days. The Association agrees to pay a portion of MPSERS equivalent to the portion of release time allocated for the President/Unit Director.

11. The Association may also be granted an additional 450 minutes per week release time for Association officer(s) under the following conditions:
 - a. Arrangements for such release time must be made at a time agreeable to both parties.
 - b. If the Association wishes to provide additional release time for officer(s) in amounts up to 450 minutes per week, they may do so, if that is agreeable to the Board. Such an agreement may result in compensation to the Board by the Association at a rate of \$1,750 for 60 minutes per week for a year, or may be used to work on a mutually agreeable project(s). The Association agrees to pay a portion of MPSERS equivalent to the portion of release time allocated for such officer(s).

B. UNPAID LEAVE OF ABSENCE

1. Upon the submission of a request by a teacher, the Board shall grant a leave of absence for the reasons and under the conditions as follows:
 - a. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as s/he would have had s/he taught in the District during such period. This clause shall apply to teaching for the period of induction or for his/her first enlistment.
 - b. A tenured teacher shall be granted a leave of absence without pay to perform duties of the local state or national Association, provided that written notification is given to the Board a minimum of thirty (30) days prior to said leave. This leave shall be for at least one (1) semester and not more than one (1) school year, and may be considered to be professional experience. An additional semester or year shall be granted provided the request is made by March 1 or November 1, prior to the end of the leave.
 - c. A tenured teacher with four (4) years of continuous service to the District shall be granted a leave without pay or other benefits for the purpose of engaging in study at an accredited college or university. The length of the leave may be for one (1) semester or one (1) school year. A teacher granted such a leave is guaranteed the same position or an equivalent position upon return from such leave. The time on such leave of absence shall not count as experience on the salary schedule. The time limits that apply to sabbatical leaves for application shall apply for educational leaves.
 - d. Parental/Child Care Leave.

i. Tenured Teachers.

Decisions in regard to taking maternity/child care leave and returning from maternity/child care leave shall be a matter between the expectant mother and her physician.

The expectant mother shall notify the Board of her decision if she decides to take a leave, sixty (60) days before the leave is to begin. Maternity/child care leaves of absence may be granted for a period of time up to the remainder of the semester in which the leave begins plus two (2) additional semesters.

ii. Probationary Teachers.

Probationary teachers may request maternity/child care leave on the same basis as tenured teachers in E.1. above. It is agreed that probationary teachers must serve the full probationary period before becoming eligible for the tenure status and no teacher may gain tenure while on leave of absence.

iii. The Board will consider reasonable requests for leaves of absence for adoptive parents and provisions of such leaves, if granted, shall be similar to Article IX, E.1. above.

iv. The prospective father shall notify the Board of his decision if he decides to take an unpaid leave, sixty (60) days before the leave is to begin. Paternity leaves may be granted for a period of time up to the remainder of the semester in which the leave begins plus two (2) additional semesters.

Should an emergency arise, a father may apply for a leave outside the timelines.

v. Employees on parental/child care leave shall have their insurance benefit paid for by the District for the first twelve (12) weeks of the leave, according to the terms of the Family Medical Leave Act.

e. A tenured teacher who will complete step 1 at the time the leave begins shall be granted a general leave of absence without pay for a period of up to one (1) year, upon his/her request. Such leaves must begin at the beginning of a semester and must end at the conclusion of a semester. Requests for such leave must be made by April 1 for leaves to begin the following September and by October 1 for leaves to begin at the start of the second semester.

No more than four (4) general leaves shall be in effect at the same time.

2. Extenuating circumstances falling outside the guidelines for general leaves of absence may be considered by the Board.
3. All leaves in 1 and 2 shall be subject to the following conditions unless specifically stated otherwise in this agreement:
 - a. Except in emergencies which preclude such notice, the Board shall be provided notice of request for a foreseeable leave thirty (30) days in advance. In emergency cases, notice should be provided as soon as practicable under the facts and circumstances of a particular case.
 - b. All leaves of absences shall be for the remainder of a semester or school year, or full semester or school year at the option of the teacher, unless otherwise arranged with and approved by the Board.
 - c. Prior to returning from a leave related to a disability condition the Board may request a physician's statement regarding the teacher's physical fitness for employment.
 - d. A teacher shall not accrue salary schedule advancement credit during the time on leave. A teacher shall not accrue paid leave or personal days or health benefits during the time on leave.
 - e. Upon return from leave, teachers shall be placed in a position for which they are certified and qualified. *See Article VIII, Sections M and N.*
 - f. *Reduction in personnel may be required in some instances to place the returning teacher in such a position, and in applying the criteria for reduction in personnel the returning teacher could be laid off.*
 - g. All leaves of absence may be extended upon request by the teacher and approval by the Board of Education.
 - h. Teachers on leaves of absence during the second semester of the school year who are due to return from such leaves by the following September must notify the Board of their intent to return or not to return by March 1, by certified mail. Provided the Board has notified the teacher of this clause by February 15, by certified mail, failure to properly notify the Board under the above condition shall constitute resignation from the District.

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4. Emergency short term leaves of absence.
 - a. Teachers may apply to the Superintendent for a short term emergency leave of absence for extenuating circumstances outside the personal leave day circumstances.
5. A summary of the Family Medical Leave Act (FMLA) procedures and guidelines can be found on the District website. This document can only be changed by mutual consent of the Board and Association or by a change in the Act. This summary is intended to accurately reflect the provisions of FMLA.

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ARTICLE X

TERMINAL LEAVE PAY

- A. In appreciation for services to the school District, a Terminal leave payment of 100% of the number of accumulated paid leave days, Article IX. A1., times the following rate: 2013-14 - \$94.84, 2014-15 - TBD, 2015-16 - TBD will be paid, provided this teacher shall have been employed in the Dexter School District for ten (10) years and upon retiring (defined as receiving retirement benefits from the State of Michigan or after completing thirty (30) years of teaching in Dexter Community Schools) from the teaching profession while a teacher at Dexter.
- B. In appreciation for services to the school District, a Terminal leave payment of 50% of the number of accumulated paid leave days, Article IX, A.1, times the following rate: 2013-14 - \$ 94.84, 2014-15 - TBD, 2015-16 - TBD will be paid to any teacher who is voluntarily leaving the District and who does not qualify for the terminal leave payment delineated in Article X, Section A.

C. Financial Management:

The district agrees to pursue establishing a fund to insure that funding is available to pay members for their accumulated leave days per the terminal leave payment defined above.

This fund will have joint oversight by the district and the association, with the district allowed full access to the funds for cash flow uses.

ARTICLE XI

WORK STOPPAGE

- A. During the term of this Agreement neither the Association nor persons acting in its behalf shall cause, authorize or support, nor will any of its members take part in any strike (i.e. as defined by Section I of Public Act 379 of 1965 as amended). The Association reserves to itself its right of sanction.
- B. In the event a strike or any other concerted action occurs, the Association agrees to urge its members to return to the full faithful and proper performance of their duties.
- C. A teacher taking part in a strike is subject to discipline or discharge as authorized by Section 6 of P.A. 379 as amended.

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ARTICLE XII EVALUATIONS

All language in this article which is shown in *italics* is meant to apply to non-certified professionals, (see Article I Section A. for definition of this term). If legal proceedings determine that such language can apply to certified staff, and if the Association and the Board agree that doing so is mutually beneficial, the appropriate language will be reformatted to indicate this; (the language will be reformatted so that it is not italicized and will apply to teachers and non-certified professionals).

A. *Teacher evaluation is a process established for the following purpose:*

1. *To improve instruction.*
2. *To help teachers plan and establish goals.*
3. *To help teachers revise or improve practices, procedures and techniques, thereby resulting in more effective teaching.*
4. *To collect evidence concerning growth or lack of growth as a professional educator.*

B. 1. *All Teachers.*

The observed classroom performance of each teacher shall be evaluated by his/her building principal or assistant principal and/or special education director (evaluator).

Upon request of the teacher, for each evaluation initiated by the administration, an additional evaluation shall be conducted by a District administrator selected by the teacher.

The following minimum standards shall be followed in all teacher evaluations:

- a. *Evaluation forms and the Probationary Teacher Evaluation Guide will be placed on the District website. No changes will be made to any evaluation document or process without a mutual agreement between the Association and the Board. If either a teacher or administrator wishes to use a different form, s/he shall notify the other party as well as the Association President and the Superintendent of this intent. This form shall be mutually agreed upon by the Association President, the Superintendent, and the parties involved within the first 30 days of school.*
- b. *The initial evaluation of a teacher shall not take place during the first twenty (20) days of school for all teachers, but must take place within the first forty-five (45) days of school for probationary teachers.*

Evaluation cycles for probationary teachers shall be a minimum of twenty (20) work days apart.

Other in-classroom observations may take place at any time.

