

A materials center shall be maintained and charged with the responsibility for seeking multi-ethnic materials related to study units being taught. The center shall also develop and maintain a current list of resource centers and persons within and outside the community.

### **ARTICLE XXII – SCHOOL EQUIPMENT**

The Board will provide if possible:

1. A separate desk for each teacher in the District with a lockable drawer space.
2. Closet space for each teacher to store coats, overshoes, and personal articles.
3. Chalkboard space in every classroom.
4. Copies exclusively for each teacher’s use of all texts used in each of the courses he/she is to teach.
5. A complete and unabridged dictionary made available for every classroom.
6. Storage space in each classroom for instructional materials.
7. Attendance books, paper, pencils, pens, chalk, erasers, and other such materials required to daily teaching responsibility.

The Board agrees to make available in each school adequate typing, duplicating, stenciling facilities, a copying machine, and clerical personnel to aid teachers in the preparation of instructional material.

### **ARTICLE XXIII – TEACHING FACILITIES**

- A. The Board shall make a reasonable effort to meet the State health, building, and safety requirements.
- B. The Board whenever possible should make available in each building properly trained personnel and equipment necessary to ensure proper first aid treatment for the teachers and the students.

- C. The Board shall make available in each school lunchroom, restroom and lavatory facilities exclusively for teacher use and at least one (1) room furnished which shall be reserved for use as a faculty workroom. Provisions for such facilities will be made in future building.
- D. Off-street parking facilities shall be provided and properly maintained and identified exclusively for teacher use.
- E. Telephone facilities shall be made available to teachers for their reasonable use.

#### **ARTICLE XXIV – TEACHING HOURS**

- A. Teachers are required to report for duty at least 25 minutes before the start of classes for each regular school day and shall be permitted to leave five (5) minutes after the close of the pupils' regular school day. However, teachers are encouraged to remain for a sufficient period of time after the close of the pupil's school day to attend to those matters which properly require attention at that time, including consultations with parents when scheduled directly with the teacher, except that on Fridays or on days preceding holidays or vacations the teachers' day shall end at the close of the pupils' day.
- B. Teachers' may be expected to attend building meetings. Such meetings shall not be scheduled more than twelve (12) times in one (1) year and shall not exceed one (1) hour in duration.
- C. The normal weekly teaching load in the junior and senior high schools will be twenty-five (25)-teaching periods and five (5) unassigned preparation periods. Without his/her consent no teacher shall be assigned to more than twenty-five (25) hours of pupil contacts per week. Assignment to a supervised study period shall be considered a teaching period for purposes of the Article. The normal teaching load in the elementary schools shall not exceed 25 hours of pupil contact per week.
- D. All teachers shall be entitled to duty-free, uninterrupted lunch period.

- E. Elementary teachers will be provided recess time equal to ½ hour each day. In addition, elementary teachers may use for preparation all time during which their classes are receiving instruction from various teaching specialists unless relief time of an average of five (5) class period per week is exceeded, then additional assignment may be made by the Board.
- F. Teachers of music, art, physical education and laboratory sciences, librarians, speech therapist, reading consultants, visiting teachers, counselors and all special education teachers shall be provided with relief and preparation time to the same extent as other teachers in the district.
- G. No departure from these norms except in case of emergency shall be made without prior consultation with the Association. In the event of any disagreement between the representative of the Board and the Association as to the need and desirability of such deviation, the matter may be processed through the professional grievance procedure hereinafter set forth.
- H. A teacher engaged during the school day in negotiating on behalf of the Association with any representative of the Board or participating in any professional grievance negotiations, including arbitration, shall be released from regular duties without loss of salary.

### **ARTICLE XXV – TEACHING CONDITIONS**

The parties recognize that optimum school facilities for both student and teacher are 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 to teach and that the organization of the school and the school day should be directed toward insuring that the energy of the teacher is primarily utilized to this end.

- ◆ Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered wherever possible.

