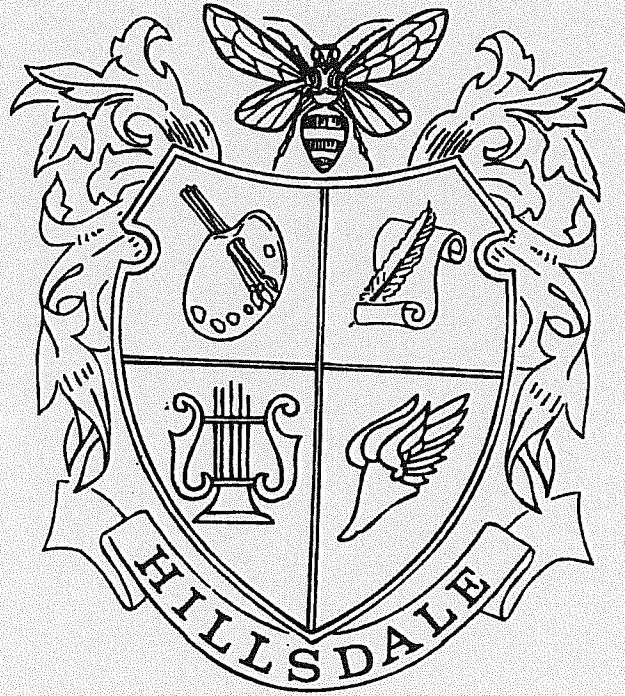


MASTER CONTRACT



HILLSDALE
COMMUNITY SCHOOLS

AND

HEA/4-C/UBA/MEA/NEA

August 2007 – August 2009

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AGREEMENT

This Agreement between the BOARD OF EDUCATION OF HILLSDALE COMMUNITY SCHOOLS, HILLSDALE, MICHIGAN, (hereinafter called Board), and 4-C UNIFIED BARGAINING ASSOCIATION, MEA-NEA, (hereinafter called Association), has been entered into this 19th day of July 2007. It is specifically agreed that where the rights and benefits within the contract are specified as accruing to the "Association" the word "Association" shall be interpreted to mean only those employees of HILLSDALE COMMUNITY SCHOOLS and any right or benefits shall not accrue to other members of the 4-C UNIFIED BARGAINING ASSOCIATION, MEA-NEA.

ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Association as the sole and exclusive bargaining agent for all full time and regularly employed part-time teaching personnel employed by Hillsdale Community Schools, including; guidance counselors, librarians, and summer school teachers but excluding therefrom: substitute teachers, supervisory and executive personnel; office, clerical, custodial, and school lunch employees; educational assistants; and school bus drivers and all others. Supervisory and executive personnel is understood to mean those persons who draw their authority directly from either the Board of Education or the Superintendent and who are required or permitted by the authority directly to make rules which are obligatory upon members of the bargaining unit. The term "teacher" when hereinafter used in this Agreement shall refer to all employees represented by the Association and the bargaining unit as above defined and reference to males shall include females. Elementary teachers shall refer to teachers of grades K-5, middle school teachers of grades 6-8, and high school teachers shall refer to teachers of grades 9-12.
- B. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association representative has been given an opportunity to be present at such adjustment.
- C. Nothing contained herein shall be construed to deny or restrict any teacher rights which he/she may have under any state or federal laws and regulations.
- D. The Board agrees not to negotiate with or recognize any teachers' organizations other than the Association for the duration of this Agreement.
- E. All references to the superintendent herein contained shall be understood by the parties to mean the superintendent or superintendent's designee except for Article XI (Grievance Procedure).

ARTICLE II

BOARD RIGHTS

- A. 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 Constitution of the State of Michigan, and of the United States, including, and without limiting the generality of the foregoing, the right to:
1. The executive management and administrative control of the school system and its properties and facilities, and the professional activities of its employees;
 2. Hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees;
 3. Establish grades and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students, all as deemed necessary or advisable by the Board;
 4. Decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature;
 5. Determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect to administrative and non-teaching activities, and the terms and conditions of employment.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, 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 III

TEACHER RIGHTS

- A. The Association and its members shall have the right to use the school building facilities before or after regular class hours and during lunch time. Such use of the building for Association meetings must be arranged for with the building administration in advance. The Administration retains the right to room assignment. Bulletin boards and teachers' mailboxes shall be made available to the Association for the business of the Association. These materials must be signed by a designated Association official. All such materials shall be sent to the Superintendent and Building Administrator.
- B. All teachers, prior to the 15th day of September, shall either:
1. a. Sign and deliver to the Board a dues deduction card authorizing membership dues of the Association including State and National dues. This card shall remain in effect until revoked in writing to both the Association and the Board.

or

- b. Pay a service fee to the Association as determined in accordance with the M.E.A. policy and procedures regarding objections to political-ideological expenditures. The remedies set forth in this policy shall be exclusive, and unless and until the procedures set forth therein have been availed of and exhausted, all other administrative and judicial procedures shall be barred.

or

Should a bargaining unit member fail to select one of the two options above, within 30 calendar days notification of the bargaining unit member by the Association of his/her responsibility to do so, the unit member shall be considered to have selected (b) and shall be required to pay the designated Association service fee.

For such unit members, or for members who have selected (b) but have not paid the appropriate fee or authorized payroll deduction for same, upon verification to the employer that such notice has been provided to the bargaining unit member and that 30 calendar days has elapsed since receipt of the notice by the bargaining unit member, employer shall deduct the designated amount of the Association service fee from the bargaining unit member's wages pursuant to Section 7 of the Payment of Wages and Fringe Benefits Act, MCL 408.477, and remit the same to the Association.

