

MASTER AGREEMENT

BETWEEN

FULTON BOARD OF EDUCATION

AND

FULTON EDUCATION ASSOCIATION

September 2018 through August 2019

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ARTICLE 1
AGREEMENT

This Agreement entered into this 31st day of August 2018 is between the Board of Education of the Fulton Schools, Middleton, Michigan hereinafter called the “Board” and the Fulton Education Association, hereinafter called the “Association”.

ARTICLE 2
PURPOSE

The general purpose of this Agreement is to set forth agreements reached between the Board and the Association with respect to wages, hours and other conditions of employment for employees in the bargaining unit described in the Recognition clause which follows.

ARTICLE 3
EXTENT OF AGREEMENT

- 3.1 This Agreement shall be effective to the extent permitted by law and if any part thereof is invalid, the remainder shall nevertheless be in full force and effect.
- 3.2 Any individual contract between the Board and an individual teacher shall be subject to and consistent with the terms and conditions of this Agreement.
- 3.3 This Agreement shall supersede any rules, regulations or practices of the parties which shall be contrary to or inconsistent with its terms.

ARTICLE 4
RECOGNITION

- 4.1 The Board recognizes the Association (FEA MEA/NEA) for the term of the Agreement as the collective bargaining agent with respect to wages, hours and other conditions of employment for regular certified employees of the Board included in the bargaining unit described as follows:

Classroom teachers, guidance counselors, certified school librarians, certified speech and hearing therapists, visiting teachers, department heads, and coaches of the Fulton School System who also hold one of the aforementioned positions in the bargaining unit, excluding substitute teachers, Superintendent of Schools, Assistant Superintendents, administrative assistant, principals, assistant principals, administrators, and all other employees.

- 4.2 Wherever the word “teacher” appears in this Agreement, that term shall include all persons described in #4.1 of this Article. Wherever the word “Board” appears in this Agreement, that term shall include the Fulton Schools, the Board of Education of the Fulton Schools, and administrative employees or agents of the Fulton Schools.

- 4.3 The Board shall not aid, promote, or finance any collective bargaining agent which purports to engage in collective bargaining or make any agreement with such agents for the purpose of undermining the Association.
- 4.4 If an emergency manager is appointed by the State under PA 4 of 2011, fiscal Accountability Act, the emergency manager may reject, or terminate the collective bargaining agreement in his/her sole discretion.

ARTICLE 5
ASSOCIATION RIGHTS

- 5.1 A person not in the bargaining unit chosen by the Association to assist the Association with its representation of bargaining unit members will be permitted to come on school property during regular school hours and at times when the Association has announced meetings. It is expressly understood that there shall not be any interference or interruption of School operations.
- 5.2 The Board agrees to allow the Association in response to requests by the Association to inspect available information which is on hand concerning the financial resources of the District, including but not limited to: annual financial reports, audits, register of certified personnel, tentative budget requirements, agendas and minutes of Board meetings, treasurer's reports, census and membership data, names and addresses of all teachers and salaries paid thereto. It is expressly understood that the Board is not required by this paragraph to compile information for the Association. The Association may have copies of this data by paying the reasonable cost of producing the copies. Reasonable cost shall be calculated in accordance with the Michigan Freedom of Information Act. A written request for information must be made to the Superintendent before a grievance brought for violation of this provision.
- 5.3 The Association and its representatives shall have the right to use school buildings for Association meetings at reasonable hours. No charge shall be made for use of school rooms for such meetings for use in the morning prior to the commencement of classes nor until 10:00 p.m. except that when special custodial service is required, a reasonable charge may be made therefore.
- 5.4 Teachers' mailboxes may be used by the Association for the transmittal of communications.

ARTICLE 6
EMPLOYEE RIGHTS

- 6.1 The Board will not directly or indirectly discourage or encourage or deprive or coerce a teacher in the enjoyment of any rights conferred by Act 379 of the Michigan Public Acts of 1965, as amended, and will not discriminate against any teacher with respect to hour, wages, or other terms or conditions of employment by reason of:

1. Membership in the Association.
2. Participation in any lawful activities of the Association.
3. Collective bargaining with the Board.
4. Institution of any grievance, complaint or proceeding under this Agreement.

It is expressly understood that the exclusive remedy for the Association and teachers for violation of this clause and for violation of said Act 379 is the procedure established by Act 379 and that the grievance procedure established by this contract shall not apply to alleged violations of this article or Act 379.

- 6.2 Each Teacher shall have the right, upon request, to review the contents of his own personnel file. A representative of the Association may, at the teacher's request, accompany the teacher in this review. Each teacher's personnel file shall contain the following minimum items of information:
- A. TB report and required medical information. The cost of this TB report shall be borne by the Board.
 - B. All teacher evaluation reports.
 - C. Copies of annual Contracts.
 - D. Tenure recommendation.
- 6.3 A teacher may have an opportunity to file a response to any material in his or her personnel file which becomes part of the file.
- 6.4 A teacher shall have the right to request a representative of the Association to accompany them whenever they are required to meet with an administrator for disciplinary matters. The teacher shall have a 90 minute window to have an association member present at the requested conference. If representation cannot be arranged during the school day, the meeting shall take place outside the school day so that representation can be provided. This article shall not be interpreted to prevent administrators and teachers from conferring informally.

ARTICLE 7 **BOARD RIGHTS**

- 7.1 The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, and retains all powers necessary or convenient for managing and directing the School district, including without limiting the generality of the foregoing, determination, supervision and direction of

- A. The executive management and the administration of the School System and its properties and facilities, and the in-school activities of its employees.
 - B. Hiring all employees and subject to the provisions of law, determination of their qualifications and the conditions for their continued employment, or their dismissal or demotion, and to promote the transfer of all such employees; as well as assignment of staff as limited and bound by said contract.
 - C. Establishing grades and courses of instruction, including special programs and to provide for athletic, recreational and social events for students, or as deemed necessary or advisable by the Board.
- 7.2 The exercise of the foregoing powers, rights, authority, duties, and responsibilities of the Board, the adoption of policies, rules, regulations and practices and furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms thereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

ARTICLE 8 **EMPLOYEE EVALUATION**

The Association President will annually be provided an opportunity to discuss revision recommendations of the Teacher and Counselor Evaluation Tool with the Superintendent during the time period of February 1 through March 1. The decision to apply any revisions to the Teacher or Counselor Evaluation Tool is the sole responsibility of the district.

- 8.1 All association members will be evaluated annually by year-end with timely and constructive feedback with a district chosen Teacher or Counselor Evaluation Tool. The tools will remain in place for a minimal time length of one school year to allow counselors, tenured teachers and probationary teachers to be evaluated with an identical tool formulated for their particular status.

Probationary teachers/probationary counselors will be observed a minimum of 2 times per semester for a minimum time length of 30 minutes. Additional walk through observations, without a minimal time length, are also permissible during the semesters.

Tenured teachers/tenured counselors will be observed a minimum of 1 time per year for a minimum time length of 30 minutes. Additional walk through observations, without a minimal time length, are also permissible during the school year. A minimum of two observations are required for all teachers not receiving a rating of “highly effective” or “effective” on their two most recent evaluations. If a teacher is rated as highly effective on three (3) consecutive year-end evaluations, the school may chose to conduct a year end evaluation biennially instead of annually.

An Individual Development Plan (IDP) and a Mid-Year Progress Report is required for all first year probationary teachers and all teachers who received a “minimally effective” or “ineffective” rating on their most recent evaluation. The IDP will be developed in consultation with the classroom teacher.

The decision to apply any revisions to the Teacher or Counselor Evaluation Tool is the sole responsibility of the district.

