



ACHIEVEMENT | COMMUNITY | VISION

# **GROSSE ILE TOWNSHIP SCHOOLS**

**AGREEMENT BETWEEN  
THE**

**GROSSE ILE BOARD OF EDUCATION**

**AND**

**GROSSE ILE EDUCATION ASSOCIATION**

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**JUNE 5, 2019 – JUNE 30, 2020**

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## INTRODUCTION

It is the responsibility of the Board of Education to determine the type of educational program that will be offered in Grosse Ile Township Schools. The quality of education will depend in a large part on how successful the community is in attracting and retaining well-trained, competent, professional staff members.

The Board of Education agrees that it is the professional responsibility of the Grosse Ile Education Association to continually review the strengths and weaknesses of the educational program and to recommend to the Grosse Ile Board of Education changes necessary to maintain or improve the education program of Grosse Ile.

The Association agrees that it is the responsibility of the Board to establish policies and procedures not covered in this Agreement for the orderly and efficient functioning of the school system and recognizes the Board's right to amend, add to, or change such policies and procedures so long as they are not inconsistent with any of the terms of this Agreement.

The Board and the Association pledge to seek to extend the advantages of public education to every student without regard to race, creed, religion, sex, color or national origin and seek to achieve full equality of educational opportunity for all pupils.

## AGREEMENT

This Agreement is made and entered into by and between the Grosse Ile Board of Education hereinafter referred to as the "Board" and the Grosse Ile Education Association hereinafter referred to as the "Association", Witnesseth:

Adopted by the Board of Education: June 4, 2019

### ARTICLE 1 Recognition

The Board hereby recognizes the Association as the exclusive bargaining representative for all certified teaching personnel, including guidance counselors, speech diagnostician, learning consultant, social worker, psychologist, and media specialists.

The term "teacher", when used hereinafter in this Agreement, shall refer to all bargaining unit members represented by the Association in the bargaining unit whose employment is governed by the Michigan Teachers' Tenure Act, MCL 38.1 et seq. The term "ancillary staff" shall refer to those staff members who are not "teachers" as defined above, but who are members of the bargaining unit. The term "bargaining unit member" shall mean any member of the bargaining unit, inclusive of teachers and ancillary staff.

**ARTICLE 2**  
**Teacher Rights**

**Section 1.** Pursuant to Act-379 of the Public Acts of 1965 (The Public Employment Relations Act, referenced as PERA), as amended, the Board hereby agrees that every bargaining unit member shall have the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining. As a duly elected body exercising governmental power under color of the law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of rights conferred, by PERA or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any bargaining unit member by reason of his/her membership in the Association.

**Section 2.** The Board specifically recognizes the right of the Association appropriately to invoke the assistance of the Michigan Employment Relations Commission ("MERC"), or a mediator from such public agency.

**Section 3.** The Board agrees to furnish yearly district budget and financial audits to the Association. In addition, the Association will be provided the Board minutes and agenda.

**Section 4.** The Board of Education and Association will abide by the provisions set forth in the Every Student Succeeds Act. Any implementation of the Every Student Succeeds Act ("ESSA") will be conducted mutually between the Board of Education and Association unless such implementation involves a prohibited subject of bargaining under the Michigan Public Employment Relations Act ("PERA").

**ARTICLE 3**  
**Teachers' Hours and Loads**

**Section 1.**

- A. The Board recognizes the principle of a forty-hour workweek and will, so far as possible, set work schedules and make professional assignments, which can reasonably be completed within such standard workweek. Association members are to be in their building at least fifteen (15) minutes prior the beginning of classes. Association members may leave ten minutes after students are dismissed from their final class. If Association members are required to stay after the ten minutes for reasons not required by this Agreement, for five (5) consecutive school days, or if there is a pattern of required overstay, those required to stay over will be compensated pursuant to Article 14, Section 4(C).
- B. The Board recognizes the value of a duty-free lunch period. Each bargaining unit member shall have an uninterrupted lunch period of at least 30 minutes per day.
- C. Every effort will be made to provide ample relief time for all Elementary teachers in both the morning and afternoon. Relief periods shall be scheduled so that teachers will have no more than two (2) hours contact time without a scheduled break.

## **Section 2.**

- A. Scheduling of teachers is the responsibility of the Building Principals. Such scheduling shall provide preparation time equivalent to one class period, or forty-five (45) minutes, whichever is longer. Time in the morning prior to student arrival, and time after dismissal of students, shall not be considered as preparation time. Every effort shall be made to equalize preparation time district-wide.
- B. Principals shall involve teachers in the preparation of schedules and planning time. Schedules will be given to teachers involved promptly after they are finalized.

## **Section 3.**

- A. The normal weekly teaching loads in the Grosse Ile Schools, insofar as conditions permit, will not exceed those recommended standards published by the AdvancEd. The Board will continue to rely on the suggestions and recommendations of teachers in establishing and maintaining such standards.
- B. **Student days:** Minimum 180 days. If State authorities mandate more days during the length of the contract, the student days will be reflected in the calendar.
- C. **Teacher days:** Minimum 184 days. If the State mandates more than 180 student days during the length of the contract, the teacher days will reflect at least two (2) more teacher days than the number of student days or more if mandated by State authorities.
- D. The length of the school day for students shall be based on the following criteria:
  - 1. The length of the school days for students shall be based on the minimum number of instructional hours set by State authorities (Grades K-12).
  - 2. Consideration of the welfare of students (including safety and transportation).
  - 3. Quality education standards (as suggested by recognized professional organizations) and input from faculty and staff).
  - 4. Consideration for the needs of the community.
  - 5. Consideration of teacher welfare and morale.
- E. The Board and the Association agree that recess times at the Elementary level can be considered a valuable learning situation or aid to the learning process under the supervision of teachers or qualified personnel.
- F. The Board and Association agree that bargaining unit members will report for work up to two (2) days prior to the official starting date for students. These two days will be used for professional development and preparation time.

## **Section 4.     Class Size**

- A. The Board recognizes that in the normal academic classroom the quality of education deteriorates as class size varies significantly from the optimum size (optimum size is defined as the most favorable condition for educational growth). The Administration will meet with the Association President to form a joint committee of two administrators and two teachers to investigate and recommend to the Board solutions for relieving the class size problem brought to the attention of the committee.

- B. The Board and the Association agree that the class size must be appropriate to the intellectual-emotional needs of the pupils, the skills of the teacher, the type of learning desired, and the nature of the subject matter. The Board recognizes that mainstreaming and/or inclusion requires modification in class size to accommodate the students' special needs.
- C. Twice each year, the Building Principal shall meet with the Secondary teachers concerning class sizes. Such meetings shall be held prior to fourth Friday for the fall semester, and prior to February 15<sup>th</sup> for the winter semester of each year. It is expected that such meetings for the Elementary teachers will be on a grade level basis in order to make every reasonable effort to equalize class size on the basis of Article 4.B. above, and to keep teachers informed of the district-wide situation. It is agreed that the Elementary meeting shall be held within the first and last two weeks of school to accommodate any necessary changes for the year.