- c. Each evaluation shall include an in-classroom observation period of a minimum of thirty (30) minutes, twenty (20) of which must be consecutive.*
- d. All monitoring or observations of the performance of a teacher shall be conducted openly and with full knowledge of the teacher. Only direct observations made by the evaluator shall be used in evaluations.*
- e. No single evaluator shall conduct more than four (4) classroom observations in one day.*
- f. After each evaluation or evaluation cycle, a copy of the evaluation shall be given to the teacher, within ten (10) work days after the post observation meeting.*
- g. Three (3) copies of the written evaluation shall be made, one (1) for the teacher, one (1) for the principal, and one (1) for the Superintendent, or his/her designee.*
- h. The teacher shall attach his/her signature to all evaluations to acknowledge receipt of the evaluation, and the teacher retains the right to attach his/her comments to the evaluation, provided these written comments are submitted within ten (10) work days of the receipt of the evaluation. Any further response shall be separate from the evaluation.*
- i. Copies of the evaluation shall appear in the teachers' personnel file by the end of the school calendar year.*
- j. Testing results shall not be used as a sole criteria in teacher evaluations.*
- k. If a teacher receives an unsatisfactory rating in a specific criterion of an evaluation, the evaluator shall state in specific terms the reasons for his/her belief, and indicate specific ways in which the teacher is to improve. If, in subsequent evaluations the criterion of evaluation that was rated as unsatisfactory is not so noted again, it shall mean that adequate improvement has taken place.*

2. Probationary Teachers.

- a. Two (2) evaluations cycles shall be completed annually by the evaluator. Only the person conducting the observations shall fill out and/or sign the evaluation form.*
- b. The evaluator and the probationary teacher will work together to develop an Individual Development Plan (IDP).*

Each probationary teacher will be assigned a trained mentor.

- c. *The first evaluation cycle shall be completed by December 15. The second evaluation cycle shall be completed by April 1.*
 - d. *A post conference meeting between the evaluator and the probationary teacher shall be conducted by the evaluator within ten (10) work days of the last observation.*
 - e. *At the request of either the evaluator or the probationary teacher, an Association representative, or Board representative may be present during the conference. Notification of another's presence must be given at least two (2) work days prior to the meeting, to allow the other party to arrange representation.*
 - f. *All evaluations citing deficiencies shall include recommendations as to how the teaching performance of the probationary teacher may be improved. The subsequent evaluation shall state whether or not this area has shown improvement, if the area of deficiency is observed in the subsequent evaluation.*
 - g. *The teacher evaluation process may result in a recommendation for the placement of a probationary teacher on tenure status; it may also result in non-renewal of employment. When the evaluation process has not resulted in more effective teaching and non-renewal is a possibility, the probationary teacher should be notified of this fact well in advance, and thus be informed that marked improvement is necessary. The evaluation shall note specifically any deficiencies that may result in a recommendation of non-renewal.*
 - h. *In the event a probationary teacher is not continued in employment, the Board shall advise the probationary teacher that his/her work is not satisfactory and provide written notice of the right to appeal to the Tenure Commission. At any grievance or tenure proceedings, all evaluations and responses thereto shall be admissible. Failure to perform non-required activities outside of the school day shall not contribute to a recommendation for non-renewal of a probationary teacher's contract.*
3. *Tenured Teachers.*
- a. *Tenured teachers shall be evaluated at least once during each of their first three (3) years on tenure. After three years of successful experience on tenure, the normal evaluation cycle will be one (1) evaluation every three (3) years except in cases where:*
 - i. *The administration deems more frequent evaluation is necessary.*
 - ii. *The tenured teacher requests an annual evaluation in writing by September 30.*

- b. Observations shall not take place within the last fifteen (15) calendar days of the school year.*
 - c. Within ten (10) work days of the receipt of the written evaluation, a conference shall be held at the request of the tenured teacher.*
 - d. If an evaluation of a tenured teacher notes sufficient concerns to warrant the need for an improvement plan, refer to Letter of Understanding #2.*
- C. The District will assign mentors for probationary teachers. Such assignments shall be made in consultation with the Association president. Any tenured teacher who wishes to serve as a mentor may seek to do so through a uniform application process. These mentors will receive training from mentor coordinators before they hold a position as a mentor. The pay for these mentoring positions is defined in the extra duty schedule.

ARTICLE XIII

PROTECTION OF TEACHERS

All language in this article which is shown in *italics* is meant to apply to non-certified professionals, (see Article I Section A. for definition of this term). If legal proceedings determine that such language can apply to certified staff, and if the Association and the Board agree that doing so is mutually beneficial, the appropriate language will be reformatted to indicate this; (the language will be reformatted so that it is not italicized and will apply to teachers and non-certified professionals).

- A. The parties recognize that the responsibility for maintaining control and discipline in the schools is the joint responsibility of administration and the teachers. Since teachers normally bear the initial burden for control and discipline, efforts shall be made to sustain the teacher's authority and effectiveness.

The Board recognizes its basic responsibility to give administrative support and assistance to teachers when discharging the educational obligation to maintain discipline in conformity with Board policy. Whenever written evidence is presented indicating that a particular student requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional personnel, the Board will take steps to assure that appropriate services are available to such student.

- B. Teachers shall promptly report to the Board or its designated representative any incident of assault upon the teacher or malicious destruction of the teachers' property directly related to the teacher's performance of his/her duty. The Board will assist the teacher in contacting the appropriate prosecuting officer and in the filing of charges, if appropriate.
- C. The Board shall assist a teacher who is called as witness or signs a complaint in any criminal proceedings relating to an act observed by the teacher while on duty, in dealing with the procedures involved in discharging their responsibility. When requested in writing, the Superintendent shall provide a representative of the District to accompany the teacher in these proceedings.
- D. If any teacher is complained against or sued for disciplinary action taken by the teacher against a student, the Board will provide legal counsel and render necessary assistance to the teacher in his/her defense, provided that such teacher has acted within the terms of this agreement, state and federal laws, and adopted Board policies in regard to discipline.
- E. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher provided that the teacher has not acted in violation of the terms of this agreement, state and federal laws, and adopted Board policies in regard to discipline.
- F. *Any written complaints directed toward a teacher shall be forwarded to the teacher within two working days.*

- G. *Disciplinary action against a teacher resulting from complaints from students, parents or citizens shall be taken only if such complaints are in writing, and then only if the complaints have been investigated with due process and are deemed just. Disciplinary action shall not be taken on the basis of oral complaints. No record shall be maintained of any complaint ultimately found to be conclusively invalid.*
- H. *No teacher shall be disciplined, reprimanded, or reduced in compensation without just cause. Every effort shall be made by all parties involved in a controversial issue to limit the discussion to a private and professionally appropriate place and manner. A policy of progressive, corrective discipline shall be followed in disciplining teachers.*
- I. A written statement by the Board governing the use of corporal punishment of students shall be publicized to all teachers no later than the first week of school.
- J. Each teacher shall have the right, upon request, to review the contents of his/her own personnel file, excluding restricted placement credentials. A representative of the Association may, at the request of the teacher, accompany the teacher in this review. Each teacher's official personnel file, located in the central administrative office, shall contain the following minimum items of information:
- All teacher evaluation reports.
 - Copies of annual contracts.
 - Teaching certificate or photo copies thereof.
 - Transcript of academic records.
 - Tenure recommendation for all applicable teachers.

No materials relating to the teacher's performance shall be placed in the teacher's file without notifying the teacher in writing, providing the teacher with a copy, and allowing the teacher the opportunity to file a response thereto. Said response shall become a part of said file, subject to the restrictions contained in MCLA 423,505 (Section 5 of the Bullard-Plawecki Employee Right to Know Act, Michigan Public Act 397 of 1978). After a period of a calendar year, a teacher shall have the right to request a review by the Superintendent of such items and the material may be removed and destroyed.

Administrators shall be encouraged and teachers shall have the right to include in the teacher's file materials of a complimentary nature.

- K. Teachers shall be expected to exercise care with respect to the safety of pupils and property, but shall not be individually liable for any damage or loss to person or property, except to the extent determined by a court of competent jurisdiction. This provision is not intended to relieve the teacher of responsibility for inventory, care and control of school supplies and equipment issued to the teacher.

ARTICLE XIV
GRIEVANCE PROCEDURE

A. Definitions.

A "grievance" is a claim:

1. Based upon an event or condition which affects the conditions of employment of a teacher (or non-teaching professional) or a group of teachers (or non-teaching professionals). Italicized portions of the contract are only subject to grievance by non-teaching professionals.
2. Based upon the interpretation of this Agreement.
3. Based upon an alleged breach thereof; or
4. Based upon any combination of the foregoing.

It is expressly understood that claims not so based will not constitute a grievance.

B. The term "days", unless otherwise specified, when used in this section shall mean working days or in the period after the end of the school year, Monday through Friday, excluding holidays. Failure to appeal within time limits shall deem the grievance settled and no further appeals shall be allowed.

C. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at any level of such procedures. Nothing contained herein shall be construed as limiting the right of any teacher to discuss any matter informally with an appropriate member of the administration or the right of any administrator to discuss any matter informally with any teacher.

D. Procedure.

1. Since it is desirable that grievances be processed with expediency, the number of days indicated at each level are maximum and every effort should be made to expedite the process. However, the time limits may be extended by mutual agreement of the parties. Grievances will be filed at the appropriate administrative level.
2. The filing of a written grievance shall be delivered to the appropriate administrative level within forty-five (45) calendar days from the time the alleged grievance occurred or the grievant first learned of its occurrence, whichever is later. A grievance shall be declared a new grievance if it reoccurs after the above time limits are expired and a new written grievance may be filed.
3. Grievances shall be resolved as follows:

Level One

An aggrieved person shall first discuss his/her grievance with the appropriate administrator, either by him/herself or in the company of his/her Association's representative, with the objective of resolving the grievance informally.

Level Two

If the aggrieved person is not satisfied with the disposition made at Level One s/he may file a written grievance within the timelines specified in Section D (2) above. The Association shall file one (1) set of copies of the grievance with the appropriate administrator. The administrator shall within ten (10) days after receiving the grievance provide the aggrieved person with a written reply and furnish the Association with a copy. Failure of Administration to respond shall automatically move the grievance to the next level.

Level Three

If the aggrieved person or the Association disagrees with the disposition of the grievance at Level Two, the grievance may be appealed to the Superintendent within ten (10) days. The Association shall file one (1) set of copies with the Superintendent and may file one (1) set, by mail, with each member of the Board of Education. The Superintendent or his/her designee shall meet with the aggrieved person and the Association within ten (10) days of receipt of the grievance if either party requests such a meeting. Within ten (10) days the Superintendent or his/her designee shall reply in writing to the aggrieved person with a copy of the decision to the Association, and to each member of the Board, at the request of the Association.

Level Four

If the aggrieved person or the Association disagrees with the disposition of the grievance at Level Three, the grievance may be appealed to Level Four A by the aggrieved person or Level Four A or B by the Association.

Level Four A

The Board will review the grievance and decide, within ten (10) days, whether to hold a hearing and make a disposition. If the Board chooses to hold a hearing their decision is final and may not be appealed to arbitration. The hearing will be held within ten (10) days of deciding to hold a hearing.

Level Four B

If the Association is not satisfied with the disposition at Level Three or if no disposition has been made within the period provided above and Level Four A was not used, the grievance may be submitted by filing a demand for arbitration with the American Arbitration Association within thirty (30) days from the date of the receipt of the Superintendent's decision, or Board's

decision not to hold a hearing, or the deadline for the decision. If the parties cannot agree as to the arbitrators, s/he shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration proceedings. The Board and Association shall not be permitted to assert in such arbitration proceedings any grounds or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to or subtract from the terms of this agreement.

Both parties agree to be bound by the award of the arbitrator and agree that judgment therein may be entered in any court of competent jurisdiction. Cost of arbitration shall be borne equally by the parties, except each party shall assume its own costs for representation and witness fees.

4. The administrator or his/her designee receiving the grievance shall sign and date the grievance in the appropriate blank in the presence of the grievant and/or the Association Representative.

The grievant and/or the Association Representative shall sign and date the grievance in the appropriate blank in the presence of the administrator or his/her designee when the administrator is ready to respond.

These signatures are to indicate receipt of the grievance or response and are not intended to mean agreement with the grievance or response.

E. *Exclusions*

The following matters shall not be subject to appeal to Level Four of the grievance procedure. In these areas, the ruling made at Level Three shall be final.

1. *The termination of services or failure to re-employ any probationary non-teaching professional*
2. *Any matter involving the contents of written non-teaching professional evaluations as long as the adopted evaluation procedure has been followed.*
3. *Demotion or discharge of a tenured teacher. Such teachers have a recourse through the Michigan Teacher Tenure Act.*

F. *Rights to Representation.*

Any party in interest may be represented at all meetings and hearings at all stages and steps of the grievance procedure by another teacher or person provided, however, that any teacher may in no case be represented by an officer, agent or other representative of any teacher organization other than the Association.

G. *Miscellaneous.*

1. All documents, communications and records dealing with the processing of all grievances shall be filed separately from the personnel files of the participants.

2. Necessary forms will be made available by the Board in each school building.
3. Nothing contained therein shall be construed to prevent any teacher from presenting a grievance and having the grievance adjusted without intervention of the Association if the adjustment is not inconsistent with the terms of this Agreement.

ARTICLE XV

CURRICULUM AND PROFESSIONAL DEVELOPMENT

- A. Curriculum shall be reviewed continuously, with special emphasis to be placed each year on one subject area. Emphasis shall also be placed on the area which was last emphasized (called the evaluation area) and on the area to receive emphasis in the following year (called the preparation area).
- B. Decisions regarding curriculum will be made collaboratively between the administration and the Association at the district level.
- C. Curriculum shall be defined as any class or activity in which students participate during the instructional day or any material for which students are given credit towards graduation. Prerequisites and/or entry procedures shall also be reviewed as curricular issues.
- D. Curriculum change will be implemented using an established process. The process and essential forms will be placed on the district website.
- E. Work on curriculum projects may be compensated at the basic hourly teacher pay rate, when approved in advance by the Superintendent.
- F. Each school year, there shall be five (5) days designated as Planning and Professional Development (PPD) days.
 - 1. The purpose of PPD is to provide staff and administration with time and resources that will foster communication and growth for each school building. The following activities shall be completed during PPD time:
 - a. Professional development.
 - b. Curriculum alignment.
 - c. Inter- and Intra-building meetings.
 - 2. PPD day activities shall be planned within the following guidelines:
 - a. The Board and the Association shall agree to a schedule of which activities will be inter-building and which will be intra-building in nature.
 - b. This schedule may be adjusted as is mutually agreeable to the Board and the Association.
 - c. Building staff will develop and prioritize activities within the schedule guidelines.
 - d. District-wide, inter-building activities shall be coordinated by the Superintendent.

- e. Intra-building activities shall be planned by the buildings (teaching staffs and principals working cooperatively).
- f. The DEA and administration recognize that quality professional development activities should be aligned with District goals, along with the needs of individual buildings and educators. A Professional Development Advisory Committee (Building and District School Improvement Representatives) will be formed and meet regularly to provide input into the development of district professional development activities. (Please see school calendar for the schedule of professional development.)

ARTICLE XVI

PROFESSIONAL COMPENSATION

A. Salary schedules for the respective school years are set forth in Appendix A attached to and incorporated into this Agreement as though fully set forth at this point.

1. The payments made to the Basic Michigan Public School Employees Retirement System are made by the District, and are in addition to the salaries listed in Appendix A.

Semester hours of graduate study toward a Master's degree or semester hours of graduate study beyond a Master's degree must be from an institution either accredited by the appropriate regional accreditation agency for all hours other than educational hours or from an institution accredited by the National Council for Accreditation of Teacher Education and must be:

- a. In the major field of study or,
- b. In the minor field of study or,
- c. In a subject taught by the teacher concerned or,
- d. In the fields of education or administration, or with prior written approval from the Superintendent. (Undergraduate hours may sometimes be considered if particularly valuable to the graduate program and advance approval is secured from the Superintendent.)

Transcript of credits is required. Application for submission of such is September 25 annually. Failure to submit the transcript prior to such date will mean loss of credit for the contract year.

B. Experience Credit.

Teachers with experience in Dexter for portions of a school year shall have the experience credited in the following manner.

1. A full semester or more will count as a full step on the salary schedule.
2. Experience for less than a full semester will not count as experience.
3. Teachers who teach less than one-half (1/2) day for two (2) full years shall move one (1) step on the salary schedule. Teachers who teach one-half (1/2) day or more for a full year shall move one (1) full step on the salary schedule.

Teachers with vocational certification hired after June 30, 2007, will be placed on the salary schedule according to Article XVI, Section B5. All teachers hired prior to this date and who have received credit for vocational certification shall retain such credit.

4. Teachers with one or more years experience will be placed on the salary schedule at Step 1 with the appropriate degree and/or additional hours. Should an assessment of the quality and quantity of applicants, the needs of the District, or market circumstances make it necessary, the District and Association agree to meet and consider a temporary waiver of these terms.
5. Teachers shall be advanced one (1) step on the salary schedule for each year spent in the Peace or Job Corps.

C. Payday.

Pay dates will be the 15th and last day of each month or last business day prior if pay date falls on the weekend or a holiday. Teachers may be paid in either 24 or 19 pays by requesting the pay they desire. The decision on the pay plan must be made on or before the opening day of school for the children, and once selected can be changed during the contract year only with the approval of the administration. On pay dates, live checks will be distributed and direct deposit stubs will be posted into the web-based system for access/printing by employees. A history of pay stubs will be maintained in the web based system for employee convenience. If a force majeure day falls on a date on which live checks are to be issued, the checks will be available for pickup on the next return to work day after such an occurrence.