- 8.2 To begin an evaluation cycle, the evaluator shall hold a pre-observation conference with the classroom teacher. The purpose of the conference is to review the evaluator’s expectations and to provide a tentative time schedule for the evaluation cycle and IDP if required. For an unscheduled observation, a pre-observation meeting will not be required.
- 8.3 Only a qualified school administrator shall conduct an evaluation. One formal observations shall be conducted openly and with full knowledge of the employee, and the second observation will be unscheduled.
- 8.4 Mentor. A mentor shall be defined in accordance with section 1526 of the school code and shall provide professional support, instruction and guidance. Every effort will be made to provide a mentor who is a master teacher from the bargaining unit.

A mentor teacher shall be assigned in accordance with the following:

- A. Participation as a mentor teacher shall be voluntary.
 - B. Every effort will be made to match mentor teachers and mentees who work in the same building and have the same area of certification.
 - C. The mentor teacher assignment shall be for one (1) year subject to review by the mentor teacher and mentee after 2 months. If a change is warranted, this may be mutually agreed upon by the mentor, mentee, and administration.
 - D. The relationship shall remain confidential (if desired) and shall not, in any fashion, be a matter included in the evaluation of the mentor teacher or the mentee. Neither the mentor teacher nor the mentee shall be permitted to participate in any matter related to the evaluation of the other.
 - E. If there are no appropriate volunteers within the current teaching staff to serve as needed mentor teachers, the administration may seek involvement from the community, i.e., retired teachers, college or university professors, etc.
- 8.5 It is recognized that the evaluation procedures for probationary teachers and tenured teachers set forth in Sections 8.2 and 8.3 of this article are not applicable to the evaluation of members of the bargaining unit who are in non-instructional positions and that other evaluation procedures may be developed for such employees.

- 8.6 The time limits in this article shall be adjusted to address absence of the employee.

ARTICLE 9
EMPLOYEE DISCIPLINE

- 9.1 No tenured teacher shall be disciplined for reasons deemed arbitrary and/or capricious. If a disciplinary action occurs, it shall be made available to the teacher and Association in writing.

ARTICLE 10
WORK DAYS AND WORK HOURS

- 10.1 The scheduled working day for all teachers shall not exceed seven (7) hours, thirty (30) minutes, except on **Monday** when the working day is extended to allow time for meetings. .

The scheduled work day shall be defined as follows:

Teacher Day:

7:45 – 4:00 Monday (teachers are to attend District Provided Professional Development or staff meetings from 3:00 – 4:00)

7:45-3:00 Tuesday, Wednesday, Thursday, Friday

7:45-11:00 for staff half days

In the event of a delay, report times for staff shall be delayed an equal amount of time as the delay.

Prior to the last week of February if needed, a committee of three (3) teachers and three (3) administrators will provide a suggested format of operation so that each school (elementary school, middle school, high school) will exceed the minimum student hours and meet the recommended days of instruction during the school year, subject to approval by the Board and the Association. If unable to reach consensus by the end of the first week in April of each year, the Board of Education shall set the teachers daily schedule for the remainder of the school year during the April Board Meeting. The committee must consider state requirements for hours, minutes, and days. Days, hours, minutes may be added and adjustments to 10.1 and 11.1 may be made to meet these requirements in any recommendation.

- 10.2 Teachers shall attend Monday meetings by buildings or on a system-wide basis, unless excused by the Principal. Unexcused absences shall result in the deduction of ½ day of personal leave for each occurrence. Early release days are to be eliminated beginning with the 2018-2019 school year.

10.3 The High School and Middle School Teachers’ daily schedule shall consist of either six (6) teaching periods and one conference period for a total of thirty-five (35) periods per week or three (3) teaching periods and one conference period for a total of twenty (20) periods per week, or four (4) teaching periods and one conference period for a total of twenty-five periods per week. Teachers with assignments in more than one building (High School, Middle School, Elementary School) will have a daily minimum total conference period equal in length to the Middle School Teachers’ conference period unless the shared teacher and administration mutually agree to an alternate arrangement of conference time. Time teachers are required to be at school outside the scheduled student day (excluding staff meetings) shall be considered conference or planning time. The conference or planning time will be devoted to school work as deemed appropriate by the administration. The administration shall confer with the Association to minimize assignment of individual teachers to other duties during this time. Conference/planning time applies only to classroom teachers.

The board shall not alter the schedule unless the administration first hears input from the Association regarding a new schedule.

10.4 Teachers shall be entitled to a minimum thirty (30) minute duty-free lunch period. This lunch period shall be duty free except that teachers must assist in emergencies and exceptions may be made by the Board for special events.

10.5 When schools are closed to students due to “Acts of God”, mechanical failure, or other reasons, teachers shall not be required to report for duty. When school is canceled after being convened for the day, teachers will assist with the departure of students and then may be released upon direction of the building principal. The Board shall be entitled to reschedule any days lost if it is necessary to receive full state aid or in the event school is closed for reasons which do not allow such days to be counted as days of student instruction. Teachers will receive their regular pay for days which are canceled, but shall work on any rescheduled days with no additional compensation. Such days shall be built into the calendar for the school year. Any additional days needed will be added to the end of the school year, unless the Board and Association mutually agree otherwise.

10.6 All teachers included on a building master schedule will be required to attend the events listed below.

<u>Elementary Bldg.</u>	<u>Middle School Bldg.</u>	<u>High School Bldg.</u>
Open House	Orientation	Academic Awards
Christmas Program	6 th Grade Transitional Mtg.	Commencement

Shared teachers shall be required to attend a maximum of two events during the school year to be determined by mutual agreement with the administration.

Teachers failing to attend the listed events, other than absences excused by the building principal, will be charged the cost of a full-day substitute teacher from that pay period.

ARTICLE 11
WORKING CONDITIONS

- 11.1 The normal weekly workload in the high school/middle school will be fifteen (15) periods under the block schedule or thirty (30) periods under the traditional schedule and five (5) conference periods. This normal load includes teaching assignments, study halls, and other assignments. Elementary teachers will not teach more than thirty (30) hours per week, unless recommended to do so by procedures set forth in Article 10.1.
- 11.2 The Board, or its designee, at the request of the Association, will confer for the purpose of improving the selection and use of educational tools such as appropriate texts, library reference facilities, maps, globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, technology, and similar materials used as tools by the teaching profession.
- 11.3 Elementary teachers without a scheduled preparation period will not be required to supervise recess. In addition to the common time before and after school, they will be provided two (2) fifteen (15) minute preparation periods each day, (relief time from teaching specialists may count as a preparation period), unless an emergency situation would require their assistance. This time shall be used as teacher conference and preparation time. If students are required to stay in their classrooms during recess because of inclement weather, the allotted fifteen (15) minutes of relief time may be reduced to ten (10) minutes.
- 11.4 The Board makes available in each school a lunchroom and restroom. Lavatory facilities for teacher use are separated from those used by students.
- 11.5 The Board shall provide in each building's faculty area a refrigerated storage facility.
- 11.6 Teachers shall have reasonable use of telephones for local calls.

ARTICLE 12
CALENDAR

A detailed calendar shall be set forth in Appendix A. For the school year 2018-2019 there shall be 180 student days and 184 teacher days. Following school year 2018-2019 there shall be 180 student days and 183 teacher days. Each calendar will exceed the minimum student hours and meet the recommended days of instruction.

ARTICLE 13
QUALIFICATIONS AND ASSIGNMENTS

- 13.1 It is understood and agreed that to be qualified a teacher, he/she shall meet all applicable standards set forth by the Michigan Department of Education.

- 13.2 Teachers will be given written notice of their assignments as the principal tentatively has them planned for the forthcoming year on or before June 1. If a change in the schedule is planned after June 1, the teacher will be notified in writing at the teacher's address on file with the Board of the planned change. The teacher, upon request to the Board, may have a conference with the principal on the planned change. Changes in the assignment after August 15 will not be made except for urgent or unexpected reasons.
- 13.3 If the board decides to implement qualification standards in addition to state or federal requirements, teachers shall actively take steps to meet any new accrediting agency standards which the Board pursues. Teachers will be notified in writing of applicable accrediting standards and be given time, which shall be mutually agreed upon by the Board and Association, to meet the new standards.