Prior to any such involuntary deduction of the Association service fee from the bargaining unit member's wages, the Board shall, upon receipt of request for involuntary deduction provide the bargaining unit member with an opportunity for a hearing to determine if bargaining unit member has been notified and determine if the bargaining unit member has paid the appropriate fee or authorized payroll deduction for the same.

Should such involuntary payroll deduction become legally disallowed, the employer shall, at the written request of the Association, terminate the employment of such bargaining unit member within thirty (30) days of receiving the notification by the Association. The parties agree that the failure of any bargaining unit member to comply with the provisions of this article is just cause for discharge from employment.

2. Due to certain requirements established in recent court decisions, the parties acknowledge that the amount of the fee charged to non-members along with other required information may not be available and transmitted to non-members until mid-school year (December, January, or February). Consequently, the parties agree that the procedures in this Article relating to the payment or non-payment of the representation fee by non-members shall be activated thirty (30) days following the Association's notification to non-members of the fee for that given school year.
 3. The Association shall indemnify and save the board harmless against any and all claims, suits or other forms of liability which may arise out of or by reason of action taken or not taken by the board in reliance upon information furnished to the board by the association in the course of enforcing this article. Further, the Association agrees to indemnify and save the Hillsdale Community Schools, its Board of Education, the individual members of the Board of Education and individual administrators harmless against any and all claims, demands, costs, suits or claims for attorney fees or other forms of liability as well as all court and/or administrative agency costs that may arise out of or by reason of action taken by the employer or its agents for purposes of complying with or enforcing the provisions of this article. The Association also agrees that neither it nor its affiliates will in any proceeding assert that the defense or indemnity provisions of this article are either unenforceable or void.
 4. This assignment authorizing deduction is subject to change on a yearly basis at the option of the employee. Each teacher may choose one of the following methods of Association dues payment or non-member representation payment.
 - a. Payment to be deducted from the total salary and the remainder of the salary pro-rated for the number of pays he/she has chosen (see Article IV, K). The Association will reimburse the Board for all losses caused by prepayment of dues resulting from this provision and will be limited to the prepayment itself.
 - b. Payment to be deducted in equal amounts over the employee's pays.
 5. Nothing in this article shall be interpreted or applied to require employee contributions to political action or other similar funds of the Association or its affiliates. Such deductions shall only be made with written consent of the employee, on file with the board, in accordance with applicable statutory provisions.
- C. The Board shall provide payroll deductions for the following: (1) Credit Union, (2) annuities (limited to current carriers unless three or more members request a new company), (3) group auto insurance, and (4) direct deposit to approved carriers.
- D. Each teacher shall have the right upon request to review his/her personnel file. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the materials.

A complaint which would prompt or promote disciplinary action made against the teacher by any parent, student, or other person will be called to the attention of the teacher within one workday of the building administrator's knowledge of complaint and prior to any investigation. Any complaint not called to the attention of the teacher may not be used as the basis for any disciplinary action

against the teacher. Disciplinary actions shall be defined as including oral reprimand, written reprimand, warning, suspensions (paid or unpaid), discharge.

1. No teacher shall be disciplined without just cause. Any such discipline shall be subject to the grievance procedure. The specific grounds forming the basis for disciplinary action will be made available to the teacher.
 2. In the event a disciplinary action is to be taken, the teacher shall be informed of the rights of Association representation and given an opportunity to get representation prior to action being taken.
 3. Any disciplinary action taken against a teacher shall be appropriate to the behavior that caused the action.
- E. The calendar may include one half (1/2) day at the end of each semester to be used for record purposes, one (1) day per year for parent-teacher conferences, two (2) Professional Development days, one (1) Independent Professional Development day (except for 2007-2008 school year). The spring conference day may be an In-Service Day. High school teachers shall have four (4) nights of 3.5 hour scheduled time per year for conferences. All other levels will have one (1) afternoon and one (1) evening conference per semester. High school teachers shall have early release on those days that the other levels have afternoon conferences. It is understood that additional one-half (1/2) days may be scheduled if needed to complete parent-teacher conferences within the scheduled student attendance days. Elementary Related Arts teachers shall have one (1) full day at the end of each semester to be used for record purposes.
- The Board and the Association will meet each year to negotiate a calendar. -Every effort will be made to follow the county calendar.
- F. If and when State tenure is eliminated, the Association and the Board will immediately negotiate an orderly system of dismissal which provides for due process.
- G. Teachers shall have the right to join any teacher organization, but membership in a teacher organization shall not be required as a condition of employment.
- H. The administration will notify the Association President of openings in the district to give teachers the opportunity to be involved in the hiring of administrators and teachers.