**Section 5.** Any bargaining unit member(s) currently employed may request shared teaching schedules by April 1<sup>st</sup> of the current school year. Should the Board grant the request to make such assignments, the bargaining unit member(s) will receive the following:

- A. Pro-rata portion of his/her salary and benefits.
- B. All shared-time or reduced schedule bargaining unit members will receive one year seniority and ½ increment on the salary schedule, if increments are negotiated to occur.
- C. Any bargaining unit member granted a shared-time or reduced-schedule position shall have the option to return to a full-time position at the end of a one (1) year period, if an opening is available. The Board also has the right to require a bargaining unit member back to full-time work after a one (1) year period, if deemed necessary.

**Section 6.** Every effort will be made to provide the Association President his/her preparation period at the start of or end of the work day or lunch period and the Association President may utilize this time for Association business. The Association President must notify his/her Building Principal when leaving the building, and upon arrival at another building, notify the office.

#### **ARTICLE 4** **Teaching Conditions**

**Section 1.** The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education that is the goal of both the Association and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is the education of students and that the organization of the school and the school day should be directed at insuring that the energy of the teacher is primarily utilized to this end.

**Section 2.**

- A. The Board recognizes the need for teacher involvement in the selection of appropriate textbooks, supplies, technology equipment and other materials which are the tools of the professional educator.
- B. The Board also recognizes the value of teacher participation toward the improvement of curriculum and will continue to rely on the judgment and experience of the teacher for recommendations.

**Section 3.** The Board recognizes that released time for teachers used in a productive manner will enhance the educational program for the community. Whenever the building school improvement committees feel released time is necessary, they may, through their appropriate principal, submit a proposed agenda for approval.

**Section 4.**

- A. The Board and the Association agree that a teacher's essential role in the classroom is a crucial element in quality education. For this reason, both parties agree that the teachers will be encouraged to keep abreast of the latest developments in subject area and educational techniques.
- B. Professional meetings and conferences are considered as one means to further professional growth. Should these meetings or conferences be scheduled when school is in session, the teacher may request to attend. Application for attendance at conferences shall be made to the Building Principals and shall be considered on the basis of the educational needs of the children, relevance to classroom techniques or subject matter, community needs, time loss from the classroom, and the preparations and planning of the teacher.
- C. A budget allowance shall be provided to cover travel cost, lodging, registration, etc. for any conference in which the administration or district requires a teacher to attend during the school year. The first 24 miles of mileage shall not be deemed a travel cost, and shall not be paid, for any teacher attending required district-wide or building-wide professional development offsite.

**ARTICLE 5**

**Assignments and Transfers**

**Section 1.**

- A. It is recognized that the assignment of ancillary staff members within a building is the right and responsibility of the Building Principal. Principals will make assignments in compliance with the Every Student Succeeds Act, when possible.
  - Upon completion of building assignments of ancillary staff by the Principals, the Board shall initiate the following process to fill the remaining vacancy(s):
    1. The vacancy shall be posted for fifteen (15) calendar days. All ancillary staff members, and the Association, shall receive a copy of the posting.

2. Candidates in the building in which the vacancy occurs will receive first consideration and shall be evaluated based on the criteria outlined in Article 5, Section 1. B, of this agreement.
    - If no one applies or meets the criteria for the position then:
      3. Candidates from the remainder of the district will receive consideration and shall be evaluated based on the criteria outlined in Article 5, Section 1. B, of this agreement.
    - If no one applies or meets the criteria for the position then:
      4. Outside candidates will be considered until a suitable candidate is found.
- B. When filling any ancillary staff vacancy the Board agrees to use the following criteria and to give due weight and consideration to each.
1. Certifications, Professional background, training and experience.
  2. Seniority in school district (when applicable).
  3. Additional relevant factors (when applicable).
- C. The Board agrees to follow the above process for full time and part-time ancillary staff positions. When an extra position becomes available in a building, Article 5, Sections A. 2, and B. 1-3 will be used to fill the vacancy.
- D. Ancillary staff shall receive their tentative teaching assignments for the next school year by May 15<sup>th</sup> of the current year. Ancillary staff should express their preferences to their Principal prior to this date. Should changes be necessary after May 15<sup>th</sup>, affected ancillary staff shall be notified as soon as possible by their building Principal.
- E. Copies of all teacher schedules shall be given to the Association President by the end of the first week of school each fall.

**Section 2. Definition of Transfers**

- A. A transfer shall be defined as either a voluntary or involuntary change in an ancillary staff member's assignment or position to another assignment or position. This would include: (1) a change in building assigned to, (2) in a non-classroom assignment such as media specialist or guidance counselor, or (3) in a Special Education assignment such as learning disability, emotionally impaired, etc.
- B. Voluntary Transfers – A request to transfer may be made any time a vacancy is posted. The request shall be made in writing to the Superintendent as outlined in Article 5, Section 1. The Association shall receive a copy of the request.
- C. Involuntary Transfers – Involuntary transfers of ancillary staff may be affected only for reasonable and just cause. The ancillary staff member and the Association shall be notified in writing by May 15<sup>th</sup> of the current school year of the district's intent to transfer. This notification shall include the new assignment or position and a "reasonable and just cause" explanation for the involuntary transfer.



**Section 3.** Whenever any vacancy in any teaching or Schedule B position shall occur, the School Administration shall publicize the same by sending to each employee by school email. No vacancy shall be filled permanently until such vacancy has been posted for at least fifteen (15) calendar days or fifteen (15) calendar days from the mailing date of notification of vacancy. All internal applicants must submit an internal application/transfer form located at the “employment” section of the district website. If there is an immediate need to reduce the posting period, it may be waived to ten (10) calendar days, upon agreement between the superintendent and the association president or his/her designee.

## **ARTICLE 6**

### **School Board Support of Bargaining Unit Members**

**Section 1.** The Board recognizes its responsibility to give all reasonable support and assistance to bargaining unit members with respect to the maintenance of control and discipline in the classroom. Whenever it is established that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Board will take necessary steps to aid the bargaining unit member in his/her responsibilities with respect to such pupil.

**Section 2.** Any case of assault or battery upon a teacher, proximately caused by their employment with the district, shall be promptly reported to the Board through its designated representative. The Board will provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault and shall render necessary assistance to the teachers in connection with handling of the incident by law enforcement and judicial authorities.

**Section 3.** If any bargaining unit member is complained against or sued by reason of disciplinary action taken by the bargaining unit member against a student, the Board will provide legal counsel and render necessary assistance to the bargaining unit member in his/her defense providing the disciplinary action was within established policies.

**Section 4.** Time lost by a bargaining unit member in connection with Sections 2 and 3, mentioned in this Article, shall not be charged against the bargaining unit member, providing such time off is authorized by the appropriate administrative official.

**Section 5.** Any complaint directed toward a bargaining unit member upon which the Administration feels action is necessary shall be immediately called to the bargaining unit member’s attention and, shall include the names of the person or persons making the complaint. If further action is necessary, the complainant will be directed to place the complaint in writing or hold a conference with the bargaining unit member.