**ARTICLE XXVI – PROFESSIONAL, PERSONAL AND ASSOCIATION LEAVE**

- A. At The beginning of every school year each teacher shall be credited with three (3) days to be used for the teacher’s personal business. A personal business day may be used for any purpose at the discretion of the teacher. A teacher planning to use a personal leave day or days shall notify his/her immediate supervisor at least three (3) days in advance except in cases of emergency. The teacher may be asked to explain the reason for any personal leave requested for a school day immediately before or after a holiday, weekend, vacation period, or emergency; and reasonable restrictions may be imposed on personal leaves on such days. Not more than two (2) elementary (K-6) and two (2) high school (7-12) teachers shall be granted leave on the same day unless approved by the administration. Deadline for non-emergency personal leave is two weeks prior to the last scheduled day of instruction. Unused personal days may accumulate up to five (5) days, and further accumulation will be added to accumulated sick leave not to exceed 180 days as specified under “Illness and Disability”.
- B. Any teacher called for jury duty during school hours or who is subpoenaed to testify during school hours in any judicial or administrative matter or who shall be asked to testify in any arbitration or fact-finding shall be paid his/her full salary for such time. If the teacher is reimbursed for second duty, any remuneration will be paid to the school or the teacher may take it as a day of personal business.

**ARTICLE XXVII – SABBATICAL LEAVE**

- A. Teachers who have been employed for seven (7) consecutive years by the Board may (optional) be granted a Sabbatical Leave for professional improvement for up to one (1) year. It is agreed that

professional improvement includes, but not limited to: attending a college, university or other educational institution; travel which will improve the teacher's ability to teach; and serving as an officer in the Mid Peninsula Education Association, the Michigan Education Association, or the National Education Association.

- B. To qualify for such Sabbatical Leave a teacher must hold a permanent or continuing teaching certificate.
- C. During said Sabbatical Leave the teacher shall be considered to be in the employ of said Board, shall have a contract and may (optional) be paid full or part of his/her salary and insurance benefits; provided, however, the Board shall not be held liable for death or injuries sustained by any teacher while on Sabbatical Leave.
- D. Teachers on Sabbatical Leave may be allowed credit toward retirement for time spent on such leave in accordance with the rules and regulations established by the Michigan Public School Employees Retirement Board.
- E. A teacher returning from Sabbatical Leave shall be restored his/her teaching position or to a position of like nature, seniority, status, and pay.
- F. Provided there are enough people who qualify for Sabbatical Leave and for such leaves, the Board may grant one (1) such leave per year with full pay to the teacher.

#### **ARTICLE XXVIII – UNPAID LEAVES OF ABSENCE**

- A. A leave of absence of one (1) year with the second year possible upon request may (optional) be granted to any teacher upon application for the purpose of participating in exchange teaching programs in other school districts, states, territories or countries, foreign or military teaching programs; the Peace Corps, Teacher Corps or Job Corps as a full-time participant in such program;

or a cultural travel or work program related to his/her professional responsibilities provided said teacher states IN WRITING his/her intention to return to the school system. Upon return from such a leave a teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the district during such period.

- B. A leave of absence of one (1) year with a second year possible upon request may (optional) be granted to any teacher upon application for the purpose of engaging in study at an accredited college or university reasonably related to his/her professional responsibilities. Upon return from such a leave a teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught one (1) year in the district during such period.
- C. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States. Upon return from such leave a teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught for one (1) year in the district during such period.
- D. A leave of absence of up to one (1) year shall be granted any teacher for the purpose of childcare. Said leave shall commence upon request of the teacher with a thirty- (30) day written notice. It is further provided that:
  - 1. The thirty (30) day notice may be waived upon approval of the Board
  - 2. The reinstatement shall be to the teacher's former position.
  - 3. A second year leave may (optional) be granted upon the written request of the teacher.
  - 4. A pregnant teacher may commence said leave at her option any time after confirmation of pregnancy by her doctor.
  - 5. In the event of miscarriage or death of object child of the leave, the leave of absence may be terminated upon request of the teacher if a position exists within the school system.
  - 6. For seniority and salary schedule purposes the teacher shall be given credit during which time said leave was granted.