ARTICLE IV

PROFESSIONAL COMPENSATION

- A. Salaries of teachers covered by this Agreement are set forth in Schedule A which is attached hereto (Appendix A) and incorporated in this Agreement. The salary schedule as set forth in said schedule shall remain in effect for 2007-2008-and 2008-2009 school years. Salary Schedule A is based upon the normal teaching load for the school calendar year.
- B. Compensation for Summer School is to be paid at the rate of twenty five dollars (\$25.00) per hour.
- C. A teacher who is asked by an administrator or agent of the administration and voluntarily agrees to substitute during the teaching day on an hourly basis or fraction thereof shall be paid at the following rate: fifty dollars (\$50.00) per hour. e.g. if a class is 60 minutes, the substitute will be paid \$50.00 and if a class is 1.4 hours, the substitute will be paid \$70.00
- D. A teacher engaged during the school day in negotiating on behalf of the Association with any representative of the Board or participation in any grievance or negotiation shall be released from regular duties without loss of salary. Such teachers are not to be excused from their duties until a qualified substitute can be secured.
- E. All new teachers shall be placed at BA-1 and advance on the BA scale during the term of their probationary period. Upon obtaining tenure in the Hillsdale Community Schools, the Board shall advance those hired under this provision vertically and horizontally. Teachers with advanced degrees shall progress to the appropriate degree category. In addition, teachers may receive full or partial teaching credit for previous certified teaching experience up to four (4) years in a public, parochial or other school accredited by an educational accrediting agency and/or degrees earned at the discretion of the Board. This will be determined and documented at the time of hire. The maximum level a new hire may be granted after attaining tenure is step 7. Vocational education teachers may receive up to three (3) years credit for previous non-teaching work experience in a related field at the discretion of the Board. Teachers with advanced degrees shall progress to the appropriate degree category upon earning tenure within the District.
- F. Teachers advancing to a higher educational classification on the salary schedule at the close of the fall semester will be advanced to that classification for the balance of the contract year provided; however, that the teacher submits official evidence of having earned said degree to the Superintendent or his designee on or before the first day of the spring semester.
- G. Reimbursement for additional college credit earned beyond 18 semester hours for professional certification credit requirements shall be at the rate of one hundred sixty dollars (\$160.00) per semester hour or the actual cost of the course whichever is less. Upon presentation of official college grade report indicating successful completion of the course and to be eligible for such payment the teacher must still be actively employed by the Hillsdale Community Schools at that time. Reimbursement shall be made within one month of presentation of forms from Central Office and grade report from an accredited college or university or institution approved by the Superintendent. Course work that has prior written approval from the Superintendent is eligible for reimbursement. Summer courses will be reimbursed within one month of the beginning fall semester. Teachers are not eligible for payment for credit earned prior to their entry into teaching duties in the Hillsdale system. The course must be relevant to the teacher's present teaching assignment or 1), course work required to meet highly qualified standards to comply with No Child

Left Behind, 2) college level course work in the teachers major or minor field of study, 3) college level course work that will lead to an additional teaching major or minor or an additional endorsement on the teacher's certificate, or 4) graduate level course work in the fields of education (administration, adult and community education, curriculum, guidance and counseling).

H. Each tenured teacher shall have the right to accept or reject the assignment of a student teacher. If a teacher shall accept the assignment of a student teacher, that teacher will receive the remuneration from the college placing the student. Those teachers with student teachers shall continue to assume the responsibility for class content. The Board reserves the right to reject student teachers who would be assigned by colleges not in compliance with the law.

I. Insurance

1. During the 2007-2008 and 2008-2009 school years currently employed teachers electing MESSA health insurance will receive the following fully Board paid health coverage:

PAK A

MESSA SUPER CARE I	Health Insurance
MESSA Life Insurance	\$10,000 + AD&D
MESSA Prescription	\$10.00/\$20.00 RX
MESSA/Delta Dental Plan	Class I at 100%
	Class II at 75%
	Class III at 50%
	Class I, II & III Annual Maximum = \$1,000
	Class IV 75% Lifetime Maximum of \$1,500/ household member
MESSA/Vision Service Plan	VSP2
LTD	90 day wait

Those members not electing health insurance shall be eligible for fully Board paid PAK B coverage:

PAK B

MESSA Life Insurance	\$15,000 + AD&D
MESSA/Delta Dental Plan	Class I at 100%
	Class II at 100%
	Class III at 50%
	Class I, II & III Annual Maximum = \$1,000
	Class IV 75% with Lifetime Maximum of \$1,500/ household member
MESSA/Vision Service Plan	VSP3
LTD	90 day wait

2. For the 2007-2008 and 2008-2009 school years currently employed teachers electing health insurance shall have a choice of MESSA Super Care I or MESSA choices II. Members electing MESSA Super Care I (as outlined above) shall be responsible for paying the difference in premium cost between MESSA Super Care I and MESSA Choices II. Those members electing MESSA Choices II the Board will fully pay the premium.

PAK C

MESSA Choices II	Health Insurance
MESSA Life Insurance	\$10,000 + AD&D
MESSA Prescription	\$10.00/\$20.00 Rx
MESSA/Delta Dental Plan	Class I at 100%

Class II at 75%
 Class III at 50%
 Class I, II & III Annual Maximum = \$1,000
 Class IV 75% Lifetime Maximum of \$1,500/ household member