ARTICLE 14
VACANCIES, PROMOTIONS AND TRANSFERS

- 14.1 A vacancy is defined as a newly created position or a position unfilled because a former staff member has severed his/her employment. Vacancies in any position to be filled in the District shall be publicized by the Board in the following ways:
- A. The superintendent or designee shall notify teachers of all vacancies via school email throughout the year. Teachers shall have at least five (5) working days during the school year and seven (7) calendar days during normal summer months between school years in which to respond to the notice vacancy with a letter of application.
- 14.2 Teachers in the bargaining unit who indicate an interest to the Board in vacancies arising during the school year in which they are posted will be considered for the positions. If the teacher is selected for the position, arrangements may be made for the temporary filling of the position until the end of the school year where the Board feels that immediate transfer of the teacher may interfere with the course of instruction of the students. An individual temporarily employed to fill a vacancy occurring during the school year for all or a portion of the remainder of the school year shall not acquire seniority or any contractual rights to continued employment and shall not be considered a member of the bargaining unit.
- 14.3 If a vacancy may be filled by the recall of a certified and qualified staff member on layoff status, the vacancy shall be filled pursuant to Article 16 rather than Article 14.

ARTICLE 15
STUDENT DISCIPLINE AND EMPLOYEE PROTECTION

- 15.1 Teacher/Building Principal shall provide each other with the names of students that he/she believes present a danger to the teacher or other students or whose presence prevents educational advancement of the remainder of the class because of disruptions.

- 15.2 Teachers may temporarily exclude pupils from class for gross offenses, persistent misbehavior or gross disruption which has a substantial adverse effect on the classroom educational process or which is reasonably thought by the teacher to be dangerous to other students or to the teacher. In such cases the teacher will furnish full particulars of the incident to the principal as promptly as his teaching obligations will allow. The principal may require that the particulars be placed in writing by the teacher. The pupil shall not be returned to class until after consultation by the principal with the teacher. This section is subject to section 1309 of the Revised School Code and the policy adopted by the Board pursuant to legislation.
- 15.3 Any assault or battery by a student or fellow employee to a teacher will be promptly reported by the teacher to the teacher's building principal.
- 15.4 Liability insurance carried by the Board will provide coverage for teacher liability to pupils for pupils' bodily injury to the extent of \$500,000 for each pupil with a maximum of \$1,000,000 for each occurrence. The policy will provide for legal assistance in connection with claims for bodily injury by pupils against teachers. The assistance and coverage to which the teacher is entitled shall be limited to the terms of the policy.
- 15.5 Teachers who sustain damage to their personal effects (such as clothing, watch, glasses) while engaging within the scope of their employment as a teacher in disciplinary action of a student or group of students, shall either have the same replaced or be reimbursed for the value of same.
- 15.6 Written complaints by a parent of a student or by a student toward a teacher shall promptly be called to the teacher's attention. Unless this complaint warrants an official reprimand, it will not be placed in the teacher's personnel file.
- 15.7 Teachers are covered by Workers' Compensation Insurance.
- 15.8 Teachers shall be responsible to be informed and aware of their responsibilities in fulfilling district harassment policy. Lack of information of policy does not hold the teacher harmless for their actions.

ARTICLE 16
SENIORITY, LAYOFF AND RECALL

- 16.1 For the purpose of this Agreement seniority is defined to mean the amount of time an individual is continuously employed in the bargaining unit. Periods of leave of absences (more than 90 school days) including layoff, teachers will not lose their salary position, but also will not accrue seniority or continuous years of service.

16.2 It is hereby specifically recognized that it is within the sole discretion of the Board to reduce its educational program, curriculum, and staff and that the procedures set forth in this article shall be used in laying off personnel. In order to promote an orderly reduction in personnel when the educational program, curriculum, or staff is curtailed, the following procedure will be used:

1. Certification Endorsement (Qualified)
2. Evaluation scores based on last (3) three consecutive school years if available
3. Staff Seniority
4. School Activity Contribution Log

16.3 The administration will review the following information to determine recall or layoff of its employees:

- A. Teacher Certification Endorsement
 1. Must meet both State standards and Federal Government standards of ESSA “Every Student Succeeds Act”
- B. Individual performance shall be the majority factor in making the decision, and shall consist of the following:
 1. Evidence of student growth, which shall be the predominant factor in assessing an employee’s individual performance.
 2. The teacher’s demonstrated pedagogical skills, including at least a special determination concerning the teachers knowledge of his or her subject area and the ability to impart knowledge through planning, delivering rigorous content, checking for and building higher-level understanding, differentiating, and managing a classroom; and consistent preparation to maximize instructional time.
 3. The teacher’s management of the classroom, manner and efficacy of disciplining students, rapport with parents and other teachers, and ability to withstand the strain of teaching.
 4. The teacher’s attendance and disciplinary record, if any.
- C. Significant, relevant accomplishments and contributions. This factor shall be based on whether the individual contributes to the overall performance of the school by making clear, significant, relevant contributions above the normal expectations for an individual in his or her peer group and having demonstrated a record of exceptional performance.

- D. Relevant special training. This factor shall be based on completion of relevant training other than the professional development or continuing education that is required by the employer or by state law, and integration of that training into instruction in a meaningful way.
 - E. If the building administrator and Superintendent determine all of the above attributes, qualifications, and trainings in sections A., B., and C., are equal to each other, the district will utilize staff seniority to determine recall or layoff order of its association members.
 - F. If seniority is deemed equal for two or more employees, the Building Administrator and Superintendent will utilize the “School Activity Contribution Log” to determine recall or layoff rights.
- 16.4 Recall Procedure - Teachers on layoff shall be recalled in order of greatest seniority provided the more senior teacher(s) are certified and have been determined through the District Adopted Evaluation tool/process as the most qualified for the vacancy or vacancies to be filled Pursuant to the Tenure Act, rights to recall employment shall end in the event the said employee is not recalled within three (3) years from the effective date of layoff.
- 16.5 The Board shall give written notice of recall from layoff by sending a registered or certified letter to said teacher, at his/her last known address. It shall be the responsibility of each teacher to notify the Board of any change of address. The teacher’s address as it appears on the Board’s records shall be conclusive when used in connection with layoffs, recall, or other notice to the teacher. If a teacher fails to accept an offer of recall within ten (10) calendar days from the date of receiving notice of the recall, unless an extension is granted in writing by the Board, this shall be deemed to constitute a voluntary quit and the termination of his/her individual employment contract and any other employment relationship with the Board.
- 16.6 Individual Contract - The individual contract, executed between each teacher and the Board is subject to the terms and conditions of this agreement. It is specifically agreed that this Article takes precedence over and governs the individual contract and the individual contract is expressly conditioned upon this Article.
- 16.7 An updated seniority list shall be presented to the Association prior to December 31 of each year.

ARTICLE 17
PAID LEAVES OF ABSENCE

- 17.1 Sick Leave
- A. Definition of Immediate Family - Current spouse, children, parents, sister, brother, grandchildren, grandparents of employee and current spouse.

B. Sick Leave Days

1. At the beginning of each school year each teacher shall be credited with ten (10) days of sick leave which shall accumulate from year to year not to exceed one hundred twenty-five (125) days.
2. All bargaining unit members will continue to accrue sick leave credit as long as they are on the payroll even though they are absent because of sickness. Employees on leave of absence without pay will not receive any sick leave credit during such leave.