Pay for the Coaching Roster will be as follows:

All Fall sports will be paid in a lump sum on the last pay in November.

All Winter sports will be paid in a lump sum on the last pay in March.

All Spring sports will be paid in a lump sum on the last pay in May.

Pay for all other Extra-Curricular (non coaching) assignments will be as follows:

Extra-duty assignments that are completed by December 31 will be paid on the last pay in November.

Extra-duty assignments that are completed January 1 through the end of school year will be paid on the last pay in May.

Extra-duty assignments that run for an entire year will be paid one-half on the last pay in November and one-half on the last pay in May.

Overloads, terminal leave pay, and basic teacher hourly pay rate will be paid as worked during the year based on the beginning of the year salary schedule.

2. Salary Agreement.

For the 2010-11 school year the district and the association agree to use the existing 2009-10 salary schedule for members employed by the district in 2009-10. New members hired beginning in the 2010-11 school year will be placed on the attached 30 step schedule, which may be adjusted if mutually agreed to.

For the 2011-12 school year, members will receive pay according to the schedule from the previous year, unless the district and the association agree that the financial circumstances of the district has changed significantly since this agreement.

E. One Time Payment.

The district agrees to distribute a one time, off the schedule payment to association members in June of each year, if the district experiences a positive revenue over expense for that school year. The amount of the payment is to be mutually agreeable.

F. Professional Growth.

Both parties agree to encourage participation in workshops, clinics, lectures and seminars outside this school system. The Board will provide up to the sum of .1% of the District's expenditure budget to be used for registration fees, transportation and other expenses, excluding substitute teacher payments up to a total of 85 full days which may be distributed in fractions of a day. If the number of substitute teacher days exceed 85, then the substitute teacher payments may be deducted from the Professional Growth Fund. The Board will encourage investigation and research of matters pertaining to the school system by establishing grants to individuals. It is desirable that arrangements shall be made for after school courses, workshops, conferences and programs inside the school system designated to improve the quality of instruction. Every effort will be made to obtain people of the highest qualification to participate in the presentation of such programs. All teachers desiring to attend shall be allowed to do so.

When a teacher is requested to attend a summer conference by an administrator, the teacher may elect to do so, if a reimbursement amount is agreed to by the teacher, the administration, and the Association. Reimbursement may include conference fees, travel expenses, lodging costs and compensation for time.

G. Travel Reimbursement.

1. A teacher who is required as part of his/her job to travel between buildings of the school system shall receive payment for 500 miles of travel at the IRS rate upon application at the end of the year.
2. Any use of the teacher's personal car on authorized school business shall be reimbursed at the then current IRS rate per mile.

H. There shall be a Basic Teacher Hourly Pay Rate = BA Step 7A divided by 1080:

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I. In those cases where regular substitutes are not available and a regular teacher voluntarily agrees to serve as a substitute during non-teaching periods of his/her regular daily assignment, the teacher shall be paid according to the Basic Teacher Hourly Pay Rate for each period substituted.

Such arrangements will be made by the principal of the school.

ARTICLE XVII
HEALTH BENEFITS

A. The Board of Education agrees to make available health benefits under the Dexter Community Schools Health Plan for all eligible Association bargaining unit members and his/her eligible dependents as follows. The benefits referred to below are defined in benefits plans named, which cannot be changed without mutual consent. It is expected that these benefits will be examined and may be renegotiated each year. The payments made by the Board may also change, if that is mutually agreeable.

1. Medical (including Prescription Drugs) -The plan will provide levels of benefits as described in the "Benefits At A Glance" Document.

For employees not electing medical coverage, a cash in lieu of medical benefit payment of \$1,200 (annual amount) will be paid. This amount will be pro-rated for partial year service at \$100 per month.

2. Dental - The plan will provide levels of benefits as described in the Overview of Dental Benefits.
3. Vision - The plan will provide levels of benefits as described in the Overview of Vision Benefits.
4. Group Term Long-Term Disability (LTD) - The Board shall make a premium payment on behalf of the employee for a disability policy with specifications to provide 66-2/3 percent of the member's contracted salary (based upon Appendix A, excluding additional compensation for extra duties) for disability after 45 work days or the exhaustion of all accumulated leave days, whichever is greater, for the duration of the disability or until age 65, subject to the terms and conditions as described in the policy by the carrier, for employees electing coverage. The District may alternatively self-fund all or a portion of LTD coverage.
5. Group Term Life Insurance - The Board shall remit a premium payment for the purpose of purchasing a group term life policy with specifications to provide \$50,000 life and AD&D coverage, subject to the terms and conditions as described in the policy by the carrier.
6. Cafeteria Plan/Section 125/HSA -The Section 125 plan will include an employee funded medical care reimbursement account and employee funded dependent care assistance account.

B. The Board will make available two medical plan options for employees.

PPO Medical Plan: The employee shall have the option to enroll in a PPO Medical Plan as described in the Overview of Medical Benefits. The Board will pay an annual plan year amount of: \$4,692 (single); \$10,665 (two-person); and \$13,217 (family), or 80 percent of the representative rates of the medical benefit plan costs, whichever is less, for employees electing coverage.

OR

HDHP/HSA Medical Plan: The employee shall have the alternative option to enroll in a high-deductible health plan (HDHP) and establish a health savings account (HSA) in accordance with IRS guidelines. The amount that the Board pays toward the HDHP/HSA Medical Plan program, inclusive of both the medical benefit coverage and employer's contribution to the employee's health savings account shall be at least equivalent to the amount the Board contributes toward the PPO Medical Plan, as described above.

- C. The Board will pay an annual plan year amount of: \$421 (single); \$945 (two-person); and \$1,169 (family), or eighty percent (80 %) of the representative rates of the dental benefit plan costs, whichever amount is less.
- D. The Board will pay an annual plan year amount of: \$60 (single); \$118 (two-person); and \$139 (family), or eighty percent (80%) of the representative rates of the vision benefit plan costs, whichever amount is less.
- E. The Board shall remit eighty percent (80%) toward a premium for employees electing coverage in the LTD plan.
- F. "Full time" Association bargaining unit members are eligible for participation in the benefit program described in this Article. "Full time" is defined as an employee assigned 0.75 FTE or more. Employees assigned more than 0.25 FTE, but less than 0.75 FTE, are eligible for one half of the Board's contribution for benefits for a full-time employee as described in this Article. (For example, the Board will pay one half of the above amounts of the representative rates for employees electing coverage). Employees assigned 0.25 FTE or less are not eligible to participate in any benefits under this Article or for any Board- contributed amounts for such benefits.
- G. Any representative rates, premium amounts, and other medical benefit plan costs exceeding the amount of the Board contributions specified in this Article are the responsibility of the enrolled employee and will be deducted from the wages of the employee. Where the representative rate and any other medical benefit plan costs for a self-funded plan exceed the amount designated for the Board contribution toward that representative rate, the difference will be payroll deducted from the wages of the enrolled employee. For an insured program, where the premium and any other medical benefit plan costs exceed the amount designated for the Board contribution toward that premium, the difference will be payroll deducted from the wages of the enrolled employee.

- H. The Board will pay eighty percent (80%) of the claim costs of a hearing aid benefit to provide for clinical services and corrective hearing aids at in-network providers for employees electing medical coverage. The benefit is limited to \$2,500 once every three years.
- I. The medical benefit plan coverage year, and the other self-funded and insured plans in the Dexter Community Schools Health Plan described in this Article, shall be July 1 - June 30. An annual open enrollment period will be during the month of May.
- J. All self-funded plans are subject to the terms, conditions, and requirements identified within those plans as indicated in the applicable Summary Plan Descriptions for the coverages elected. Matters involving application, interpretation, and administration of the self-funded programs (i.e. medical, dental, vision) will be handled exclusively through the dispute resolution procedures within the underlying plans and are excluded from the grievance procedures in the collective bargaining agreement. Any disputes pertaining to the application, interpretation or administration of an insured benefit under this Article will be solely and exclusively between the enrolled employee and the carrier or third party administrator, as applicable, and shall not be subject to the grievance procedures in this Agreement.
- K. The enrolled employee shall notify the school district of eligibility or dependent status changes as described in the Summary Plan Description. Failure to notify that results in the overpayment of any claims, representative rates, or representative premiums shall become the employee's responsibility.
- L. If an employee does not remain in service during the entire benefit plan year (i.e. unpaid leave of absence, retires, or terminates his/her employment with the school district) the health benefit coverages will terminate at the end of the calendar month and the Board's annual contribution will be prorated for the months of service. Health benefits will continue for employees on a Family and Medical Leave Act (FMLA), for up to 12 weeks, in accordance with the Federal law. The employee and/or his/her eligible dependents may continue the group health plan benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA).

If an employee is approved for a long term disability by the LTD carrier, the health benefit coverages shall be allowed to continue through August 31 of that school year provided any applicable employee contributions are paid.