MESSA/Vision Service Plan VSP2
 LTD 90 day wait

4. As of Association and Board ratification of the 2007-2009 Master Agreement only those members currently enrolled for MESSA Super Care 1 shall be allowed to take that option. No new members shall be offered Super Care 1. Members currently on Super Care 1 shall be grandfathered on this product. Once she/he elects something other than Super Care 1 she/he will no longer have the option to elect Super Care 1.
5. All teachers electing MESSA health care coverage (PAK A or PAK C) shall be responsible for a premium contribution of three hundred dollars (\$300.00) annually to be equally distributed throughout the year beginning in the 2007-2008 school year. During the 2008-2009 school year the premium contribution shall be five hundred dollars (\$500.00) annually to be equally distributed each pay throughout the year. The Board has adopted a qualified plan document which complies with Section 125 of the Internal Revenue Code. Teachers using the 125 plan shall do so through a salary reduction agreement/payroll deduction.
6. For the 2007-2008 school year only, the Board shall reimburse teachers for costs incurred for prescription drugs up to three hundred dollars (\$300.00) per member. Members shall offer proof in the form of receipts from pharmacies showing that such expenses shall be paid to the member(s) in the first pay following presentation of receipts according to the schedule. Receipts so offered may have the information of a sensitive or personal nature blacked out at the member(s) discretion but shall clearly show the amount incurred and the date of the prescription.
 - To be reimbursed on the second pay in December, 2007 the member(s) must submit receipts to the administration office no later than December 1st.
 - To be reimbursed on the second pay in May, 2008 the member(s) must submit receipts to the administration office no later than May 1st.
 - To be reimbursed for costs incurred for prescription between May 1 and August 31, 2008 the member must submit receipts to the administration office no later than September 15, 2008 to be paid out on the second pay in October, 2008.
7. The Board has established a cafeteria plan that allows employees to elect cash in lieu of health insurance (Plan A) and certain other pre-tax options, according to the schedule below:

<u>Options</u>	<u>For 2008 - 2009</u>	
<u>Amount</u>		
0-10 Participants	\$200/month	\$225/month
11-15 Participants	\$225/month	\$250/month
16-20 Participants	\$250/month	\$275/month
21 + Participants	\$275/month	\$300/month

*Participants – Certified employee (H.E.A. Member) not electing health insurance coverage, must remain participants through full year unless family status changes.

8. Part-time positions will receive the benefits in paragraph 1 and 2 on a pro-rated basis.

- J. Members of the K-12 Curriculum Committee whose area is under review for the upcoming year or staff members employed by the district to do work of a professional nature shall be compensated at twenty five dollars (\$25.00) per hour for non school hours or district will provide a substitute during school hours.

Association members, except probationary teachers, whose attendance will be credited toward their initial state certification requirements, attending approved professional development activities outside the school day which are not compensated for in other parts of the contract will be compensated at current sub pay. Meetings attended in connection with conference or conventions are not covered under this provision. The superintendent or designee will decide which pay category applies.

- K. Counselors may be scheduled to work an additional ten (10) days per year. The additional time will be paid at the per diem rate for 5 days and 5 days will be compensated as time off during the year.
- L. Teachers will be paid in twenty-one or twenty-six pays. Each teacher shall inform the Business Office in writing on or before the start of each school year which payment plan he/she wishes to participate in. Payroll checks will be issued bi-weekly on Fridays to teachers except as elsewhere provided. Teachers should instruct the business office (in writing two weeks in advance) to send this pay to his/her bank for deposit, or to an address specified by the teacher.
- M. Changes in family status shall be reported by the employee to the Business Office within thirty (30) days of such change and notification of COBRA rights will be given. The employee shall be responsible for any overpayment of premiums made by the Board in his/her behalf for failure to comply with this paragraph.
- N. The Board agrees to provide the above mentioned benefits programs within the underwriting rules and regulations as set forth by the carrier(s) in the Master Contract held by the policyholder.
- O. To be eligible for the above coverage (or increase in coverage) employees must be able to perform a one day at work requirement with this employer before benefits are effective.
- P. Employees working less than a full contract year shall have benefits terminated on the first day of the month following termination of employment.
- Q. Should the employer become obligated by state or federal law to contribute to or participate in a governmentally sponsored insurance program, or provide different health insurance, or pay more toward health insurance for full or part-time employees, the parties shall meet to negotiate over the impact of such changes. Nothing in this Agreement shall be interpreted or implied to require the employer to maintain any employees or their dependents if the insurance programs have been replaced or superseded by federal or state statute or regulation and where the employer would incur any tax penalty or reduced appropriation by virtue of continued participation contractually designated insurance programs. The parties agree that absent penalties the Board will provide identical coverage in some form until completion of negotiations. This section is intended to prevent any lapse in coverage for any bargaining unit member and to ensure that the board does not incur duplicate or double premium expenses or incur penalties. This specific reopener is not intended to preclude opening of negotiations of other areas of this agreement if changes in law necessitate such negotiations.

ARTICLE V

LONGEVITY

After one year at Step 12, teachers who continue to meet certification requirements will receive longevity increments added to their base salary for that year according to the chart below:

Longevity Steps
Years at Step 12

2-5 years	2%
6-10 years	2.5%
11-15 years	3%
16-20 years	3.5%
21-25 years	4%
26-30 years	4.5%
31-35 years	5%

ARTICLE VI
TEACHING HOURS

- A. The Board recognizes teaching as a professional calling and shall not impose unreasonable demands on teachers' time but shall agree that the schedule for the teaching staff shall be maintained at a professional level and shall be consistent with professional status. The student day and teacher workday shall be structured to assure that all state requirements pertaining to days and hours of instruction are satisfied. Any changes in the teachers' hours from one school year to the next shall be agreed upon jointly by the Board and the Association prior to the beginning of the next school year and prior to implementation. This section shall not be construed as limiting the Board's right to unilaterally implement a proposal after impasse is reached in accordance with the public employment relations act.
- B. Unless restructuring is implemented subject to section A, the elementary school day for teachers will begin at 8:30 a.m. and end at 4:00 p.m. and, the Middle School and High School day for teachers will begin at 7:40 a.m. and end at 3:00 p.m. The parties agree that flexibility must be built into any viable student or teacher schedule. With this principle in mind, adjustments to these guidelines (including starting and stopping times) shall be permitted with mutual agreement between building principal and teacher.