A. Anonymous complaints will not be used against a bargaining unit member in any form, nor appear as part of any evaluation, nor be kept on file.

**Section 6.** Bargaining unit members shall be expected to exercise reasonable care with respect to the safety of pupils and property, but shall not be individually liable, except in the case of negligence or neglect of duty for any damage or loss to person or property.

**ARTICLE 7**  
**Rights and Responsibilities**

**Section 1.** The Board retains the right in accordance with applicable laws and regulations, (a) to direct bargaining unit members of the school, (b) to hire, promote, transfer, assign, and retain bargaining unit members in position, and to suspend, demote, discharge, or take other disciplinary action against bargaining unit members, (c) to relieve bargaining unit members from duties because of lack of performance or for other legitimate reasons, (d) to maintain the efficiency of the school operations entrusted to them, (e) to determine the methods, means and personnel by which such operations are to be conducted; (f) to take whatever action may be necessary to carry out the functions of the Board in maintaining a good educational program for the community of Grosse Ile; and (g) to take such actions as permitted pursuant to the Michigan Public Employment Relations Act and its prohibited subjects. No action by the Board, in the performance of the above rights and responsibilities, shall be in conflict with any of the terms of this Agreement.

**Section 2.** No ancillary staff-member shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Should any ancillary staff-member feel that action taken against him/her by the Board or by any agent representative thereof was not for just cause, he/she may resort to the procedure provided in this Agreement for the resolving of differences.

No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage for a reason that is arbitrary or capricious.

**Section 3.** The Board and the Association agree that alcoholism, drug abuse, emotional disorders and other similar problems affect job performance. The Board and the Association agree to cooperate through the Board-paid Employee Assistance Program, to assist affected employees in correcting the problem.

**Section 4.** Each teacher member upon request to the Superintendent shall have access to review his/her personnel file. Supplementing Personnel File information shall be governed by the Bullard Plawecki Employee Right to Know Act.

**Section 5.** The provisions of this Agreement and the wages, hours, terms, and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, sexual orientation or marital status or membership in or association with the activities of any employee organization.

**Section 6.** Notwithstanding their employment, bargaining unit members shall be entitled to full rights of citizenship and no religious or political activities of any bargaining unit member or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, providing such activities do not interfere with the teacher's responsibilities and the acceptable performance of his/her duties.

**Section 7.** The Board is committed to abide by the rules and regulations found in the Freedom of Information Act (FOIA)

**ARTICLE 8**  
**Procedure for Resolving Differences**

**Section 1.**

**Step 1.** Any bargaining unit member(s) believing that there has been a violation, misinterpretation or misapplication of any provision of this Agreement that is not a prohibited subject of bargaining under PERA or any existing rule, order or regulation of the Board, or any other provision of law (except a statute specifically establishing a procedure for redress) relating to wages, hours, terms or conditions of employment, will first discuss the complaint with his/her principal either directly, or accompanied by the Association representative if the teacher so desires with the objective of resolving it informally.

**Step 2.** In the event the complaint is not resolved informally, it may be reduced to writing, signed by the bargaining unit member, and presented to the Building Principal for his/her written answer within one (1) week.

**Step 3.** If the Principal's answer does not resolve the complaint within one (1) week, it may be referred within two (2) weeks to the Superintendent or his designated representative by the Association's Representative.

**Step 4.** If the Superintendent fails to resolve the complaint within three (3) weeks, the Association may transmit the question to arbitration. The arbitrator shall be selected by the American Arbitration Association in accordance with its rule. The arbitrator shall hear a presentation by each side and shall have the right to question the representatives of each side. He/she shall render a decision which shall be binding on both parties.

**Section 2.** The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement. He/she shall have no power to establish salary scales or change salary. He/she shall have no power to decide any question which under this Agreement is within the responsibility of the Board to decide, it being understood that any matter not specifically set forth remains within the reserved rights of the Board.

**Section 3.** The fees and expenses of the arbitrator shall be shared equally by the Board and the Association. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of the witnesses called by the other.

**Section 4.** Failure on the part of the Association to appeal a decision within the specified time limits at any of the steps of the procedure shall be considered acceptance of the decision and the difference shall be considered resolved.

**Section 5.** Failure on the part of the Administration to answer within the specified time limits at any of the steps of the procedure shall permit the Association to proceed to the next step within the time limits allowed, unless extended by mutual agreement in writing.

**Section 6.** The provisions of this Agreement, and the wages, hours, terms, and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, sexual orientation, disability or marital status or membership in or association with the activities of any employee organization, or any class of people protected by Michigan or federal law.

## **ARTICLE 9** **Miscellaneous Provisions**

**Section 1.** The Board agrees that the Bachelor's Degree, a state Approved Teaching certificate and new bargaining unit members meeting all other state mandates for employment shall be the minimal requirements for employment as a regularly assigned teacher; in the event acceptable candidates are not available, a teacher with a valid Michigan teaching certificate may be employed on a temporary assignment.

**Section 2.** It shall be the responsibility of the Administration to provide qualified substitute teachers.

**Section 3.** This Agreement shall supersede any established rule, regulation or practice of the Board which shall be contrary to or inconsistent with this Agreement. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

**Section 4.** Copies of this Agreement shall be printed in booklet form at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board. The Board shall also furnish 25 copies of the Master Agreement to the Association for its use.

**Section 5.** If any provision of this 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 not be deemed valid except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

**Section 6.** Both parties agree to meet upon reasonable request to discuss matters of common concern and mutually pledge to cooperate in arranging meetings, furnishing information and constructively considering and attempting to resolve such matters as may be relevant to student welfare or progress of education in this community.

**Section 7.** Any proposed contract changes in language may be implemented by "Letters of Agreement" during the life of this contract. Both parties agree to distribute copies of the "Letters of Agreement" to appropriate members.

**Section 8. Calendar**

- A. Prior to March 1<sup>st</sup>, the Superintendent, the Association President, and one teacher representative from each building, shall meet to discuss and agree upon proposals regarding the school calendar for the next school year.

**Section 9.** The Board recognizes that released time for planned in-service training will enhance the educational program for the community. Whenever the Association feels released time is necessary, it may, through its president, submit a proposed agenda for approval.

**Section 10.** Parent-teacher conferences shall be scheduled in the spring and the fall, and students shall be dismissed for these times. Bargaining unit members will also be available for individual conferences when deemed necessary.

**Section 11.** The Board and the Association agree that supervising student teachers is a voluntary assignment. Once decided upon, the supervisory teacher must complete the assignment. The Board shall provide the Association with the names and assignments of all student teachers and the staff members who have voluntarily agreed to accept their placement.

**Section 12.** The Board of Education agrees that it is the responsibility of the professional staff to present their viewpoints on matters affecting educational programs. Prior to staff recommendations affecting educational programs being presented to the Board, it shall be the responsibility of those staff and administration involved to discuss thoroughly any differences of opinion.