7. The granting of such leave will in no way interrupt seniority and rights attendant thereto.

### ARTICLE XXIX – ILLNESS AND DISABILITY

- A. At the beginning of each school year each teacher shall be credited with nine (9) days of leave, the unused portion of which shall accumulate from year to year to a total of 180. The leave days may be taken by a teacher for the following reasons and subject to the following conditions:
  1. Personal illness or disability – the teacher may use all or any portion of his/her leave to recover from his/her own illness or disability which shall include childbirth and complications of pregnancy.
  2. Death in the immediate family – the teacher may take a maximum of four (4) days per death. Immediate family shall be interpreted as husband, wife, mother, father, brother, sister, children, grandchildren, father- and mother-in-law and grandparents.
  3. Other deaths – the teacher may take one (1) day per death to attend the funeral of any person.
  4. Medical or nursing care – the teacher may take three (3) days to make arrangements for medical or nursing care for a member of his/her immediate family. (See definition in paragraph 2 above.)
  5. Illness in the immediate family – the teacher may take a maximum of four (4) days per illness. Immediate family shall be defined in paragraph 2 above.
- B. The Board shall furnish each teacher with a written statement at the beginning of each school year setting forth the total sick leave credit.
- C. A teacher may be asked to explain the reason for any personal leave requested for a school day immediately before or after a holiday or recesses.
- D. A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability up to one (1) year, and the leave may be renewed each year upon written request by the teacher. The Board agrees to continue to provide the health insurance benefits provided for by this collective agreement for the duration of said leave.

- E. Absence due to injury incurred in the course of the teacher's employment shall not be charged against the teacher's sick leave days provided that the Board shall pay to such teacher the difference between his/her salary and benefits received under the Michigan Workmen's Compensation Act for the duration of such absence.

### **ARTICLE XXX – INSURANCE PROTECTION AND RETIREMENT BENEFITS**

The Board agrees to furnish teachers the following insurance protection:

- A. Selection of either Option I or Option II:
1. Option I: The Board shall provide up to full family MESSA Pak CHOICES II protection for a full twelve (12) month period. However, the increase shall be capped at 6%, cumulative, with the intent to equally share any increases over and above the 6% cap.
  2. Option II: Three thousand three hundred (\$3,300) shall be allowed to teachers employed in the school system full time towards MESSA's insurance and/or salary by those employees not covered by Option I for the 2009-10 contract year. The amount will increase by \$100 per each year of the contract. Part-time teachers will receive pro-rated portion.
- B. \$20,000 term life insurance will be provided to each teacher for each year of this contract.
- C. 80-80-80, E-007, Delta Dental insurance will be provided to each teacher for each year of this contract.
- D. Vision care insurance, VSP-2, will be provided for each teacher for each year of this contract. Only those employees that are employed 50% or more time will receive benefits under B, C, & D above. Those employees who were employed prior to the 1993-94 contract year will be grandfathered in at full coverage regardless of what percentage they are employed.
- E. Prescription medication will be \$10/20 co-pay by all employees starting May 1, 2010.



- F. The Board shall allow the MEA tax deferred annuity plan through salary reduction pursuant to Section 403(b) or a 457 plan of the Internal Revenue Code of 1954 as amended.
- G. In the event that an employee has exhausted sick leave accrual the above-mentioned fringe benefits shall continue throughout the balance of the contract year as defined in Section J.
- H. In the event that an employee is disabled through injury or illness covered by Workers' Compensation, sick leave shall not be reduced and the above-mentioned fringe benefits shall continue for the duration of the disability. If an employee is laid off, the fringe benefits in this section shall continue to remain in effect to the extent available through the underwriting company through the contract year and not exceed a maximum of six (6) months.
- I. The Board shall make payment of the insurance premiums for all persons who complete their contractual obligation to assure insurance coverage for the full twelve- (12) month period commencing October 1 and ending September 30. The open enrollment period shall be jointly established by the Board, the Association and Insurance Company. Opportunities for summer pre-enrollment and fall open enrollment shall be included.
- J. When necessary, premiums on behalf of the teacher shall be made retroactively or prospectively to assure uninterrupted participation and coverage. In instances where cost of coverage exceeds amount of subsidy, the School Board shall make provision for the excess to be payroll deductible.
- K. A single payroll deduction shall be available for all additional MESSA programs.
- L. Any employee of the Mid Peninsula Public School District shall after five (5) or more years of regular service within the district immediately preceding retirement benefits from the Michigan Public School Employees' Retirement Fund receive terminal leave pay to be computed as follows:  
\$20 x number of years' service, in the district, to be paid upon retirement.