C. Use of Sick Leave Credit

1. Bargaining unit members may use their sick leave credit in any month of the year in which they are scheduled to be on the payroll, but only for the number of working days in such month for which they are scheduled to be on duty at the School.
2. All absences of teachers due to illness or injury will be debited against the teacher's record on a 1/2 day basis.
3. Partial sick days may be combined with workmen's compensation benefits.
4. Each bargaining unit member, desiring consideration for sick leave benefits, may as a condition for such leave benefits be required to file with the Superintendent, principal, or other supervisor, a physician's statement or a sworn affidavit (whichever is elected by the Board) that the claim of absence for any of the reasons stated is bona fide.
5. Whenever an employee has used up all of his/her sick leave credit, he/she will be removed from the payroll until he/she reports back to duty and shall forfeit the daily rate of his/her salary for each day he/she is not on the payroll. If a teacher leaves employment during the year after consuming that year's sick leave, the teacher shall reimburse the district at their daily rate of one day per month left in the school year (Sept. to June). The amount owed by the teacher may be deducted from any salary payments owed to the teacher. 14
6. Sick leave may be utilized by an employee in the event of serious illness in the bargaining unit member's family if such illness necessitates the employee's absence from work. Sick leave used under this provision shall be limited to an accumulative total not to exceed six (6) days in any one contractual year. This limit of six (6) days may be increased upon approval of the Superintendent.

7. In case of death in the bargaining unit member's immediate family, the bargaining unit member will be given approved absence not to be charged against sick leave and not to exceed three (3) days for any such occurrence. Additional days may be allowed at the discretion of the Superintendent and would be deducted from sick leave. Attendance at funerals other than those mentioned above shall be made at the discretion of the Superintendent. The decision of the Superintendent shall not be subject to the grievance procedure.
8. Employees must notify Will Sub -PCMI at the earliest opportunity when they will be off work because of illness, but in any event, by 7:00 a.m. of the day they will be off work.

17.2 Personal Leave

- A. An additional one (1) day leave of absence with forty-eight (48) hour prior written notice forwarded to the Principal for personal affairs as shall be for such items as real estate closure, IRS Audit, funerals, or like items which cannot be taken care of outside of school hours, shall be allowed each bargaining unit member. In cases of emergency, the forty-eight (48) hour notice need not apply, but notice of some type must be given the Principal or Superintendent. A cost equal to the cost of a substitute teacher shall be deducted from each teacher's salary who elects to use such days.
- B. Up to three (3) days leave of absence with forty-eight (48) hour prior written notice forwarded to the Principal for personal affairs shall be allowed each bargaining unit member. A reason for the leave day does not need be stated, with no cost of the substitute teacher to be deducted from the teacher's salary. This day is limited to two (2) persons per building per day.
- C. Personal leaves of absences will not be granted immediately before or after a vacation period except at the discretion of the Superintendent. The decision of the Superintendent shall not be subject to the grievance procedure.
- D. Up to three (3) days annually of personal leave time may be utilized (one day at a time) to attend a funeral of a non-immediate family member. Said leave will be assigned against sick leave days.
- E. Unused personal leave days shall be added to the bargaining unit member's accumulated sick leave.

- 17.3 Each teacher may use professional days for educational purposes at the discretion of the teacher and the principal, subject to the approval of the Superintendent. The teacher approved to use a professional business day shall notify his/her principal at least one week in advance of his/her absence. The teacher may be requested to file a written report, within one week of his/her attendance at such visitation, workshop, conference, or seminar.
- 17.4 Leave for Court-Required Service - Members of the bargaining unit who serve jury duty or who are subpoenaed as witnesses and are not parties (except if also a witness for the Board when the Board is a party) to an action will be paid the difference between their regular pay and the amount received for serving as a juror or serving as a witness. A bargaining unit member is expected to report for regular school duty when his attendance at Court is not required either for the aforementioned jury duty or as a subpoenaed witness. A bargaining unit member should check with the Superintendent's Office before serving as a juror or as a subpoenaed witness for instructions on the procedure for receiving the difference in pay.
- 17.5 Association Educational Leave - Members of the Association may use up to eight (8) working days per school year for the purpose of attending educational classes or meetings conducted, sponsored, or selected by the Association. No more than two bargaining unit members may be absent from the district at any one time because of this leave. The Association agrees to notify the Superintendent no less than forty-eight (48) hours in advance of the date for the intended use of the leave. The Association agrees to pay the wages for substitute teachers, unless the classes of a teacher using this leave are covered by members of the Association with the approval of the Board.
- 17.6 Medical Condition Following Leave - A bargaining unit member returning from a leave of absence of any kind may be required to furnish a physician's statement as to that member's condition with respect to carrying on regular duties. If the member's condition might interfere with the performance of the member's duties, or might result in injury while working or result in aggravating the condition, reasonable conditions may be placed on reemployment including but not limited to time for commencement of reemployment and type of work performed in reemployment.
- 17.7 Any teacher that does not use more than three (3) sick and/or personal leave days during any school year will receive an additional \$100.00 in the final June pay.
- 17.8 The Board shall establish a Sick Leave Bank to provide additional sick leave to employees requiring leave exceeding their total accumulated days of leave. All employees of Fulton Schools who receive sick leave as a benefit shall be eligible to participate in the Sick Leave Bank Program, subject to the following provisions:

- A. In order to participate in the Sick Leave Bank Program, an employee must have contributed at least one (1) day to the program by the third full week in October (after 2017, the first full week of September). Any days contributed to the sick bank cannot be refunded to an employee's individual personal sick leave balance. Donation to the Sick Leave Bank does not guarantee approval to receive days from the Sick Leave Bank.
- B. An employee may be granted days from the Sick Leave Bank provided they, or immediate family member (as defined in 17.1 A), have a specific FMLA qualifiable need for more sick leave days than the individual employee has accumulated.
- C. In order to participate in the Sick Leave Bank, an employee must have exhausted all leave days (personal and sick).
- D. In most circumstances, an employee must submit an application to withdraw from the Sick Leave Bank five (5) days prior to exhausting all sick and personal leave.
- E. The Sick Leave Bank shall be created through the voluntary and confidential contributions of District employees. Employees may contribute to the program during the third full week of October (after 2017, the first full week of September) and the first full week of June. Days contributed shall be deducted from the sick leave balance of the contributing employee.
- F. An employee may request to use no more than fifteen (15) days from the Sick Leave Bank at one time provided there are sufficient days in the bank. Additional requests may be made to the governing committee as need indicates.
- G. An employee wishing to make use of the Sick Leave Bank must make written application to the Superintendent using the approved form. The Sick Leave Bank will be governed by a committee consisting of the Superintendent or designee, business manager or designee, and the president or designee from each of the District's three (3) bargaining units. The committee shall render a decision within three school days of receiving an application.
 - 1. Sick bank days shall be approved by a majority vote of the above committee upon written request by the employee if the committee determines that the need is FMLA qualifiable. All applications will remain strictly confidential.
 - 2. If an initial request is denied the employee may request an appeal where they will have the opportunity to provide additional information supporting the need that was not initially provided.
 - 3. Decisions rendered by the committee shall not be subject to the grievance procedure.

- H. The Sick Leave Bank Committee may require that an employee apply for long-term disability benefits as a condition for continued use of the sick bank. As soon as an individual qualifies for long-term disability insurance benefits, sick bank coverage shall cease.
- I. The provisions and benefits of the Sick Leave Bank terminate at the end of each school year. New requests must be submitted at the beginning of the next school year. If approved, the Sick Leave Bank benefit will begin after the employee has exhausted all newly allotted leave days (personal and sick).