**Section 13. Department Chairs**

- A. The department chair(s) (secondary) shall exercise the coordination of programs and materials and shall serve as instructional liaison between the teachers of the department and the school administration. Such chairperson shall not be considered a supervisory bargaining unit member.
- B. The teacher selected as a department chairperson shall work with the administration on vital school issues. The Administration shall provide necessary release time and compensation (under Schedule B) to accomplish such assignments.
- C. The administration and Association have agreed to the following secondary department chair(s):
- Language Arts (including Foreign Languages)
  - Math
  - Science
  - Social Studies
  - Enrichment (Fine Arts, DCTC, Computers, Electives)
  - Counseling
  - Special Education

**ARTICLE 10**  
**Negotiation Procedures**

**Section 1.** At least ninety (90) days prior to the expiration of this Agreement, the parties will begin negotiations for a new Agreement covering wages, hours, and conditions of employment of teachers employed by the Board.

**Section 2.** In any negotiations, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party, and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

**Section 3.** If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the State Labor Mediation Board.

**ARTICLE 11**  
**Leaves**

**Section 1. Medical Leave (Sick Days)**

- A. All bargaining unit members hired on a full-time basis shall be granted an annual medical leave allowance of twelve (12) days at the beginning of the school year. Bargaining unit members hired on a part-time basis shall receive proportional medical leave allowance. Unused portions of the leave will be allowed to accumulate to 185.
- B. Medical leave is to be used for illness, injury, medical procedures and preparation for medical procedures.
- C. After three (3) or more consecutive days of use of medical leave, a pattern of use that leads the administration to conclude that days are being used improperly or a pattern of continuous absence due to illness, a medical statement may be required. A medical statement may be required in any circumstances prior to the employee being able to qualify for any income protection provisions of this agreement.
- D. An annual audit of bargaining unit member absences will be conducted. The Administration in concert with the Association will provide guidance and counseling where patterns of absence may indicate an underlying health problem. Should it be determined that such leave has been misused and the Board feels stronger corrective action is necessary, the teacher shall be notified in writing and a copy of the letter sent to the Association.
- E. Any bargaining unit member whose personal illness or injury extends beyond his/her accumulated sick time shall be granted a Medical Leave of Absence without salary (see

Section 6) and benefits (see section 8) for such time as is necessary for complete recovery. The Board reserves the right to require satisfactory medical evidence of recovery prior to returning. Upon return from leave, a teacher shall be assigned to the same position, if available, or a substantially equivalent position, when available, providing the teacher is qualified as determined by his/her certification and qualifications.

- F. Any bargaining unit member absent from work because of childhood diseases shall suffer no loss of salary and shall not be charged with loss of accumulated sick leave days if incidence of the diseases have occurred in the school environment.

## **Section 2. Personal Leave**

Two (2) days of the annual Medical Leave allowance may be used for personal business upon the approval of the Building Principal. Such leave must be arranged with the Building Principal at least two (2) days prior to its use, except in an emergency situation. During the course of a year, extenuating circumstances may require additional personal business days. Additional days may be granted by the Employer and deducted from the bargaining unit member's Medical Leave.

Medical Leave allowance will not be allowed for personal business immediately before or after a holiday, vacation, or summer break, except in the case of documented emergencies unrelated to a vacation or travel plans.

## **Section 3. Pregnancy Disability**

- A. Bargaining unit members on Pregnancy Disability Leave are covered under Section 11A and 11B and qualify for medical leave pay like any other disability or illness. The use of medical leave for reasons of pregnancy shall be governed by the attending physician who shall indicate when the teacher is unable to perform assigned duties for personal medical reasons.
- B. Upon termination of pregnancy disability, bargaining unit members may request FMLA Leave or Maternity Leave without pay. FMLA Leave will be governed by Section 6, Part B.1. Maternity Leave shall be granted for a period not to exceed one (1) full calendar year beyond the date of which such leave becomes effective. The Board may grant a year's extension upon written request by the bargaining unit member. Should the leave exceed three (3) months, the bargaining unit member shall be assigned to the same position if available, or a substantially equivalent position, when available, providing the bargaining unit member qualified as determined by the bargaining unit member's certification and qualifications.

## **Section 4. Sickness and Death in the Family**

In addition to personal illness and personal business, Medical Leave allowances may properly be used for absences caused by the following:

- a. Death or serious illness in the immediate family.
- b. Death or serious illness of any person living in the household.

Extent of leave for this purpose shall not exceed the time necessary to arrange proper care for those affected.

## **Section 5. Leaves of Absence for Adoption**

The Board of Education may grant a leave of absence for adoption, without pay, to any regularly employed certified staff member upon written request for such leave. Request for adoption leave must be submitted in writing immediately after formal adoption request has been made to an agency. Such leaves may be requested under Section 6 found below. Such leave of absence shall be for a period not to exceed one (1) full calendar year beyond the date of which such leave becomes effective provided, however, that the Board may grant a year's extension upon written request by the teacher.

Leave, if approved, may commence on the awarding of the custody of the child by order of the Probate Court.

Bargaining unit members on adoption leave may request reinstatement at any time within one (1) year following the adoption of a child. Should the leave exceed three (3) months, the teacher shall be assigned to the same position, if available, or a substantially equivalent position when available, providing the teacher is qualified as determined by his/her certification and qualifications.

## **Section 6. Family Medical Leave Act (FMLA)**

Upon proper and timely application, an eligible will be granted a qualified leave of absence as required under the Family Medical Leave Act (FMLA) of 1993 (29 USC 2601) for a total period of up to twelve weeks.

### **A. Eligibility**

1. Qualified bargaining unit members are those bargaining unit members who have worked for the employer for at least one (1) year.

### **B. Reasons Applicable Under FMLA**

1. The birth of a child or the placement of a child for adoption or foster care.
2. Serious health condition of a teacher's spouse, child or parent.
3. Serious health condition of the teacher.
4. Care of a child under the age of eighteen (18).

### **C. Benefits of FMLA**

1. An eligible bargaining unit member's entitlement is limited to a total of twelve (12) workweeks of leave during any twelve (12) month period.
2. Health insurance benefit payments will continue for an bargaining unit member absent on a qualified leave.
3. Bargaining unit members returning from a FMLA leave will be returned to the same or an equivalent position.
4. The Board may require an bargaining unit member to utilize available paid leave time (e.g., sick leave, etc.) and such time will be utilized in computing available time off under the FMLA.



5. FMLA leaves can be taken on an intermittent schedule when medically necessary for planned and/or unanticipated medical treatment of a related serious health condition.
6. A rolling twelve (12) month period will be utilized in all cases by the Board in assessing the amount of time an eligible bargaining unit member has available for qualified leaves under the law.
7. Leave taken for a period that ends with the school year and begins the next semester is leave taken consecutively rather than intermittently. The period during the summer vacation when the bargaining unit member would not have been required to report for duty is not counted against the bargaining unit member's FMLA leave benefits. The member would be provided with any benefits over the summer vacation that bargaining unit members would normally have received if they had been working at the end of the school year.
8. In the event an bargaining unit member and his/her spouse are employed by the district, whether within or outside the bargaining unit, an aggregate of twelve (12) weeks will be provided, unless the leave time is attributable to a serious health condition that makes the bargaining unit member unable to perform the functions of his/her position. In such instances, the total amount of time for each spouse will not exceed twelve (12) weeks for all leaves covered by the FMLA.