M. Upon retirement, the Mid Peninsula School District shall pay to each employee an amount equal to one-half (1/2) of the daily base salary rate at the time of retirement (use the first step of the appropriate column of the salary schedule), times the number of accrued unused illness leave days, using a maximum of one hundred thirty (130) days in the final calculation, said amount to be added to the amount of terminal leave pay as described in L above.

### **ARTICLE XXXI – STUDENT DISCIPLINE**

- A. The Board recognizes the 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, or whenever it appears that the presence of a particular student in the class will impede the education of the balance of the class because of disruptions caused by said student, the Board will relieve the teacher of responsibilities with respect to said pupil upon recommendation of the Administration.
- B. A teacher may exclude a pupil from one (1) 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 principal as promptly as his teaching obligations will allow full particulars of the incident in writing. The pupil shall not be returned to the class until after consultation by the principal with the teacher.
- C. The Board in conjunction with the Association shall promulgate rules and regulations setting forth the procedures to be disciplining, suspending, or expelling students for misbehavior. Such rules and regulations shall be distributed to student, teachers, and parents at the commencement of each school year.

## ARTICLE XXXII – 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 this Agreement.
- B. Any individual contract between the Board and an individual teacher heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. Any individual contract hereafter executed shall be in the form provided in Appendix C 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 the Agreement, this Agreement during its duration shall be controlling.
- C. This Agreement shall supersede any rules, regulations or practices of the Board that shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- D. 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.
- E. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.
- F. An employee required to use his own personal vehicle in the course of his job will be reimbursed at the current district approved rate (\$.32/mile) for mileage.

- G. District pays for the cost of fingerprint for employees not yet printed.

**ARTICLE XXXIII – SPECIAL STUDENT PROGRAMS**

The parties recognize that children having special physical, mental, and emotional problems may require evaluation and specialized curriculum. The Board and the Association will comply with P.L. 198 and the current Intermediate School District Plan.

**ARTICLE XXIV – SPECIAL STUDENT & INTERN TEACHING ASSIGNMENTS**

- A. Assignments for the adult education, driver education, and summer school programs will be made by the Board on the basis of seniority gained through the years of continuous employment in the district, assuming equal qualifications among applicants. No teacher shall be required to work a split shift or teach less than three (3) hours in any summer school program. Teachers shall be compensated for teaching in any of such programs not less than their hourly rate calculated on the basis of the last normal teaching year.
- B. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall be informed of a telephone number they may call before 7:00 a.m. to report unavailability for work. Once a teacher has reported unavailability it shall be the responsibility of the administration to arrange for a substitute teacher. Substitutes shall be paid for a regular teaching day a sum determined by the Board to be a fair and appropriate rate. The use of regular teachers as substitute teachers shall be avoided whenever possible. In the event regular teachers covered by the Agreement are used as substitutes on an emergency and voluntary basis, said teachers shall be compensated at the rate of \$15.00 for each class period of teaching provided through the 2008-09 contract year.

