
AGREEMENT

between the

ALLEN PARK
BOARD OF EDUCATION

and the

ALLEN PARK
EDUCATION ASSOCIATION
MEA/NEA

2012/13

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This Agreement entered into 23rd day of August 2012, by and between the Allen Park Education Association MEA/NEA, hereinafter called the "Union", and the Board of Education of the Allen Park Public Schools, the City of Allen Park, Michigan, hereinafter called the "Board".

WITNESSETH:

WHEREAS, the Board and the Union recognize and declare that providing a quality education for the children of Allen Park is their aim and that the character of such education depends predominately upon the quality and morale of the teaching service, and

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

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

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

General Rights of the Board

It is agreed, except as modified by this agreement, that the Allen Park Board of Education retains all powers, rights and authority conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and/or the United States.

The exercise of these powers, rights and authority shall be limited only by the terms of this Master Agreement.

ARTICLE I
Recognition

The Employer hereby recognizes the Union as the sole and exclusive bargaining representative for all certificated or professional personnel, or both, whether under contract or on leave, employed by the Allen Park Board of Education, including continuous part-time teachers (see also Article IV, Section D) and any person who is placed in a temporary teaching situation or position and remains there over ninety (90) school days. Such representations shall cover all personnel assigned to newly-created teaching positions. Such representation shall exclude: Superintendent, Assistant Superintendents, all Principals, Assistant Principals, and Directors.

The term "Employee" or "Teacher" when used hereinafter in the Agreement, shall refer to all employees represented by the Union in the bargaining or negotiating unit as above defined, and references to male teachers shall include female teachers.

The Employer agrees not to negotiate with or recognize any teachers' organization or union other than Allen Park Education Association MEA/NEA for the duration of this Agreement.

Provisions within the Master Agreement that have been determined to be prohibited subjects of bargaining, and therefore unenforceable, will no longer apply to those employees cover by the teacher tenure act. However, all bargaining unit members, including ancillary staff members, shall be subject to the same conditions as certified teachers, pertaining to all prohibited subject bargaining standards, including arbitrary and capricious standards.

Prohibited subjects under PA 103 of 2011 include the following:

- Teacher Placement
- Layoff and Recall
- Teacher Evaluation
- Discipline and Dismissal
- Observation of Probationary teachers
- Merit Pay
- Notice to Parents of ineffective teachers

*These areas are identified in the Master Agreement by *italics*.

Should the law that determined these prohibited subjects be found unconstitutional, or as nullified through the Protect-Our-Jobs ballot initiative, then these provisions shall become immediately enforceable.

Should any new laws that otherwise impact these prohibited subjects of bargaining be enacted, the contract will be opened to negotiate these issues.

The District reserves to itself and incorporates into its management rights all subjects of bargaining which would, in addition to the General Rights of the Board (as set forth on page 3 of this Master Agreement), be prohibited subjects of bargaining under Public Acts. In the event of Arbitration, arbitrators shall read the Agreement as if any section or language contrary to the Public Acts (language italicized) had been deleted.

In the event that the Public Acts are repealed or otherwise amended, the parties shall negotiate terms and conditions to replace or amend any of the sections of the Master Agreement which were voided by the Public Acts.

ARTICLE II

Union and Teacher Rights

- A. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
- B. The union and its representatives shall have the right to use school buildings, including audio-visual equipment, at all reasonable hours for meetings, in accordance with existing Board policy.
- C. Duly authorized representatives of the Union and their respective affiliates shall be permitted to transact official Union business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations, and must notify the building administrator, and if not available, the representative shall notify the building office of their presence.
- D. The Union shall be provided bulletin board space in the teacher studies and/or lounges in each school. The administrator shall so define the exact area of the bulletin board, not less than nine square feet (approximately three (3) feet by three (3) feet) in a location easily accessible to teachers and in open view. This space shall be labeled "Union". The Union shall have the use of the inter-school mail service and teacher mail boxes for communications to teachers. The Union shall provide copies of all materials distributed through school channels to the building administrator. It is understood that at no time shall students be involved in the dissemination of such literature, and such material shall not be made readily accessible to them.
- E. The Board agrees to furnish to the Union in response to reasonable requests all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certified personnel, tentative budgetary requirements and allocations (including county allocation board budgets), agendas and minutes of all Board meetings, treasurer's reports, census, and membership data, names and addresses of all teachers, salaries paid thereto and educational background and such other information in response to reasonable requests, which may be necessary for the Union to process any grievance or complaint.
- F. The parties agree the Board will establish a process for receiving input during the budget development process from the APEA, through representatives as chosen by the APEA President. The number of representatives from the APEA shall not exceed 6 members.
- G. The Union shall be consulted by the Superintendent on any new or modified fiscal, budgetary or tax programs, construction programs, or major revisions of educational policy, which are proposed or under consideration; and the Union shall be given the opportunity to advise the Superintendent with respect to said matters prior to their adoption and/or general publication. The Superintendent shall not submit any proposal to the Board for additional operational or building millage without prior consultation with the Union.
- H. The teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher. The private and personal life of any teacher is not within the appropriate concern or attention of the Board.
- I. The Provisions of the Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status. Membership in the Union shall not be denied to any teacher because of race, creed, sex, marital status or national origin.
- J. A place on the agenda of all Board meetings shall be reserved specifically for Union representatives and shall be so indicated in the written Agenda and in the resultant Board minutes provided request for the place be made by noon Friday preceding the regular meeting. The Association President and each Local Association Representative shall be provided complete minutes and agendas of all Board meetings at the time as the above mentioned items are sent to the Board.
- K. The Superintendent and/or the Administrator of each school shall at the convenience of both parties meet with representatives of the Union upon request of either party on educational matters or on questions relating to the implementation of this Agreement.

- L. Local Association Representatives (A.R.) are guaranteed speaking time at any and all building teacher meetings. The representatives may be placed last on the agenda, but within the accepted time limit placed on such a meeting.
- M. The rights granted herein to the Union shall not be granted or extended to any competing teaching labor organization.

ARTICLE III
Professional Dues or Fees and Payroll Deductions

- A. Any teacher who is a member of the Union, or who has applied for membership, may sign and deliver to the Board an assignment authorizing deduction of membership dues in the Union, including the NEA, MEA, and the Local Association. Such authorization shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of any year. Pursuant to such dues from the second regular salary check of the teacher each month for ten (10) months, beginning in September and ending in June of each year. Deductions for teachers employed after the commencement of the school year shall be appropriately prorated to complete payments by the following June.
- B. Any teacher who is not a member of the Union in good standing or who does not make application for membership within thirty (30) days from the date of commencement of teaching duties, shall as a condition of employment pay as a fee to the Union an amount equal to membership dues payable to the Union, provided, however, that the teacher may authorize payroll deduction for such fee in the same manner as provided in Paragraph A of this Article. In the event that a teacher shall not pay such fee directly to the Union or authorized payment through payroll deductions, as provided in Paragraph A, the Board shall immediately cause the termination of employment of such teacher. The parties expressly recognize that the failure of any teacher to comply with the provisions of the Article is just and reasonable cause for discharge from employment.
- C. With respect to all sums deducted by the Board pursuant to authorization of the employee, whether for membership dues or equivalent fee, the Board agrees promptly to remit to the Union, all dues and fees collected. The Union agrees promptly to advise the Board of all members of the Union in good standing from time to time and to furnish any other information needed by the Board to fulfill the provisions of this Article, and not otherwise available to the Board.
- D. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, River's Edge Community Credit Union, Michigan Educational Credit Union, Lincoln Park Community Credit Union, Detroit City Income Tax, United Foundation, and United States Savings Bonds.
- E. Any legal fee incurred related to litigation regarding Article III, Dues Deducted and Representative Fee, shall be borne totally by the Union, provided the Union selects the legal counsel.
- F. The Union agrees to save the Board harmless and to reimburse it for any damages including salaries, legal fees and court costs which it may suffer by virtue of this Article, provided that the Board notify the Union of any claims made against it and permits the Union to intervene and to defend against any such claims. The Board agrees not to compromise any such claim without the consent of the Union and grants permission to the Union to make all necessary appeals as are necessary to defend against such claims.

It is further agreed between the parties that in the event that any court of last resort determines that this Article is contrary to the laws of the State of Michigan or is unenforceable under such laws, that the parties will meet and bargain such new language as is necessary to comply with the law as determined by such court.

- G. Effective April 1, 2011, all teachers will be required to use direct deposit for payroll purposes. Additionally, paper vouchers will no longer be issued for direct deposits. Employees will be able to access payroll information through Wayne RESA's eEMPLOYEE ACCESS system.

ARTICLE IV

Teaching Hours and Class Load

- A. No teacher shall be required to report for duty earlier than ten (10) minutes before the scheduled beginning of the school day as defined in Appendix C. Teachers shall be permitted to leave ten (10) minutes after the close of the pupils' regular school day.
- B. The normal, daily teaching load in the high school and middle school will be five (5) teaching periods and one (1) unassigned preparation period, running consecutively. Newly employed, inexperienced teachers shall be assigned not more than two (2) preparations per semester. The normal teacher's day in the elementary schools shall be six (6) hours, thirty (30) minutes. Teachers shall work the necessary number of contract hours as required by the State to insure full funding of the Basic Foundation Grant. If those hours change after this agreement is ratified, the times will be adjusted accordingly. The method of such adjustment shall be determined by the APEA bargaining team and representatives of the Board of Education.
- C. All elementary teachers shall be entitled to a duty-free, uninterrupted lunch period of not less than forty (40) minutes. All middle and senior high school teachers shall be entitled to a thirty (30) minute, duty-free, uninterrupted lunch period.
- D. Elementary teachers shall be guaranteed a regularly scheduled thirty (30) or forty (40) minute self-directed, duty-free preparation periods daily during the hours defined in Article IV, Section A. In addition to the aforementioned daily preparation periods, the following shall be considered elementary preparation time:
 - a. Three (3) grade level meetings per school year
 - b. Three (3) additional half days without students to be held on the afternoon of Halloween, afternoon of the end of the 1st card-marking period (November 9 in 2012) and the afternoon of the Friday following winter conferences
 - c. The afternoon of homecoming, the afternoons at the completion of the 2nd and 3rd card-marking periods

In consideration for these half-day preparation periods, the thirty (30) minute preparation periods on alternating weeks shall be eliminated. Additionally, all elementary buildings shall adopt a single bell system at the beginning of the school day. Teachers shall be responsible for greeting their students at the bell and begin the school day.

A new, cost effective bargaining unit position (building sub) will be created if additional staff is required to cover elementary preparation periods.

The Recognition Clause will be modified to cover the building substitute teacher hired to cover preparation periods, if needed.

- E. An extra class assignment shall be paid according the following formula: one-sixth (1/6) times individual teacher's current base salary. All such assignments shall be voluntary.
- F. The non-tenure teacher shall not act as an hourly substitute, accept an extra class, or perform any other such chores on his preparation period that would affect his best performance as a teacher until all other possibilities are exhausted. Upon request, the Local Association shall be notified in writing of all exceptions.
- G. A teacher engaged during the school day in negotiations on behalf of the Union with any representative of the Board or participating in any professional grievance negotiation (including arbitration) shall be released from regular duties without loss of salary.
- H. While teachers recognize the valuable and continuing services rendered on behalf of education by the PTA, membership and attendance in any community group, service organization, or club shall continue to be voluntary on the part of the teachers.
- I. Compulsory building staff meetings should be limited to nine (9) per year – no more than one (1) per month. A meeting should not exceed one-half (1/2) hour.
- J. The building administrator shall post or publish an agenda at least one day prior to building staff meetings, except where an emergency arises preventing such publication.

- K. Teachers shall not be required to submit lesson plan books at year end, but shall make lesson plans accessible to their administrator upon request.
- L. Each teacher shall receive prior notice of events scheduled in his building for that week.

ARTICLE V
Special Student Program

The parties recognize that children having special physical, mental and emotional problems may require specialized classroom experience and that their presence in regular classrooms may interfere with the normal instructional program, and place extraordinary and unfair demands upon the teacher. Special attention will be given to class size where special students are placed in a regular classroom. Whenever possible, special students shall not be placed in the regular classroom of a newly employed, inexperienced teacher.

ARTICLE VI
Teaching Conditions

- A. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class sizes shall not exceed the following maxima:
 - a. For the high school and the middle school, thirty-three (33) students per academic class effective after the Fall Pupil Count Day of the school year;
 - i. At the high school, all class sizes will be made available to the Association by the end of September and February
 - ii. At the middle school/high school, an actual class count will be conducted and made available to the Association within ten (10) days after the start of each quarter/semester, respectively
 - iii. Class size limit of thirty-three (33) shall not be exceeded without agreement of the Association
 - b. For elementary schools, administration will make reasonable efforts to limit to thirty (30) students per class; split-classes shall be limited to twenty-five (25) students each effective after the Fall Pupil Count Day of the school year;
 - c. Physical Education class sizes will not exceed forty-five (45) students. It is the intent of the Board to include a certified lifeguard in classes using the pool;
 - d. For other specialized classes – that as recommended by the State of Michigan. Experimental class situations may exceed the above limitations by mutual agreement of the parties. In no event shall the number of students in a class exceed the number of student stations available. Any class loads not herein described shall be regulated in accordance with sound educational practice.
 - e. Within 10 days after the start of a semester, teachers shall notify their building administration of the number of special needs students in their class(es) so that Article V of the Collective Bargaining Agreement may be considered with regards to class composition.
- B. When class size contractual limits are exceeded:
 - a. At the middle school/high school, teachers will be compensated \$2 per day, for each student over the maximum, for each day of the overage.
 - b. At the elementary schools, teachers will be compensated \$4 per day, for each student over the maximum average, for each day of the overage.
 - c. Class sizes are established on the official Count Day. When an actual class overage exists, it will be retroactive to the first day of the overage.
 - d. Extra-pay stipend will be issued for overages with the first pay in June.
- C. In the event of an elementary (K-5) split-level class, the Superintendent shall notify the Association President, in writing, the reasons for the necessity of the class. If changed to K-6, this section continues to apply.
- D. In scheduling students, both parties agree that every effort should be made to equalize classes in terms of individual student needs and characteristics. When scheduling, class sizes should not vary by more than 2 students for teachers teaching the same classes, within the same building, during the same time.
- E. At no time shall a teacher be required to assume the duties of an administrator.
- F. No teacher shall be required to take responsibility for more than one class at a time at any grade level within the existing organizational structure.
- G. The Board agrees at all times to keep the schools reasonably equipped and maintained.

- H. The Board to make available in each school adequate typing and duplicating facilities. Clerical personnel will be available to aid teachers in the preparation of instructional material, whenever possible.
- I. Special consideration shall be given to those schools with no audio-visual rooms when ordering darkening drapes. All classrooms shall be provided with darkening drapes as soon as feasible.
- J. The Board shall make available in each school at least one (1) room, appropriately furnished, which shall be reserved for use as a faculty lounge. Provision for such facilities shall be made in all future buildings.
- K. A place of privacy shall be available within reason in each building to teacher for business telephone conversations.
- L. Vending machines for hot and cold beverages shall be installed at the request of a particular school staff.
- M. The Board agrees that teachers shall be reimbursed for theft, damage or destruction of personal property, provided that lack of reasonable care and caution under the circumstances, on the part of the teacher, has not been the primary cause of loss.
 - a. The Board shall not be liable for more than the actual cash value of the loss.
 - b. The Board shall not pay amounts less than ten (\$10) dollars or more than five hundred (\$500) dollars if the loss exceeds that amount.
 - c. The Board shall not be liable for loss covered by other insurance.
- N. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being.
- O. Classroom interruption by administrators, department leaders, counselors, students, or other teachers, whether by intercom, telephone, or in person, shall be permitted only in the case of emergency or when no other alternative is possible.
- P. When music, art or physical education teachers are absent, paid substitutes shall be provided. In the event outside substitutes cannot be found, the regular room teacher shall be considered "the substitute" and be paid the current rate.
- Q. Regular classroom teachers shall not be required to participate in the planning, practice, supervising or presentation of programs, if such occur during their preparation period or outside the regular day.
- R. Educational television shall be available to each building.
- S. *Experimental programs, including use of multi-texts, and other innovative instructional techniques, shall be initiated and implemented at the request of a majority of the teachers concerned in any given building.*
- T. No middle school or high school teacher shall be required to teach more than three (3) consecutive classes without either lunch or a preparation period separating them.
- U. The number of rooms in which assignments occur shall be held to a maximum of three (3).
- V. *The duties of homeroom or section teacher shall be rotated equally among all teachers of the high school.*
- W. Extended homeroom sessions shall be eliminated insofar as is feasible.
- X. Homeroom sessions shall be convened only when no other reasonable alternative may be substituted and when held shall be scheduled on the same day each week with advanced notice published in the weekly bulletin.
- Y. High school teachers shall be granted one (1) day at mid-year examination week for the purpose of correcting examinations and computing grades.
- Z. *No teacher shall be assigned a study hall.*

- AA. There will be three full-time counselors in the High School and two full-time counselors in the Middle School. The counselors will work under the job description as agreed upon by the parties. There will be two social workers at the elementary level.
- BB. One day of class time may be used for pictures of sections (homeroom) for the annual, affecting all students. Another day may be used for individual pictures for school records and ID cards, affecting ninth grade and new students only. Other pictures shall be taken after school, on test days, or at other times which do not interrupt classes.
- CC. A teacher may be asked to relieve or substitute another teacher only during his preparation period.