An employee who retires from the school district shall elect retirement health benefits on his/her retirement effective date.

An employee who terminates from the school district at the end of a school year, other than retirement, shall be allowed to continue coverage through August 31, provided any applicable employee contributions for July and August are paid.

- M. Dexter Community Schools is the policyholder on all health benefits provided to its employees. The determination of the carrier and funding arrangements for all benefits are the right of the Board.
- N. There will be at least one meeting per year between representatives of the Association, the Board, and the benefit providers in order to discuss plan results, plan renewal, coverages, cost effective alternatives, and problem resolution.

ARTICLE XVIII

MISCELLANEOUS PROVISIONS

- A. Individual teacher's contracts shall be made expressly subject to the terms of this Agreement.
- B. There shall be three signed copies of this Professional Negotiated Agreement for purposes of record: one retained by the Board, one by the Association, and one by the Superintendent.
- C. Upon the request of either party, representatives of the Board, the Administration, and the Association shall meet to discuss the Board-Association relationship under the Master Agreement. The Board and Association Representatives shall mutually agree to establish meeting date, place and time.
- D. The Association shall designate teachers in each school building as Association Representatives. The principal and his/her designees and Association Representatives shall meet at least once each month for the purpose of reviewing the administration of the contract and to resolve problems which may arise. These meetings are not intended to bypass the grievance procedure.
- E. The parties recognize the need for close cooperation between home and school and agree to grant three (3) half-days in the fall for parent-teacher conferences in grades 1 through 12. Kindergarten teachers shall have four (4) half-days for parent-teacher conferences in the fall. These conferences shall be planned and scheduled for the individual buildings by the building principal and the teaching staff, provided that all buildings are scheduled on the same half-days and that each building shall schedule one (1) evening session.

The buildings may schedule their conference times to occur on different days from each other provided that both parties agree to such schedule.

K through 6 spring conferences shall be arranged by individual teachers on a need basis, utilizing non-instructional time.

- F. If any specific provision of the Agreement or any specific application of this Agreement to any employee or group of employees shall be found contrary to law, then such specific provision or specific application shall be deemed null and void but all other provisions or applications shall continue in full force and effect.

The parties will meet and confer, upon request, to bring the provisions in question into compliance.

- G. School Improvement.
 - 1. In the event that any plan or program of the School Improvement Plan were to be in conflict with terms of this Agreement the School Improvement Plan shall be altered so that it is no longer in conflict.

2. The Board will budget specific funds for the operation of each School Improvement Team.
3. Building administrators will work to insure that the quality and structure of meetings will be optimized, and the number of meetings minimized Work which has been completed by subcommittees will be respected by the entire staff and the administration. (Administrators will appoint tasks so that they are not performed repetitively; staff will not attempt to rework the tasks completed by subcommittees.)

All decisions normally involving staff input relating to the functioning of each building will be made at full building meetings.

Any school improvement work or curriculum work which the administration approves, may be completed during the summer at the Basic Hourly Teacher Pay Rate by staff who volunteer to do so.

- H. Teachers who have ten years service in the District may choose to receive pay for accumulated paid leave days within the following guidelines:

- Sick days may be returned to the District at the following rates per day:

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- The number of days returned by each teacher shall not exceed one-half the difference of the teacher's accumulated paid leave days and 45; (accumulated paid leave days - 45) times 1/2.

The number of remaining accumulated paid leave days shall be equal to the previous number minus the number returned.

Teachers who have twenty-five years in the MPSERS may choose to receive pay for accumulated paid leave days within the following guidelines:

- Sick days may be returned to the District at the following rates per day:

2013 - 14= \$94.84 2014 - 15 = TBD 2015 - 16 = TBD

The number of remaining accumulated paid leave days for the teacher shall not be less than 45.

The number of remaining accumulated paid leave days shall be equal to the previous number minus the number returned.

The District shall be liable for payments of up to 650 total returned days per year.

There shall be a maximum of 50 days which can be returned by one teacher per year.

Applications for returning accumulated paid leave days shall be honored in order of seniority in the District.

Applications will be made to the District for these days by March 15 of the year preceding the payments.

Payments will be included in the next year's pay and will be paid accordingly.

- I. An Emergency Manager appointed under the Local Financial Stability and Choice Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Financial Stability and Choice Act, 2012 Public Act 436.

ARTICLE XIX

DURATION OF AGREEMENT

This Agreement shall be in effect from the date of execution until the 30th day of June, 2016. At least ninety (90) days prior to the expiration of this Agreement, the parties will begin negotiations for a new Agreement covering wages, hours, terms and conditions of employment, at which time ground rules for negotiations will be drafted.

It is contemplated that matters not specifically covered by this Agreement, but of common concern to the parties, may be subject to professional negotiations between them from time to time during the period of this agreement. If a party requests such negotiations in writing, the other party shall, within ten (10) days of receipt of such requests, notify the requesting party of willingness or unwillingness to negotiate.

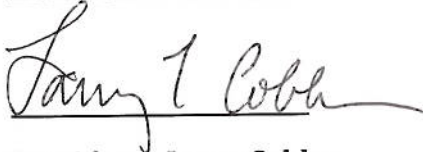
This agreement may be amended but only in writing with the consent of all parties.

All parties to this Agreement have duly authorized representatives to negotiate and execute this Agreement on their behalf. By executing this Agreement, all parties represent that they are authorized to do so.

Date of Execution March 26, 2013.

BOARD OF EDUCATION

DEXTER COMMUNITY SCHOOLS



President: Larry Cobler



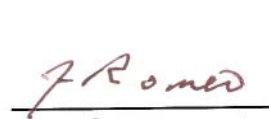
Vice President: Michael Wendorf



Secretary: Julie Shumaker

WASHTENAW/COUNTY

EDUCATION ASSOCIATION



Pres./Unit Director: Joseph Romeo



Negotiator: Cheryl Kessler



Negotiator: Meili Raad



Negotiator: Amy Raus



Negotiator: Andrea Sellman

ARTICLE XX

ASSOCIATION - BOARD COMMUNICATION

The Association and Board acknowledge the advantages of open communication between them on a regular basis to discuss matters of mutual concern.

- A. "Meet and Confer" sessions shall be held bi-monthly, or as mutually agreed upon. Although this is not an additional step in the grievance procedure, grieved issues may be brought to the committee for discussion.
 1. These sessions shall be attended by the following:
 - At least 2 Board members.
 - The Superintendent.
 - The President/Unit Director.
 - And at least 2 other officers of the local chapter of the Association.
 2. These may be attended by other Board members, other members of the teachers' Association, community members, other school personnel, or outside consultants as agreed upon by the Board and Association.
 3. Operating Procedures.
 - a. The agenda shall be established and distributed to the permanent committee at least one week prior to the meeting. The agenda shall include all items as requested by either party. Issues of concern which arise during a meeting may be discussed if mutually agreed upon.
 - b. The framework for examining issues shall follow the Four Basic Steps in Inventing Options as described in Getting to Yes by Roger Fisher, when appropriate.
 - c. Following each "Meet and Confer" session, the Association may present agenda items to the Board for action at the next scheduled Board meeting.
- B. The Unit Director shall be allowed to address any issue at Board meetings at the time the item is discussed.
- C. The Association shall have two seats on the Board of Education Finance Committee and shall participate in its decisions.

APPENDIX A

2013 - 14 Schedule 1: For teachers hired before June 30,2010

STEP	BA	BA10	BA20	MA	MA10	MA20	MA30	Dr
A	36,840	37,161	37,655	40,668	41,858	42,987	44,465	47,206
B	38,226	38,559	39,072	42,199	43,434	44,604	46,139	48,982
1	39,613	39,958	40,490	43,729	45,009	46,222	47,812	50,759
2	41,648	41,995	42,440	46,014	47,345	48,615	50,259	53,462
3	43,785	44,135	44,487	48,419	49,808	51,132	52,828	56,311
4	46,289	46,652	46,990	51,642	52,868	54,272	56,028	59,919
5	48,719	49,073	49,422	54,363	55,860	57,338	59,152	63,395
6	51,131	51,482	51,836	57,284	58,847	60,384	62,256	66,890
7	53,655	54,008	54,360	60,512	62,138	63,779	65,677	70,720
8	56,516	56,865	57,214	63,751	65,469	67,150	69,118	74,593
9	59,250	59,593	59,945	67,017	68,814	70,571	72,613	78,478
10	62,163	62,507	62,861	70,499	72,366	74,179	76,293	82,596
15	62,784	63,132	63,490	71,204	73,090	74,921	77,056	83,422
20	64,040	64,395	64,760	72,628	74,552	76,419	78,597	85,091
25	65,961	66,326	66,703	74,807	76,788	78,712	80,955	87,643