- C. Supervisory teachers of student teachers shall be tenured teachers possessing a valid teaching certificate in academic preparation who voluntarily accept the assignment, and they shall be known as “supervisory master teachers”. The parties recognize that “supervisory master teachers” are not supervisory teachers under Public Act 379 of 1965.
- D. Supervisory Master Teachers shall work directly with the university program coordinator, assist in developing extensive opportunities for the student teacher to observe and practice the arts and skill of the profession.
- E. The Association agrees to accept student teachers as honorary members during their student teaching period and include them in appropriate meetings and activities of the Association.
- F. The Supervisory Master Teacher shall file a written report and evaluation with the university coordinator and the administration prior to the end of the student teaching experience.
- G. The Board shall disclose the amount received from the university placing the student teachers. Monies made available to the District by the placing university shall be administered monthly by a joint committee composed of the university coordinator, Supervisory Master Teachers, and a representative of the Board in a manner determined by the majority of the committee. The following areas of appropriate expenditure are suggested: In-service training programs, released time for permanent staff, materials and equipment.
- H. If the Association agrees to accept intern teachers, the Board agrees to disclose all terms of the proposed contract existing between the Board and the intern placing institution and further agrees to negotiate with the Association all terms of employment and working conditions of interns.

AUGUST				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER				
M	T	W	Th	F
			1	16
		9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER				
M	T	W	Th	F
2	3	4	5	6
9	10	11		13
	17	18	19	20
23	24			
30				

DECEMBER				
M	T	W	Th	F
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7	8	9	10	11
14	15	16	17	18

JANUARY				
M	T	W	Th	F
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25	26	27	28	29

FEBRUARY				
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	16	17	18	19
22	23	24	25	26

MARCH				
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22	23	24	25	26

APRIL				
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	20	21	22	23
26	27	28	29	30

MAY				
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24	25	26		28

JUNE				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Sept. 7	Labor Day
Nov. 16	Break Day
Nov. 25 - 27	Thanksgiving
Dec. 21 - Jan. 1	Christmas/New Years
Feb. 15	Break Day
March 29 - Apr. 2	Spring Break
April 19	Snow Make-up Day
May 31	Memorial Day
1/2 Days	
Sept. 8	First Day of School
Nov. 12	P/T Conferences
May 27	Last Day of School
1, 2 & 3	
Sept. 8 (P.M.)	
Feb. 12	
April 16	

**Elementary Schedule**

8:11	Class Begins
11:20/11:40	Lunch K
11:55/12:08/12:21	Lunch/Recess/Class 1-3
12:05/12:18/12:31	Lunch/Recess/Class 4-5
11:30/11:45/11:51	Lunch/Recess/Class 6
1:35/1:55	Recess K-5
3:13	Dismissal

**HS Schedule**

8:13/9:16	1st Hr
9:20/10:23	2nd Hr
10:27/11:30	3rd Hr
11:51/12:55	4th Hr
12:59/2:03	5th Hr
2:07/3:11	6th Hr

**End of Marking Periods**

Nov. 6	End of 1st M.P.
Jan. 29	End of Semester
March 26	End of 3rd M.P.
May 27	End of Semester

**APPENDIX B - GRIEVANCE REPORT FORM**

Grievance # \_\_\_\_\_ School District \_\_\_\_\_ Distribution of Form  
 1. Superintendent  
 2. Principal/Supervisor  
 3. Association  
 4. Grievant

Submit to Supervisor/Principal in Duplicate

Building	Assignment	Name of Grievant	Date Filed
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STEP 1

A. Date Cause of Grievance Occurred \_\_\_\_\_

B. 1. Statement of Grievance \_\_\_\_\_

\_\_\_\_\_

2. Relief Sought \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Date

C. Disposition of Supervisor/Principal \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Date

D. Disposition of Grievant and/or Union/Association \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor/Principal Date

**GRIEVANCE REPORT FORM – CONT'D**

**STEP II**

A. Date received by Superintendent or Designee \_\_\_\_\_

B. Disposition of Superintendent or Designee \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

C. Position of Grievant and/or Union Association \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STEP III**

A. Date Received by Board Designee \_\_\_\_\_

B. Disposition of Board or Designee \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

C. Position of Grievant and/or Union/Association \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STEP IV**

A. Date Submitted to Arbitration \_\_\_\_\_

B. Disposition & Award of Arbitrator \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Arbitrator

\_\_\_\_\_  
Date



**APPENDIX C**

**Mid Peninsula School District**

**Salary Schedule 2009-10 - 1.0% increase**

Credits beyond the BA/BS Continuing certificate and beyond the MA have graduate level courses or undergraduate level courses with college or university credit given and paid for by the employee that will lead to re-certification or will improve skills in the present teaching assignment.