As a regular course of action the Administration will not direct teachers to substitute teach during their preparation periods or at any other time. Teachers may continue to be asked to substitute teacher during their preparation periods on a voluntary basis, but will be directed to substitute teach only in extreme circumstances when no other viable option is available. Viable options are listed below in progressive order, depending on the number of teachers absent and the number of classes needed to be covered on a given day.

- a. The principal will coordinate the use of substitutes in his/her building to cover any vacancies, including utilizing assigned substitutes at the secondary level on a 6/5 basis.
- b. The principal will try to coordinate his/her staff through special assignments with the voluntary cooperation of his/her staff.
- c. Teachers attending workshops/conferences will be required to return to their buildings if no substitutes are available to cover assignments in their buildings.
- d. Teachers attending workshops/conferences who have substitutes will be required to return to their buildings in order to release their substitutes to fill vacancies in other classrooms/buildings.
- e. The principal will utilize all staff members, from certified staff members without regular classroom responsibilities (i.e., media specialists, counselors, social workers, reading teachers, building administrators) to non-certified staff members who may substitute teach on a permit basis.

The District will make every reasonable effort to increase the pool of substitute teachers available to fill in during teacher absences, and to utilize substitute teachers as effectively as possible in order to minimize instances when classes may be left without substitute coverage.

When an extreme circumstance arises, requiring the principal to direct a teacher to substitute, the teacher will be paid at the rate of \$30.00/hour. This rate will apply only when the teacher has been directed; the teacher who voluntarily substitute teaches will be compensated per the formula described in Article XXII, Section F of the Collective Bargaining Agreement.

- DD. The building administrator shall be responsible for keeping a record of the time serviced as a substitute for each teacher.
 - EE. No teachers shall be assigned an extended school day (namely zero and seventh hour, etc.) without his consent, except where such position cannot be filled without his consent.
 - FF. Sponsors of all clubs shall be assigned on a voluntary basis.
 - GG. Teachers will not be required to record their time of arrival or departure, but will check in and out.
 - HH. Each teacher shall provide four additional hours outside the regularly scheduled school day. These may include PTA "Meet the Teacher Night", chaperoning or school related activities that are mutually agreed upon.
- II. Parent/Teacher conferences:
- a. Teachers will participate in evening Parent/Teacher conferences in each of the two semesters. Teachers absent during evening Parent/Teacher conferences shall meet with the Superintendent or his designee

and a representative of the APEA to choose one of the following options for not participating in evening Parent/Teacher conferences:

- i. Three hours of compensatory time in the teacher's building to be used in a way consistent with the teacher's duties; or
 - ii. Deduction from the teacher's accumulated sick leave of one-half (1/2) day; or
 - iii. Payroll deduction of one-half (1/2) day salary based upon the following formula: Teacher's base salary divided by two hundred (200) days times fifty percent (50%).
- b. On scheduled Parent/Teacher conference days, during the 1st semester, meeting time for the afternoon conference session (elementary level) will be 2.5 hours from 12:45 p.m. – 3:15 p.m. and the meeting time for the evening conference sessions will be 2.5 hours for elementary teachers and 3 hours for secondary teachers. The meeting times will be from 5:00 p.m. – 7:30 p.m. and 5:00 p.m. – 8:00 p.m. respectively. Any Parent/Teacher conference sessions that are scheduled in an arena setting will also provide for a scheduled fifteen (15) minute break in the middle of the meeting time.
- c. During the first (1st) semester, Parent/Teacher conferences at the elementary and middle school buildings will be scheduled for the Monday and Tuesday before Thanksgiving. The afternoon session at the elementary buildings shall be conducted on the Tuesday before Thanksgiving. Conferences at the high school and community school will be held on the Wednesday and Thursday of the week preceding Thanksgiving.
- d. During the second (2nd) semester, Parent/Teacher conferences at the elementary level shall be conducted over two (2) consecutive evenings from 5:00 p.m. – 7:30 p.m. At the secondary level, conferences will be held for one (1) evening from 4:00 p.m. – 8:00 p.m. The Middle School shall conduct their Parent/Teacher conferences on the last Wednesday evening of February and the High School/Community School shall hold their conferences on the last Thursday evening of February.
- e. Teachers at the elementary level who elect to conduct their Parent/Teacher conferences over a period of three (3) or more days prior to the scheduled date for Parent/Teacher conferences will have the scheduled conference time as duty free. Elementary teachers electing this option shall notify their building principal one (1) week prior to scheduled conferences.
- JJ. As part of the Middle School's "Assertive Discipline" program, teachers will continue to be required to make a follow-up phone contact with parents of any and all students who they send out of class for disciplinary reasons. However, they will be required to make no more than two attempts during the workday to reach a parent directly or connect with an answering machine or voice mail system. These attempts are expected to be made before the class meets the following day. Following the second unsuccessful attempt, they may continue to try for phone contact or opt to complete a form letter, provided by Middle School Administration, on which they will note the date and time of the unsuccessful attempts. Teachers opting to use the form letters will leave them, upon completion, in a designated location in the Attendance Office for mailing.

ARTICLE VII

Department Leaders

- A. The teachers in any department in the middle and/or senior high school level shall have opportunity to submit application for assignment as Department Chairman, during the month of May.
- B. Department leaders shall call a meeting of their department, during the initial stages of scheduling, to determine the class assignments through interaction with their colleagues. Such assignments will then be forwarded to the building Administrator as a recommendation of the department.

ARTICLE VIII

Professional Qualifications and Assignments

- A. All teachers shall meet Federal ESEA (Elementary and Secondary Education Act) Highly Qualified Teacher requirements as implemented by the Michigan Department of Education. All teachers shall also meet the minimum regular certification standards of the State of Michigan for their specific assignments. In addition, the following qualifications apply:

Elementary Level:

Teachers in Early Childhood Education: Kindergarten and first grade teachers shall have an Early Childhood Education (ZA) endorsement. Teachers in position as of September 1, 2003, are grandfathered with respect to the ZA requirement as long as they continue to hold the current position, but must have at least nine (9) semester hours in early childhood education by September 1, 2004. This standard will not apply in the event of an involuntary transfer into a kindergarten or first grade position. The teacher without a ZA endorsement who has been involuntarily transferred will be transferred to another position for which is qualified at the first opportunity prior to the start of a new school year, unless he has earned a ZA endorsement in the interim.

Specialists: Art, music and physical education teachers shall have a minimum of twelve (12) semester hours in the field. Reading Recovery and reading specialist teachers shall have a minimum of fifteen (15) semester hours in the field (teachers in position as of September 1, 2003, are grandfathered as long as they continue to hold the current position). Media specialists shall have a minimum of eighteen (18) semester hours in the field of library science/information technology.

Middle School Level:

In the staffing of the middle school, the ability of the educator to assist middle school students in the attainment of those skills and understandings will be a factor considered in the granting of a transfer request.

Teachers with 7-8 all subjects certification shall have a minimum of sixteen (16) semester hours in the subject area(s) in which they teach.

Teachers with K-8 all subjects certification shall have a minimum of twelve (12) semester hours in the subject area(s) in which they teach.

Media Specialists: Media specialists shall have a minimum of eighteen (18) semester hours in the field of library science/information technology.

High School Level:

Science teachers (Science [DX] or Integrated Science [DI] endorsement) shall have a minimum of 12 semester hours in each specific subject taught (i.e., 12 hours in chemistry).

Drama teachers (Communication Arts [AX] or Language Arts [BX] endorsement) shall have a minimum of three semester hours in drama/theatrical arts. Training and/or experience may be substituted for coursework if approved by the Michigan NCA (North Central Association) Committee.

Newspaper/Yearbook teachers (Communication Arts [AX] or Language Arts [BX] endorsement) shall have a minimum of three semester hours in journalism; however, training and/or experience may be substituted for coursework if approved by the Michigan NCA Committee. Coursework in journalism is not required for yearbook; however, a certified teacher is required and training/experience must be demonstrated.

Speech teachers (Communication Arts [AX] or Language Arts [BX] endorsement) shall have a minimum of three semester hours in speech.

Reading teachers (Language Arts [BX] endorsement) shall have a minimum of three semester hours in reading.

- B. The Board shall endeavor to employ for regular teaching assignments only those teachers who have completed a bachelor's degree from an accredited institution and have a provisional, continuing, or permanent certificate.

- C. *Teachers with less than a bachelor's degree who are eligible for the Michigan substitute permit shall be employed by the Board on a day-to-day substitute basis and for not more than ninety (90) days per school year. If an extension is required or necessary, a conference shall be called with the Union for the purpose of clarifying the need.*
- D. Teachers shall not be assigned outside the scope of their major field of study without valid and demonstrable reasons.
- E. All teachers shall be given notice of their tentative assignments and schedules for the forthcoming year no later than June 1 of the preceding school year. They shall include: subjects to be taught; grade level of the same and projected class sizes; the hourly sequences of classes to be taught; any extra-contractual assignments responsibility; and the room numbers and the lunch hour assignments. Tentative assignments shall not be changed without valid and demonstrable reason.
- F. Any assignments in addition to the normal teaching schedule during the regular school year, including adult education courses, driver education, extra duties enumerated in Appendix B, and summer school courses, shall not be obligatory but shall be with the consent of the teacher. In making such assignments, excepting athletic coaches, preference shall be given to the most senior teachers regularly employed in the District. Appointment of athletic coaches shall be subject to the following conditions:

The Board and APEA mutually agree that it is advantageous, desirable, and preferable that teachers regularly employed in the District serve as coaches of student athletes. Among regularly employed teachers, if qualifications are substantially equal, the assignment shall be given to the regular teacher with greatest seniority; however, if one of the two regularly employed teachers bidding on the same coaching vacancy has substantially superior qualifications, the teacher who possesses the superior qualifications shall have preference in hiring. The assignment may be given to an outside candidate only if the qualifications of that candidate are substantially superior to those of regularly employed candidates. Should a regularly employed teacher bidding on a vacancy in question wish to contest an appointment decision, the following procedures shall govern the dispute:

1. The regularly employed teacher contesting the decision shall submit in written form his objection and request for review to the Assistant Superintendent within five (5) working days of the decision to award the position to the alternate candidate.
2. An interview committee consisting of four (4) certified employees will review all applications for the vacancy, and if necessary, interview all qualified applicants. The Superintendent or his designee will select two (2) committee members and the APEA will select two (2) committee members to serve on the interview committee.
3. The Board and APEA agree that individuals selected to serve on the committee will be qualified to judge the applicants and realize that membership on the committee may vary for each assignment that is contested.
4. If interviews of all applicants are deemed necessary, the committee will select the appropriate format and questions for the interview. The review of applications and interviews, if necessary, shall be conducted on voluntary time after school hours and a decision shall be reached within five (5) working days of the conclusion of the interviews.
5. The regularly employed teacher contesting the decision must receive a minimum of three (3) votes to be awarded the position. The decision by the committee shall not be subject to the grievance procedure. The Board and APEA shall accept the committee's decision as the final decision. Should the committee not give a minimum of three (3) votes to any one candidate, the initial decision to appoint the alternate candidate shall be subject to the grievance procedure.
6. The decision rendered by the committee shall apply only to the assignment in question. The teacher regularly employed in the District may apply for any assignments, when vacancies exist, as outlines in Paragraph 1, Section F.

Subject only to the above-stated conditions, no bargaining unit member shall be denied an appointment to an athletic coaching position except for a valid and demonstrable reason. The impact of a coaching position on a staff members teaching assignment may be a factor in the hiring decision.

The Board and APEA agree to jointly develop an instrument to evaluate athletic coaches. The form shall provide for procedures which may lead to dismissal where there exists a valid and demonstrable reason to support such action.

- G. Any teacher who joins the staff after the pre-school orientation shall be granted a one (1) day paid orientation period before assuming their teaching schedule.
- H. No teacher shall be required to have more than four (4) separate course (as numbered by computer scheduling) preparations, and every effort shall be made to hold preparations to three (3). If the number of assigned preparations exceeds three (3) per semester the Administrator will meet with the teacher to provide valid and demonstrable reasons for such assignment.

ARTICLE IX
Vacancies, Promotions and Transfers

- A. Teachers may request transfer for each succeeding school year. Such requests shall indicate preferences of grade level(s), subject area(s), and building(s). All requests must be received by the personnel office no later than March 1st. Any requests received after that date shall be considered invalid. A teacher requesting transfer shall be placed on a list to be known as the transfer list, which will be established and maintained in the personnel office.
- a. Requests for transfer shall be made in quadruplicate; one copy for each building Administrator involved, one copy for the personnel office and one copy for the Association President. Such requests shall be kept on file for one (1) year.
 - b. Requests which were not acted upon must be re-filed every school year in order to remain active.
- B. *At the elementary level (grades K-5), teachers will maintain their current assignments unless they voluntarily relinquish them. Secondary teachers (grades 6-12) will maintain their departmental assignments but will not be guaranteed specific grade levels or courses.*
- C. *In-building reassignments shall be granted on the basis of teacher preference when there is a vacancy for the following school year. Such in-building reassignments are to be made by the building administrator through May 31. In-building reassignments shall also be granted on the basis of teacher preference if a teacher is displaced due to the elimination of his position. A teacher whose position is eliminated, and any teacher(s) with less seniority who is affected, shall be assigned a new position based on his/her preference sheet. Such in-building reassignments are to be made by the building administrator prior to March 1st. Criteria to be used in in-building reassignments are:*
- a. *District Seniority*
 - b. *Qualifications and certification*

In-building reassignments shall not apply to the following positions: Art, Counseling, Instrumental Music, Media, Physical Education, Reading Recovery, Reading Support, and Vocal Music.

Teachers displaced from a building maintain the right of in-building re-assignment only in their current building through May 31st. Teachers who have not been displaced from a building but who choose to bid on a position in a new building at the bidding pool have the right of in-building reassignment only in their new building through May 31st.

- D. Looping guidelines:
- a. A loop must be formed by 2-3 teachers in adjacent grade levels.
 - b. Teachers must meet the criteria for eligibility as determined by the ICC.
 - c. Teachers must apply to the building principal for approval by March 1st.
 - d. A looping wheel (2-3 teachers/years) requires a written agreement that terminates at the conclusion of the 2-3 year wheel, and all parties must commit to the loop for its duration.
 - e. When a loop terminates the teachers return to their positions held in the first year of the loop.
- E. *All vacancies occurring during the school year caused by: leaves, resignations, transfers, building reassignments, retirements, or layoffs shall be filled by a bidding pool meeting to be held after tentative course schedules are completed and no later than the last teacher work day. The meeting date shall be mutually agreed upon by the Board of Education and the Association and will be determined by March 15. Each member of the Union with a request for transfer on file in accordance with Article IX, Section A shall receive written notice from the Administration ten (10) business days prior to said meeting. Such notice shall provide official notification of the time, date, and location of the meeting as well as the names of all persons who have submitted a request for transfer. The Employer will review all vacancies and the following sequence for filling such vacancies shall be used:*
- a. *An eligible teacher (as defined in Article VIII) returning from a year one (1) maternity leave shall be first placed in her previous position or, if that is not available, a similar position if such is available; otherwise said teacher shall be placed in another position.*

- i. *Any teacher shall have the right to pass on any bid while retaining a first choice option to be exercised at any later time prior to the conclusion of bidding.*
 - ii. *Should a split level, half-time, or split building assignment be changed prior to the start of the school year, the teacher originally assigned to the position being changed will be given the first choice in selecting the changed position.*
- b. *A laid off teacher shall be placed in a vacancy in accordance with Article XIX.*
 - c. *If vacancies still exist the requests for transfers shall be considered. The placement of a teacher based on such request shall be conditioned upon the seniority and certification of said teacher. Further, the qualifications of said teacher as those relate to the educational needs of the district are also a condition of such placement.*

Any positions becoming available after the bidding pool and the in-building reassignment process, through August 15, will be filled by the Board from the transfer list, in seniority order, based upon the right of first refusal among those potential transferees who are certified and qualified as defined in Section A of this article for each vacancy. Following this process, should vacancies remain, the Board will fill such vacancies.