All teachers are free to leave Fridays and days proceeding holidays ten (10) minutes after students are dismissed.

A 30-min, duty-free lunch period shall be provided for all teachers in grades 6-12. Elementary classroom teachers (excluding related art teachers, i.e., P.E, Music and Art) shall be provided a 40-minute duty-free lunch period and a 40 minute per day or 200 minutes per week preparation time. Times when elementary students are under the supervision of another certified teacher may be used as preparation time. Related arts teachers shall be provided preparation time in an amount equal to other elementary teachers. Related arts teachers shall be provided a duty free lunch period of no less than 30 minutes per day. To the extent possible, daily preparation time shall be scheduled equally Monday through Friday.

ARTICLE VII

TEACHING LOADS AND ASSIGNMENTS

- A. The Board agrees to a schedule of five teaching periods and one preparation period for teachers in grades 6 through 8. The normal weekly teaching load in the middle school will not exceed twenty-five (25) teaching periods and five unassigned preparation periods. The Board and its agents will keep the number of preparations to a minimum. Exempted from the provisions of 25 (twenty-five) teaching periods and 5 (five) unassigned preparation periods are guidance and library personnel who are considered to be on a six-period day. It is expressly understood and agreed that the aforementioned personnel will take time from the teaching day for professional planning and personal exigencies; however, it is also understood that such absences shall not exceed one (1) class period per day.
- B. The normal teaching day for teachers in grades 9-12 will be three teaching periods, one daily (thirty-five minute) duty period and one (fifty minute) preparation period. Recognizing that some staff members are assigned to more than one building, the parties agree that in such cases individual schedules may need to be adjusted to accommodate building schedules and program needs. In no case will teachers be assigned a teaching load that exceeds the principles and guidelines set forth in Article VII-A-(Paragraph 1) of the Master Agreement. Teachers teaching less than a full day will have preparation periods pro-rated accordingly.
- C. The sharing of full-time positions with pro-ration of benefits shall be allowed subject to the agreement of the administration, association and teachers involved.
- D. Teachers who are shared between buildings/levels (such as band, choir, orchestra, physical education, and computers) will be paid for all hours above the agreed time as stated in Article III, Section E, Paragraph 1, if required by the Administration. The teacher involved will be paid the following rate, fifty dollars (\$50.00) per hour for hours above contracted time, as stated in Article IV, Section C.
- E. Teachers who will be affected by (1) change in grade assignments in the elementary school grades, or (2) change of subject assignments in the middle or high school grades shall be notified by their principals prior to the end of the school year except under unusual circumstances. Any change made after the end of the school year will be written and forwarded to the affected teacher prior to the finalization of the change. Administrators shall attempt to avoid reassigning teachers following the end of the school year except by mutual agreement.
- F. Since frequent transfers of teachers from one school to another or changes from one subject to another are disturbing to many teachers, the parties agree that involuntary transfers will be minimized. All teachers in the Hillsdale Community Schools are free to request a transfer or change in assignment for personal reasons. The Administration will make every effort to assign teachers at their request whenever it is possible but will endeavor to maintain a balanced staff in each school. All transfer requests shall be filed or renewed with the superintendent's office each year, and subject to posting procedures.
- G. Vacancy is defined as a newly created position or an open position that the administration had decided to fill. A vacancy shall not be posted if a bargaining unit member has a right to return to that position. The procedure for filling vacancies shall be as follows:

1. Positions within the building will be filled first with existing bargaining unit members in the building.
 2. When all building assignments have been completed all vacancies will be posted internally for ten (10) working days. All bargaining unit members who apply shall be interviewed. All applicants shall be notified of the Administration's decision.
 3. If a vacancy is not filled by a bargaining unit member then an external posting shall be made. By mutual agreement positions may be posted internally and externally concurrently.
 4. Bargaining unit members are not precluded from applying for a vacancy during any subsequent posting.
 5. Seniority will be one of the criteria considered when bargaining unit members apply for a posted position.
 6. All postings will be consistent and include date and time.
 7. The Association understands that such consideration does not preclude the Administration from not selecting the bargaining unit member for the position.
- H. A teacher transferred voluntarily or involuntarily because of staff reduction or qualification needs shall be given the opportunity to return to his/her position or similar position when the position opens. This right shall exist for two (2) years from time of transfer.
- I. In determining class size, the physical features and size of classroom shall be taken into consideration.
- J. It is agreed that in K-5, teacher's teams will be assigned a minimum base of two and one-half (2 ½) hours of aide time per teacher per week.
- K. Philosophically, the Board and the Association agree that the ideal class size for elementary education is 20-25, and will continually work toward that goal.
1. For the purpose of computing elementary class size, any student who meets special education requirements (except speech and language impaired students) and is in a classroom the whole day counts as 1 ½ students, except all students who are classified as CI, EI, SMI, AI, HI, VI, and TBI, and all other students determined by the IEPT as 2 ½ students. Special Education students mainstreamed into regular elementary classroom for at least half (1/2) the regular school day, shall be counted as a full time student. Special Education students mainstreamed into a regular classroom for less than one half (1/2) of a regular school day but more than thirty (30) minutes shall be counted as one half (1/2) a student. The Board will attempt to distribute all such mainstreamed students as equally as possible among teachers within the appropriate building.
 2. When a regularly assigned student load (including weighted students) exceeds 25 students in grades K-3 and 27 students in grades 4-5, the Superintendent or designee and H.E.A. President will be notified and one of the following remedies will occur within a maximum of twenty (20) school working days:

- a. The teacher will receive additional permanently assigned aide time at a minimum of 1 hour per week per student over the specified limit

Or

- b. Students will be assigned to another class.