<b>STEP</b>	<b>BA/BS</b>	<b>BA/BA PERM/CONT</b>	<b>BA/BS+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
1	28,895	29,646	30,022	30,889	31,654	32,420
2	29,906	30,684	31,073	31,970	32,762	33,555
3	30,953	31,758	32,160	33,089	33,909	34,729
4	32,036	32,869	33,286	34,247	35,096	35,945
5	33,158	34,020	34,451	35,446	36,324	37,203
6	34,318	35,210	35,657	36,686	37,596	38,505
7	35,519	36,443	36,905	37,970	38,911	39,853
8	36,309	37,253	37,725	38,814	39,776	40,738
9	37,116	38,081	38,563	39,677	40,660	41,644
10	37,941	38,927	39,420	40,559	41,564	42,569
11	38,784	39,792	40,296	41,460	42,488	43,515
12	39,646	40,677	41,192	42,381	43,432	44,483
13	40,527	41,581	42,107	43,323	44,397	45,471
14	41,428	42,505	43,043	44,286	45,384	46,482
15	42,348	43,449	44,000	45,270	46,393	47,515
16	43,290	44,415	44,978	46,277	47,424	48,571
17	44,252	45,402	45,977	47,305	48,478	49,650
18	45,235	46,411	46,999	48,356	49,555	50,754
19	46,241	47,443	48,044	49,431	50,656	51,882
20	47,268	48,497	49,112	50,530	51,782	53,035
21	48,319	49,575	50,203	51,653	52,933	54,214
22	49,393	50,677	51,319	52,801	54,110	55,419
23		51,564	52,217	53,725	55,057	56,388
24		52,026	52,679	54,187	55,519	56,851
25		52,488	53,142	54,649	55,981	57,313
26		52,951	53,604	55,112	56,444	57,775
27		53,413	54,066	55,574	56,906	58,238
28		53,875	54,529	56,036	57,368	58,700
29		55,522	56,176	57,683	59,015	60,347
30		57,169	57,823	59,330	60,662	61,994

**APPENDIX C (CONT'D)**  
**MID PENINSULA EXTRACURRICULAR ACTIVITIES SALARY SCHEDULE**

<b><u>Activity</u></b>	<b><u>% of BA/BS Base</u></b>	<b><u>2009-10</u></b>
Senior Advisor	1.0	288.95
Junior Advisor (as needed)	1.0	288.95
Sophomore Advisor (as needed)	1.0	288.95
Freshman Advisor (as needed)	1.0	288.95
J.H. Advisor (combined)	1.0	288.95
Newspaper	1.0	288.95
Forensics	1.5	433.43
Drama (per production)	1.5	433.43
Yearbook Advisor	2.5	722.38
Cheerleader Coach – Varsity (Fall)	1.0	288.95
Cheerleader Coach – Varsity (Winter)	1.0	288.95
Cheerleader Coach – J.V. (Fall)	.75	216.71
Cheerleader Coach – J.V. (Winter)	.75	216.71
Cheerleader Coach – J.H. (Both Squads)	2.0	577.90
Student Council Advisor	1.0	288.95
Add'l Approved Projects @	.2	57.79
Chorus (per event)	.75	216.71
Key Club	1.0	288.95
National Honor Society	2.0	577.90
Reading Month Coordinator		200.00

**APPENDIX C (CONT'D)**  
**SPORTS ACTIVITIES**

Coaching salaries are based on a percentage of the appropriate salary schedule step that is determined by the number of paid years of coaching experience in a sport at the 7<sup>th</sup> Grade level or higher. Members of the Association will be allowed credit for up to five (5) years paid coaching experience in other systems/positions. The Association will allow individual members to negotiate with the Board for credit beyond five (5) years. Non-degree coaches will use the B.S. column in determining the number of years of experience.