After August 15, the Board will fill all vacancies. All vacancies occurring between August 15 and the start of the school year will be posted at the next bidding pool meeting, unless otherwise mutually agreed upon between the Board and the APEA.

- F. New teachers hired after August 1, 1994, classified as Special Education staff will not be considered for General Education vacancies unless:
 - a. They have had General Education experience at the vacancy level (Elementary/Secondary), or;
 - b. The Superintendent concurs;
 - c. They have served five (5) years in Special Education in Allen Park.
- G. *System-wide transfers shall be subject to the following conditions:*
 - a. *Involuntary transfers shall be made only in cases of emergency, to prevent a layoff, or to prevent undue disruption of the instructional program. The Superintendent shall notify the affected teacher and the Union in writing of the reasons for such transfer. If the teacher objects to such transfer, he may submit the dispute for resolution through the Professional Grievance Procedure.*
 - b. *When the conditions that caused an involuntary transfer no longer exist, a teacher who has been involuntarily transferred shall have the right to return to his previous building.*
 - c. *No administrator shall deny a transfer to a teacher who is certified and qualified, whether transfer position involves a transfer within a school, between schools at the same or different levels, of from one subject area to another, without valid and demonstrable reason.*
 - d. *Notice of vacancies and qualifications for such positions shall be posted in all buildings and in the personnel office with a copy sent to the Association President or his designee.*
- H. Upon request, a teacher who has been denied a transfer shall be presented with the reasons for denial in writing.
- I. In the event that an administrator is returned to the bargaining unit, he shall have all rights of seniority including time served as an Administrator for the purpose of transfer rights; *however, he shall not cause the involuntary transfer of another teacher.*
- J. A promotion is a change in position which results in exclusion from the bargaining unit.

ARTICLE X

Teacher Leave Days

- A. All teachers absent from duty due to sickness (personal or immediate family), injury or personal business shall be allowed full pay for a total of fifteen (15) days per school year without justification. No pay shall be granted for teachers using these days for vacation or recreational purposes. For attendance at social functions (excluding funerals), in addition to a leave day, the teacher will be responsible for the cost of the substitute teacher. Social functions are considered to be one-day events only.

The Board shall furnish at the beginning of each school year a statement setting forth the total leave credit including the current year. Leave day records shall be maintained on each teacher's statement of earning and deductions.

Unused leave days up to a maximum of fifteen (15) days yearly shall be added to the teacher's accumulation. Once the days become a part of their accumulation, they may be used for sick days only, personal or immediate family. For the purpose of Article X, immediate family shall include husband, wife, children or grandchildren (who reside within the home) or parents.

- B. Sick leave days shall accumulate to a maximum of two hundred (200) days.
- C. The parties agree to establish a Catastrophic Leave Bank whose purpose is to protect the teachers from a loss of wages due to a catastrophic illness or injury of their own or to members of their immediate family.

Catastrophic injury or illness is defined as a life-threatening or disabling injury or illness of an employee or immediate family which incapacitates the employee from performing his/her assigned duties, as verified by a licensed physician, and requires the employee to exhaust all earned leave time. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, which result in intermittent absences from work and which are long-term in nature and require long recuperation periods, may be considered catastrophic. Pregnancy, delivery, and elective surgery shall not be considered catastrophic illness under this provision except when unusual complications occur.

Teachers newly employed by the school district after the date of ratification of this agreement shall have one (1) sick day of their allowance transferred to the Catastrophic Leave Bank at the beginning of their employment.

In subsequent years, a review will be made of the remaining accumulated days within the Catastrophic Leave Bank and the Board will contribute the equivalent number of days necessary to begin each year with an accumulation of days equal to three hundred (300) in the Catastrophic Leave Bank. Those days will be drawn from those sick days accumulated over those addressed in Article X, Section B. If during the school year, the days in the Catastrophic Leave Bank fall below thirty (30), each teacher will contribute one (1) day of his/her allowed sick leave and the Board will contribute a number of days necessary to equal three hundred (300) days in the Bank.

A Catastrophic Leave Bank Committee shall be established to receive, screen, and approve eligible requests. The Committee will consist of two (2) APEA members and two (2) representatives designated by the Board. The Catastrophic Leave Bank Committee shall need a majority decision to approve a request. In the event of a tie vote, the Board and APEA bargaining team (not to include MEA staff) shall convene to consider the request, applying the principles of Interest Based Bargaining (IBB). Any Committee member requesting use of Bank days will be replaced by another APEA member. Voting by Committee members will be kept confidential and the chairperson will present a written explanation for the Committee's decision to the applicant. Members shall be granted one opportunity to appeal the committee's decision, in writing, to the Catastrophic Leave Bank committee. The final decision of the committee is non-grievable.

The days used to care for immediate family members shall be borrowed from the Catastrophic Leave Bank. They are to be repaid at a rate of not more than five (5) days per year. Any days not paid back to the bank by an employee who leaves the District will be subtracted from the three hundred (300) days that the District is required to maintain.

A condition of approval of Catastrophic Leave Bank days, either for personal or immediate family use, may include a regular review of the condition necessitating the leave.

Records relative to the number of Catastrophic Leave Bank days available/used will be maintained by the District Business Office and will be made available for examination by the Association President, annually, in September.

Restrictions relative to the usage of Catastrophic Leave Bank days are as follows:

- a. The first twenty-five (25) working days of illness or injury will not be covered by the Catastrophic Leave Bank, but must be covered by the employee's own accumulated sick leave or be an absence without pay. In addition, personal sick leave accumulation must be exhausted prior to Catastrophic Leave Bank days. If a teacher, due to their own catastrophic illness or injury, or that of an immediate family member, is incapacitated for at least twenty-five (25) working days in any one (1) year and there is further incapacitation which appears to be a recurrence of the same illness or accident, then the twenty-five (25) day eligibility requirement may be waived in this instance at the discretion of the Catastrophic Leave Bank Committee.
 - b. Once a teacher has exhausted all accumulated sick leave or satisfied the twenty-five (25) working day waiting period, whichever is greater, s/he is eligible to request consideration from the Catastrophic Leave Bank Committee for coverage for the remaining school days of his/her disabling illness or injury, or that of an immediate family member. Coverage continues until the employee (only) is eligible for long-term disability benefits as provided in Article XXIII, Section C. Catastrophic Leave bank coverage shall continue for immediate family members for a maximum of sixty (60) work days. Requests for Catastrophic Leave Bank days must be made in writing to the Catastrophic Leave Bank Chairperson with a copy to the Superintendent, or designee. Such requests must be accompanied by a physician's statement. The Board reserves the right to require a statement from a Board-selected physician.
- D. Leave days shall not be deducted for days that teachers are not required to report.
- E. Leaves of absence with pay not chargeable against the teacher's allowance shall be granted for the following reasons:
- a. A maximum of three (3) days for a death in the employee's immediate family. Immediate family shall include: Father, Mother, Brother, Sister, Husband, Wife, Son, Daughter, Grandparents, Grandchildren, Mother-in-Law and Father-in-Law. In cases where extreme distances are involved, additional days may be added.
 - b. A teacher called for jury duty or to give testimony before any judicial or administrative tribunal, or in an arbitration negotiation, mediation, or fact finding proceeding shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation.
 - c. Time necessary to take a selective service physical examination.
 - d. Injury or illness incurred in the course of the teacher's employment.
- F. When a teacher gets married he will upon request receive five (5) days leave in addition to or in place of other leave. As compensation for the marriage leave, the teacher shall receive the difference between his daily rate and the substitute's pay.
- G. A maximum of five (5) days off per year may be arranged consecutively or separately by the teacher for reasons of personal interest. The purpose of these days is to relieve teachers of financial hardship in situations over which they have no control. As such, consideration for the use of personal interest days shall only be given when all of the teacher's available sick/leave days have been exhausted. As compensation for this leave the teacher shall receive the difference between his daily rate and the substitute's pay. No pay shall be granted for teachers using these days for vacation, recreational purposes, or social function.

Requests for personal interest days off will be reviewed by the building principal and the association president (or designee). If the request is denied, the decision may be appealed to the superintendent or designee.

Denial of days off for personal interest must be for valid and demonstrable reasons in writing.

- H. No teacher shall be compensated for the work day or days preceding or succeeding a holiday unless he reports to work. Exceptions to this clause will be limited to:

- a. Illness (personal or immediate family). Teachers may be requested to verify the reason for an absence on the work day(s) preceding or succeeding a holiday. The teacher must provide legitimate documentation within ten (10) working days of the request to be paid for the days missed.
- b. Any absence allowed under sections "E" or "G".

Holidays are Labor Day, Memorial Day, Thanksgiving Recess, Winter Recess, Spring Recess, Mid-Winter Break, and Summer Recess.

- I. There shall be an automatic telephone message taking service or a telephone answering service provided by the Board for the purpose of allowing staff members to report their absence at any time of day or night.

ARTICLE XI

Local Association and Professional Leave Days

- A. Each teacher shall be granted one (1) visiting day per year with full pay for the purpose of observing other classrooms either within or outside the system and/or attending approved meetings or workshops as approved by the building administration and as per existing policy and subject to availability of substitutes.
- B. The Association President and/or Acting President shall be granted sufficient time as needed to pursue Union business. The building administrator shall arrange for one hour daily of released time for Union business.

Each local Association Building Representative (A.R.) and the grievance chairman shall be granted sufficient time necessary to pursue Union business. Such released time shall be arranged through their administrator not to exceed four hundred eighty (480) minutes per year.

- C. At the beginning of every school year, the local Association shall be credited with twenty (20) days to be used by officers or agents of the local Association to attend conventions, conferences, and workshops. Such use shall be at the discretion of the local Association.
- D. A list of conferences and conventions received by the administration shall be made available or posted for all teachers in sufficient time for application of same.

ARTICLE XII
Sabbatical Leave

- A. Teachers who have been employed for seven (7) years may be granted a Sabbatical Leave for one (1) year. A Sabbatical Leave is an opportunity for a teacher to pursue coursework or some other form of professional improvement that will improve or enhance his service to the District. During said Sabbatical Leave, the teacher shall be considered to be in the employ of the Board and shall be paid one half (1/2) of his annual salary and full fringe benefits.

The teacher requesting a Sabbatical leave for the following school year must submit the Sabbatical leave Form to the Superintendent of Schools or his designee, copied to the Building Principal, no later than February 15. The "Sabbatical Leave Form" shall include: teacher name; date of application and date of proposed leave; building; years of District service; purpose of the leave; coursework or professional improvement plan, and; explanation of how the leave will benefit the District.

Within thirty (30) days of February 15 the Superintendent or his designee will either inform the applicant that his/her request is approved or choose to convene the Sabbatical Leave Committee to review the request. This committee shall consist of two member appointed by the Superintendent or his designee, two member appointed by the Association President, and one member randomly chosen from the Board of Education. A majority vote will determine the outcome of the request for Sabbatical Leave, and the decision of the committee will be final.

- B. *A teacher, upon return from Sabbatical Leave, shall attend the bidding pool meeting to obtain his tentative assignment for the following school year (per Article IX, Section C of the CBA). If no vacancy exists, the teacher(s) with the least seniority shall be laid off per Article XIX of the CBA.*
- C. Not more than two (2) percent of the teaching staff shall be placed on Sabbatical Leave upon request.
- D. The following conditions shall apply to all Sabbatical Leaves:

- a. While on leave, the teacher shall submit a written report at approximately ten-week intervals, no later than November 15; January 21; April 15, and; the last day of the second semester. All reports shall contain information that will enable the Sabbatical Leave Committee to ascertain that the employee is fulfilling his responsibilities.
- b. The teacher must maintain a full schedule (as determined by the university attended) for the duration of the leave. If the course load falls below full time status the teacher must immediately notify the District and provide an explanation to the Superintendent or his designee. Within ten (10) working days of such notification a meeting of the Sabbatical Leave Committee will be convened to determine the status of the employee. The employee shall have the right to address the committee.

If the committee determines that the employee is not fulfilling his responsibilities it may terminate the Sabbatical Leave. A teacher whose leave is terminated will lose any unpaid portion of his salary but will keep his benefits through August 31. The teacher may be reassigned to either the first vacant position for which he/she is qualified or as a full-time substitute teacher for the remainder of the school year; if so reassigned the teacher will be reinstated on the regular pay schedule from that point forward. The teacher may also be placed on unpaid leave of absence for the remainder of the school year.

- c. A Sabbatical Leave once granted may not be terminated by the employee before the date of expiration, except as agreed upon by the Superintendent of Schools or his designated representative of the Board of Education.
- d. The payment of salary to a staff member on Sabbatical Leave shall be made in accordance with the provisions of the Board for payment of salaries to other members of the professional staff. An employee on leave shall be responsible for keeping the business office and personnel office notified as to his address, or change of address, throughout the period of the Sabbatical Leave.
- e. The teacher shall agree to remain an employee of the District for the period of two years immediately following the leave unless released by the Board of Education. A teacher failing to return as an employee after a Sabbatical Leave must repay the District the sum equal to is salary during the leave. A teacher leaving one year after a Sabbatical Leave will repay the District one-half of the salary he was paid while

on the leave. This requirement may be waived by mutual agreement of the Superintendent or his designee and the Association President.

ARTICLE XIII

Unpaid Leaves of Absence

- A. A leave of absence of up to two (2) years shall be granted to any teacher, upon application, for the purpose of participating in an exchange teaching program in another school district, state, territory or country; a foreign or military teaching program; the Peace Corps, Teacher's Corps or Job Corps as a full-time participant in such program, provided said teacher states his intention to return to the school system. During such leave the teacher will not accrue seniority or years of experience on the salary schedule.
- B. A leave of absence of up to two (2) years shall be granted to any teacher, upon application, for the purpose of engaging in study at an accredited college or university reasonably related to his professional responsibilities. During such leave the teacher will not accrue seniority or years of experience on the salary schedule.

Upon application for a leave by a member of the bargaining unit, the teacher shall file an outline of course work and shall carry at least eight (8) hours of graduate credit each quarter or semester.

- C. Leaves for active military service or reserve training will be granted in accordance with applicable law.
- D. A leave of absence of up to two (2) years shall be granted to any teacher upon application for the purpose of serving as an officer of the MEA or NEA or its staff. During such leave the teacher will not accrue seniority or years of experience on the salary schedule.
- E. A leave of absence of up to two (2) years shall be granted to any teacher, for personal reasons, upon application to the Superintendent. During such leave the teacher will not accrue seniority or years of experience on the salary schedule.
- F. A leave of absence for reasons A – E of this section shall be full-year (school year) leaves of absence only.
- G. *Any teacher returning from a leave of absence for reasons A – E shall attend the bidding pool meeting to obtain his/her tentative assignment for the following school year (per Article IX, Section C of the CBA). If no vacancy exists, the teacher(s) with the least seniority shall be laid off per Article XIX of the CBA.*
- H. Maternity or adoption leave shall be granted to all teachers requesting same. This leave shall be for a period of one (1) year. After the first year the teacher, on application, shall be granted one (1) additional year. A teacher may be granted a leave of less than one year (see section I).

In case of adoption, the teacher and Superintendent and/or Assistant Superintendent shall decide on the appropriate beginning and termination dates.