#### **Section 7. Leaves of Absence Without Pay**

- A. Leave of absence without pay for reasons not covered in this article may, upon proper application, be granted up to a period of one (1) year to bargaining unit members who have two (2) or more years of service. It shall be the responsibility of the Association to advise members as to the provisions of this article. The Board shall notify the Association when a teacher applies for such leave. Bargaining unit members returning from unpaid leave shall be assigned to the same position, if available, or an equivalent position, providing the teacher is qualified as determined by his/her certification and qualifications.
- B. Teachers on leave desiring an extension must submit their request for an extension 60 days before the expiration of the leave or by March 15<sup>th</sup>, whichever comes first, a request for extension of the leave set forth in Section 7(A), above. The School District Administration may, in its sole discretion, approve or disapprove of the request
- C. Teachers on leave must return on the date that the leave or its extension expires. Failure to do so will be deemed abandonment.

#### **Section 8. Insurance Coverage During Unpaid Leaves**

Bargaining unit members who are granted leaves of absence without pay may elect to continue insurance coverage at the group rate, providing arrangements are made with the Business Office and payment of premium is made to the Board.

#### **Section 9. Emergency School Closings**

Every effort will be made to communicate announcements of emergency school closings to appropriate radio stations as early in the morning as possible. When the schools are closed to students, due to the above conditions, teachers shall not be required to report to work.

### **Section 10. Association Days**

- A. Officials of the Association may be granted up to fourteen (14) days with pay upon written notice to the Superintendent by the Association President. These days may be used to:
  - 1. Pursue official responsibilities in regard to the Association.
  - 2. Meet with the Administration officials from time to time regarding the maintenance of a quality education program for this community.
  - 3. To allow Association officials to join with the Board in presenting a unified position to legislative committees or representatives in regard to the educational needs of this community.
- B. In the event additional days are needed, additional days may be purchased by the Association at the current total daily substitute cost. Approval for additional days will be subject to the availability of substitutes, and due consideration to maintaining a quality education program.

### **Section 11. Jury Duty**

The Board recognizes Jury Duty as a civic responsibility. As such, the Board agrees to compensate teachers at their regular pay when teachers are called to serve. Time involved in such duties shall not be deducted from any other leave provisions contained in this section.

### **Section 12. Military Leaves of Absence**

- A. Military leave of absence shall be granted without pay to any teacher who shall be inducted, enlist or be called to active military duty in any branch of the Armed Forces of the United States.
- B. Bargaining unit members given such leave shall be entitled to reinstatement upon the completion of such service to the extent and under the circumstances that reinstatement may be required by the applicable laws of the United States and be granted step adjustments on the salary schedule.
- C. A bargaining unit member may use his/her personal business days for military obligation. Should the bargaining unit member choose to use his/her designated personal business days, the Board will pay the difference between the bargaining unit member's salary and his/her military pay.

### **Section 13. Sabbatical Leave**

- A. A sabbatical leave of absence may be granted to any school teacher of the school district upon recommendation of the Superintendent. The professional competence of the teacher and the general welfare and the advantage accruing to the school district shall be the general factors of consideration requisite to approval of requests for sabbatical leave.
- B. The teacher must have completed seven (7) consecutive years of satisfactory service as a full-time bargaining unit member with the district.
- C. During the terms of this contract, one (1) teacher may be granted sabbatical leave each year for professional study only.

- D. During said sabbatical leave, the teacher shall be paid at three quarters (3/4) his/her annual salary, providing, however, that any stipend that he/she receives from an outside source while on sabbatical when combined with the school district remuneration, shall not exceed the teacher's full annual salary.
- E. During said sabbatical leave the teacher shall be required to report to the Superintendent at intervals and in a manner specified by the Superintendent prior to approval of leave. Failure on the part of the teacher to do so may be cause for discontinuance of pay.
- F. Upon approval by the Superintendent authorizing sabbatical leave, the teacher will sign a commitment to assure the district of his/her return when his/her leave terminates.
- G. Teachers who are granted sabbatical leaves of absences shall continue to receive full benefits on all insurance plans requiring Board contribution.
- H. Request for sabbatical leave must be in writing and submitted in a manner determined by the Administration to the Superintendent's office by April 1 of each year.

**Section 14. List of Bargaining Unit Members on Leave**

The Board shall furnish to the Association a list of all bargaining unit members on leave and the effective date the leave was granted.

**ARTICLE 12**  
**Insurance Protection**

**Section 1.** The Board shall provide without cost to the bargaining unit member comprehensive Sick and Accident Insurance on a Long Term Disability policy assuring payment to the teacher in the event of illness at the following rate:

Monthly benefits will commence with the 61<sup>st</sup> day of disability and benefits will be payable to age 65 at 66 2/3% of bargaining unit member's salary according to the insurance policy in effect. If the bargaining unit member has days of accumulated sick leave beyond the 61<sup>st</sup> day of disability, he/she shall be guaranteed full take home pay for the number of days. He/she shall receive from the Board the difference between the allowance under the insurance and his/her regular salary (after taxes) to the extent and until such time as such teacher shall have used up any leave time provided in Article 12. Section 4.

**Section 2.** Health insurance (which includes prescription drug coverage) will continue with the self-funded program through Blue Cross. Each bargaining unit member shall pay by payroll deduction 20% of the total annual cost of the bargaining unit member's medical plan benefits (single, two person or family) to comply with the Publicly Funded Health Insurance Contribution Act, Public Act 152 of 2011. If a medical plan benefit is self-funded the Bargaining unit member's 20% contribution shall be based on the illustrative rate for the benefit and there shall be no subsequent adjustment if the actual cost of the benefit is more or less than the illustrative rate.

Health insurance, LTD, dental, vision and life insurance benefits to part time teachers will be provided pro-rated coverage.

**Section 3.** The Board agrees to provide for each teacher who is under contract and working a minimum of half days, life insurance in the amount of \$35,000 and Accidental Death and Dismemberment protection in the amount of \$35,000 without cost to the bargaining unit member. The Board also agrees to payroll deduction for teachers wishing to purchase additional life insurance from the same carrier.

**Section 4.** Any bargaining unit member who is absent because of an injury or disease compensable under the Michigan Worker's Compensation Law shall receive from the Board the difference between the allowance under the Worker's Compensation Law and his/her regular salary for the first sixty (60) days. Beginning with the sixty-first (61<sup>st</sup>) day, the bargaining unit member will be compensated per Section 13.1 of this Agreement.