Basic Hourly Rate \$ 40.55
 Sick day payout \$ 94.84
 Teacher supplies \$ 52.50

Overload Rate: (See LU # 1)
 K - 6: \$664.35 per overload per trimester
 7 - 8: \$99.65 per overload per quarter
 HS: \$199.30 per overload per semester

2013 - 14 Schedule 2: For teachers hired after June 30,2010

Step	BA	BA 10	BA 20	MA	MA 10	MA 20	MA 30/S	Dr.
1A	36,840	37,161	37,656	40,668	41,859	42,986	44,465	47,206
2A	38,226	38,560	39,072	42,198	43,434	44,605	46,138	48,982
3A	39,613	39,958	40,489	43,729	45,009	46,222	47,812	50,759
4A	40,643	40,997	41,542	44,866	46,179	47,424	49,055	52,079
5A	41,648	41,995	42,440	46,013	47,345	48,616	50,259	53,462
6A	42,730	43,088	43,543	47,210	48,576	49,879	51,566	54,852
7A	43,784	44,135	44,487	48,419	49,808	51,131	52,828	56,311
8A	45,054	45,414	45,777	49,823	51,253	52,614	54,359	57,945
9A	46,289	46,652	46,990	51,642	52,869	54,272	56,028	59,919
10A	47,539	47,911	48,259	53,036	54,296	55,737	57,541	61,536
11A	48,719	49,073	49,422	54,363	55,860	57,338	59,151	63,395
12A	49,938	50,300	50,658	55,722	57,257	58,771	60,630	64,979
13A	51,130	51,482	51,837	57,284	58,847	60,384	62,256	66,889
14A	52,409	52,769	53,133	58,716	60,318	61,894	63,812	68,562
15A	53,655	54,008	54,360	60,512	62,139	63,779	65,677	70,719
16A	55,104	55,465	55,828	62,146	63,816	65,501	67,450	72,628
17A	56,516	56,866	57,214	63,750	65,469	67,149	69,118	74,593
18A	57,929	58,287	58,644	65,344	67,106	68,828	70,846	76,458
19A	59,251	59,593	59,945	67,017	68,814	70,571	72,614	78,477
20A	60,732	61,084	61,443	68,693	70,535	72,335	74,430	80,439
21A	62,162	62,507	62,862	70,499	72,367	74,179	76,293	82,596
22A	62,784	63,133	63,490	71,205	73,091	74,921	77,057	83,423
23A	63,411	63,764	64,125	71,917	73,822	75,671	77,827	84,256
24A	64,046	64,401	64,767	72,636	74,560	76,427	78,605	85,099
25A	64,686	65,045	65,414	73,362	75,305	77,191	79,391	85,950
26A	65,333	65,696	66,068	74,096	76,059	77,964	80,185	86,809
27A	65,986	66,353	66,729	74,836	76,819	78,743	80,987	87,678
28A	66,646	67,016	67,397	75,585	77,587	79,530	81,796	88,554
29A	67,313	67,686	68,070	76,340	78,363	80,326	82,615	89,440
30A	67,986	68,363	68,751	77,104	79,147	81,129	83,440	90,334

APPENDIX B

EXTRA-CURRICULAR ASSIGNMENTS

1. The parties recognize the value of extra-curricular activities and their importance to the educational program and as a representation of the Dexter Community Schools. They also recognize that extra-curricular activities create benefits and opportunities for students. Therefore the parties shall continue to encourage extra-curricular activities.

2. Application for Extra-Curricular Assignments

(The following terms shall be used herein:

Beginning extra-curricular supervisor: a bargaining unit member holding an extra-curricular position for the first or second year.

Continuing extra-curricular supervisor: a bargaining unit member holding an extra-curricular position for the third year or beyond.)

- A. Application for extra-curricular positions shall be made in writing to the appropriate administrator. With the assistance of the Association, the Board shall provide job specifications for each assignment.
- B. Any vacant or newly established extra-curricular position(s) will be posted. Upon the posting of the extra-curricular opening, a copy of the job description will be made available to interested applicants. It is understood that job specifications shall not be modified substantially during the course of the year.
- C. Extra-curricular positions will be posted by a date agreed upon by the Board and the Association for the coming academic year. Qualified bargaining unit members interested in filling these positions will have twenty-one (21) calendar days from the time of posting to respond. There shall be no external posting of positions until after all internal candidates have been considered. No person may be denied reappointment to a position held in the previous year solely because another qualified person applies for that position. Only unfilled positions for fall sports may be given to non-bargaining unit members prior to the beginning of school in August/September.
- D. Whenever possible extra-curricular positions will be given to individuals who have:
 - a) Completed all of the required education classes enroute to a teaching degree at an accredited university, or who have
 - b) Two or more years experience working with school aged youth appropriate to the assignment being considered.

3. If a bargaining unit member is retained in any extra-curricular position for a third year, s/he shall be entitled to continue to serve in such position from year to year unless removed for cause which shall be reviewable through Level 4 of the grievance procedure.
4. Bargaining unit members will be notified if they are to continue in their current extra-curricular assignment for the following school year within 2 weeks of the end of their season or activity or by June 15 whichever is sooner.
5. The evaluation procedure for extra-curricular supervisors will consist of one evaluation to be completed no later than 30 days after the end of the sport, activity, or event. All extra-curricular supervisors will be given a job description and expectations prior to assuming the duty. Beginning extra duty supervisors will be evaluated during each of their first three years. Supervisors who have held the position for at least three years will be evaluated at least once every three years.
6. When it becomes necessary to reduce extra duty positions because of general budget reductions, insufficient interest or for other reasons agreeable to both parties, then both parties agree that assignments which have been tentatively made to these positions are null and void and that applications for these positions shall not be considered.
7. Extra-curricular assignment compensation shall be calculated based on the percents on the accompanying pages applied to the B.A. base salary schedule moving up through step 10.
8. In the job specifications for extra-curricular assignments for Band Directors, the phrase "summer band experience" shall have exclusive reference to a summer practice session in/at the Dexter School District prior to the opening of school as may be required to properly prepare the band students for the first football game, but said session shall not commence prior to August 25 in any given year unless deemed necessary by the band director(s).
9. Retiring DEA members shall retain their seniority in the specific extra duty assignment which they wish to continue to hold, as long as there is unbroken service in that position.
10. The listed paid coaching positions shall be the only paid positions. Private payment to assistants and helpers is not allowed.
11. An ad hoc committee shall be formed annually in October, which shall review and recommend changes in each of the three areas of extra duty positions (Coaching, Student Activities, and Staff Activities). This committee will consist of three (3) members appointed by the Superintendent, and three (3) members appointed by the Association. The joint Negotiations committee, consisting of Board and Association negotiators, will consider the recommendations made by this committee. A tentative agreement, made by this committee, must be approved by the Association membership and by the Board of Education or its designee. This

committee will be responsible for developing an evaluation tool to be used for extra duty positions.

12. Team leaders at grades 7-8 will have additional time made available to attend to their responsibilities as a team leader if the schedule allows for such additional time. If the schedule does not allow for such time, the rate for team leaders in the extra duty compensation list will be doubled.
13. The schedule of all extra duty athletic positions will be determined in the spring of each year, for the following year. This schedule will be created according to input as described in Section 12. This schedule is amendable at any time during the school year by mutual agreement between the superintendent, the DEA president and the athletic director.

Funds for athletics will be divided into four categories: fall sports, winter sports, spring sports, and discretionary funding. Monies from the discretionary category may be used to increase allocations for activities where the number of participants and the nature of the activity require adjustments for reasons of safety and proper supervision. Monies from each of the other categories may be moved into the discretionary category if the number of participants is agreed to require fewer than the scheduled number of coaches.

Once the supervisor of an activity has signed a contract, that contract will be honored.