The terms of the leave shall be as follows:

- a. A teacher on such leave shall receive the health insurance benefits provided for under this Agreement for a period of one (1) year unless the member fails to notify administration of intent to return from leave by March 1st (July 1st if the leave begins after January 1st). Failure to comply with these dates will result in immediate discontinuation of benefits.
 - b. A teacher may utilize accumulated leave days preceding the leave.
 - c. A teacher may be offered a position; however, rejection of any offer before the completion of two (2) years shall not terminate leave.
 - d. Failure to accept position offered by the Assistant Superintendent after two (2) years terminates maternity or adoption leave.
 - e. During such leave the teacher will not accrue seniority, or years of experience on the salary schedule, except what is provided by FMLA.
- I. *A teacher returning from the first year of a maternity leave shall retain the right of in-building reassignment per Article IX, Section B of the CBA. A year shall be defined as the period of time from the start of the leave through the last teacher work day of the school year.*

- J. *Any teacher returning from the second year of a maternity leave shall attend the bidding pool meeting to obtain his/her tentative assignment for the following school year (per Article IX, Section C of the CBA). If no vacancy exists, the teacher(s) with the least seniority shall be laid off per Article XIX of the CBA.*
- K. There shall not be granted to any member of the bargaining unit two (2) consecutive leaves of absence, except in cases of military leave, extended illness or maternity leave following any other leave of absence.

ARTICLE XIV

Academic Freedom

- A. The parties seek to educate young people in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, and to instill appreciation of the values of individual personality. It is recognized that these democratic values can best be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning, and in which academic freedom for teacher and student is encouraged.
- B. Academic freedom shall be guaranteed to teachers, and no special limitations shall be placed upon study, investigation, presenting and interpreting facts and ideas concerning man, human society, the physical and biological world and other branches of learning subject to accepted standards of professional responsibility set forth by the educational profession.
- C. Freedom of individual expression will be encouraged and fair procedures will be developed to safeguard the legitimate interests of the schools and to exhibit by appropriate examples the basic objectives of a democratic society.

ARTICLE XV

Observation and Evaluation

A. Forms

- a. *The Allen Park Public Schools' Teacher Evaluation Program, developed by a joint committee of teachers and administrators and adopted on September 9, 2002, will be the document used for teacher evaluation and observation. Each teacher entering the District will receive a copy. A copy will be available to the staff in each building.*
- b. *All classroom teachers at the same level, (i.e., elementary, middle and high schools) shall be evaluated by the same criteria and with the same forms. Any other members of the bargaining unit shall be evaluated by the same criteria and with the same forms as other similar persons.*
- c. *There shall be included a space on all forms where the teacher may respond to any part or all of the evaluation and shall be headed "Teacher Remarks".*

B. Conditions of observation and evaluation

- a. *Only administrators shall evaluate teachers.*
- b. *The administrator who makes the observation must also make the evaluation.*
- c. *A teacher shall be informed in advance that he is to be observed. Such notice shall be given sufficiently in advance to avoid creating an unfair psychological atmosphere for just and accurate evaluation.*
- d. *In cases where there is an emergency which may jeopardize or make invalid, or prevent participation in the observation, the teacher or the administrator may cancel the observation. Notice shall be given at the earliest possible moment.*
- e. *Teachers shall not be required to alter, modify or cancel previously determined plans to conform to the administrator's evaluative convenience. The administrator shall assume the responsibility to insure that the time selected for observation best suits his needs in terms of what he is looking for and attempting to assess.*
- f. *The duration time for any one visitation shall not exceed sixty (60) consecutive minutes.*
- g. *Observations and evaluations shall normally not exceed two (2) per year. Additional observations and evaluations shall be made if: 1) a teacher requests them; 2) previous observations and evaluations have resulted in unsatisfactory composite ratings, or; 3) new circumstances indicate that previous observations and evaluations have become unreliable. In this latter instance the administrator shall justify additional observations and evaluation by demonstrating clear need based on actual and specific precipitating factors and shall consult with the teacher on the reasons therefore. In the absence of such need, no additional observations and evaluations shall be allowed as evidence of incompetence or used as justification for discharge or denial of tenure or contract renewal. If the administration believes additional evaluations, which are not provided by this clause, are needed they will so advise the teacher involved seeking his cooperation for such further evaluations. The failure to receive such cooperation shall be subject of conferences between the Association and Administration.*
- h. *The administrator shall confine his evaluation of those items that he was able to effectively observe. Lack of evaluative comment (such as "unable to observe...", "...judge", "...determine", etc., or no comment at all) shall not be construed as a reflection on professional competence and shall not be admissible as adverse evidence in any procedure involving discharge or denial of tenure or contract renewal.*
- i. *Whenever a teacher receives a composite "Not Acceptable" rating ("not acceptable" or equivalent shall be construed to mean any indication of failure to meet professional requirements) in any criteria group or sub-group, the evaluator shall substantiate his position by a written statement in a place on the evaluation form expressly designed for the purpose.*

Stating:

- i. The specific, observable incident that directly produced the unacceptable situation.*
 - ii. The number of times the objectionable practice was repeated.*
 - iii. A suggested solution for the prompt or eventual elimination of the objectionable practice.*
 - iv. On the next subsequent evaluation, a follow-up paragraph shall be included for the purpose of determining whether the objectionable practice is still existent and observable or has been presumably solved.*
- j. Any teacher may request and be granted the opportunity for additional evaluative observations and the results of such observation shall become a part of his permanent record. In cases where a teacher disagrees with the outcome of an observation or evaluation, he shall be granted additional observations and evaluations by another administrator upon request. It is understood that there shall be no communication of any kind between evaluators relative to the teacher or his performance, nor shall the newly selected evaluator consult the teacher's file for substantive material until after the entire observation and evaluation process is completed.*
 - k. Administrators shall consult with teachers as soon as possible, but not to exceed ten (10) school days, after each observation to discuss the results of the evaluation.*
 - l. The time limit for teacher response to the administrator's evaluation shall conform to the time limits for filing grievances.*
 - m. No entries, of any kind by anyone, shall be made on the teacher observation and evaluation forms after the teacher's response.*
 - n. Each teacher shall receive a true copy of each observation and evaluation signed by the evaluator and teacher.*
 - o. If the teacher feels that an evaluation has been unjust, he has the right to grieve and if upheld, the evaluation shall be considered invalid, and the teacher shall have the right to remove it from all files.*
 - p. Administrators may make classroom visitations. If during a visitation, undesirable conditions exist, such circumstances may lead in to the Observation and Evaluation Process.*

C. Files

- a. The teacher, alone or with his Union Representative, shall upon request receive copies of materials from his files at a cost of ten (10) cents per page.
- b. Material of a non-professional nature (i.e., letters from parents, newspaper clippings, records of phone calls, etc.) shall not be placed in any teacher file without the teacher's consent.
- c. All materials placed in the files must bear the date and have affixed the signature of the writer, or other proper identification as to source.
- d. There shall be no secret files in the system.
- e. No material may be removed or destroyed without the written consent of the teacher.
- f. All teachers shall be advised by the administration of the nature, purpose, and location of all files that exist in the school system that may contain material pertinent to the teacher's employment.
- g. No material relating to a teacher's conduct, service, character, or personality shall be placed permanently in any file unless the teacher has had the opportunity to read the material.

It is understood that materials on loan to the school from a college or university placement office are confidential and therefore are exempt from the provisions of this section.

- h. The teacher shall acknowledge that he has read such material by affixing his signature to the actual copy to be filed, with the understanding that such signature merely signifies that he has read the material to be filed and does not necessarily indicate agreement with its contents.
- i. The teacher shall have the right to place explanatory notes or letters in his file pertinent to any written or printed material and these notes shall be attached to the file copy.
- j. The teacher shall be permitted to examine his files upon reasonable request.

ARTICLE XVI

Professional Behavior

- A. Teachers are expected to comply with reasonable rules, regulations, and directions from time to time adopted by the Board or its representatives which are consistent with the provisions of this Agreement.
- B. A teacher shall at all times be entitled to have present a representative of the Union when he is being reprimanded, warned or disciplined for any infraction of rules or delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Union is present.
- C. *No teacher shall be disciplined, reprimanded, have a reduction in compensation or be deprived of any professional advantage without just cause. Any such discipline, reprimand, reduction, compensation or advantage, shall be subject to the grievance procedure hereinafter set forth. All information forming the basis for disciplinary action will be made available to the teacher and the Union upon written request of the teacher.*
- D. No teacher shall be subjected to administrative reprimand while in the presence of students, or other teachers, or parents.

ARTICLE XVII

Professional Improvement

- A. The parties support the principle of continuing training of teachers, participation by teachers in professional organizations in the areas of their specialization, leaves for work on advanced degrees or special studies, foreign travel and participation in community educational projects.
- B. The Board agrees to provide upon application the budgeted funds for teachers who desire to attend selected professional conferences. Travel, Meals, lodging and registration fees shall be deemed appropriate expenses of the Board, as well as the cost of the substitute teacher needed to relieve the participant. A teacher attending such conferences and meetings shall be granted sufficient leave time to attend without loss of compensation. Teachers will, upon request, submit a written report regarding such conferences.
- C. Teachers who travel to foreign countries not contiguous to the United States shall, upon written application and prior approval of the Board, be reimbursed one-half (1/2) actual cost of fare, not to exceed five hundred dollars (\$500.00). Reimbursement shall be made upon an extensive instructional report of the foreign travel and its applicability to the teacher's instructional activities.
- D. After each in-service the participants will complete an evaluation form to determine the effectiveness of the in-service. An ICC representative will be responsible for conducting the evaluation.
- E. At the last half-day in-service of each school year the staff will be surveyed to determine the needs and interests for future professional development. This survey will be administered by ICC representatives.
- F. Teachers who miss any scheduled professional development sessions will make up all time missed on an hour-for-hour basis through self-directed professional development activities. Any self-directed professional development opportunities shall be pre-approved by the Instructional Curriculum Council (ICC) as 1) being consistent with the District's academic program, 2) relating to the teacher's current assignment and/or areas of certification/endorsement, and 3) being provided by an appropriate professional educational organization or the Michigan public school system (i.e. an intermediate school district or public university). If, due to the timing of the self-directed professional development opportunity, ICC is not available, then pre-approval is required from the building principal. Teachers missing more than one (1) session in each of three (3) consecutive years shall be required to provide documentation (per Article X, Section H.a. and H.b.) for in-service absences during the next three (3) years.

In an effort to document each teacher's satisfaction of at least the annual minimum legal requirements for professional development, each teacher shall annually complete the on-line form provided Wayne RESA for the purpose of recording teacher professional development. Completed forms shall be submitted to the Personnel Office by each teacher on or before May 30th each school year. For this purpose, the District shall provide both probationary and tenured teachers, respectively, with access to the appropriate forms.

- G. The ICC will also serve as the District School Improvement Team.

ARTICLE XVIII

Maintenance of Standards

- A. All conditions of employment, including teaching hours, extra compensation for duties outside regular teaching hours, relief periods, leaves, and general teaching conditions shall be maintained at not less than the highest minimum standards in effect in the district at the time this Agreement is signed, provided that such conditions shall be improved for the benefit of teachers as required by the express provisions of this Agreement. This Agreement shall not be interpreted or applied to deprive teachers of professional advantages heretofore enjoyed unless expressly stated herein.

- B. The duties of any teacher or the responsibilities of any position in the bargaining unit will not be substantially altered or increased without prior negotiation with the Union.

ARTICLE XIX

Reduction in Personnel

- A. No teacher shall be discharged or laid off pursuant to a necessary reduction in personnel unless there is a substantial decrease in the students enrolled in the school district, or there is a substantial decrease in the revenues or substantial increase in necessary expenditures of the school district.
- B. *The order of reduction shall be:*
 - a. *Teachers not holding a regular Michigan provisional, continuing, or permanent certificate will be laid off first, provided there are qualified and certificated teachers to replace and perform all of the needed duties of the laid off teachers.*
 - b. *If reduction is still necessary, probationary teachers with the least number of continuous months of teaching in the Allen Park Public School System will then be laid off, provided there are qualified and certified teachers to replace and perform all the needed duties of the laid off teachers.*
 - c. *If further reduction is still necessary, tenured teachers with the least number of months of continuous teaching experience in the Allen Park Public School System will then be laid off, provided there are qualified and certified teachers to replace and perform all the needed duties of the laid off teachers.*
- C. Seniority is defined as the cumulative months of service with the Allen Park Public Schools, continuous or interrupted by leave or layoff. Seniority shall accumulate during active employment, paid leaves, military leave and the first year of layoff. Teachers who are recalled for part of a year, will accrue ten (10) months seniority for the following year if they are again laid off.
- D. Any teacher shall have the right to protest the accuracy of his seniority status within ten (10) workdays from the date of posting.
- E. As teaching positions become available, laid off teachers certified and qualified to assume these positions will receive written notice by mail from the Board. *Recall shall then be in inverse order of the designated layoff procedure among those laid off teachers (indicating in writing, interest for the available positions) within ten (10) work days of receipt.*
- F. Teachers on layoff shall receive credit for the number of years of seniority which was acquired by the individual prior to layoff, including the first year of layoff.

Seniority and Recall rights shall continue until:

- a. A teacher is recalled or;
- b. A teacher declines recall to a one (1)-year full-time position that has been offered by June 30 for the following school year.

A teacher who declines a one (1)-year full-time position, per subsection b., will be reduced to zero (0) years of seniority and relinquish recall rights pursuant to the State Tenure Act.

Failure to respond within five (5) work days of receipt of notification will indicate the individual declines the recall.

- G. Laid off teachers, unless expressing no interest, will be given preference in the hiring of substitute teachers in the district, according to district seniority.
- H. Correspondence between the Board and the laid off teacher will be mailed to his last known mailing address, with copies to the Local Association. Correspondence from such teacher regarding position offerings, changes in certification, address changes, etc., will be mailed to the Board (or Superintendent) with copies to the Local Association.
- I. Any layoff pursuant to this agreement shall automatically terminate the individual's employment contract. However, the employee's insurance coverage shall remain intact for three months after layoff.

- J. Any teacher with greater seniority who would volunteer to accept layoff in order that a teacher with lesser seniority might continue employment with the Allen Park Public Schools shall request such in writing through the Assistant Superintendent and the Association President by April 1st of each year. When the parties are in receipt of the request, the senior teacher shall be notified by the Assistant superintendent of layoff. Layoffs in this provision shall be for a full school year. Furthermore, should the volunteer choose not to exercise his rights for unemployment compensation, and so indicate to the Assistant Superintendent in writing by September 30 of each year, the board will furnish the medical, dental, and life insurance benefits enjoyed by the regularly employed staff for the first full year of layoff.

By April 1st of each year, the teacher that volunteered for layoff shall indicate his willingness to continue active employment for the following year and shall be considered a member of the staff for the specific building that he would have served for purpose of job selection for the following year. In the event the teacher with greater seniority does not continue employment, the position shall be declared vacant.

- K. *Involuntary transfers shall be made to cause higher senior persons to be retained and least senior persons to be laid off, provided that if a vacancy occurs during a school year the employer may, but is not obligated to, make an involuntary transfer to recall a laid off teacher until the end of said year.*

Involuntary transfers will not apply to the following subject areas:

- a. *Foreign Languages*
- b. *Industrial Arts (Voc. Ed.)*
- c. *Music*
- d. *Computer Science*

- L. In the event that more than one (1) certified or professional employee represented by the Union is hired by the Board of Education at the same meeting, a tie breaking process shall be used to determine the order of layoff. The process shall be conducted in the following manner;
- a. The meeting shall be conducted during September and be called by the Superintendent or his/her designee. It shall be conducted as such a time and place so as to be convenient for all parties. The Union shall be notified at least seven (7) days prior to the meeting and shall be represented there by the President or his designee.
 - b. Numbered and folded pieces of paper, equal to the number of people hired by the Board in any month, shall be placed in a container. In even numbered years (ending 0, 2, 4, 6, 8) the first choice shall be in alphabetical order (A-Z). In odd numbered years (ending 1, 3, 5, 7, 9) the first choice shall be in reverse alphabetical order (Z-A).
 - c. In the event that an employee involved cannot be present, he may send a designee. If not, his selection will be made by the Union President, or his/her designee.
 - d. Results of the meeting shall be distributed to all parties involved within two weeks of said meeting.

- M. The Allen Park Education Association President and Allen Park Education Association Chief Negotiator/Grievance Chairperson (one person) shall be considered to have the greatest seniority in the bargaining unit provided that said employees have the necessary certification and qualification.