ARTICLE 18
UNPAID LEAVES OF ABSENCE

- 18.1 A leave of absence, without pay, is obtained only for special reason such as poor health; advanced study related to the teacher's academic field of study; study to meet eligibility requirements for a certificate other than that held by the teacher; study, research or special teaching assignments involving a probable advantage to the Board; and service in the Peace Corps. Each request for such leave is made to the Superintendent who will refer the matter to the Board. Leaves of absence without pay for the reason of poor health must be accompanied by a written statement from a doctor setting forth his opinion as to whether the condition of the teacher is such that the teacher is unable to carry out the teacher's regular duties for the Board. The Board may require examination from another doctor concerning the condition of the teacher, at the expense of the Board. Leaves of absence under this provision do not exceed one (1) year, but may be renewed at the discretion of the Board. Upon return from leave, a teacher shall be assigned to the same position, if available, or a substantially equivalent position pursuant to Article 16 Seniority, Layoff and Recall.
- 18.2 A leave of absence may be granted upon application for the purpose of serving as an officer of the Michigan Education Association or the National Education Association.

ARTICLE 19
SABBATICAL LEAVE

- 19.1 Teachers who have been employed in the district for seven (7) years may apply for sabbatical leave for one (1) year. During this sabbatical leave, the teacher shall be considered to be in the employment of the Board and shall receive a salary equivalent to one-half (1/2) of his/her annual salary.
- 19.2 To qualify for sabbatical leave a teacher must hold a permanent, continuing, life or professional teaching certificate and shall have accumulated at least ten (10) semester hours toward a master's degree.
- 19.3 No more than two (2) teachers may be on sabbatical leave during the year.

- 19.4 Sabbatical leave may be granted for one of the following reasons:
- A. Formal study at an accredited college or university toward an advanced degree.
 - B. Research work under the guidance of competent research personnel.
 - C. Special program accepted by the Board as recommended by the Superintendent.
- 19.5 Sabbatical leave must be applied for by February 15 of the year prior to the requested leave. Sabbatical leave must be requested in writing on the proper forms from the Superintendent. Teachers may be asked to be present during the consideration of their request for sabbatical leave at the Board meeting.
- 19.6 The Board shall act upon the sabbatical leave requests prior to June 1.
- 19.7 Any teacher granted a sabbatical leave shall be required to work for a minimum of three (3) years upon his return from sabbatical leave for the Board. Any Teacher who does not complete the three (3) years minimum will return to the Board all monies funded him under this agreement and shall proportionately return these monies funded him under this agreement as follows: works one (1) year after sabbatical, refunds two-thirds (2/3) monies; works two (2) years after sabbatical, refunds one-third (1/3) money. Any teacher who does not work for the Board at all after his leave shall return all monies afforded him under this agreement. The teacher shall obtain a performance bond which meets these conditions prior to the final approval for said sabbatical leave.
- 19.8 Restitution of said sabbatical leave money does not apply in cases where the teacher becomes incapacitated or where the rule is waived by the Board.
- 19.9 During the sabbatical leave the teacher shall not be allowed to hold any full-time paid position. However, this section shall not be construed to deny any teacher the right to fellowships, scholarships, grants and aides, or other scholastic stipends. The granting of sabbatical leave shall be made solely upon the recommendation of the Superintendent and the authorization of the Board, providing funds for such sabbatical leaves are available. The Board reserves the right to reject any request for any reason for leaves as defined by this Agreement.
- 19.10 An employee who is absent on sabbatical leave for academic study shall be required to furnish evidence of satisfactory progress in his academic study. Specific details of this requirement shall be arranged at the time of approval of the sabbatical request. Any employee on sabbatical leave who fails to meet the agreed upon requirements in his application for said sabbatical leave shall forfeit all rights to continue leave unless specifically permitted to continue by the Board.

ARTICLE 20
**CURRICULUM, INSTRUCTIONAL MATERIALS
AND IN-SERVICE EDUCATION**

- 20.1 Building School Improvement Teams will plan annual in-service programs. Teams will communicate plans between buildings to combine programs when appropriate and when efficient for the district. The District level team may plan district wide activities when appropriate and inform the building level teams of such plans in advance. District level plans would supersede building level plans.

ARTICLE 21
GRIEVANCE PROCEDURE

- 21.1 A grievance is a claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement.
- 21.2 Grievances shall be presented and processed as set forth below. Two or more bargaining unit members alleging the same violation of this Agreement may bring the same grievance under this procedure. The Board shall have the right to consolidate similar grievances.
- 21.3 Bargaining unit members are encouraged to work out claimed violations of this Agreement within their schools or through their principals without resorting to the informal or formal grievance procedure whenever possible.
- 21.4 Presenting an Informal Grievance (unwritten)
A bargaining unit member believing himself/herself to have a grievance shall ask his/her building principal, or other person designated by the Board for this purpose, for a personal conference within seven (7) days after the occurrence of the grievance, for the purpose of resolving the matter. The conference shall be attended by the building principal, or person designated by the Board for this purpose. The grievant may request any bargaining unit member or agent of the Association, to attend the meeting. The principal, or other person designated by the board for this purpose, may request any employee or agent of the Board to attend. If both parties feel that the matter may be resolved by additional conference, they may hold one (1) or more for this purpose. If a solution is achieved in the conferences, the matter shall be terminated. Any solution achieved at the informal stage of this grievance procedure shall not constitute a binding precedent in the settlement of similar grievances.
- 21.5 Presenting a Formal Grievance - Level One
- A. If the matter is not resolved at the informal level the grievance may be filed in writing with the building principal or other person designated by the Board. The grievance must be filed within fourteen (14) days after the occurrence of the grievance.

- B. The written grievance will contain:
1. The article(s) alleged to be violated.
 2. A synopsis of events leading to the grievance.
 3. The date(s) of the events leading to the grievance.
 4. The relief sought.
 5. Certification by the Association that the Association Committee for Contract Grievances has reviewed the grievance and approved it for filing as a formal grievance.

Any grievance not fully satisfying these requirements may be rejected. Such rejection shall not extend the time limits for filing/appealing grievances.

- C. Following the submission of the written grievance, a time for meeting between the grievant (and, if he/she requests, a representative from the Association) and the principal, or other person designated for this purpose by the Board, shall be arranged. No longer than ten (10) days shall elapse before the date and time for a meeting are set by the principal, or a person designated by the Board for this purpose. The time limit may be extended by mutual agreement.
- D. The principal, or other person designated by the Board for this purpose, shall answer the grievance in writing within seven (7) days from the date of the meeting at which the grievance was discussed, unless the time limit is extended by mutual agreement. A grievance not appealed, as provided in Step Two (2) below, within ten (10) days after the answer from the principal, or a person designated by the Board for this purpose, shall be considered settled on the basis of the last answer and not subject to further review. The time limits may be extended by mutual agreement.

21.6 Level Two - Superintendent

- A. If the matter is not resolved at Level One, the grievance may be filed in writing with the Superintendent or other person designated by the Board. The grievance must be filed at Level Two within ten (10) days from the date the Level One response was received.
- B. The Superintendent shall set a time and place for a meeting with the Association and the grievant within ten (10) days of receipt of written notification from the Association that it wishes to continue the grievance. The Superintendent shall answer the grievance in writing within seven (7) days from the date of the meeting at which the grievance was discussed, unless the time limit is extended by mutual agreement. A grievance not appealed, as provided in Step Three (3) below, within ten (10) days after the answer from the Superintendent shall be considered settled on the basis of the last answer and not subject to further review. The time limits may be extended by mutual agreement.

21.7 Level Three - Board of Education

- A. If the matter is not resolved at Level Two, the grievance may be filed in writing with the Board of Education by sending notice to the Superintendent. The grievance must be filed at Level Three within ten (10) days from the date the Level Two response was received.
- B. Within thirty (30) days from receipt of the notice, the Board will arrange to have the grievance heard by the full Board or a Board committee. The party filing the grievance shall be given written notice of the time and place of this meeting. The Board of Education shall grant an audience to all affected parties to such an issue and shall within fifteen (15) days from the date of such hearing render its judgment in the matter. Such judgment shall be made a matter of public record in the official minutes of the Board and be made known to all parties to the grievance.