When a Middle School teacher's student load exceeds 130 (excluding music and physical education classes), the teacher and principal will meet to discuss concerns and explore solutions.

When a teacher's student load in grades 9-12 exceeds eighty-four (excluding music and p.e. classes), the teacher and principal will meet to discuss concerns and explore solutions, provided the teacher is not assigned to more than one building. In case of multiple building assignments, the one hundred thirty pupil/five-period teaching day guidelines shall continue to be applicable. When secondary classes exceed thirty (30) students, the administrator, teacher, and/or counselor will meet to explore solutions.

Suggested remedies are as follows:

1. Adjust student schedules to meet the teaching load
2. Educational assistance (for safety reasons P.E.)
3. Look at adjusting the master schedule (discuss creating another section and how to fill it)

- L. Duty periods - Duty periods for teachers in grades 9-12 will be assigned according to the following guidelines:

1. Duty will be limited to assignments related to the instruction or supervision of students or other work of a professional nature (i.e. – curriculum development, professional research/writing). No teachers will be assigned outdoor duty on a regular basis without the teacher's consent (i.e. – parking lot supervision, street patrol).
2. Any teacher who is dissatisfied with a particular duty assignment may appeal the assignment by meeting with the principal and Association representative to discuss concerns and explore solutions.
3. Academic labs may be assigned as part of the teaching load or assigned duty periods.

- M. For the purpose of balancing teaching loads at the secondary level, special education students mainstreamed into a regular class shall be counted in the same manner as in Section K-1 above when class counts are reported. Such information shall be considered by secondary counselors and Administrators when balancing classes.

- N. The parties agree that staff meetings are a necessary part of the efficient operation of the school district. Therefore, to allow teachers adequate time to plan and perform professional and personal responsibilities without undue conflict, it is agreed that teachers will be notified forty-eight (48) hours in advance of a meeting called by the Administration. This clause does not abridge the Administrator's right to call an emergency meeting. All teachers shall attend meetings called by the

Administration as a regular part of their teaching duties unless otherwise excused by the Administration.

- O. The parties agree that meetings beyond the normal contractual hours are sometimes necessary. Up to one meeting per month may be called and teachers in attendance at such meeting beyond the normal school day shall be compensated by equivalent minutes of early release time.
- P. Vacancies that occur within two weeks of the start of the school or within the school year may be filled by a substitute for 30 days to provide for posting and interview time. If a suitable candidate is not found a "Term Contract" will be issued to the teacher selected to fill the remainder of the assignment. The term contract teacher will be placed at the appropriate step of the salary schedule and receive benefits and provisions as outlined in the master agreement excluding seniority as defined in Article 17, paragraph D 1-7. If a Highly Qualified according to NCLB, teacher is in the same assignment for more than 150 days as stipulated in the school code the teacher shall have employment rights in the following year according to the certifications listed on their teaching certificate providing there is a vacancy. If a vacancy filled by a term contract teacher occurs during the school year the position will be posted prior to the start of the next school year.
- Q. Administrators who are returning to the classroom, and have previously acquired tenure as a teacher in the Hillsdale Community Schools, will return to a position in which they are certified and qualified. These transfers will not displace any tenure teacher currently working at the Hillsdale Community Schools.
- R. Distance Learning:
 - a. Purpose of Distance Learning is to enhance not replace on campus programs. As such, the parties agree philosophically that distance learning should not be used to reduce, eliminate, or consolidate full time teaching positions at the originating or receiving districts.
 - b. In lieu of duty time, the distance learning teacher shall be assigned this time for distance learning preparation and duties associated with the operation of the program.
 - c. If the program develops to the point where the teacher's work load, hours or other conditions are significantly impacted, the Board and the Association shall further negotiate terms for the affected teacher.

1. Definitions

- a. Distance learning teaching assignment and distance learning class are used interchangeably and refer to teaching K-12 students in an originating district during the regular K-12 day via the fiber optic system where the assignment contains one or more sections of distance learning teaching responsibilities.
- b. Teacher shall refer to an individual assigned to a distance learning teaching assignment in an originating site district.
- c. Regular K-12 instructional day shall refer to the daytime K-12 teaching staff workday in a particular district as determined by the master agreement.
- d. Originating site district shall refer to a district in which distance learning teaching assignments are located and which transmits K-12 instruction to remote site districts during the regular K-12 instructional day.

- e. Remote site district shall refer to a district in which distance learning programs are received during the regular K-12 instructional day.
- f. HCFON shall refer to the Hillsdale County Fiber Optic Network
- g. District shall refer to any district which is a member of the HCFON Consortium.
- h. HCFON governing council shall refer to the representative council of delegates from participating districts.

2. Purpose and Participation

- a. The Hillsdale County Fiber Optic Network (HCFON) is an electronic educational network designed to provide an alternative means of instructional delivery for use by participating districts.

3. Staffing

- a. Assignments to telecommunications classes shall be made by the originating site on a yearly basis and shall be voluntary when possible. Such positions shall be filled on the basis of certification in the subject area.
- b. At remote sites, the constituent district agrees to provide appropriate classroom supervision by a school employee. Any remote site supervising personnel will be responsible for the behavioral supervision of remote site students. If teachers are assigned classroom supervision at a remote site, such assignment shall be in lieu of a classroom or other supervisory assignment. No teacher will be assigned to supervise remote site students during the teacher's preparation period or during the time he/she is performing his/her regularly assigned duties.
- c. In all cases, teaching staff assigned to distance learning classes shall be considered an employee of the originating site district in which he/she is employed, subject to the district's master contract and/or policies. Such teachers shall have no contractual rights in other originating site districts or remote site districts.