ARTICLE XX
Continuity of Operations

- A. For the duration of this Agreement, the Union Agrees there shall be no strike of employees against the employer. It is further provided that if a Union authorized strike is called because the members of a sister local association have been discharged and/or replaced, the Union guarantee of a no strike shall not be effective, the school district shall not be required to pay such striking members, and the school district does not waive its rights or obligations granted by State Statute.
- B. The Board also agrees that it will not, during the period of this Agreement, directly or indirectly engage in or assist in any unfair labor practice as defined by Section 10 of the Public Employment Relations Act.
- C. When the Board closes school in the event of severe inclement weather or when otherwise prevented by Act of God, teachers shall not be required to report for duty. The Board shall communicate same prior to 6:30 a.m.

In the event that student days or hours fall below minimum state requirements, currently one hundred and eighty (180) days and one thousand, ninety-eight (1098) hours, the parties agree to meet for the purpose of mutually agreeing to an adjusted school calendar which provides for the minimum days and hours of instruction. The meeting of the parties will take place no later than May 1. If it becomes necessary to extend the teachers' school year beyond the planned closing date, school facilities and appropriate administrative personnel will be available on the weekend for any teacher wishing to expedite the end of the year responsibilities.

ARTICLE XXI
School Calendar

- A. For the term of this Agreement, the school calendar shall be as set forth in Appendix A. There shall be no deviation from or change in the school calendar except by mutual agreement of the Board and the Union.
- B. Building calendars shall be jointly determined by personnel in the area of concern, the Local Association and the Administration.

ARTICLE XXII
Professional Compensation

- A. The basic salaries of teachers covered by this Agreement are set forth in Appendix B which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the designated periods.
- B. All newly hired teachers may be given credit on the salary schedule set forth in Appendix B for ten (10) years of teaching experience in any school district.
- C. All graduate credit hours beyond the Bachelor's Degree and the graduate credit hours beyond the Master's Degree approved by the A.C.A. Committee shall be paid at forty-five dollars (\$45) per hour up to thirty-five (35) graduate hours beyond the Master's Degree.

Graduate hours earned must be submitted to the Assistant Superintendent's office by November 15 to entitle the applicant to additional compensation for that school year.

Documentation for graduate hours submitted after November 15, but prior to January 15, for credits completed prior to that current school year, shall entitle the applicant to additional compensation on a prorated basis for the second semester of that current school year. Securing necessary transcripts and documentation in a timely fashion shall be the sole responsibility of the applicant.

An Advanced Credit Acceptance Committee consisting of three (3) administrators, one (1) from each academic level, and three (3) teachers, also one (1) from each academic level, shall be formed to validate credit hours beyond the M.A. degree. The criteria for validation shall be set up by the committee.

Undergraduate credit successfully completed after earning an M.A. shall be compensated at the same rate as graduate credit provided it updates teacher required skills or meets the requirements cited in Articles VIII or XIX.

- D. The Salary Schedule is based upon the regular school calendar as set forth in Appendix A and the normal teaching assignments as defined in this Agreement.
- E. The instructional substitute rate shall be at an hourly rate determined by multiplying the Fall Schedule Beginning Master's rate by a factor of 0.000465.
- F. Teachers involved in voluntary extra-duty assignments as set forth in Appendix B-1, which is attached to and incorporated in this Agreement, shall be compensated in accordance with the provisions of this Agreement without deviation.
- G. Teachers required in the course of their work to drive personal automobiles from one (1) school building to another shall receive a car allowance of twenty-five (25) cents per mile, and receive credit for a minimum of three (3) miles per day. An allowance of fifteen (15) cents per mile shall be given for use of personal cars for field trips or all authorized school business. The Board shall provide liability insurance protection for teachers when their personal automobiles are used to transport children as provided in this section.
- H. All additional compensation shall be coded on an attached information card in the same manner as deductions (i.e., chaperon, substitute, rider, etc.).

Payment of extra-contractual salaries:

- a. Extra-contractual services for activities which extend throughout the length of the school year may be either prorated or paid in a lump sum at the end of the school year by separate check as desired by the teacher.
- b. Extra-contractual services for activities which are seasonal or otherwise which are completed within any portion or segment of the school year shall be paid for at the completion of the activity in a lump sum by separate check.
- c. All other payable extra services rendered by teachers shall be itemized as to the specific service rendered and paid every ten (10) weeks.

- I. All joint teacher-administrator committees shall meet on school time, or be voluntary, or be compensated for at the substitute teacher rate.
- J. Elementary (K-5) split-level class assignments shall be remunerated at the rate of five hundred dollars (\$500) per year. If changed to K-6 this section continues to apply.
- K. No teacher shall be used for lunchroom control duty or required to handle attendance other than his own classroom or homeroom period. All such extra-contractual duties or assignments shall be voluntary, and shall be paid for at the instructional substitute rate.
- L. Student Teachers: The Board will approve the assignment of certain teachers as cooperating teachers to supervise and guide students during periods of practice teaching. All assignments shall be voluntary and shall be initiated by the teacher.

No teacher shall be assigned as cooperating teacher more than once per year.

The college stipend will be paid to the cooperating teacher.

ARTICLE XXIII
Insurance Protection

- A. The Board shall provide group life insurance protection for the benefit of all employees in the amount of fifty thousand dollars (\$50,000). In the event of accidental death, the insurance will pay double the specified amount. Carrier selected shall provide for continuation of a percentage of above group coverage at group rates by payroll deduction from retiree's state teacher's retirement check.
- B. The Board agrees to pay 80% of the total premium cost for MESSA Choices II for individual, two (2) person, or full family. Prescription coverage shall be through the MESSA Saver Rx program. There will be an office visit co-pay of \$10. There will be an annual deductible of \$500/\$1000. The District will fund \$300/\$600 of the \$500/\$1000 annual deductible through the District's flexible spending program account. The funding from the District may be used for qualifying medical costs only. Teachers shall not receive a health subsidy if they are already receiving these benefits through a spouse. This coverage shall remain in effect during the duration of this agreement.

Effective January 1, 2013, members of the teaching staff may elect to enroll in the MESSA ABC1 Plan with a deductible of \$1250/\$2500. There is no office visit copay under this plan. Prescription coverage shall be through the MESSA Saver Rx program. The Board agrees to pay 80% of the total premium cost for MESSA ABC1 Plan for individual, two (2) person, or full family.

For those employees electing not to enroll in the group health insurance plan offered by the Board of Education, the Board agrees to pay directly to the employee the appropriate amount specified within the chart below for each month the employee elects not to be enrolled in the plan:

<u>Number of Employees Participating in In-Lieu Of</u>	<u>Monthly In-Lieu Of Payment</u>	<u>Annual Payment Per Employee</u>
1-7	\$200	\$2,400
8	\$300	\$3,600
9	\$350	\$4,200
10	\$400	\$4,800
11	\$450	\$5,400
12+	\$500	\$6,000

Re-enrollment in the group health insurance plan shall be subject to the requirements of the health insurance carrier. The employee may choose to receive the payment in taxable cash or apply it to a tax-sheltered annuity (T.S.A.) plan.

- C. Long-term disability insurance shall be provided by the Board, and become effective after three hundred and sixty-five (365) days of disability and will continue until age sixty-five (65) (in conformance with age discrimination laws). This coverage shall be for sixty-six and two thirds percent (66 2/3%) of monthly salary to a maximum of three thousand, five hundred dollars (\$3,500) per month. This coverage shall remain in effect during the duration of this agreement.

Refer to Article X, Section C, for details concerning Short Term Leave Bank.

- D. The Board shall provide Full Family dental coverage as detailed in Appendix D.
- E. The Board shall provide Full Family vision coverage as detailed in Appendix D.
- F. The Board shall make payment of insurance premiums for each member of the bargaining unit to provide insurance coverage for the full twelve (12) month period commencing September 1st and ending August 31st; when necessary, premiums on behalf of the teacher shall be made retroactively or prospectively to assure uninterrupted participation and coverage.
- G. A tax-sheltered annuity program shall be maintained and administered by the Board.
- H. A Section 125 flexible spending plan shall be maintained and administered by the Board.

- I. Teachers employed for a continuous part-time position shall have their benefits prorated to their hours of service.
- J. Upon application for worker's compensation for an on-the-job injury, the Board agrees to pay the difference, if one exists, between the worker's compensation amount and the net weekly salary amounts. Any time required for recovery shall not be charged against the employee's sick leave. The Board's liability shall be terminated after twenty-four (24) months of benefits.
- K. In the event that a teacher, absent because of illness or injury, has exhausted leave accrual, the above mentioned fringe benefits shall continue throughout the balance of the school year.

ARTICLE XXIV
Special Teaching Assignments

- A. Assignments for the adult education, driver education, summer school, and extra duties enumerated in Appendix B-1 will be made by the Board on the basis of preference to tenure teachers possessing permanent teaching certificates regularly employed in the district during the normal school year. Regularly employed teachers shall be compensated as enumerated in Appendix B-1, where applicable, or at not less than the instructional substitute rate. However, the Board reserves the right to establish pay rates for persons hired who are not regular employees of the Allen Park Public Schools. These rates may not exceed the compensation provided herein.

- B. *An additional observation and evaluation of the above positions is permissible as long as the guidelines established in Article XV are observed.*

- C. Preference will be extended unless valid and demonstrable reasons can be provided through the observation and evaluation process for denial of said position.

ARTICLE XXV

Student Discipline and Teacher Protection

- A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Board will take reasonable steps to relieve the teacher of responsibilities with respect to such pupil.
- B. It is recognized that discipline problems are less likely to occur in classes where a high level of student interest is maintained. It is likewise recognized that when discipline problems occur, they may most constructively be dealt with by encouragement, praise, and emphasis upon the child's desirable characteristics. A teacher may use such force as is necessary to protect himself from attack or to prevent injury to another student.
- C. A teacher may temporarily suspend a pupil from class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the administrator immediately a full report in writing of the incident.
- D. Any case of assault upon a teacher will result in prompt suspension of the student and shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.
- E. If any teacher is complained against or sued as a result of any action taken by the teacher while in pursuit of his employment, the Board will provide legal counsel and render all necessary assistance to the teacher in his defense.
- F. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher.
- G. Although teachers shall not be held responsible for restitution for loss or damage of school or student property while officially on duty, repeated occurrence shall be cause for investigative concern.
- H. No formal action shall be taken upon any complaint by a parent of a student directed toward a teacher, nor shall any notice thereof be included in said teacher's personnel file unless such matter is promptly reported to the teacher. If any question of breach of professional ethics is involved, the Union shall be notified.

ARTICLE XXVI

Professional Grievance Procedure

- A. A claim by a teacher or the Union that there has been a violation, misinterpretation or misapplication of any provision of this Agreement or any rule, order or regulation of the Board may be processed as a grievance as hereinafter provided.
- B. In the event that a teacher believes there is a basis for a grievance, he shall first discuss the alleged grievance with his building Administrator either personally or accompanied by a representative of the Union.
- C. If, as a result of the informal discussion with the building administrator, a grievance still exists, he may invoke the formal grievance procedure through the Union. The grievance shall be submitted within ten (10) working days from the time that the teacher or Union is aware or should have been aware of the incident over which the teacher or the Union is aggrieved, in writing, to the Administrator. The written grievance shall be signed by the aggrieved teacher, if any.

Awareness shall not be construed to mean knowledge of the grievability of the incident, and shall be limited to knowledge that the incident has actually occurred.

Forms shall be available from the local Association Representative in each building.

Two copies of the grievance shall be delivered to the building administrator. If the grievance involves more than one school building, it may be filed with the Superintendent or a representative designated by him.

- D. Within five (5) working days of receipt of the grievance, the administrator shall meet with the Union in an effort to resolve the grievance. The administrator shall indicate his disposition of the grievance in writing within five (5) working days of such meeting, and shall furnish a copy thereof to the Union.
- E. If the Union is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) working days of such meeting (or ten [10] working days from the date of filing, whichever shall be later) the grievance shall be transmitted to the Superintendent. Within seven (7) working days the Superintendent or his designee shall meet with the Union on the grievance and shall indicate his disposition of the grievance in writing within five (5) working days of such meeting, and shall furnish a copy thereof to the Union.
- F. If the Union is not satisfied with the disposition of the grievance by the Superintendent, or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration before an impartial arbitrator. Notice of intent to arbitrate shall be given to the Board within sixty (60) working days. Arbitration shall be conducted under the jurisdiction and rules of the American Arbitration Association. The Board and the Union shall not be permitted to assert in such arbitration proceeding any ground 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 thereon may be entered in any court of competent jurisdiction.
- G. The fees and expenses of the arbitrator shall be shared equally by the parties.
- H. If any probationary teacher for whom a grievance is sustained shall be found to have been unjustly discharged, he shall be reinstated with full reimbursement of all professional compensation lost. If he shall have been found to have been improperly deprived of any professional compensation or advantage, the same or its equivalent in money shall be paid to him.
- I. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the Superintendent shall use his best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.
- J. Notwithstanding the expiration of this Agreement, any claim or grievance arising there under may be processed through the grievance procedure until resolution.

ARTICLE XXVII

Negotiation Procedures

- A. The Superintendent and/or acting superintendent and the Union shall meet at the convenience of both parties upon the request of either party on matters relating to implementation and negotiation of this Agreement. Any meeting so called shall take place within five (5) school days.
- B. Release time shall be provided the Union's negotiation committee to permit the parties to alternately meet both during and after regular school hours. For instance, for each hour of release time the teachers shall negotiate an hour of time outside the defined school day for the purpose of reaching a successor Agreement as rapidly as possible.
- C. There shall be six (6) signed copies of this final Agreement for the purpose of record. Four (4) copies shall be available for the Union.
- D. A finished copy of the final contract shall be printed by the Board and distributed to all members of the bargaining unit within thirty (30) days after Board ratification at the expense of the Board. The Association President shall receive one hundred (100) additional copies.

ARTICLE XXVIII

Miscellaneous Provisions

- A. This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in written and signed amendment to the Agreement.
- B. Any individual contract between the Board and an individual teacher, heretofore executed shall be subject to and consistent with the terms and conditions of the Agreement, and shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling. The Board shall not solicit execution of any individual contract at such time or in such manner as shall constitute an unfair labor practice under the Michigan Public Employment Relations Act.
- C. The provisions of this Agreement shall be incorporated into and be considered part of the established teacher policies of the Board for those subject areas considered permissive or mandatory subjects of bargaining. *This Agreement shall supersede any Board teacher personnel policy which shall be contrary to or inconsistent with its terms.*

All teachers covered under this Agreement who participate in the production of tapes, publications or other produced educational material shall retain residual rights should they be copyrighted or sold by the district.

- D. If any provision of the Agreement or any application of the Agreement to any teacher or group of teachers shall be found contrary to law, then such provision or application shall be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XXIX

Severance

- A. At the termination of service and after ten (10) years in the system, the teacher shall receive one-half (1/2) of his accumulated sick leave days paid at the teacher's current daily base rate of salary. For the purpose of severance, the maximum number of days applicable for accumulation will be one hundred forty-four (144).
- B. Employees hired after January 1, 1987 will receive at the termination of service and after twenty (20) years in the system twenty-five percent (25%) of their base rate of pay if their accumulated sick leave is a minimum of one hundred forty-four (144) days.

Employees whose accumulation falls between:

130-143	days will receive 90% of 25% of their base rate
116-129	days will receive 80% of 25% of their base rate
102-115	days will receive 70% of 25% of their base rate
88-101	days will receive 60% of 25% of their base rate
74-87	days will receive 50% of 25% of their base rate
60-73	days will receive 40% of 25% of their base rate
46-59	days will receive 30% of 25% of their base rate
32-45	days will receive 20% of 25% of their base rate
18-31	days will receive 10% of 25% of their base rate
4-17	days will receive 0% of 25% of their base rate

For the purpose of severance, the maximum number of days applicable for accumulation will be one hundred forty-four (144).

- C. Upon the death of a teacher, regardless of years of service, the beneficiary or estate shall be paid one-half (1/2) the deceased's accumulated sick days at the deceased's current daily base rate.
- D. Employees who officially qualify for retirement under the Michigan Public Schools Employee Retirement System (MPERS) criteria and who notify the Board by March 1st of the school year in which they retire, shall receive an incentive payment of one thousand, five hundred dollars (\$1,500) upon retirement. Retirement shall be defined as final notification from the MPERS fund.