21.8 Level Four - Arbitration

- A. If the Association is not satisfied with the disposition of the grievance at the Board level, it may within ten (10) days after the decision of the Board refer the matter for arbitration to the American Arbitration Association by filing a written demand for arbitration and request the appointment of an arbitrator to hear the grievance. If the parties cannot agree upon an arbitrator, he shall be selected in accordance with the rules of the American Arbitration Association.
- B. The fees and approved expenses of the arbitrator shall be paid by the loser of the arbitration. In the event the matter is settled, a settlement agreement shall determine the manner in which the arbitrator's fee shall be paid.
- C. Grievances within the meaning of the grievance procedure and of this arbitration clause shall consist only of disputes about alleged violations of this Agreement. The arbitrator shall have no power to add to, or subtract from, or modify any of the terms of this Agreement; nor shall he substitute his discretion for that of the Board or the Association, nor shall he exercise any responsibility or function of the Board or the Association.
- D. The decision of the arbitrator shall be binding upon the Association, its members, the employee or employees involved, and the Board. The Association will discourage any attempt on the part of its members or persons in the bargaining unit and will not encourage or cooperate with any of its members in any appeal to any court or labor board from the decision of any arbitrator.

21.9 Miscellaneous Conditions

- A. The term “days” when used in this Article shall mean work days during the academic year and days when the central office is open for business during the summer months between academic years. Time limits may be extended by mutual written agreements.
- B. A grievance not appealed within the time limits set forth in this article shall be deemed to be settled on the basis of the last answer and not subject to further review.
- C. If a grievance is not answered within the time limits, it shall be deemed to be automatically appealed to the next level.

ARTICLE 22
NO STRIKE

The Association, its officers, agents, affiliates, members and employees agree that there will be no strikes, sit-downs, stoppages of work, concerted effort not to meet classes, boycott, withholding of services, or any unlawful acts that interfere with the Board’s operations. Any violation of the foregoing may be made a subject to disciplinary action and damage action, including discharge or suspension, and this provision shall not be by way of limitation on the Board’s right to any other remedy under law for such violation. The Association, its officers, agents, affiliates, members and employees shall be jointly and severally liable under this provision. This section shall not be subject to grievance procedure under this Agreement.

ARTICLE 23
COMPENSATION

- 23.1 The basic salaries of bargaining unit members covered by this Agreement are incorporated into a salary schedule format as provided in Appendix B. Such Appendix B Salary Schedule shall remain in effect without deviation during the designated periods.
- 23.2
 - A. All teachers will be given credit for all years teaching experience with the Fulton Schools, unless they have terminated their teaching in the Fulton Schools and are rehired whereby the same conditions will prevail for them as those hired outside the Fulton Schools as new teachers.
 - B. Teachers hired into the Fulton Schools may be allowed credit for teaching experience in other school systems.
- 23.3
 - A. Bargaining unit members required in the course of their work to drive, will be required to use a school owned vehicle. If such vehicle is not available, driving of personal automobiles will be allowed and members will be reimbursed at the maximum IRS mileage allowance.

- B. Expenses of teachers to attend conferences, workshops and conventions approved by the administration shall be reimbursed in part or in whole at the discretion of the administration from a detailed list which will include cost of meals, lodging, fees or other educational expenses. When more than one teacher attends the same conference, expenses should be shared whenever possible, including two people to a room, shared transportation, etc. Meal allowance will be on the following scale: \$5 for breakfast, \$8 for lunch and \$12 for dinner. When a non-school employee is sharing a room, the additional expense for that person shall be borne by the employee.

23.4 A. Retirement Plan

All employees are members of the Michigan Public School Employees Retirement Fund which is correlated with the Federal Social Security Program. Information concerning the Fund may be obtained from the Superintendent's office.

B. Mandatory Retirement

Retirement will follow state and federal statutes

C. Severance Payment

Employees eligible for non-disability retirement through the Michigan Public Schools Employee Retirement System and having at least fifteen (15) years of consecutive service to the Board shall be paid a severance payment on the following schedule:

1. After fifteen (15) years of service, five (5) days' salary plus fifteen percent (15%) of the bargaining unit member's unused sick leave.
2. After twenty (20) years of service, ten (10) days' salary plus fifteen percent (15%) of the bargaining unit member's unused sick leave.
3. After twenty-five (25) years of service, fifteen (15) days' salary plus fifteen percent (15%) of the bargaining unit member's unused sick leave.

- D. Teachers shall notify the Association and Administration of their intent to retire as early as possible and not later than March 30 of the year in which they choose to retire, to participate in said severance payment. Exceptions may be approved by the Superintendent for unexpected situations.

- E. Severance pay or remuneration will be forfeited in case a teacher's tenure contract is terminated because of cause, including but not limited to, a morals or indecency conviction.

- 23.5 Teachers, in all grades, required by the Administration to take over a class of another teacher shall be reimbursed at the rate of one-fourth of a substitute teacher’s daily rate for high school teachers covering a block period and one-sixth of a substitute teacher’s daily rate for grades K-8 to the nearest five minute fraction of an hour. (In the case of a teacher being called away from a class in an emergency, this need not apply.)
- 23.6 In the event of changes in the school laws concerning the number of days of instruction and/or the beginning date of school, the Association and the Board agree to open the contract for calendar purposes if necessary.
- 23.7 Merit Pay, in the amount of \$1.00, will be awarded to staff members who receive a Highly Effective endorsement on their annual evaluation. Merit Pay compensation will occur annually, and will be included in the employee’s last pay in June of the school year.
- 23.8 The Board may formally adopt a qualified plan pursuant to Section 125 of the Internal Revenue Code. The Board shall have the right in order to avoid potential adverse tax consequences that may result from providing employees with certain fringe benefits under the current Collective Bargaining Agreement between the parties. The adoption of a qualified plan under Section 125 of the Internal Revenue Code shall not change the level or type of fringe benefits available under the current Collective Bargaining Agreement. While the current Collective Bargaining Agreement provides employees with the option of receiving a tax deferred annuity instead of certain insurance benefits, it is acknowledged that tax deferred annuities are not an allowable option under Section 125 qualified plan. Therefore, if the board exercises their right to adopt a Section 125 qualified plan, the plan may offer employees the choice between the health insurance benefits specified in the Collective Bargaining Agreement or cash. The cash option shall be in an amount equal to the value of the tax deferred annuity option under the current Collective Bargaining Agreement. Employees who elect to take the cash option under the Section 125 qualified plan shall utilize the cash to purchase a tax deferred annuity.

ARTICLE 24
SCHEDULE B COMPENSATION
 Eligible steps reinstated for 2018-2019

Teachers employed at Fulton Schools will be given preference for all positions if the administration determines they are qualified. (This is not subject to the grievance procedure.)

CLASS ADVISORS¹

Freshman	2% if 1 advisor	1% each, if 2 or more
Sophomore	2% if 1 advisor	1% each, if 2 or more
Junior	8% if 1 advisor	4% each, if 2 or more
Senior	4% if 1 advisor	2% each, if 2 or more

FFA ²		4%
PLAYS	per 3-act play or equivalent and approved for general admission	4%
BAND ⁴		9%

ACADEMIC EXTRA-CURRICULAR

Academic Curricular positions only with approval of the principal.