4. Responsibilities of Originating and Remote Site Districts and Staff

- a. The telecommunications class teacher will be responsible for the course content, material selection, instruction, testing and evaluation of the students at the originating site and at all remote sites, consistent with the policies and procedures of the originating site district. Teachers assigned to telecommunications classes shall not be primarily responsible for maintaining classroom discipline at remote sites. Such teachers will cooperate with and provide necessary assistance to staff assigned to supervise remote site district classrooms.
- b. Originating site districts will be responsible for establishing the necessary procedures to accommodate the transport of documents, homework, class work, tests and other classroom materials.

5. Working Conditions, Class Size and Teacher Evaluation

- a. The purpose of network is to provide quality, cooperative academic programming in order to enrich educational opportunities for students. Accordingly, class sizes shall be based upon the appropriate number of students for the specific learning activity and shall be small enough to allow for full two-way interactive participation. Total class size, including students at the originating site and those at remote sites, should not exceed twenty-four (24) students per teacher, per class hour.
- b. Each additional class period, beyond the regular instructional day shall be compensated according to the local master contract of each constituent district or established practice.
- c. A teacher is assigned to teach class via the fiber optic network, he/she will be provided with a full duty free preparation period.
- d. The number of different class preparations of any teacher acting as a presenter of a telecommunications class shall be subject to the local master contract of each constituent district. Each different telecommunications class taught shall count as one (1) preparation.
- e. During the distance learning teaching assignment, the instructor will be expected to provide instruction from each remote site. Arrangements will be made between the teachers and building principals of the originating site.
- f. Teachers required to use their personal auto to travel between sites or to training or to other meetings regarding HCFON shall be reimbursed for their mileage at the maximum rate allowed by the local master contract or board policy.
- g. The evaluation of distance learning teachers shall be subject to the evaluation procedures contained in the originating district's master contract.

6. Training

- a. Teachers who will be presenting distance learning classes, as well as teachers and/or others who will be monitoring students at remote sites, will be provided with initial and ongoing training in using fiber optic network as an alternative educational delivery system.
- b. When training occurs outside normal/working hours, teachers who are present at initial and on-going training in the presentation of distance learning classes or other related matters regarding the network shall be compensated at the per diem of the originating district master agreement substitute rate.

7. Equipment and Use

- a. The district shall be responsible for the repair and maintenance of distance learning equipment. Teachers will not be held primarily responsible for the set-up or dismantling of equipment. However, teachers will be responsible for routine daily procedures necessary to activate and operate the system.
- b. The use of the system is controlled and regulated by the governing council.
- c. Requests for use of the system will be directed to the governing council. Fees may be

assessed for the use of the system.

8. Broadcast and Rebroadcast

- a. Videotaped distance learning classes may be used for makeup work for students currently enrolled in a section of that network class or for in-service(ing) of existing staff.
- b. It is understood that videotapes of a distance learning class are the property of the originating site district. A class may be televised live, or via videotape, for purposes other than those referred to above by mutual consent of the teacher and the originating district.

S. Independent Study

Teachers accepting Independent Study students during their preparation time shall be reimbursed \$200.00 per student per quarter. When the need arises for Independent Study, the following process shall be followed.

1. All qualified teachers shall be notified of the need.
2. All qualified teachers then have the opportunity to express interest to the building principal.
3. Interested and qualified teachers shall then be assigned one (1) student at a time based on seniority.
4. As additional need arises students will be assigned to interested and qualified teachers on a rotating basis based on seniority.

- T. Additional sections of a course will be posted at the High School and Middle School as extra compensation equivalent to 20% of the teacher's salary. These additional sections shall be offered to qualified staff beginning with those with the highest seniority. It is expected that such need for added sections in the future will be prevented and that isolated overages in the academic areas will be resolved via the scheduling process.

ARTICLE VIII

LEAST RESTRICTIVE ENVIRONMENT

A. STATEMENT OF PHILOSOPHY

In order to provide the least restrictive environment (LRE) for handicapped students the district will offer a continuum of services. Whenever it is educationally beneficial to handicapped students they will be placed in regular education classes.

B. LOCAL DISTRICT PLANNING

The Employer shall assure that the Association shall be a participant in any planning process involving the district and its implementation of the least restrictive environment (L.R.E.) for handicapped students, as well as in the formulation and presentation of Employer's position as a part of any such planning activities involving the Intermediate School District.

In cases where plans are completed without initial Association participation and are already in the process of implementation, the Association shall be provided the opportunity to review and recommend modifications.

Such participation shall neither expressly nor by implication be deemed to be a waiver of the Association's right to bargain any working conditions in accordance with its responsibilities pursuant to the Public Employment Relations Act, as amended.

C. IEPT/MET PARTICIPATION

Whenever it is known in advance that a bargaining unit member will be providing instructional or other services to a handicapped student in a regular education classroom setting he/she shall be invited, in writing, to participate in the individual educational planning team (IEPT) which may initially place (or continue the placement of) the student in a regular education classroom. Unless directed to attend by Employer, the member may choose not to do so.