**Section 5.** All physical examinations when required shall be provided without cost to the bargaining unit member, providing the examinations are given by the Township Health Officer or a Board designated physician. Should a bargaining unit member wish to select his/her own physician, he must do so at his own expense. If the state deems it necessary for bargaining unit members to be tested for tuberculosis or to receive hepatitis B vaccinations, the Board will provide these items.

**Section 6.** The Board agrees to pay for Group Dental Insurance according to the terms and conditions of the Board approved Dental Carrier as of October 23, 2001.

**Section 7.** The Board agrees to pay for Group Vision Care Insurance—according to the terms and conditions of the Board approved Vision Carrier as of October 23, 2001.

**Section 8. Part-Time Bargaining Unit Member**

- A. The Board will provide pro-rata payment of the health, LTD, dental, vision and life insurance benefits to any bargaining unit member hired on a part-time assignment.
- B. A part-time bargaining unit member who does not elect the pro-rata benefits coverage shall receive a pro-rata amount of the cash option, in lieu of the health benefits that a full-time teacher is eligible to receive.
- C. A part-time bargaining unit member for whom the Board provides pro-rata payment of benefit coverage will pay the remaining cost of the selected benefits at the COBRA rate. The current cost of the vision, dental, and life insurance benefits will be used to determine the pro-rata cost of those benefits.

**Section 9. Cafeteria Plan (Section 125 of Internal Revenue Code)**

- A. Funds unexpended at the end of each year shall be donated to a scholarship fund chosen by the Grosse Ile Education Association.

**Section 10. Insurance Opt-Out**

- A. Bargaining unit members who are eligible to receive, but do not elect, the health insurance coverage provided by the District shall receive the following payment each year, based on the districts enrollment:

<u>Number of Bargaining unit members Enrolled</u>	<u>Payout</u>
0 – 12	\$2,400
12 – 16	\$3,000
17 and up	\$3,600

Dental, vision, long-term disability and life insurance coverage will be provided to members. The cash shall be paid monthly over the ten (10) months, or a single payment at the end of the year, or into bargaining unit member's Cafeteria plan.

A bargaining unit member selecting this option must show proof of alternative coverage each enrollment period.

A bargaining unit member, whose spouse is employed by the Grosse Ile Schools and covered by the health benefits provided by the Grosse Ile Schools, shall not be eligible for the cash in lieu of health coverage.

- B. An eligible bargaining unit member who chooses the cash option in lieu of health insurance may elect to receive health insurance at any time during the year if there is a change in circumstance. For example: the member's spouse loses health insurance coverage; the member gets separated or divorced and loses health insurance coverage; etc. Should a member elect to change from the cash option to health coverage, he/she shall be eligible only for the pro rata portion of cash for that contract year.

**ARTICLE 13**  
**Professional Compensation**

**Section 1.** The salaries of bargaining unit members covered by this amendment shall be determined by the Salary Schedule which appears in Appendix A of the Agreement and commences the first day the bargaining unit member begins the school year.

**Section 2.** Credit for teaching experience outside the Grosse Ile School system may be granted up to the maximum on the Salary Schedule whenever that experience is deemed satisfactory. The Association shall be notified when a teacher is employed and granted less than earned experience.

**Section 3.** Non-teaching experience related to the candidate's teaching field and required for special certification shall be evaluated by the Board. The teacher would then be placed on an appropriate step of the salary schedule.

#### Section 4.

- A. The Salary Schedule in Appendix A is deemed to be calculated as compensation for certain professional responsibilities as follows:
1. Normal teaching load (based on education accrediting agencies).
  2. Normal school year (as defined by Michigan Department of Education as minimum and the traditional Grosse Ile calendar).
  3. Annual Open House.
  4. Parent-Teacher Conferences.
  5. Essential staff or building meetings.
- B. Salary Schedule increment payment steps become effective the first day of each new school year. Increments are granted annually according to time of continuous service. Time of continuous service is used because it is assumed that time on the job increases a teacher's skills and abilities, thus making them more valuable to the District. All course work taken after the Master's level must have prior written approval from the Superintendent. Credit hours taken after the school year begins, which earn the teacher an incremental step on the salary schedule, will be paid the first pay period following receipt of the teacher's official transcript from the university granting the credit.
- C. For duties assigned beyond those outlined in Article 14, Section 1, teachers will be compensated according to the Co-Curricular/Extracurricular Salary Schedule Appendix B, or at the rate of .0008 of the Bachelor's starting salary.
- D. Co-Curricular/Extracurricular assignments or compensation under Appendix B shall not be considered part of the teacher's regular contract as defined under the Michigan Tenure Act. Records of hours and assignment of teachers are the responsibility of the Building Principal. Teachers who are selected for duties listed in Appendix B shall assume continuity of the assignment. Should a position be eliminated, a 30 day notice shall be given to the teacher.
- E. Upon retirement and under provisions of the Michigan Public Schools Bargaining unit members Retirement Act, bargaining unit members shall receive retirement pay equivalent to \$ 275.00 per year for each year of service for the Grosse Ile Township Schools.
- F. A Teacher who accepts an additional teaching period according to the provisions within Article 6 will receive compensation for said period/class according to the following calculation:
- High School - 1/7 additional contract sum  
Middle School - 1/7 additional contract sum
- G. Teachers have the option to participate in the "Teacher Service Plan" (TSP). Teachers electing TSP will perform duties for the district mutually agreed upon between the teacher and building principal. All TSP plans must be approved by the Superintendent. To be eligible for a TSP, a formal letter of retirement must accompany the plan.

**Section 5.** Credit and hours earned will be paid at 3% of the base salary for each of the following intervals: BA + 10, BA + 20, MA + 10, MA + 20, and MA + 30.

Payment for additional credit hours will be made in the current year according to Section 4 above, providing official transcripts are received.

**Section 6.** The Board agrees, at the discretion of the Superintendent, to provide without cost to the bargaining unit member such in-service training or "updating" when it is required that teachers attend for new curriculum adoptions and ESSA requirements.

#### **ARTICLE 14** **Summer School**

**Section 1.** The Board agrees that the selection of summer school teaching personnel shall be based on the same concepts of training and competence as required during the regular school year.

**Section 2.** Notice of openings for summer school positions shall be posted as soon as it is known what courses will be offered. Local qualified staff applications to fill such openings shall be given primary consideration.

**Section 3.** Compensation for personnel filling such positions shall be paid at an hourly rate as per Appendix B. In addition to the hourly rate, those classroom teachers teaching classes requiring preparation time shall be paid one-fifth above the hourly rate.

**Section 4.** Only those sections of this contract which pertain to teachers' rights and protection of teachers shall apply to summer school teachers.

**Section 5.** It shall be the responsibility of the Administration to designate someone to serve in the capacity of Principal in all matters pertaining to summer school. Prior to the beginning of the summer school program, a meeting shall be held with those teachers involved to set up schedules and work out details.

#### **ARTICLE 15** **Reduction of Ancillary Staff**

**Section 1.** In the event the Board deems it necessary to reduce ancillary staff through layoffs the Board agrees to give ample notice to the Association. Before the Board takes official action to reduce staff the Association will be afforded opportunity to discuss the situation and offer alternative solutions. In the event of layoffs the Board will provide a list of the affected ancillary staff as soon as they are determined.