Business Professionals of America Advisor		4%
District School Improvement Coordinator		8%
Christmas Program Chairperson	(Two people may split the compensation)	4%
Christmas Program Pianist		1%
Department Chairperson/District Improvement Team Members		4%
High School Newspaper ⁵		7%
High School Yearbook ⁶		8%
Elementary School Student Council		3%
Middle School Student Council		3%
High Student Council ⁵		4%
National Honor Society		4%
Odyssey of the Mind		2%
Quiz Bowl Coach		3%
Reading Month Chairperson	(Two people may split the compensation)	4%
Reading Strategy Trainers	(per person, up to two people)	2%
Sadd		\$300.00
Science Olympiad	(per bldg.)	3%
School Improvement Team	(per person)	1%Summer
Agriculture		\$3,500
Work Experience Coordinator ⁷	(new position in 2008-2009, base rate)	5%

ATHLETIC EXTRA-CURRICULAR

FOOTBALL

Varsity Head Football	12%
Assistant Football (4 positions)	8%
Middle School Football (limit 2 coaches)	4%

BASKETBALL

Head Basketball	12%
Assistant Basketball (JV)	8%
Freshman Basketball	8%
Middle School Basketball (limit 2 coaches)	4%

VOLLEYBALL

Head Volleyball	12%
Assistant Volleyball (JV)	8%
Freshman Volleyball	8%
Middle School Volleyball (limit 2 coaches)	4%

SOFTBALL

Head Softball	10%
Assistant Softball (JV)	6%

TRACK		
Head Track		10%
Assistant Track (JV)		6%
Middle School Track (limit 2 coaches)		4%
BASEBALL		
Head Baseball		10%
Assistant Baseball (JV)		6%
CROSS COUNTRY		
Head Cross Country		7%
Middle School Cross Country		4%
WRESTLING		
Head Wrestling		12%
Assistant Wrestling (JV)		6%
Middle School Wrestling (1 coach)		4%
GOLF		7%
WEIGHT TRAINER (may be split)		8%
CHEERLEADING		
	<u>Fall Season</u>	
	Varsity Football Cheerleading	6%
	Junior Varsity Football Cheerleading	4%
	*No Freshman	
	<u>Winter Season</u>	
	Varsity Basketball Cheerleading	6%
	Junior Varsity Basketball Cheerleading	4%
	Middle School (if 2 coaches split 5%)	5%
	*No Freshman	

Varsity Coaching positions shall be computed on the experience level in the activity through ten (10) levels (1,2,3,4,5,6,7,8,9,10) of the BA Schedule.

The percentage amount for all non-varsity positions shall be computed on the experience level in the activity through six (6) levels (1,2,3,4,5,6) of the BA schedule.

Footnotes for Non-Tenure Salary Schedule as follows:

¹May be assigned on a rotating basis if there are no volunteers.

²Required of Agriculture teacher as a condition of employment.

⁴Required of High School Band teacher as a condition of employment.

⁵Not to be paid if activity is taught as a regular class in the high school.

⁶Two percent if taught as a regular class both semesters. Six percent if taught as a regular class for one semester.

⁷Required as a condition of Employment as the business teacher in the high school. The business teacher shall receive a minimum of 1.5 days of release time per marking period to make on-site visits.

Payment for Schedule B positions shall begin only after the activity has begun.

Removal of an employee from a Schedule B position is not subject to the grievance procedure.

ARTICLE 25 **HEALTH INSURANCE**

- 25.1 The Board will provide teachers and his/her spouse and eligible dependents with either MESSA PAK detailed below or a Blue Cross/Blue Shield health plan that has coverage equivalent to MESSA Choices plus other insurance components as detailed below. The Association shall notify the Board annually which of the aforementioned insurance options has been selected by the Association. The Board will pay the entire cost of the non-health insurance components of the selected plan and will subsidize to a level equal to the lower of the two aforementioned health insurance programs based on the year-to-year premiums. The amount of the health insurance premium which exceeds the Board's subsidy may be deducted from the teacher's salary. In calculating the Board's subsidy the premium cost that would be paid if the health insurance was not part of a PAK shall be utilized.
- A. Any amount in excess of the Board's legally limited contribution by state law will be payroll deducted as a condition of the Agreement in either 20 or 26 pays as determined by each member.
 - B. The Board agrees to establish a salary reduction plan within the guidelines of the Internal Revenue Service to afford the opportunity to pay with pre-tax dollars for out of pocket premium deductions under Article 25.1 above and other variable inservice plans available through the business office.
 - C. The Board and Association agree that for purpose of Article 25, Section 25.1, the term "equivalent" shall not be interpreted to mean identical or equal. It is recognized that insurance programs or plans may be equivalent even though there are differences in the insurance coverage. The Blue Cross/Blue Shield plan will be as close to the MESSA plan as is possible to obtain.
 - D. The Board shall deposit an amount to be specified by the employee up to the full deductible for their health coverage into an HSA with an effective date of January 1. The employee will choose to pay back to the district the deductible amount subject to the provision in Article 25.1 section E by choosing one of the following options:
 - Option 1: Beginning with the first pay in September through the last pay in June, equal installments with pre-tax dollars as outline in Article 25.1 section B.
 - Option 2: A lump sum payment occurring between December 1 and no later than December 15 in the year prior to deductible coverage.

- E. If the fiscal year-end audit (which has been typically presented at the October or November Board meeting) shows the District's audited fund balance to be \$100,000 or greater than the projected fund balance at the end of the fiscal year (which is typically presented at the June budget hearing), the district shall deposit 80% of the deductible into an HSA.

The employee shall be obligated to deposit 20% of the deductible into the HSA via payroll deduction. If fiscal year-end audit (which is typically presented at the October Board meeting) shows the District's audited fund balance to be less than \$100,000 than the projected fund balance at the end of the fiscal year (which is typically presented at the June budget hearing, the Board shall not be obligated to deposit any funds into the employee's HSA.

- F. It is understood that employees may elect to contribute additional tax free dollars into their HSA via payroll deduction up to the amount allowable by the Internal Revenue Service.

MESSA PAK PLAN & MESSA ABC PLAN 1

- A. For employees needing health insurance: MESSA ABC PLAN 1, which includes:

Health - MESSA

Deductible: \$1300 single/\$2600 2-person and family in network (\$2600/\$5200 out of network) Co-pay on visits: \$0 after deductible is met.

Prescriptions: After deductible is met, MESSA ABC Rx

For employees needing health insurance prior to January 1, 2017: MESSA PAK Plan A, which includes:

Health – MESSA Choices

Deductible: \$200/\$400 in network deductible (\$400/\$800 out of network). Copay on visits \$20/\$25/\$50
Saver RX \$2/\$10/\$20/\$40

Long Term Disability

- 66 2/3%
- \$2500 maximum
- 90 calendar days - Modified Fill
- Pre-Existing Conditions Waiver
- Freeze on Offsets

Life

- \$20,000 w/AD&D

Vision

- VSP-3 Gold

Dental

- 100/80/80 – Annual Max \$1500, \$2100 Ortho Max

B. For employees who do not need health insurance: MESSA PAK Plan B, which includes:

LTD: the same as Plan A
Life: the same as Plan A
Vision: the same as Plan A
Dental: the same as Plan A

BLUE CROSS/BLUE SHIELD PLAN

C. For employees needing health insurance:

Health - a Blue Cross/Blue Shield plan with coverage equivalent to MESSA Choices plan

LTD: the same as Plan A
Life: the same as Plan A
Vision: the same as Plan A
Dental: the same as Plan A

D. For employees who do not need health insurance:

LTD: the same as Plan A
Life: the same as Plan A
Vision: the same as Plan A
Dental: the same as Plan A

25.2 In addition to the above benefits listed in (D), the Board and the Association shall formally adopt a qualified plan document pursuant to Section 125 of the Internal Revenue Code. The Section 125 plan shall provide teachers who do not need or receive health insurance from the Board with a cash option in lieu of health insurance benefits. The monthly cash option shall be an amount equal to 80% of the monthly single subscriber premium. The cash option received by the teacher may be utilized to purchase a tax deferred annuity or such benefits which may be available under the Section 125 plan. To purchase a tax deferred annuity, the teacher shall enter into a salary reduction agreement.