<u>Activity</u>	<u>2009-10</u>
Basketball – Varsity Boys and Girls	12
Basketball – J.V. Boys and Girls	7
Basketball – 9 <sup>th</sup> Grade Boys and Girls	3
Basketball – 7 <sup>th</sup> & 8 <sup>th</sup> Grade Boys and Girls	5
7 <sup>th</sup> Grade only	2
8 <sup>th</sup> Grade only	3
Football – Varsity	12
Football – J.V./Ass't Varsity	7
Volleyball – Varsity/J.V.	8
High School Track – Boys & Girls	6
Junior High Track – Boys	1
Junior High Track – Girls	1
Cross Country	2
Golf	2
Scorer and Timer for Athletic Contest	current minimum wage

**APPENDIX D**  
**MID PENINSULA SCHOOL DISTRICT**  
**5055 ST. NICHOLAS 31<sup>ST</sup> ROAD**  
**PERKINS, ROCK, MICHIGAN**

**EVALUATION REPORT**  
Teacher in Elementary and Secondary Schools

NAME \_\_\_\_\_ Prob. Year: 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_ Tenure \_\_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_\_ Subject \_\_\_\_\_

RATING SCALE: Commendable, Professional Quality, Requires Improvement,  
Unsatisfactory

There will be an evaluation summation made for each category. Rating is made according to the overall effectiveness of the staff member's performance in each category.

**PLANNING FOR INSTRUCTION**

1. Develops and prioritizes long and short-term learning goals.
2. Sequences learning goals and objectives to facilitate student learning.
3. Reviews resources and teaching activities for content and appropriateness.
4. Modifies these resources and activities for content and appropriateness.
5. Sets high standards for learning and lets students know they are expected to meet those standards.
6. Plans class sessions so that class time is spent on learning and very little time is spent on non-learning activities.
7. Has activities, materials, equipment and assignments ready for students when they arrive.

COMMENTS \_\_\_\_\_

Rating scale \_\_\_\_\_  
Classroom Teacher \_\_\_\_\_

**CLIMATE FOR LEARNING**

1. Maintains a task-oriented classroom atmosphere.
2. Expects and requires students to pay attention, to work persistently toward completion of assignments, to exhibit cooperative attitudes, and, in general, to concentrate on academic activities rather than inappropriate socializing.
3. Communicates expected behaviors and attitudes explicitly to students.
4. Communicates high, attainable achievement expectations for students regardless of their entering ability levels.
5. Uses specific, academic praise when deserved.
6. Respects student contributions to class.
7. Maintains an orderly classroom that allows for appropriate student interaction.

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

Rating scale \_\_\_\_\_

**CLASSROOM MANAGEMENT**

Maintains student behavior conducive to learning.

1. Establishes clear, understandable and reasonable rules and procedures that are applied consistently.
2. Teaches discipline plan and expected classroom behavior to students.
3. Carries out quickly discipline procedures that are clearly linked to inappropriate student behavior.
4. Focuses on inappropriate behavior, not student's personality.
5. Provides positive reinforcement for acceptable behavior and performance.
6. Responds constructively to student needs and concerns.
7. Stops disruptions quickly, taking care to avoid disrupting the whole class.

Classroom Teacher

8. Uses verbal and non-verbal classroom management techniques effectively.
9. Starts class quickly and purposefully.

COMMENTS \_\_\_\_\_

Rating scale \_\_\_\_\_

**TEACHING ACT**

Provides systematic instruction

1. Explains lesson objectives in simple, everyday language and refers to them throughout lesson to maintain focus.
2. Checks to see that objectives are understood
3. Describes relationship of current lesson to previous learning and reminds students of key concepts and skill previously covered.
4. Gives clear oral and written instructions.
5. Summarizes main points at the end of the lesson.