**Section 2.** The Board agrees every effort shall be made to retain elements of a well-rounded quality program. In the event of layoff, the following procedure will be utilized:

- A. The Board shall lay off ancillary staff in reverse seniority order until the pre-determined number of ancillary staff to be reduced is met.
- B. When it is determined that position(s) are available, ancillary staff will be recalled according to:
  1. Seniority
  2. Certification/Highly qualified status
  3. Educational background/training

4. Other relevant experience
- C. In the event the Board deems it necessary to reduce or eliminate a program(s) the affected ancillary staff member shall have the right to bump the least senior ancillary staff member. This process continues until all positions are filled and there are no more ancillary staff members eligible to bump.

**Section 3.**

- A. Seniority is defined as length of unbroken service in the District. Seniority begins the first paid day of employment in a bargaining unit member's assigned position.
- B. In the event two or more bargaining unit members have the same seniority, a lottery will be conducted to determine seniority for the purpose of layoff and recall only. The lottery will be conducted in the presence of the Association President, Superintendent and affected bargaining unit member (s), no later than September 15.
- C. Except in the event of an emergency, all ancillary staff members to be laid off shall be given at least thirty (30) days' written notice. The Board shall maintain and post in September of each year, a district-wide seniority list showing years of service in the District and valid certification for each bargaining unit member. Administrators will be placed on this seniority list according to their experience in the District.

**Section 4.** When there are ancillary staff positions that become vacant, laid-off ancillary staff who are qualified and have the greatest unbroken service to the District will be given the first opportunity to fill such positions. In the event two or more ancillary staff members are qualified and have the same unbroken service in the District, the Board agrees to give due weight and due consideration to the professional background, other training and experience of all applicants and other relevant factors.

**Section 5.** In conjunction with Article 9, Section 3, which provides that the individual contract executed between bargaining unit member and the Board is subject to the terms and conditions of this Agreement, it is intended that this article takes precedence over and governs the individual contract and the individual contract is expressly conditioned upon this article.

**Section 6.** Laid off ancillary staff, upon written request to the employer prior to the opening of school, will be placed on the substitute teaching list, provided they are so qualified and, if required, certified.

**ARTICLE 16**

**Mentor Teachers**

**Section 1.** The Board of Education will follow the law in regards to mentor teachers. The Administration and the Association further agree to follow the Mentor Program as outlined in Appendix "C".

**ARTICLE 17**

**New Legislative Requirements**

Should new legislation requirements that are not prohibited subjects of bargaining impact the teaching and learning in Grosse Ile Township Schools, a collaborative effort between GIEA and GITS will address implementation details.



**ARTICLE 18**

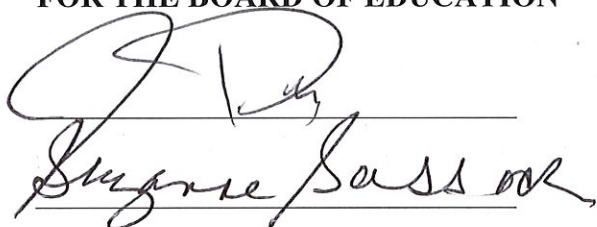
**Duration of Agreement**

This Agreement shall be effective for a term from June 5, 2019 through June 30, 2020, when it shall terminate. If either party desires to modify or amend this Agreement, that party shall give the other party written notice to that effect not less than sixty (60) days or more than ninety (90) prior to May 2, 2020.

IN WITNESS WHEREOF, the parties agree that all terms, benefits and conditions of this Agreement are to become effective June 4, 2019.

**FOR THE BOARD OF EDUCATION**

**FOR THE GIEA**

  
\_\_\_\_\_  
Suzanne Bassock

  
\_\_\_\_\_

  
\_\_\_\_\_

C. H. Yan  
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\_\_\_\_\_

Kevin Laeffler  
\_\_\_\_\_

John Lott  
\_\_\_\_\_

**APPENDIX A**

**Salary Schedule**

**Bachelor's Degree**

<u>STEP</u>	<u>INDEX</u>	<u>BA</u>	<u>BA + 10</u>	<u>BA + 20</u>
0	0.9803	\$42,315		
1	1	\$43,165	\$44,460	\$45,755
2	1.045	\$45,107	\$46,402	\$47,697
3	1.13	\$48,776	\$50,071	\$51,366
4	1.20	\$51,798	\$53,093	\$54,388
5	1.27	\$54,820	\$56,115	\$57,409
6	1.34	\$57,841	\$59,136	\$60,431
7	1.41	\$60,863	\$62,158	\$63,453
8	1.48	\$63,884	\$65,179	\$66,474
9	1.55	\$66,906	\$68,201	\$69,496
10	1.62	\$69,927	\$71,222	\$72,517
11	1.69	74,787	\$ 76,115	\$ 77,442

**Master's Degree**

<u>STEP</u>	<u>INDEX</u>	<u>MA</u>	<u>MA + 10</u>	<u>MA + 20</u>	<u>MA + 30</u>
0	1.0980	\$47,395			
1	1.12	\$48,345	\$49,640	\$50,935	\$52,230
2	1.175	\$50,719	\$52,014	\$53,309	\$54,604
3	1.27	\$54,820	\$56,115	\$57,409	\$58,704
4	1.35	\$58,273	\$59,568	\$60,863	\$62,158
5	1.43	\$61,726	\$63,021	\$64,316	\$65,611
6	1.51	\$65,179	\$66,474	\$67,769	\$69,064
7	1.59	\$68,632	\$69,927	\$71,222	\$72,517
8	1.67	\$72,086	\$73,381	\$74,675	\$75,970
9	1.75	\$75,539	\$76,834	\$78,129	\$79,424
10	1.83	\$78,992	\$80,287	\$81,582	\$82,877
11	1.91	\$82,445	\$83,740	\$85,035	\$86,330
12	1.99	\$ 88,063	\$ 89,391	\$ 90,718	\$ 92,046

Elimination of BA +10 and MA +10 - Bargaining unit members currently on steps within these two lanes will be grandfathered until such time as they meet the requirements to be moved to the next appropriate column/lane.