ARTICLE XXX
Instructional and Curriculum Council

- A. The Employer and the Local Association shall establish a council known as the Instructional and Curriculum Council. The purpose of this Council shall be to review and recommend policies affecting the nature and design of the instructional program of the district.

The Instructional and Curriculum Council will be referred to as either "Curriculum Council" or "Council" in this document.

- a. The Council shall be composed of:

i. Administration

- | | |
|-------------------------------|-----|
| 1. High School Principal | (1) |
| 2. Middle School Principal | (1) |
| 3. Elementary Principal | (1) |
| 4. Superintendent or designee | (1) |

ii. Teachers (Selected by A.P.E.A.)

- | | |
|-------------------------------------|-----|
| 1. One each elementary building | (3) |
| 2. Two middle school | (2) |
| 3. Two high school | (2) |
| 4. One alternative high school | (1) |
| 5. One special education department | (1) |
| 6. A.P.E.A. President, or designee | (1) |

Total = 14

- b. The chairmanship shall alternate between the Superintendent or designee and the A.P.E.A. President, or designee. The term shall run from the beginning of the second semester until the end of the first semester of the succeeding school year.
- c. The Council, functioning as an advisory and consultive body, shall review, study, and encourage research of programs and make recommendations in writing to the Superintendent for transmittal to the Board of Education. If the Superintendent chooses to not recommend a given proposal, he shall inform the Council of his rationale prior to its submission to the Board.
- d. The Council shall determine long and short range goals as soon as possible.
- e. The duties of the Council members are as follows:
- i. They shall attend all meetings, which will be held during school hours and shall alternate between AM and PM sessions, provided subs are available. The Council may appoint subcommittees to carry out its responsibilities.
 - ii. They shall discuss, investigate, evaluate, and make suggestions pertinent to improving curriculum, teaching materials, the educational environment, teaching methods, and general operating procedures.
 - iii. They shall review and evaluate any recommendations which the administration might make regarding changes in curriculum, materials, methods, or procedures affecting the learning process.
 - iv. They shall consider all proposals from any source pertaining to the improvement of the educational programs carried on or proposed to be carried on in the public schools.
 - v. They shall review, consider, and recommend the adoption, continuation, or discontinuation of textbooks.

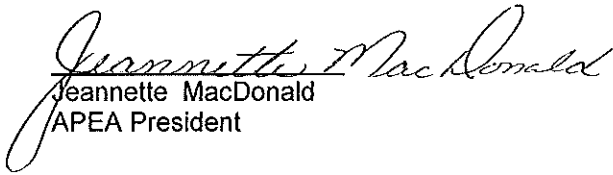
- f. They shall issue an annual report to the Superintendent for transmittal to the Board and shall include a prospectus of the work for future committees. This report will be made no later than June 1 of each year.

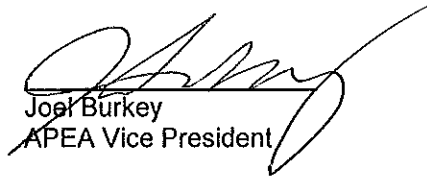
ARTICLE XXXI

Duration of Agreement

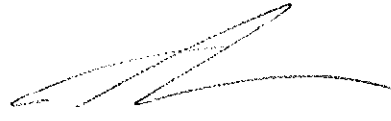
This Agreement shall be effective as of September 4, 2012, and shall continue in effect until the 31st day of August 2013. The Board will contact the Union to establish the date and time of the first negotiation session. Thereafter, in good faith, the parties will agree to meet at mutually agreed upon times and dates to continue negotiations until a successor Agreement is reached, as per the provisions of Article XXVII, Section A. If, pursuant to negotiations, an agreement on the renewal or modification is not reached prior to the expiration date, it may be extended by mutual written agreement of the parties.

ALLEN PARK MEA/NEA:


Jeannette MacDonald
APEA President


Joel Burkey
APEA Vice President

BOARD OF EDUCATION:


Frank Liberati
Board President


Gordon Miller
Board Secretary

APPENDIX A
School Calendar

Workdays and Holidays

For the duration of this agreement, the School Calendars shall contain without deviation the following:

175 High School/Community School Student Days
178 Elementary School/Middle School Student Days

182 Teacher Days

A full two (2) weeks recess for the Christmas-New Years Holiday which shall encompass three (3) weekends.

For 2012/13 a Spring Recess which shall begin at the close of the school day the Thursday prior to Easter Sunday and shall continue through the Sunday following Easter.

The traditional holidays, including the Wednesday before and the Friday following Thanksgiving.

The mid-winter break.

Professional development days as included in the annual letter of understanding for calendar.

Calendars and schedules of Teacher and Student Days shall be developed in conformance with the above and shall be included as Appendix A of the Master Agreement.

**Letter of Understanding
Between
Allen Park Public Schools
And
Allen Park Education Association**

With regard to the 2012/13 school calendar, the Allen Park Public Schools and the Allen Park Education Association mutually agree as follows:

1. The 2012/13 school year calendar will include:

	<u>Full-days</u>	<u>Early Release</u>	<u>Half-days</u>	<u>Total</u>
Elementary	160	7	11	178
M.S.	165	7	6	178
H.S./C.S.	160	6	9	175

There shall be 182 work days for all teachers.

2. Thanksgiving Recess shall include the day before Thanksgiving (November 21, 2012) as well as Thanksgiving (November 22, 2012) and Friday after Thanksgiving (November 23, 2012) as recess days for students and staff.
3. The Mid-Winter Recess will be two (2) days for students and staff and will be scheduled for Monday, February 18, 2013 and Tuesday, February 19, 2013.
4. The Spring Recess will begin at the end of the school day on Thursday, March 28, 2013. Classes for students and staff will resume Monday, April 8, 2013.
5. Thirty-one and a half (31.5) hours of required professional development for District teachers will be provided as follows:
 - a. Two (2) full-day sessions. These sessions will be scheduled for Tuesday, September 4, 2012 and Tuesday, November 6, 2012. Each full-day session is six (6) hours long, and, District-wide, will run from 8:00 a.m. to 3:00 p.m. **(Total of 12 hours)**
 - b. Two (2) half-day sessions. These sessions will be scheduled for Tuesday, September 25, 2012 and Tuesday, March 12, 2013. Each half-day session is three (3) hours long. At the elementary level, in-services will be from 12:45 p.m. to 3:45 p.m. At the secondary level, in-services will be from 12:00 p.m. to 3:00 p.m. **(Total of 6 hours)**
 - c. Seven (7) early student release sessions. District-wide, these sessions will be on Tuesday, October 2, 2012; Tuesday, December 4, 2012; Tuesday, January 15, 2013; Tuesday, February 12, 2013; Tuesday, March 5, 2013 (elementary and middle school only); Tuesday, April 16, 2013; and Tuesday, May 14, 2013. Students will be released one (1) hour early on these days and each in-service session will be one and a half (1.5) hours long. **(Total 10.5 hours)**

- d. Three (3) hours of SafeSchools web-based professional development (**Total of 3 hours**)
- e. The high school and community school teachers will participate in professional development on Tuesday, March 5, 2013 of MME week. These hours will be considered departmentally driven professional development. The schedule will be:

High School

High school teachers on Tuesday, March 5, 2013 will participate in professional development from 1:30 p.m. to 3:15 p.m. (**Total 1.75 hours for high school**)

Teachers will be scheduled to proctor the MME test either Wednesday, March 6, 2013 or Thursday, March 7, 2013. Professional development will not be conducted on these days. On the Wednesday or Thursday that a teacher does not proctor the MME test, he/she shall report to work at the regularly scheduled start of school. This time shall be unassigned prep time.

Community School

Community school teachers on Tuesday, March 5, 2013 will participate in professional development from 1:00 p.m. to 2:45 p.m. (1.75 hrs)

Teachers will be scheduled to proctor the MME test on Wednesday, March 6, 2013 and Thursday, March 7, 2013. (**Total 1.75 hours for community school**)

- f. All professional development missed must be made up through self-directed professional development. Self-directed professional must be pre-approved by the Instructional Curriculum Council (ICC). If, due to the timing, ICC is not available, then pre-approval is required from the building principal.

6. Article IV, Teaching Hours and Class Loads, Section I, which allowed for up to nine (9) staff meetings of a half-hour in length, will not be applicable to the 2012/13 school year.

7. The following start and end times will be observed at each building:

- a. Elementary Kindergarten – Grade 5
 - i. Full days: 8:35 a.m. – 11:45 a.m., 12:25 p.m. – 3:30 p.m.
 - ii. Early-release days: 8:35 a.m. – 11:45 a.m.; 12:25 p.m. – 2:30 p.m.
 - iii. Half-days: 8:35 a.m. – 11:45 a.m.
- b. Middle School
 - i. Full days: 7:45 a.m. – 10:50 a.m., 11:25 a.m. – 2:30 p.m.
 - ii. Early-release days: 7:45 a.m. – 10:50 a.m.; 11:25 p.m. – 1:30 p.m.
 - iii. Half-days: 7:45 a.m. – 10:50 a.m.
- c. High School
 - i. Full days: 7:45 a.m. – 11:00 a.m., 11:35 a.m. – 2:35 p.m.
 - ii. Early-release days: 7:45 a.m. – 11:00 a.m.; 11:35 p.m. – 1:35 p.m.
 - iii. Half-days: 7:45 a.m. – 11:00 a.m.
 - iv. MME half-days: 11:35 a.m. – 2:35 p.m.
- d. Community School
 - i. Full days: 7:55 a.m. – 11:31 a.m., 12:03 a.m. – 2:45 p.m.
 - ii. Early-release days: 7:55 a.m. – 11:02 a.m.; 11:34 p.m. – 1:45 p.m.

- iii. Half-days: 7:55 a.m. – 11:05 a.m.
- iv. MME half-days: 11:32 a.m. – 2:45 p.m.

- 8. At elementary there will be one bell rung at 8:35 a.m. only Teachers will meet their students at their assigned exterior door and escort them to the classroom. Instructional time begins at the 8:35 a.m. bell.
- 9. Elementary teachers will be provided with six (6) additional half-days without assigned students for the sole purpose of preparation. The dates of these half-days will be September 28, 2012, October 31, 2012, November 9, 2012, January 25, 2013, February 8, 2013, and June 10, 2013.
- 10. Parent/teacher conferences will be scheduled in the fall and spring.

Fall parent/teacher conferences:

- Elementary – November 19 and 20, 2012 – The first day shall consist of an evening conference session only. The second day shall consist of an afternoon conference session (half-day for students) and evening conference session. The afternoon conference session shall be from 12:45 p.m. to 3:15 p.m. and the evening conference session shall be 5:00 p.m. to 7:30 p.m.
- Middle School – November 19 and 20, 2012 – The first and second day of conferences shall occur in the evening only from 5:00 p.m. to 8:00 p.m.
- Secondary – November 14 and 15, 2012 – The first and second day of conferences shall occur in the evening only from 5:00 p.m. to 8:00 p.m.

Spring parent/teacher conferences:

- Elementary – February 6 and 7, 2013 – The first and second day of conferences shall occur in the evening only from 5:00 p.m. to 7:30 p.m.
- Middle School – February 27, 2013 – Conferences shall occur in the evening only from 4:00 p.m. to 8:00 p.m.
- High School and Community School – February 28, 2013 – Conferences shall occur in the evening only from 4:00 p.m. to 8:00 p.m.

- 11. In reference to Article X, Teacher Leave Days, Section H, holidays shall be defined as Labor Day, Memorial Day, Thanksgiving Recess, Winter Recess, Mid-Winter Break, Spring Recess, and Summer Recess.

Allen Park Public Schools

Allen Park Education Association

Date

Date

APPENDIX B
2012-2013 Salary Schedule

	Salary for first <u>semester</u>	(a)	Salary for second <u>semester</u>	(b)	Salary paid for <u>2012/13</u> (a+b)
BA					
0	\$39,011	\$19,506	\$39,011	\$19,506	\$39,011
1	\$39,011	\$19,506	\$40,962	\$20,481	\$39,987
2	\$40,962	\$20,481	\$41,883	\$20,942	\$41,423
3	\$41,883	\$20,942	\$45,085	\$22,543	\$43,484
4	\$45,085	\$22,543	\$48,348	\$24,174	\$46,717
5	\$48,348	\$24,174	\$53,072	\$26,536	\$50,710
6	\$53,072	\$26,536	\$55,394	\$27,697	\$54,233
7	\$55,394	\$27,697	\$57,913	\$28,957	\$56,654
8	\$57,913	\$28,957	\$60,478	\$30,239	\$59,196
9	\$60,478	\$30,239	\$63,041	\$31,521	\$61,760
10	\$63,041	\$31,521	\$65,608	\$32,804	\$64,325
M	\$72,216	\$36,108	\$72,216	\$36,108	\$72,216

MA					
0	\$43,538	\$21,769	\$43,538	\$21,769	\$43,538
1	\$43,538	\$21,769	\$45,715	\$22,858	\$44,627
2	\$45,715	\$22,858	\$46,743	\$23,372	\$46,229
3	\$46,743	\$23,372	\$52,339	\$26,170	\$49,541
4	\$52,339	\$26,170	\$56,365	\$28,183	\$54,352
5	\$56,365	\$28,183	\$60,641	\$30,321	\$58,503
6	\$60,641	\$30,321	\$63,400	\$31,700	\$62,021
7	\$63,400	\$31,700	\$66,152	\$33,076	\$64,776
8	\$66,152	\$33,076	\$68,910	\$34,455	\$67,531
9	\$68,910	\$34,455	\$71,667	\$35,834	\$70,289
10	\$71,667	\$35,834	\$74,422	\$37,211	\$73,045
M	\$86,500	\$43,250	\$86,500	\$43,250	\$86,500

Salary schedule reflects a half-step pay increase for 2012/13 evenly distributed among pay periods.

Teachers at BAM and MAM receive an on-schedule contract increase of \$500.

The additional step at the top of the salary schedule has been eliminated.

There will be a wage reopener if District realizes a savings on employer retirement costs per Senate Bill 1040. Any additional compensation payments shall be off-schedule.

Teachers possessing an educational specialist degree shall receive \$1,500 above their appropriate step on the M.A. schedule.

Teachers possessing an earned Doctor's degree shall receive \$2,100 above their appropriate step on the M.A. schedule.

BA0 and MA0 steps will remain on the salary schedule, subject to future negotiations.

**APPENDIX B – 1
Extra Contractual Pay**

All extra contractual assignments shall be voluntary. The acceptance of/or rejection of extra contractual assignments shall not be made a condition of employment.

All extra duty which the teacher is required to perform outside of the school day which is not specifically covered elsewhere, shall be compensated by equal released time or at an hourly rate determined by multiplying the Fall Schedule Beginning Masters rate by a factor of 0.000465.

Extra contractual activities referred to in Article XXII, Paragraph H, Sections 1 & 2 shall be paid according to the following schedule: Fall sports paid the first pay in December; Winter sports paid the first pay of April; Spring sports paid the first pay of June.