25.3 Election for coverage by bargaining unit members of the above benefits shall be made according to procedures established by the Board. Payments for the insurance will be on a monthly basis while the bargaining unit member is employed by the Board. Bargaining unit members completing a full school year will receive the benefits for a twelve month period. Teachers not completing the full school year will receive the benefit for the months employed.

25.4 The health insurance provided to the teachers shall continue to cover abortion. The premium cost for abortion coverage shall be paid by the teacher.

ARTICLE 26 **NEGOTIATIONS PROCEDURES**

26.1 Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.


- 26.2 There shall be three (3) signed copies of any final Agreement. One copy shall be retained by the Board, one by the Association, and one by the Superintendent.
- 26.3 Negotiations on a successor agreement will commence no later than the first week of May of the expiring year.
- 26.4 Special conferences for important matters shall be arranged between the President of the Association or his designee and the Superintendent or his designee upon request of either party. Such meeting shall be between a maximum of three (3) representatives of the Association and three (3) representatives of the Board with more attending by mutual agreement of the parties. Arrangements for such a special conference shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up at the special conference shall be confined to those included on the agenda. If the Board and the Association both consent, agreements reached at a special conference may be reduced to writing and then serve as precedent for future similar issues during the life of this Agreement. Special conferences shall not be used as a substitute for negotiations of agreements between the Association and the Board.

ARTICLE 27
DURATION OF AGREEMENT



- 27.1 This agreement shall be effective as of the first day of September 2018 and shall continue in effect until the thirty-first day of August 2021 except for salary and benefits, which shall be negotiated annually.
- 27.2 The Board shall reproduce this Agreement within thirty (30) days after it is signed by representatives of both parties in sufficient quantity that each bargaining unit member may have one copy while this Agreement is in effect. The Board shall make available to the Association ten (10) copies of this Agreement at no cost to the Association.

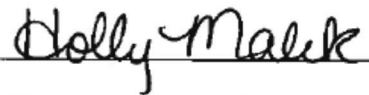

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their respective representatives:

FULTON EDUCATION ASSOCIATION

BY 
President

BY 
Secretary

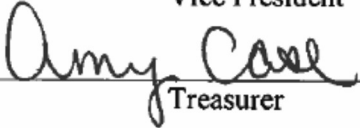



FULTON BOARD OF EDUCATION

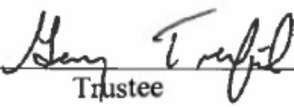
BY 
President

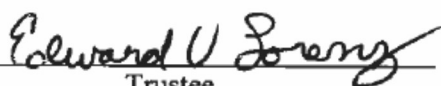
BY 
Vice President

BY 
Secretary

BY 
Treasurer

BY 
Trustee

BY 
Trustee

BY 
Trustee

**FULTON SCHOOLS
APPENDIX A
CALENDAR FOR 2018-2019**

		TEACHER DAYS	STUDENT DAYS
Aug. 27-30	Teacher Professional Development (PD)/Orientation 4		
Sept. 3	Labor Day Break – No School		
Sept. 4	Student Classes begin		
**Oct. 3 & 4	Parent Teacher Conferences (1/2 day for students)		
Oct. 5 1/2 day	Teachers & Students		
Nov. 2	End of 1st Marking Period	48	44
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Nov. 5	2 nd Marking Period Begins		
Nov. 15	No School		
Nov. 21	1/2 day Teachers & Students		
Nov. 22-23	Thanksgiving Break		
Dec. 21	First Day of Christmas Break		
Jan. 2	Classes Resume (Wednesday)		
Jan. 18	End of 2nd Marking Period (1/2 day for students/teachers record day)	44	44
<hr/>			
	TOTALS	92	88
<hr/>			
Jan. 21	3 rd Marking Period Begins		
Feb. 18	Presidents Day – No School		
**Mar. 7	Parent Teacher Conference (1/2 day for students)		
Mar.	8 1/2 day Teachers & Students		
Mar. 25	First day of Spring Break		
Apr. 1	Classes Resume		
Apr. 5	End of 3rd Marking Period	49	49
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Apr. 8	4 th Marking Period Begins		
Apr. 19	Good Friday- No School		
May 27	Memorial Day Break - No School		
June 7	½ day Students/Teacher record day	43	43
<hr/>			
	TOTALS	92	92
<hr/>			
	YEARLY TOTALS	184	180

***If the state gives us the opportunity to begin school before Labor Day, we will create a new calendar with that adjustment .**

There will be a progress report for each student at the mid-term of each marking period. The format of the report will be developed by the building administrators and teaching staff.

**Parent/Teacher Conference Schedule is being planned as follows:

Oct. 3 - All buildings afternoon (12:30 p.m. – 3:00 p.m. and evening (5:30 p.m. - 8:00 p.m.) sessions

Oct. 4 - All buildings afternoon (12:30 p.m. – 3:00 p.m.)

Mar. 7 - All Buildings afternoon (12:30 p.m. - 3:30 p.m.) and evening (5:30 p.m. - 8:00 p.m.) sessions

**SALARY SCHEDULE
2018-2019**

Teachers received credit for years served to maintain progression towards their next steps when steps may/will be reinstated. For example a teacher at Step 12 will continue to earn 12-1, 12-2, etc. during years when steps are frozen.

A teacher on Steps 1-11 will only advance to the next step when steps are provided. For example a teacher on Step 1 will move to step 2 the next steps are provided.

All teachers shall advance to their next eligible step as outlined above.

STEP	B.A.	B.A.+20	B.A. +40 or M.A.	M. A.+30 or Ed. Spec.
	(1.0)	(1.035)	(1.070)	(1.105)
1	35,484	36,726	37,968	39,210
2	37,614	38,930	40,247	41,563
3	39,742	41,133	42,524	43,915
4	41,871	43,336	44,802	46,267
5	44,000	45,540	47,080	48,620
6	46,130	47,744	49,359	50,973
7	48,259	49,948	51,637	53,326
8	50,388	52,151	53,915	55,678
9	52,516	54,354	56,192	58,030
10	54,646	56,558	58,471	60,383
11	56,775	58,762	60,749	62,736
12	58,905	60,966	63,028	65,089
16	61,033	63,169	65,305	67,441
21	63,161	65,372	67,583	69,793
26	65,291	67,576	69,861	72,146
31	67,420	69,780	72,140	74,499

- ◆ To be eligible to receive Step 16 compensation, the teacher must have been employed by Fulton Schools for 15 years.
- ◆◆ To be eligible to receive Step 21 compensation, the teacher must have been employed by Fulton Schools for 20 years.
- ◆◆◆ To be eligible to receive Step 26 compensation, the teacher must have been employed by Fulton Schools for 25 years.
- ◆◆◆◆ To be eligible to receive Step 31 compensation, the teacher must have been employed by Fulton Schools for 30 years.

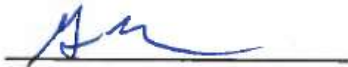
Memorandum of Understanding

The Fulton Education Association (FEA) and the Board of Education of Fulton Schools (Board) hereby mutually agree to change the following phrase contained in Article 10.6 of the Master Agreement from "6th Grade Transitional Mtg." to "5th Grade Transitional Mtg."


This change is needed and agreed upon to reflect the relocation of the 6th grade from the elementary school to the middle school. This revision of the language contained in the Memorandum of Understanding does not constitute a "reopening" of the Master Agreement for bargaining.

This Memorandum of Understanding shall not be subject to the grievance procedure and shall expire with the ratification of a new Master Agreement.

Signature/Date



Graham Salogar, FEA President



Paul Hungerford, Fulton Schools Superintendent