Organizes instructional activities

6. Uses materials matched to ability levels of students.
7. Uses relevant examples and demonstrates to illustrate concepts and skills.
8. Makes smooth, efficient transitions between or within lessons.
9. Uses direct instruction to teach new material.
10. Places learning activities to accommodate student differences.
11. Provides opportunities for student to student interaction.

Interacts with students.

12. Speaks fluently and precisely, modeling good language and vocabulary usage.
13. Uses a variety of instructional techniques, groupings and materials.

Classroom Teacher

14. Interacts with students during lesson.
15. Uses effective questioning strategies to promote learning.
16. Asks clear questions, making sure students have a chance to respond.
17. Varies cognitive level of questions.

18. Asks process questions: probes, rephrases, prompts.
  19. Checks students understanding of meaning and mastery of material.
- Provides opportunities for guided and independent practice
20. Provides a variety of challenging seatwork/homework assignments.
  21. Sets objective(s) for homework.
  22. Assigns homework that students can complete successfully.
  23. Checks homework so that students have immediate feedback.
  24. Holds students accountable for their academic work.

COMMENTS \_\_\_\_\_  
 \_\_\_\_\_

Rating scale \_\_\_\_\_  
 \_\_\_\_\_

**THE ASSESSMENT AND MONITORING OF STUDENT PROGRESS**

Monitors student progress

1. Monitors frequently student progress both formally and informally, and adjusts instruction as necessary.
  2. Provides students with immediate feedback in clear terms that are easy for the student to understand.
  3. Uses pre- and post-tests to monitor student progress. (Verbal or written)
  4. Monitors student performance to identify special needs.
  5. Encourages parental involvement in monitoring student progress.
- Classroom Teacher

Monitors instructional effectiveness

6. Uses assessment results for instructional diagnosis and effectiveness.
7. Uses results from evaluation activities to modify instruction for group/individuals to insure student progress.

Teachers for mastery of priority material

8. Identifies student instructional levels before beginning instruction.
9. Reteaches lesson content when students show they have not learned it.

10. Uses regular focused review of key concepts and skills throughout the year to check on and strengthen retention.

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

Rating scale \_\_\_\_\_

**PROFESSIONALISM**

Works cooperatively with others

1. Is courteous to other staff members.
2. Respects other staff members and is respected in return.
3. Is respected by students.
4. Is a positive role model for students.
5. Works cooperatively with administration, consultants, community members and other teachers.
6. Provides feedback to and effectively communicates with students and parents.

Performs professional responsibilities

7. Follows Board of Education, district and building guidelines and procedures.
8. Participates in developing and supports building goals.

Classroom Teacher

9. Maintains a satisfactory record of attendance.
10. Maintains a teachers' hours.
11. Arrives on time for class, staff meetings and other scheduled activities.
12. Completes assigned tasks on schedule.
13. Manages routine business and record keeping efficiently.
14. Regularly establishes own professional development goals.
15. Shares materials, resources and ideas with peers.
16. Assists peers and others in identifying and solving instructional problems and seeks assistance from peers and others for the same.



- 17. Exhibits a positive attitude and refrains from non-constructive discussions or derogatory criticisms of students, parents, colleagues, and the school district in general.
- 18. Maintains confidentiality concerning information about students and their families.
- 19. Contributes to the maintenance of a building climate that is conducive to learning.

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

Rating scale \_\_\_\_\_

THINGS TO WORK ON \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Classroom Teacher

STAFF MEMBER COMMENTS (Optional) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Evaluator's Signature and Date

\_\_\_\_\_  
Staff Member's Signature and Date

Signature indicates the staff member had had the opportunity to discuss this evaluation and has received a copy.

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2009 and shall continue in effect until June 30, 2010.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their representatives on this 27 day of May, 2010.

FOR THE BOARD

Bethouf Bergh

\_\_\_\_\_

\_\_\_\_\_

FOR THE ASSOCIATION

Robin Seymour

Ren Saurin

[Signature]