Based on MA0 reduced by 10% \$39,184

	Level	STEP 1		STEP 2		STEP 3	
Baseball Coach-Varsity	HS	8.00%	\$3,134.74	8.50%	\$3,330.66	9.00%	\$3,526.58
Baseball Coach-JV	HS	6.00%	\$2,351.05	6.50%	\$2,546.97	7.00%	\$2,742.89
Baseball Coach-Freshmen	HS	5.00%	\$1,959.21	5.50%	\$2,155.13	6.00%	\$2,351.05
Baseball Coach 8th Gr.	MS	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Baseball Coach 7th Gr.	MS	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Basketball Boys Coach-Varsity	HS	11.00%	\$4,310.26	12.00%	\$4,702.10	13.00%	\$5,093.95
Basketball Girls Coach-Varsity	HS	11.00%	\$4,310.26	12.00%	\$4,702.10	13.00%	\$5,093.95
Basketball Boys Coach-JV	HS	8.00%	\$3,134.74	8.50%	\$3,330.66	9.00%	\$3,526.58
Basketball Girls Coach-JV	HS	8.00%	\$3,134.74	8.50%	\$3,330.66	9.00%	\$3,526.58
Basketball Boys Coach-Freshmen	HS	5.00%	\$1,959.21	5.50%	\$2,155.13	6.00%	\$2,351.05
Basketball Girls Coach-Freshmen	HS	5.00%	\$1,959.21	5.50%	\$2,155.13	6.00%	\$2,351.05
Basketball Girls Coach 8th Gr.	MS	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Basketball Girls Coach 7th Gr.	MS	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Basketball Boys Coach 8th Gr.	MS	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Basketball Boys Coach 7th Gr.	MS	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Basketball Coach	COMM	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Cheer Sideline Coach-Varsity-Fall	HS	2.00%	\$783.68	2.50%	\$979.61	3.00%	\$1,175.53
Cheer Sideline Coach-JV	HS	2.00%	\$783.68	2.50%	\$979.61	3.00%	\$1,175.53
Cheer Sideline Coach-Freshmen	HS	2.00%	\$783.68	2.50%	\$979.61	3.00%	\$1,175.53
Cheer Sideline Coach-Varsity-Winter	HS	2.00%	\$783.68	2.50%	\$979.61	3.00%	\$1,175.53
Cheerleading Sponsor	MS	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Competitive Cheer Coach	HS	11.00%	\$4,310.26	12.00%	\$4,702.10	13.00%	\$5,093.95
Cross-Country Boys Coach	HS	5.00%	\$1,959.21	6.00%	\$2,351.05	7.00%	\$2,742.89
Cross-Country Girls Coach	HS	5.00%	\$1,959.21	6.00%	\$2,351.05	7.00%	\$2,742.89
Cross-Country Coach	MS	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Football Coach-Varsity	HS	11.00%	\$4,310.26	12.00%	\$4,702.10	13.00%	\$5,093.95
Football Assistant Coach-Varsity	HS	8.00%	\$3,134.74	8.50%	\$3,330.66	9.00%	\$3,526.58
Football Assistant Coach-Varsity	HS	8.00%	\$3,134.74	8.50%	\$3,330.66	9.00%	\$3,526.58
Football Coach-JV	HS	8.00%	\$3,134.74	8.50%	\$3,330.66	9.00%	\$3,526.58
Football Assistant Coach-JV	HS	6.00%	\$2,351.05	6.50%	\$2,546.97	7.00%	\$2,742.89
Football Coach-Freshmen	HS	5.00%	\$1,959.21	5.50%	\$2,155.13	6.00%	\$2,351.05
Football Assistant Coach-Freshmen	HS	4.00%	\$1,567.37	4.50%	\$1,763.29	5.00%	\$1,959.21
Football Coach	MS	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Football Assistant Coach	MS	2.00%	\$783.68	2.50%	\$979.61	3.00%	\$1,175.53

Golf Coach-Varsity	HS	5.00%	\$1,959.21	6.00%	\$2,351.05	7.00%	\$2,742.89
Hockey Coach-Varsity	HS	11.00%	\$4,310.26	12.00%	\$4,702.10	13.00%	\$5,093.95
Hockey Assistant Coach-Varsity	HS	5.00%	\$1,959.21	5.50%	\$2,155.13	6.00%	\$2,351.05
Pom Pon Coach	HS	2.00%	\$783.68	2.50%	\$979.61	3.00%	\$1,175.53
Soccer Boys Coach-Varsity	HS	8.00%	\$3,134.74	8.50%	\$3,330.66	9.00%	\$3,526.58
Soccer Girls Coach-Varsity	HS	8.00%	\$3,134.74	8.50%	\$3,330.66	9.00%	\$3,526.58
Soccer Boys Coach-JV	HS	6.00%	\$2,351.05	6.50%	\$2,546.97	7.00%	\$2,742.89
Soccer Girls Coach-JV	HS	6.00%	\$2,351.05	6.50%	\$2,546.97	7.00%	\$2,742.89
Soccer Coach	MS	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Softball Coach-Varsity	HS	8.00%	\$3,134.74	8.50%	\$3,330.66	9.00%	\$3,526.58
Softball Coach-JV	HS	6.00%	\$2,351.05	6.50%	\$2,546.97	7.00%	\$2,742.89
Softball Coach-Freshmen	HS	5.00%	\$1,959.21	5.50%	\$2,155.13	6.00%	\$2,351.05
Softball Coach 8th Gr.	MS	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Softball Coach 7th Gr.	MS	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Softball Coach	COMM	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Swimming Boys Coach	HS	8.00%	\$3,134.74	8.50%	\$3,330.66	9.00%	\$3,526.58
Swimming Girls Coach	HS	8.00%	\$3,134.74	8.50%	\$3,330.66	9.00%	\$3,526.58
Swimming Assistant Coach-Boys	HS	6.00%	\$2,351.05	6.50%	\$2,546.97	7.00%	\$2,742.89
Swimming Assistant Coach-Girls	HS	6.00%	\$2,351.05	6.50%	\$2,546.97	7.00%	\$2,742.89
Swimming Coach	MS	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Swimming Assistant Coach	MS	2.00%	\$783.68	2.50%	\$979.61	3.00%	\$1,175.53
Tennis Boys Coach-Varsity	HS	7.00%	\$2,742.89	7.50%	\$2,938.82	8.00%	\$3,134.74
Tennis Girls Coach-Varsity	HS	7.00%	\$2,742.89	7.50%	\$2,938.82	8.00%	\$3,134.74
Tennis Boys Coach-JV	HS	5.00%	\$1,959.21	5.50%	\$2,155.13	6.00%	\$2,351.05
Tennis Girls Coach-JV	HS	5.00%	\$1,959.21	5.50%	\$2,155.13	6.00%	\$2,351.05
Tennis Girls Coach-JV	HS	5.00%	\$1,959.21	5.50%	\$2,155.13	6.00%	\$2,351.05
Track Boys Coach-Varsity	HS	7.00%	\$2,742.89	7.50%	\$2,938.82	8.00%	\$3,134.74
Track Girls Coach-Varsity	HS	7.00%	\$2,742.89	7.50%	\$2,938.82	8.00%	\$3,134.74
Track Boys Assistant Coach-Varsity	HS	5.00%	\$1,959.21	5.50%	\$2,155.13	6.00%	\$2,351.05
Track Girls Assistant Coach-Varsity	HS	5.00%	\$1,959.21	5.50%	\$2,155.13	6.00%	\$2,351.05
Track Coach	MS	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Track Assistant Coach	MS	2.00%	\$783.68	2.50%	\$979.61	3.00%	\$1,175.53
Volleyball Coach-Varsity	HS	11.00%	\$4,310.26	12.00%	\$4,702.10	13.00%	\$5,093.95
Volleyball Coach-JV	HS	8.00%	\$3,134.74	8.50%	\$3,330.66	9.00%	\$3,526.58
Volleyball Coach-Freshmen	HS	5.00%	\$1,959.21	5.50%	\$2,155.13	6.00%	\$2,351.05
Volleyball Coach 8th Gr	MS	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Volleyball Coach 7th Gr	MS	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Volleyball Coach	COMM	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Weightlifting Coach-Winter	HS	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Wrestling Coach-Varsity	HS	11.00%	\$4,310.26	12.00%	\$4,702.10	13.00%	\$5,093.95
Wrestling Assistant Coach-Varsity	HS	8.00%	\$3,134.74	8.50%	\$3,330.66	9.00%	\$3,526.58
Wrestling Coach	MS	3.00%	\$1,175.53	3.50%	\$1,371.45	4.00%	\$1,567.37
Art Club	HS	3.00%	\$1,175.53	3.25%	\$1,273.49	3.50%	\$1,371.45
Band Director (Jazz, Symphonic, Marching)	HS	11.00%	\$4,310.26	12.00%	\$4,702.10	13.00%	\$5,093.95
Band Director (Jazz, Symphonic, Pep)	MS	8.00%	\$3,134.74	9.00%	\$3,526.58	10.00%	\$3,918.42
Band Director (Jazz, Instrumental)	ELEM	6.00%	\$2,351.05	7.00%	\$2,742.89	8.00%	\$3,134.74
Class Sponsor (12th Grade)	HS	3.00%	\$1,175.53	3.25%	\$1,273.49	3.50%	\$1,371.45
Class Sponsor (11th Grade)	HS	1.50%	\$587.76	1.75%	\$685.72	2.00%	\$783.68
Class Sponsor (10th Grade)	HS	1.00%	\$391.84	1.25%	\$489.80	1.50%	\$587.76
Class Sponsor (9th Grade)	HS	1.00%	\$391.84	1.25%	\$489.80	1.50%	\$587.76
Department Chair	HS					5.00%	\$1,959.21
Department Chair	HS					5.00%	\$1,959.21
Department Chair	HS					5.00%	\$1,959.21

Department Chair	HS					5.00%	\$1,959.21
Department Chair	HS					5.00%	\$1,959.21
Department Chair	HS					5.00%	\$1,959.21
Department Chair	MS					2.50%	\$979.61
Department Chair	MS					2.50%	\$979.61
Department Chair	MS					2.50%	\$979.61
Department Chair	MS					2.50%	\$979.61
Department Chair	MS					2.50%	\$979.61
Department Chair	MS					2.50%	\$979.61
Dramatics	HS	7.00%	\$2,742.89	8.00%	\$3,134.74	9.00%	\$3,526.58
Journal	HS	6.00%	\$2,351.05	7.00%	\$2,742.89	8.00%	\$3,134.74
Literary Magazine	HS	1.00%	\$391.84	1.25%	\$489.80	1.50%	\$587.76
Miscellaneous	HS	3.50%	\$1,371.45	3.50%	\$1,371.45	3.50%	\$1,371.45
Miscellaneous	MS	3.00%	\$1,175.53	3.00%	\$1,175.53	3.00%	\$1,175.53
National Honor Society	HS	4.00%	\$1,567.37	4.50%	\$1,763.29	5.00%	\$1,959.21
National Honor Society	MS	2.00%	\$783.68	2.50%	\$979.61	3.00%	\$1,175.53
Pep Club	HS	1.00%	\$391.84	1.50%	\$587.76	2.00%	\$783.68
Service Advisors	ELEM	1.00%	\$391.84	1.25%	\$489.80	1.50%	\$587.76
Service Advisors	ELEM	1.00%	\$391.84	1.25%	\$489.80	1.50%	\$587.76
Service Advisors	ELEM	1.00%	\$391.84	1.25%	\$489.80	1.50%	\$587.76
Ski Club	MS	1.00%	\$391.84	1.25%	\$489.80	1.50%	\$587.76
Student Council	HS	3.00%	\$1,175.53	3.25%	\$1,273.49	3.50%	\$1,371.45
Vocal Music	HS	3.00%	\$1,175.53	3.25%	\$1,273.49	3.50%	\$1,371.45
Vocal Music	MS	3.00%	\$1,175.53	3.25%	\$1,273.49	3.50%	\$1,371.45
Vocal Music (Honors)	ELEM	6.00%	\$2,351.05	7.00%	\$2,742.89	8.00%	\$3,134.74
Yearbook	HS	6.00%	\$2,351.05	7.00%	\$2,742.89	8.00%	\$3,134.74
Yearbook	MS	3.00%	\$1,175.53	3.25%	\$1,273.49	3.50%	\$1,371.45
Yearbook	COMM	3.00%	\$1,175.53	3.25%	\$1,273.49	3.50%	\$1,371.45

APPENDIX C
School Schedules

Elementary Schools

8:30 a.m. Teachers report
8:35 a.m. Instruction

11:25 a.m. – 12:05 p.m. 1st lunch
11:55 a.m. – 12:35 p.m. 2nd lunch
12:25 a.m. – 1:05 p.m. 3rd lunch

3:30 p.m. School dismissal

3:40 p.m. Teachers may leave

High School

7:45 a.m. – 8:55 a.m. 1st period
9:00 a.m. – 9:56 a.m. 2nd period
10:01 a.m. – 10:57 a.m. 3rd period
11:02 a.m. – 12:33 p.m. 4th period

11:02 a.m. – 11:32 a.m. A lunch
12:03 p.m. – 12:33 p.m. B lunch

12:38 p.m. – 1:34 p.m. 5th period
1:39 p.m. – 2:35 p.m. 6th period

2:45 p.m. Teachers may leave

1:35 p.m. – 2:30 p.m. 6th period
2:40 p.m. Teachers may leave

12:35 p.m. – 1:30 p.m. 5th period

2:55 p.m. Teachers may leave

d
perio
th
5

2:45 p.m.

* A "typical" daily schedule is listed. This schedule should be viewed as flexible, subject to change on a day to day basis as determined by student, teacher and program needs. Any permanent change shall be mutually agreed upon by the Union and the Administration.

APPENDIX D

2012-2013 Contact Time

Elementary Schools

Full-days: 8:35 – 11:45, 12:25 – 3:30 (375 min)
Half-days: 8:35 – 11:45 (190 min)
Early-release days: 8:35 – 11:45, 12:25 – 2:30 (315 min)

Full-days: 160
Half-days: 11
Early-release days: 7

Contact Time

$$\frac{375 \text{ min}}{60 \text{ min}} = 6.25 \times 160 = 1000.00 \text{ hrs}$$

$$\frac{190 \text{ min}}{60 \text{ min}} = 3.17 \times 11 = 34.87 \text{ hrs}$$

$$\frac{315 \text{ min}}{60 \text{ min}} = 5.25 \times 7 = 36.75 \text{ hrs}$$

Total = 1071.62 hrs

Professional Development

Full-days: 2 @ 6 hrs each = 12 hrs
Half-days: 2 @ 3 hrs each = 6 hrs
Early-release: 7 @ 1.5 hrs each = 10.5 hrs
Self-paced: = 3 hrs

Total = 31.5 hrs.

Contact Time + Professional Develop. = Total Contact Time
1071.62 + 31.5 = 1103.12 hrs

Middle School

Full-days: 7:45 – 10:50, 11:25 – 2:30 (370 min)
Half-days: 7:45 – 10:50 (185 min)
Early-release days: 7:45 – 10:50, 11:25 – 1:30 (310 min)

Full-days: 165
Half-days: 6
Early-release days: 7

Contact Time

$$\frac{370 \text{ min}}{60 \text{ min}} = 6.17 \times 165 = 1018.05 \text{ hrs}$$

$$\frac{185 \text{ min}}{60 \text{ min}} = 3.08 \times 6 = 18.48 \text{ hrs}$$

$$\frac{310 \text{ min}}{60 \text{ min}} = 5.17 \times 7 = 36.19 \text{ hrs}$$

Total = 1072.72 hrs

Professional Development

Full-days: 2 @ 6 hrs each = 12 hrs
Half-days: 2 @ 3 hrs each = 6 hrs
Early-release days: 7 @ 1.5 hrs each = 10.5 hrs
Self-paced: = 3 hrs

Total = 31.5 hrs.

Contact Time + Prof. Develop. = Total Contact Time
1072.72 + 31.5 = 1104.22 hrs

High School

Full-days: 7:45 – 11:00, 11:35 – 2:35 (375 min)
Half-days: 7:45 – 11:00 (195 min)
Early-release days: 7:45 – 11:00, 11:35 – 1:35 (315 min)
MME Half-days: 11:35 – 2:35 (180 min)

Full-days: 160
Half-days: 9
Early-release days: 6
MME Half-days: 2

Contact Time

$$\frac{375 \text{ min}}{60 \text{ min}} = 6.25 \times 160 = 1000.00 \text{ hrs} \quad \frac{315 \text{ min}}{60 \text{ min}} = 5.25 \times 6 = 31.50 \text{ hrs}$$

$$\frac{195 \text{ min}}{60 \text{ min}} = 3.25 \times 9 = 29.25 \text{ hrs} \quad \frac{180 \text{ min}}{60 \text{ min}} = 3.00 \times 2 = 6.00 \text{ hrs}$$

Total = 1066.75 hrs

Professional Development

Full-days: 2 @ 6 hrs each = 12 hrs
Half-days: 2 @ 3 hrs each = 6 hrs
Early-release days: 6 @ 1.5 hrs each = 9 hrs
MME: = 1.75 hrs
Self-paced: = 3 hrs

Total = 31.75 hrs.