**APPENDIX B**  
**Co-Curricular/Extra Curricular Salary Schedule**

<b>Category 1</b>	<b>\$5,294.16</b>	Varsity Football Varsity Basketball Varsity Wrestling Varsity Volleyball HS Yearbook
<b>Category II</b>	<b>\$4,072.84</b>	Varsity Baseball Varsity Softball Varsity Cross Country Varsity Track Varsity Soccer Varsity Tennis Varsity Swim Varsity Rowing Varsity Golf Cheerleading-HS Football (sideline) Cheerleading-HS Basketball (sideline) Marching Band Director-HS
<b>Category III</b>	<b>\$3,718.23</b>	JV Basketball-HS JV Football-HS Varsity Assistant Football-HS Assistant Wrestling-HS JV Volleyball-HS
<b>Category IV</b>	<b>\$2,850.46</b>	JV Baseball JV Soccer JV Softball 9 <sup>th</sup> Grade Volleyball 9 <sup>th</sup> Grade Basketball Cheer-JV Football HS (sideline) Cheer-JV Basketball HS (sideline) Assistant HS Track Assistant Golf Assistant Rowing JV Tennis
<b>Category V</b>	<b>\$2,443.70</b>	7 <sup>th</sup> Grade Wrestling 8 <sup>th</sup> Grade Wrestling Drama Director (per production) Assistant Band Director-HS Vocal Music Director-HS 7 <sup>th</sup> Grade Football 8 <sup>th</sup> Grade Football 7 <sup>th</sup> Grade Basketball

<b>Category VI</b>	<b>\$2,035.89</b>	8 <sup>th</sup> Grade Basketball MS Yearbook Advisor 7 <sup>th</sup> Grade Baseball 8 <sup>th</sup> Grade Baseball 7 <sup>th</sup> Grade Softball 8 <sup>th</sup> Grade Softball MS Track 7 <sup>th</sup> Grade Volleyball 8 <sup>th</sup> Grade Volleyball Cheer-MS Football (sideline) Cheer-MS Basketball (sideline) Cheer-9 <sup>th</sup> Grade Basketball (sideline) Department Chairperson Music Director-HS (per production) Flag Corp Senior Class Advisor National Honor Society Advisor Student Council Advisor MS Assistant Wrestling
<b>Category VII</b>	<b>\$1,629.14</b>	Assistant Drama Coach HS Class Sponsors HS Science Club HOSA
<b>Category VIII</b>	<b>\$1,221.31</b>	Orchestra Director-Musical Ed. Tech-Support/Trainer
<b>Category IX</b>	<b>.0008 per hr. (Principal Approval) \$32.58</b>	
<b>Category X</b>	<b>Teacher Service Plan</b>	Summer School Teachers Club Sponsors
<b>Category XI</b>	<b>\$1,036.22</b>	Assigned Duties Up to \$5,250 (approved by Superintendent)
<b>Category XII</b>	<b>\$20.33 per hour</b>	Teacher in Charge
<b>Category XIII</b>		Emergency Substitute Cafeteria Supervisor (per lunch period)
		First Year Mentor \$1,436.63 Second Year Mentor \$957.75 Third Year Mentor \$718.31 Fourth Year Mentor \$478.88 Fifth Year Mentor \$478.88

## APPENDIX A & B ECONOMICS

All currently employed teachers, who were employed under previous contract where steps were frozen, will have those frozen steps reinstated, up to four steps. Those currently employed teachers who are at the top of the pay scale will have their salary increased, on schedule, by ½%. Those currently at the “bottom” will receive a salary increase, off schedule, of ½%. Steps frozen thereafter.

Schedule B salaries will be increased by ten (10%) percent of their current rate, up to an aggregated maximum of \$15,000.

Contract to be in effect from date of acceptance and ratification by the union and Board through June 30, 2020.

Insurance re-opener, on or about, June 30, 2019.

## APPENDIX C

### New Teacher Mentoring Program

Public Act 335 of 1993 amended the school code to provide intense professional development for classroom teachers during their first four (4) years of employment. A mentor teacher shall be defined as a master teacher as identified in section 1526 of the school code. In order to comply with the components of the law, a mentoring program has been established for all probationary classroom teachers during their first 4 years of employment in the district.

#### **General Agreements/Understandings**

**Grosse Ile Township Schools** – Grosse Ile Township Schools agree to fully support the mentoring program. Individual building administrators agree to provide support and assistance to Mentors in their building. All administrators agree not to request any information from Mentors regarding Mentees that may be used to evaluate any Mentees. They also agree not to use any information that was gathered inadvertently from a Mentor regarding a Mentee.

**Grosse Ile Education Association** – The Association agrees to fully support the Mentoring program and the work of the Mentors. The Association further agrees to assist with Mentor recruitment, selection and assignment. The Association also agrees to act as a liaison between Mentors/Mentees and the Board.

**Mentors** – Mentors agree to abide by the outlined job description. Mentors further agree to attend additional training when appropriate, and participate in all group meetings/activities.

**Mentees** – All new teachers will agree to participate fully in the mentoring program during their first 4 years of employment. New teachers, tenured in other districts, will enter the mentoring program at year three.

#### **COMMITMENT**

Mentors agree to:

1. Be available to their Mentee.
2. Be good listeners.
3. Be an advocate for their Mentee.
4. Maintain confidentiality.
5. Be perceptive and pro-active.
6. Be a role model.
7. Be a resource.
8. Provide quality growth experiences.
9. Act as an advisor.
10. Be a friend.

#### **RESPONSIBILITIES**

Mentors agree to:

1. Schedule and meet weekly for a minimum of 45 minutes.

2. Be available to meet at other times as needed. Schedule and plan collaborative teaching experiences, observations, professional development, etc.
3. Serve as a professional resource.
4. Participate in district Mentor/Mentee meetings, activities, etc.
5. Mentors will not participate in any form of evaluation other than in private and confidential exchanges between mentor and mentee.
6. Keep records and logs pertaining to contact time, content, goals, professional development, etc.
7. Participate in additional mentor training when appropriate.
8. Orientate their mentee to their building, the district, and the community.

### **COLLABORATIVE TIME**

1. Mentors and Mentees are granted release time to work collaboratively during the school day according to the following guidelines.
2. A "Collaborative Time Request" must be filed at least a week in advance with the Curriculum Director for approval (use form included in packet).
3. Mentors and Mentees are responsible for securing the appropriate substitutes.
  - First year teachers and their Mentors are granted 4 half days or 2 full days for collaboration.
  - Second year teachers are granted 4 half days or 2 full days for collaboration.
  - Third year teachers are granted 2 half days or 1 full day for collaboration.
4. These collaborative days may be used to work together in the Mentors classroom, in the Mentees classroom, in the classroom of another teacher, to a visit another district, attend a professional development activity, etc.

### **PROFESSIONAL DEVELOPMENT**

Participation in the mentoring program meets the new teacher's professional development requirements as established by state law for their first four years of employment.

### **CONFIDENTIALITY**

All parties agree to accept and honor the premise that any and all information, material, logs, journals, critiques, gathered during the mentoring process is the private property of the Mentee. Mentors agree to maintain complete confidentiality in regard to any information gathered during the mentoring process. Administrators agree not ask for, or accept, any information gathered from a Mentor regarding a Mentee.

### **MENTOR/MENTEE ASSIGNMENT/SELECTION**

The Curriculum Director has the final say in Mentor assignment.

### **MENTOR QUALIFICATIONS**

Teachers interested in becoming a Mentor must meet the following criteria:

1. Be at least a 5<sup>th</sup> year, tenured teacher.
2. Send a letter of interest to the Curriculum Director.
3. Be approved by the Superintendent.

### **COMPENSATION**

Mentors will be compensated according to Appendix B.