COACHING ROSTER
(2013 - 14)

BASEBALL		SOCCER - Girls	
Head	10%	Head	10%
JV	8%	Asst.	6%
9 th Grade	7%	JV	8%
BASKETBALL - Boys		9th Grade	
Head	10%	7%	
Assistant	7%	SOFTBALL	
JV	8%	HS Head	10%
9th Grade	7%	JV	8%
8th Grade	6%	9 th Grade	7%
7th Grade	6%	MC Head (co-ed)	4%
BASKETBALL - Girls		MC Asst. (co-ed)	
Head	10%	3%	
Assistant	7%	SWIMMING	
JV	8%	HS Head Boys	10%
9th Grade	7%	HS Asst. Boys	7%
8th Grade	6%	HS Diving Boys	6%
7th Grade	6%	HS Head Girls	10%
CROSS COUNTRY		HS Asst. Girls	
HS Head Boys	7.5%	7%	
HS Asst. Boys	6%	HS Diving Girls	
HS Head Girls	7.5%	6%	
HS Asst. Girls	6%	MC Head (co-ed)	
MC Head (co-ed)	4%	4%	
MC Asst. (co-ed)	3%	MC Asst. (co-ed)	
CHEER LEADING		3%	
Football	2%	TENNIS	
Basketball	2%	Head - Boys	6%
Dance Team	4%	JV - Boys	5%
FOOTBALL		Head - Girls	
Head	10%	6%	
Var. Asst.	8%	JV - Girls	
Var. Asst.	8%	5%	
JV Head	8%	TRACK - Boys	
JV Asst.	7%	Head	10%
9th Grade	7%	Var. Asst.	8%
9 th Grade Asst.	5%	7/8th Grade Head	6%
8th Grade Head	6%	7/8th Grade Asst.	5%
8th Grade Asst.	5%	One Pole Vault Boys and Girls ...	
7th Grade Head	6%	7%	
7th Grade Asst.	5%	TRACK - Girls	
GOLF		Head	
Boys	6%	10%	
Boys JV	5%	Var. Asst.	
Girls	6%	8%	
Girls JV	5%	7/8th Grade Head	
HOCKEY		6%	
Head	10%	7/8th Grade Asst.	
Asst.	8%	5%	
SOCCER - Boys		One Pole Vault Girls (see above)	
Head	10%	VOLLEYBALL	
Asst.	6%	Head	10%
JV	8%	JV	8%
9th Grade	7%	9th Grade	7%
		8th Grade	6%
		7th Grade	6%
		WRESTLING	
		Head	10%
		JV	8%
		7/8th Grade	6%

Extra Duty Shedule for Student Activities (2013 - 14)

ACADEMIC COMPETITIONS

Debate.....	4%
Forensics.....	4%
Quiz Bowl	
High School.....	2%
Mill Creek.....	2%
Creekside.....	2%
Science Olympics	
High School.....	2%
Mill Creek.....	2%
Creekside *.....	2%
Ocean Bowl (HS).....	2%
Spelling Bee	
Mill Creek.....	2%
Creekside.....	2%

* The activity listed above as Creekside Science Olympics may be changed to another activity mutually agreeable to the association and the administration.

ADVISOR

7th Grade.....	1%
8th Grade.....	1%

HIGH SCHOOL CLUBS

Art.....	2%
Drama.....	2%
FLA/HERO.....	4%
Key (HS).....	2%
Model UN.....	2%
National Honor Society.....	6%
World Languages..... 3 @ 1%	
SADD - staff divides.....	4%
Video Production (HS).....	2%
Women in Science (HS).....	2%
Space.....	2%

Creekside

Multi-cultural Book Club.....	3%
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ART:

Cornerstone:.....	2%
Bates:.....	2%
Wylie:.....	2%
Creekside.....	2%
Mill Creek.....	2%

MUSIC

High School:	
Symphonic Band.....	3.5%
(Director - 2.5%, Asst - 1%)	
Concert Band.....	3.5%
(Director - 2.5%, Asst - 1%)	
Varsity Band.....	3.5%
(Director - 2.5%, Asst - 1%)	
Marching Band Director.....	6.5%
Marching Band Asst.....	5.5%
Pep Band.....	2%
Symphonic Orchestra.....	3.5%
(Director - 2.5%, Asst - 1%)	
Concert Orchestra.....	2.5%
Concert Choir.....	2.5%
DHS Singers.....	2.5%
Men's Choir.....	1.5%

Mill Creek:

8th Grade Band.....	3.5%
(Director - 2.5%, Asst - 1%)	
7th Grade Band.....	3.5%
(Director - 2.5%, Asst - 1%)	
8th Grade Orchestra.....	2.5%
7th Grade Orchestra.....	2.5%
8th Grade Chorus.....	2.5%
7th Grade Chorus.....	2.5%

Creekside:

6th Grade Band.....	2.5%
(Director - 1.75%, Asst - .75%)	
5th Grade Band.....	2.5%
(Director - 1.75%, Asst - .75%)	
6th Grade Orchestra.....	1.5%
5th Grade Orchestra.....	1.5%
Vocal/General Music.....	2.5%

Wylie:

Music Teacher.....	2.5%
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Cornerstone/Bates combined:

Music Teacher.....	3%
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PERFORMANCE DRAMA

High School	
NonMusical Production:	
Head.....	5%
Asst.....	2%

Musical:

Director/Producer.....	6%
Assistant.....	4%
Chorus Director.....	4%
Orchestra Director.....	3%
Mill Creek.....	3%
Creekside.....	1%

Project Fair/Self-Esteem or Math Carnival

Mill Creek.....	2%
Creekside.....	2%

PUBLICATIONS

Literary Magazine	
High School.....	3%
Newspaper	
Journalism (HS).....	4%
Mill Creek.....	2%
Yearbook	
High School.....	5%
Mill Creek.....	3%
Creekside *.....	1%

* The activity listed above as Creekside Yearbook may be changed to another activity mutually agreeable to the association and the administration.

STUDENT GOVERNMENT/ COMMUNITY SERVICE & LEADERSHIP

Student Council.....	6%
High School: 4 class advisors @ 2% each	
Mill Creek: 3 positions @ 1.5% each	
Wylie/Creekside.....	3%

TRIPS

Elementary Special Ed. Camp.....	2%
Mill Creek Camp	
Director.....	4%
Staff - divides.....	10%
World Language Student Trip.....	4%
Washington DC Trip.....	2%

SAFETY PATROL

Wylie and Creekside Combined.....	10%
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EXTRA DUTY ROSTER
STAFF ACTIVITIES
(2013 - 14)

Department Heads/Grade Level Chairs

Within each building, the principal and DEA building representatives will determine a mutually agreeable division of the following payments for department heads and grade level chairs:

Cornerstone:	18 %	Bates:	16 %
Wylie:	20 %	Creekside:	20 %
Mill Creek:	20 %	High School:	20 %

Mentor Program

The following positions will be defined by and mutually agreeable to the teachers and administrators involved.

Mentor Program Coordinator.....	6 %
Four Building Coordinators dividing duties and pay as appropriate ..Total	8 %
Mentors	
For 1st Year Teachers.....	2%
For 2nd Year Teachers.....	1%
For 3rd Year Teachers.....	1%

School Improvement

Cornerstone – 2 positions	@ 1% each
Bates – 2 positions.....	@ 1% each
Wylie– 2 positions	@ 1% each
Creekside – 2 positions	@ 1% each
Mill Creek – 2 positions	@ 1% each
High School – 3 positions.....	@ 1% each

Dexter Education Association
Appendix B - Extra Curricular Assignment @ 90%
2013-14

Employee Stipend										
Step	1	2	3	4	5	6	7	8	9	10
BA @	39,613	41,648	43,785	46,289	48,719	51,131	53,655	56,516	59,250	62,163
0.25%	\$89	\$94	\$99	\$104	\$110	\$115	\$121	\$127	\$133	\$140
0.50%	\$178	\$187	\$197	\$208	\$219	\$230	\$241	\$254	\$267	\$280
0.75%	\$267	\$281	\$296	\$312	\$329	\$345	\$362	\$381	\$400	\$420
1%	\$357	\$375	\$394	\$417	\$438	\$460	\$483	\$509	\$533	\$559
1.5%	\$535	\$562	\$591	\$625	\$658	\$690	\$724	\$763	\$800	\$839
2%	\$713	\$750	\$788	\$833	\$877	\$920	\$966	\$1,017	\$1,067	\$1,119
2.5%	\$891	\$937	\$985	\$1,042	\$1,096	\$1,150	\$1,207	\$1,272	\$1,333	\$1,399
3%	\$1,070	\$1,124	\$1,182	\$1,250	\$1,315	\$1,381	\$1,449	\$1,526	\$1,600	\$1,678
3.5%	\$1,248	\$1,312	\$1,379	\$1,458	\$1,535	\$1,611	\$1,690	\$1,780	\$1,866	\$1,958
4%	\$1,426	\$1,499	\$1,576	\$1,666	\$1,754	\$1,841	\$1,932	\$2,035	\$2,133	\$2,238
4.5%	\$1,604	\$1,687	\$1,773	\$1,875	\$1,973	\$2,071	\$2,173	\$2,289	\$2,400	\$2,518
5%	\$1,783	\$1,874	\$1,970	\$2,083	\$2,192	\$2,301	\$2,414	\$2,543	\$2,666	\$2,797
5.5%	\$1,961	\$2,062	\$2,167	\$2,291	\$2,412	\$2,531	\$2,656	\$2,798	\$2,933	\$3,077
6%	\$2,139	\$2,249	\$2,364	\$2,500	\$2,631	\$2,761	\$2,897	\$3,052	\$3,200	\$3,357
6.5%	\$2,317	\$2,436	\$2,561	\$2,708	\$2,850	\$2,991	\$3,139	\$3,306	\$3,466	\$3,637
7%	\$2,496	\$2,624	\$2,758	\$2,916	\$3,069	\$3,221	\$3,380	\$3,561	\$3,733	\$3,916
7.5%	\$2,674	\$2,811	\$2,955	\$3,125	\$3,289	\$3,451	\$3,622	\$3,815	\$3,999	\$4,196
8%	\$2,852	\$2,999	\$3,153	\$3,333	\$3,508	\$3,681	\$3,863	\$4,069	\$4,266	\$4,476
9%	\$3,209	\$3,373	\$3,547	\$3,749	\$3,946	\$4,142	\$4,346	\$4,578	\$4,799	\$5,035
10%	\$3,565	\$3,748	\$3,941	\$4,166	\$4,385	\$4,602	\$4,829	\$5,086	\$5,333	\$5,595

APPENDIX C
CLASS SIZE LIMITS

2013-2014 Class Size Limits

It is agreed that the following class size limits will be in effect for the 2013-2014 school year.