Contact Time + Prof. Develop. = Total Contact Time
1066.75 + 31.75 = 1098.50 hrs

Community School

Full-days: 7:55 – 11:31, 12:03 – 2:45 (378 min)
Half-days: 7:55 – 11:05 (190 min)
Early-release days: 7:55 – 11:02, 11:34 – 1:45 (318 min)
MME Half-days: 11:32 – 2:45 (193 min)

Full-days: 160
Half-days: 9
Early-release days: 6
MME days: 2

Contact Time

$$\frac{378 \text{ min}}{60 \text{ min}} = 6.30 \times 160 = 1008.00 \text{ hrs} \quad \frac{318 \text{ min}}{60 \text{ min}} = 5.30 \times 6 = 31.80 \text{ hrs}$$

$$\frac{190 \text{ min}}{60 \text{ min}} = 3.17 \times 9 = 28.53 \text{ hrs} \quad \frac{193 \text{ min}}{60 \text{ min}} = 3.22 \times 2 = 6.44 \text{ hrs}$$

Total = 1074.77 hrs

Professional Development

Full-days: 2 @ 6 hrs each = 12 hrs
Half-days: 2 @ 3 hrs each = 6 hrs
Early-release days: 6 @ 1.5 hrs each = 9 hrs
MME: = 1.75 hrs
Self-paced: = 3 hrs

Total = 31.75 hrs.

Contact Time + Prof. Develop. = Total Contact Time
1074.77 + 31.75 = 1106.52 hrs

APPENDIX E
Schedule of Benefits

DENTAL CARE BENEFIT

Schedule of Dental Benefits

Type I	Preventative Services	
	Percentage.....	80%
	Lifetime Deductible	N-A
Type II	Restorative and Replacement Services (e.g., Crowns)	
	Percentage.....	80%
	Annual Deductible.....	N-A
Type III	Orthodontia Services	
	Percentage.....	60%
	Annual Deductible	N-A

Plan Maximums

Type I and II Services:		
	Maximum Annual Benefit per Covered Member	\$1,000.00
Type III Services:		
	Maximum Annual Benefit per Covered Member	\$1,500.00

VISION CARE BENEFIT

The Board shall provide Full Family coverage in the MESSA VSP-3 Plus Vision Care Plan.

APPENDIX F
Important Dates

September 30	New hire seniority date established
November 15	Notification/verification of graduate credit hours (1 st semester)
January 15	Notification/verification of graduate credit hours (2 nd semester)
February 15	Sabbatical leave notice
March 1	Requests for transfer due In-building transfer sheets due Looping application due Last date for early retirement notice incentive Notice of return from leave of absence
March 15	Sabbatical application decision Establish a bid pool date Tentative in-building assignments distributed
April 1	Voluntary layoff notification Notification of intent to return from voluntary layoff
May 31	<i>Last date for in-building reassignments</i>
June 1	Notification of tentative assignments
June 20	<i>(Approximate) Last possible date for teacher bid pool (may not occur after the last teacher work day)</i>
July 1	Notice of return from leave of absence (if begun after January 1)
August 15	Last date that transfer sheets are used

APPENDIX G
Teacher Evaluation Program

ALLEN PARK PUBLIC SCHOOLS
OVERVIEW OF TEACHER EVALUATION PROGRAM

<p align="center">Plan I Non-tenured Teachers</p> <p align="center">(Every year during non-tenured status)</p> <p>Pre-observation Conference A maximum of 5 working days before Observation I</p> <p>Observation I Between October & December 10 A scheduled observation of no more than 1 hour</p> <p>Feedback Oral feedback or a written memo within 10 working days of Observation I. Feedback which may result in a needs improvement or unsatisfactory rating must be provided in written form.</p> <p>Individualized Development Plan (IDP) First semester of employment.</p> <p>Observation II (Must be at least 60 days after Observation I) Between January & March A scheduled observation of no more than 1 hour.</p> <p>Post-evaluation Performance Review Teacher Evaluation Form completed within 10 working days following Observation II. Completion of Teacher Evaluation Form at least 60 days prior to the end of the school year. May review/revise IDP for the following year.</p>	<p align="center">Plan II Tenured Teachers</p> <p align="center">(Every three years)</p> <p>Pre-observation Conference A maximum of 5 working days before Observation I</p> <p>Observation I A scheduled observation of no more than 1 hour.</p> <p>Feedback Oral feedback or a written memo within 10 working days of Observation I. Feedback which may result in a needs improvement or unsatisfactory rating must be provided in written form.</p> <p>Observation II No more than 1 hour. Unannounced, after notification that evaluation will be within two weeks. Observation I & II must be completed by May 15 of school year.</p> <p>Post-evaluation Performance Review Teacher Evaluation Form completed within 10 working days following Observation II. All written documents must be completed no later than June 1st.</p> <p>* if the evaluation cycle cannot be completed in a given school year due to a leave of absence, the evaluation process will begin anew the following year</p>	<p align="center">Plan III Improvement Individualized Development Plan (IIDP)</p> <p>Initiated if the overall performance of a teacher has been rated unsatisfactory in any area (instruction, classroom management, professional standards); A copy will be provided to the union president.</p> <p>Observation I A scheduled observation, of no more than 1 hour, followed by a review conference and feedback.</p> <p>Observation II An unscheduled observation of no more than 1 hour at least 30 days after Observation I, followed by a review conference and feedback.</p> <p>Additional Observations If additional observations are necessary, there will be no more than two a month unless mutually agreed upon by APEA and Administration, each followed by a review conference and feedback. The observations may alternate between announced and unannounced visits.</p> <p>Feedback Written memo within 10 working days of <u>each</u> observation.</p> <p>Post-evaluation Performance Review (No later than May 15) At the end of the school year, the Association president or designee, the evaluator and the teacher involved will meet to review a final Teacher Evaluation Form in unsatisfactory area(s), assess progress towards IIDP goals, and determine a course of action for the following school year. In a case where dismissal is possible, other administrators and additional union representation, in equal numbers, may be included.</p>
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ALLEN PARK PUBLIC SCHOOLS
TEACHER EVALUATION FORM

Page 1 of 5

Name: Observation Dates:
Building: Grade:
Status: Subject:
Date Due for Tenure:

This evaluation system has been developed jointly by representatives of the APEA and the APPS Board of Education. The intent of the evaluation process is to foster continuous professional growth, provide accurate and helpful feedback, and to establish a written record of performance that will be used to determine continued employment. An integral part of this process is to improve learning opportunities for students. It encompasses the requirements of the Michigan Teacher Tenure Act and the Master Agreement between the APPS and the APEA.

Categories of Performance Standards

- S: The performance of the teacher consistently meets or exceeds the established standards.
NI: The performance of the teacher needs improvement to meet established standards.
U: The performance of the teacher is unsatisfactory in meeting the established standards.
NA/NO: The criterion listed is not applicable to the teacher's assignment or was not observed.

Needs Improvement/Unsatisfactory Ratings

Non-tenured

Any "needs improvement" mark must be supported by written explanation. If the overall performance in any one area (instruction, classroom management, or professional standards) is rated "needs improvement", the union president will be notified. If the overall performance in any one area (instruction, classroom management or professional standards) has been rated "unsatisfactory" and the teacher will continue to be employed, the administrator must complete written documentation based on observation. An Improvement Individualized Development Plan (IIDP) will be developed, with a timeline for implementation, in consultation with the teacher and Association by June 1st. The union president shall be notified and will receive a copy of the IIDP.

Tenured

Any "needs improvement" mark must be supported by written explanation. If the overall performance in any one area (instruction, classroom management, or professional standards) is rated "needs improvement", the union president will be notified. If the overall performance in any one area (instruction, classroom management or professional standards) of a tenured teacher's performance has been rated "unsatisfactory," the administrator must complete written documentation based on observation. An Improvement Individualized Development Plan (IIDP) will be developed, with a timeline for implementation, in consultation with the teacher and Association by June 1st. The union president shall be notified and will receive a copy of the IIDP.

Signature of Teacher

Signature of Principal

Date

**ALLEN PARK PUBLIC SCHOOLS
TEACHER EVALUATION FORM**

A. Instruction

1. Demonstrates thorough knowledge of the subject matter.
2. Demonstrates thorough knowledge of the District curriculum.
3. Connects instruction to prior knowledge, other disciplines and personal experiences.
4. Demonstrates long and short term planning.
5. Utilizes a variety of teaching and learning techniques.
6. Demonstrates competency in assessment, evaluation and communication of student progress.
7. Uses information gained from various assessments and observation of students to assist in planning and improving instruction.
8. Gives explanations, assignments and directions clearly.
9. Challenges students to engage in independent thinking, inquiry and problem solving.
10. Responds appropriately to students' comments and questions.
11. Stimulates interest in subject area through relevant, engaging instruction.
12. Promotes opportunities for students to be actively engaged in learning.
13. Modifies content and material to accommodate individual student needs.

S	NI	U	NA/NO

Comments:

The teacher's overall performance in the area of instruction is _____satisfactory. _____ needs improvement.
_____unsatisfactory.

Signature of Teacher

Signature of Principal

Date

**ALLEN PARK PUBLIC SCHOOLS
TEACHER EVALUATION FORM**

B. Classroom Management

1. Establishes a safe, orderly and comfortable environment.
2. Makes effective use of instructional time.
3. Helps students develop good work and study habits.
4. Maintains consistent and reasonable classroom control.
5. Exhibits fairness and consistency in dealing with behavior problems.
6. Demonstrates the ability to gain and hold the attention of the class.
7. Building and classroom rules are made known to the students.
8. Helps students become responsible for their actions.
9. Student input is encouraged and treated with respect.

S	NI	U	NA/NO

Comments:

The teacher's overall performance in the area of **classroom management** is _____satisfactory.
 _____ needs improvement.
 _____unsatisfactory.

Signature of Teacher

Signature of Principal

Date

**ALLEN PARK PUBLIC SCHOOLS
TEACHER EVALUATION FORM**

C. Professional Standards

- 1. Treats students, staff, parents and others with respect and dignity.
- 2. Communicates effectively with students, parents, teachers and staff.
- 3. Works collaboratively with others to promote the students' academic, social and emotional growth.
- 4. Treats confidential information with proper respect and discretion.
- 5. Demonstrates appropriate self-control in difficult situations.
- 6. Maintains complete and accurate records.
- 7. Performs required tasks accurately and meets deadlines.
- 8. Follows building and District policies and procedures.
- 9. Makes a positive contribution toward improving the school's effectiveness.
- 10. Participates in professional development activities to increase subject knowledge and instructional skills.
- 11. Models appropriate personal appearance and hygiene.

S	NI	U	NA/NO

Comments:

The teacher's overall performance in the area of professional standards is _____satisfactory.
_____ needs improvement.
_____unsatisfactory.

Signature of Teacher

Signature of Principal

Date

ALLEN PARK PUBLIC SCHOOLS
TEACHER EVALUATION FORM

Progress Towards IDP (required) and/or Overall Comments:

Teacher Remarks:

_____ *Central Office File (original)* _____ *Teacher Copy* _____ *Principal Copy*

The teacher has the right to attach his/her comments within 30 (thirty) days of receipt of this evaluation.

Signature of Teacher

Signature of Principal

Date

Allen Park Public Schools

Professional Growth Alternative Assessment

This evaluation system has been developed jointly by representatives of the APEA and the APPS Board of Education. The intent of the evaluation process is to foster continuous professional growth, provide accurate and helpful feedback, and to establish a written record of performance used to determine continued employment. An integral part of this process is to improve learning opportunities for students. It encompasses the requirements of the Michigan Teacher Tenure Act and the Master Agreement between the APPS and the APEA.

ALLEN PARK PUBLIC SCHOOLS

PROFESSIONAL GROWTH ALTERNATIVE ASSESSMENT OPTION

Tenured Teachers and Non-Classroom APEA Members Only	Professional Growth Elements	Suggestions
<p>Meeting of Evaluator and Teacher(s) between September 15 and the first Monday in October.</p> <p>Notification of choice of option by first Monday in October.</p> <p>Project begins by first Monday in November.</p> <p>Phase I Reflections by first Monday in February.</p> <p>Phase II Reflections by first Monday in March.</p> <p>Project completion of Year-end Summary by first Monday in May.</p> <p>Post-evaluation Performance Review by June 1st.</p>	<p>What format will be used?</p> <p>Format could include:</p> <p>What is the goal of your Professional Growth Alternative Assessment?</p> <p>Goals could include:</p> <p>What is the time line for your project?</p> <p>What methods/strategies will be used?</p> <p>What are the indicators of progress?</p> <p>Indicators of progress could include:</p> <p>What resources/support are needed?</p> <p>Resources/support could include:</p>	<p>Working with an administrator, with peers, independently; multidisciplinary, grade level teams, department teams, or a combination of approaches.</p> <p>Individual, team, building, or District goals that result in the continuous improvement of student learning.</p> <p>1-year, 2-year, or 3-year project; include anticipated starting/ending dates of project.</p> <p>Action research, coaching, video taping, self-assessment, clinical supervision, mentoring, college courses, simulations, workshops, visitation days, conferences, classroom observations, teacher academies.</p> <p>Student work portfolios, videotapes of classes, peer observation, principal observation, parent responses, student responses, statistical measures, performance assessment, reflective journal entries, case study analysis, professional portfolios, benchmarks.</p> <p>Classroom materials, student materials, journals, workshop, resources, books, collegial time, appropriate technology, mentoring, collegial support, release time, administrative support.</p>

Professional Growth Alternative Assessment (PGAA)

The Professional Growth Assessment is an alternative to the more traditional form of evaluation in which most APEA teachers have participated.

The PGAA is meant to be a collaborative process with the evaluator providing guidance and support. Periodic meetings will be held to discuss the progress of the project with the teacher. Most PGAA's are related to a building initiative, District initiative, or a School Improvement Plan goal. PGAA's may be done by individuals, pairs, teams, departments, etc.

Below are guidelines the tenured teacher and/or all non-classroom APEA member must use when making the decision as to whether this option is appropriate for him/her:

1. Only tenured teachers and all non-classroom APEA members may participate in the Professional Growth Alternative Assessment (PGAA).
2. The PGAA must be mutually agreed upon by the current evaluator and the teacher being evaluated. A statement will be provided by the evaluator stating that the teacher continues to meet or exceed all District expectations and has a satisfactory evaluation on file.
3. The current evaluator need not have evaluated the teacher previously.
4. Before the final decision to agree on the PGAA option is made, a meeting must take place. Prior to this meeting, an informational packet will be provided to assist the teacher in making an appropriate choice. The teacher may accept or decline this option after this meeting.
5. If the teacher decides to accept the PGAA option, then the PGAA form must be completed with dates of meetings held. This form will be available from the evaluator.
6. When the teacher submits the PGAA form to his/her evaluator, it must contain items mentioned in No. 5 above and a brief description of what the project entails.
7. After each phase of the project, the process will be reviewed to determine if adjustments need to be made.
8. When the project is completed, the teacher is to include a copy of the product, if possible.
9. Any additional professional activities related to the project may be included in the final year-end summary.
10. The teacher may recommend further professional development ideas.

**ALLEN PARK PUBLIC SCHOOLS
PROFESSIONAL GROWTH ALTERNATIVE ASSESSMENT FORM**

Eligible Staff Member _____ Date _____

Other Participants _____

Building _____ Grade/Subject _____

Suggested Length of Assessment 1 2 3 yrs Project Year of Assessment 1 2 3

Timeline & Phase Reflections

Dates	Process Steps	Initial and date as completed.		
		Teacher	Evaluator	Date
1 st Monday in October	Decision on PGAA Option			
1 st Monday in November	A. Format B. Goal(s) C. Methods/Strategies D. Indicators of Progress E. Resources/Support needed			
1 st Monday in February	Reflections			
1 st Monday in March	Reflections			
1 st Monday in May	Completion of PGAA Project			
1 st Monday in June	Post-evaluation Performance Form			

Use chart on Page 1 to complete sections below.

Format:

Goal(s):

Describe how this will improve student learning:

Year 1, 2, 3

1. Methods/Strategies

2. Indicators of Progress:

3. Resources/Support Needed:

Staff member(s) signature _____

Evaluator's signature _____

Starting date _____ Ending date _____ Today's date _____

Phase I. Reflections (1st Monday in February)

Phase II. Reflections (1st Monday in March)

Accomplishments (by 1st Monday in May)

_____ Evidence of progress made towards goal(s).
Performance of teacher to date meets or exceeds established District standards.

_____ The teacher's performance is unsatisfactory in meeting the established standards.
The evaluator recommends the teacher begin the IIDP process.

_____	_____
Signature of Staff Member	Date
_____	_____
Signature of Evaluator	Date

The teacher has the right to attach his/her comments within ten working days of receipt of evaluation.

Employee File (Central Office) _____ (Original)
Employee Copy _____
Evaluator Copy _____