High School Courses	Category	Preferred Size	Temporary Limit for 2013 - 14	
Accelerated Chemistry	Lab *	25	27	Overload payment to be made for classes
Advanced Chemistry	Lab *	25	27	
Anatomy and Physiology	Lab *	25	27	
AP Biology	Lab *	25	27	
AP Physics	Lab *	25	27	
Astronomy	Lab *	25	27	
Biology	Lab *	25	27	
Chemistry	Lab *	25	27	
Earth Science	Lab *	25	27	
Freshwater Biology	Lab *	25	27	
Oceanography	Lab *	25	27	
Physics	Lab *	25	27	
Science Lab Technicians	Lab *	2	2 per section, up to 29 total students allowed, including all students. No Lab Techs will be assigned to a teacher's prep period.	
Aquatics	Lab	25	27	
Physical Education Courses	Lab	33	35	
Academic Labs (Reading/Writing Labs)	Lab *	15	17	
Art Courses	Lab *	25	27	
Computer Applications & Programming	Lab *	25	28	
Graphic Arts Courses	Lab *	25	28	
Keyboarding	Lab *	25	28	
Nutrition and Food Science	Lab *	25	27	
Photo Journalism	Lab *	25	28	
AP Calc AB	Writing	25	29	
AP English Language	Writing	25	29	
AP English Literature	Writing	25	29	
AP Government	Writing	25	29	
AP US History	Writing	25	29	
IB Classes	Writing	25	29	
Creative Writing	Writing	25	29	
Intro to Journalism	Writing	25	29	
Newspaper	Writing	25	29	
World Language Classes	Writing	25	29	
World Literature and Composition A & B	Writing	25	29	
World History A & B	Writing	25	29	
Yearbook	Writing	25	29	
American Studies	Team Class	25	29	
Humanities	Team Class	25	29	
5-12 Music TDTP		180	190	
K-6 Music TDTP			175	
All other classes				
12th Grade	General	30	34	
11th Grade	General	30	34	
10th Grade	General	30	34	
9th Grade	General	30	34	
TDTP		135	155	
Mill Creek Courses				
Ceramics	Lab	25	27	
Studio Art	Lab	25	27	
Foods	Lab	25	27	
Sewing	Lab	25	27	
Computer Classes	Lab		31 or # computers	
Other Elective Classes		30	34	
8th Core Classes	General	28	32	
7th Core Classes		28	32	
TDTP		160	180	
K - 6 Classes				
6th Grade	Middle Schl	27	31	
5th Grade		27	31	
4th Grade	EI	25	29	
3rd Grade		25	29	
2nd Grade	Early EI	23	27	
1st Grade		23	27	
Kindergarten		22	26	
Young 5s		18	21	

APPENDIX D SCHOOL CALENDAR

The Calendar will be determined by the WCEA-Dexter Education Association local unit in consultation with the Superintendent within the following parameters:

1. For the 2013-2014 school year, there will be 181 teacher days and 173 student days of which five (5) student days will be half-days. These half-days will be the first and last student days of the school year and three days for parent-teacher conferences. There shall be five (5) Planning & Professional Development Days. The number of student days, hours, and professional development for subsequent years will meet or exceed (upon mutual agreement) the minimum number required for full-funding by the State of Michigan.
2. Unless otherwise agreed upon by the membership, the annual parent-teacher conferences will be scheduled for Wednesday and Thursday, of the week following the end of the first marking period. In addition, kindergarten will have a third afternoon conference time on the Tuesday of the same week.
3. Unless otherwise agreed upon by the membership, the annual Open House will be scheduled no later than the end of September.
4. Three teacher days shall be scheduled as (a) one (1) day of school year orientation and (b) two (2) record days with one (1) at the end of the first semester and checkout at the end of the second semester amounting to 1/2 day, with an additional day for supplemental checkout.
5. A spring recess of not fewer than five nor more than six days shall be scheduled.
6. No school shall be held on:
 - a. Thanksgiving Day and the day after.
 - b. Christmas Day, New Year's Day and all between.
 - c. Patriot's Day.
 - d. Memorial Day.
 - e. Labor Day and the Friday before Labor Day.
7. There shall be scheduled three to five make-up days at the end of the school year on which school will be held if and only if it has been

necessary to cancel school due to force majeure, and if those days must be made up as required by State law. If no days have been canceled as above described, on or about May 1 the make-up days shall be removed from the calendar. In the event that additional days must be made up as required by State law, the same process shall be used as is used in developing the initial calendar.

8. Teachers shall not be required to report for duty on force majeure days nor remain on duty after school has been dismissed in the event of an early school closure.
9. Every effort will be made to determine the calendar for the following school year by November 30 of the current school year.

Dexter Community Schools

2013 - 2014 Calendar

August/September

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

October

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

November

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

December

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

January

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

End of Term

Smstr Days	1	88	Non-Student Days	
	2	85		
Total	173		PPD Days:	5
Half Days	7			
Teacher Only nonPPD Days:		3		
Total Teacher Days:		181		

August/September

- 28: 1st Teacher Day
- 29: PPD Day/Building Based
- 30 - Sep 2: Labor Day Holiday
- 3: 1st Student Day (1/2 day)

October

- 4: PPD Day
- 8 - 25: MEAP Testing

November

- 1: PPD Day
- 22: K - 6 End 1st Trimester
- 1-26: K-8 PT Conferences
- 25 - 27: Students 1/2 Day
- 26: HS PT Conferences
- 28 - 29: Thanksgiving

December

- 23 - 31: Winter Break

January

- 1-5: Winter Break
- 20: MLK (no school)
- 22 - 23: HS Exams (Students 1/2 Day)
- 24: 7 - 12 Records Day, K - 6 PPD Day

February

- 17: Presidents' Day
- 27: K-6 Records Day, 7 - 12 PPD Day

March

- 4 - 27: ACT/MME Testing
- 7: K - 6 End 2nd Trimester

April

- 5 - 13: Spring Break
- 18: No School

May

- 23: PPD Day
- 26: Memorial Day

June

- 4, 5, 6: HS Exams
- 6: 1/2 day for Students; HS Exams
- 6: Last Day of School
- 9: Optional Teacher Day
- 10, 11: Snow Make-Up Days

February

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

March

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

April

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

May

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

June

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

Non-school Days

Early Release Days

LETTER OF UNDERSTANDING

JOB SHARING

The Dexter Board of Education and the Dexter Education Association agree to allow "job sharing" commencing with the 2001-02 school year. In absence of any previous negotiated agreement, this memo of understanding is being developed to provide clear direction in ensuring this program is successful and in the best interests of children.

Application: Each pair of current staff members interested in job sharing shall submit a letter of interest to their building principal no later than March 1 of each year. Each team must re-apply every year by the same date.

Salary: Salary will be 50% of the appropriate level of experience.

Benefits: Personal Leave/Sick Days/Term Insurance

Each pair shall receive 100% of the current full time benefits, divided in a manner agreeable to both.

Definition: Job sharing is the sharing of duties by two staff members when these duties are normally completed by one person and when such duties require close cooperation by the involved staff for their completion. Planning time and lunch time will be divided proportionally.

Eligibility: One year of experience in the Dexter Community Schools along with a recommendation from the building principal and final approval of the Superintendent.

Staff Meetings/Inservice/Opening Day

Both teachers sharing a position will attend all required faculty meetings, as per contract, school improvement meetings, open houses, parent-teacher conferences or other contractual meeting assignments. It is an expectation that they will attend such activities that promote students such as would be expected of all other full time personnel. Each job sharer is expected to attend inservice days, as defined by the contract and will receive additional per diem compensation when they attend a full day.

Commitment Agreement

A written agreement will be signed by both job sharers that clearly defines their commitment to cooperation, academic teaching subjects, communication to parents, general communication in buildings, classroom rules, discipline and classroom management and continuity, equal sharing of developing curriculum, outlining of responsibilities for ordering supplies, making out purchase orders, inventorying equipment and materials. This agreement shall specify the division

of benefits. The job sharers will be responsible to examine and evaluate the legal implications regarding tenure, retirement, seniority, disability, or other matters not specified herein. If at the completion of this agreement a job sharer wishes to resume a full-time position, he/ she shall have the right to do so within the parameters of his/ her seniority.

Dexter Superintendent

Date

Dexter Education Association

Date