Whenever a bargaining unit member responsible for instructing a handicapped student has a reason to believe that the student's current individual educational plan (IEP) is not meeting the student's unique needs as required by law, the teacher may request that an IEPT be convened. All such requests will be honored, and the IEPT will be convened forthwith. The requesting teacher shall be invited to attend.

D. IEPT TRAINING/INFORMATION

Training shall be provided for only new staff or experienced staff upon request except as changes in law or regulation make further in-service advisable for all staff.

E. SUPPORT FOR REGULAR EDUCATIONAL PERSONNEL

1. The parties recognize the extent to which a handicapped student can participate in regular education programs and services and whether such participation can be achieved satisfactorily will depend in large part upon the training and other support provided the regular education

personnel responsible for instructing the handicapped student. Accordingly, the district will take the necessary steps prior to the placement of the student to assure the following:

- a. The student's Individual Educational Plan (IEP) specifies and provides for immediate availability of all supplementary aides, support personnel and other related services deemed necessary by the Individual Educational Planning Team (IEPT) to satisfactorily achieve educating the student in the regular education class;
 - b. Employer has previously provided or agrees to provide forthwith in-service training to the teacher regarding the instruction and behavioral management of handicapped students (except speech and language impaired students) in the regular education classroom setting, including the differing approaches, problems and techniques to be utilized with varying handicapping conditions;
2. If the teacher has cause to believe that the handicapped student's participation in the regular education class significantly disrupts or has a negative impact on the educational process for the handicapped student or other students in the class, the teacher may invoke the review process.

F. Least Restrictive Environment (LRE) Review Process

1. When problems arise as a result of the bargaining unit member's attempt to implement the LRE mandate, the member will discuss these problems with appropriate personnel at the building level in the interest of resolving them. In the event such problems remain unresolved following discussions at the building level such problems shall be referred to the LRE Review Process.
2. A meeting shall be scheduled with the classroom teacher, special education teacher, parent, and the superintendent or designee including a colleague of the teacher if invited by the teacher.
3. If the teacher is unsatisfied after step 1 he/she may request an observer be assigned to the classroom to further help with the assessment of the situation. Effort shall be made to assign an impartial observer.
4. After the observations have taken place the observer, teacher, building principal, superintendent, and a teacher colleague, invited by the teacher, shall meet to appraise the situation.
5. If a solution satisfactory to the teacher is agreed to at step 3 every effort shall be made to implement the solution within the confines of the IEP. If it is necessary to convene another IEPT the teacher may call for IEPT where parties at step 3 may be invited to make recommendations.

G. ACCOUNTABILITY/LIABILITY

In accordance with 34 CFR 300.349, no bargaining unit member shall be held accountable if a handicapped student, while participating in a regular education classroom or otherwise, does not achieve the growth projected in the student's annual goals and objectives.

H. NO RETALIATION

No bargaining unit member will be threatened, disciplined, reprimanded, punished, discharged, or denied any professional advantage, directly or indirectly, by Employer, due in any way to the bargaining unit member having:

1. Filed in a complaint under Part 8 of the Michigan Special Education Rules or with the Office of Civil Rights (OCR), U.S. Department of Education; or
2. Asserted his/her rights or those of a handicapped/non-handicapped student with respect to the provision of the least restrictive environment mandate as provided for in this Article or by law.

I. SCHOOL HEALTH SERVICES

No bargaining unit member shall be required to provide school health services.

For the purposes of this Article, the term “school health services” shall mean any act or function constituting the “practice of medicine” within the meaning of Section 17001 of the Public Health Code (MCL 333.17001).

No bargaining unit member shall be required to provide services that would cause the member to touch or view the genital area of a student.

ARTICLE IX

LEAVES OF ABSENCE

The form for leaves under this Article must be made in writing with the building principal (Appendix C or D).

1. SICK LEAVE

- a. Each teacher shall be granted a maximum of six (6) days sick leave per year with full pay on account of (a) personal illness or disability of employee, (b) exposure to contagious disease in which the health of his/her students would be impaired by his/her attendance on duty, (c) illness, disability, or death in the family (not to exceed five days except with the approval of the superintendent). Teachers who can anticipate a prolonged disability such as scheduled surgery or pregnancy related disability shall give notice thirty (30) days in advance or as soon as reasonably possible. Application must be made for consideration in any case not covered above for approval. For purposes of this article, family is defined as: spouse, parents, grandparents, siblings, parents-in-law, child/step child, grandchild and others significant to the employee.
- b. Unused sick leave days shall accumulate to a maximum of 90 days. Each unused sick day and including unused personal days beyond the allowed 90 days will be purchased at a rate of forty dollars (\$40.00) per day, or put into a 413 Plan at the discretion of the employee.
- c. 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 the illness or disability up to one year. The leave may be renewed each year upon written request by the teacher and approval by the Board.

The Board agrees to continue to provide the health and life insurance benefits provided for by this Agreement for the duration of said leave.

- d. Sick and personal days accumulated from the date of enlistment or draft, shall be held for said employee until his/her return or otherwise held in accordance with other provisions of this Agreement.
- e. Bargaining unit members who are placed on long-term disability will have their seniority frozen at onset of the long-term disability and shall not accrue seniority until such time that they return to work.
- f. The Superintendent reserves the right to require a doctor's certification or other evidence of illness or ability to work after three (3) consecutive day's absence. Central office will send FMLA notice on the fifth day.
- g. The Superintendent shall certify the legitimacy of a claim for compensation for absence.
- h. In the event of absence due to injury incurred in the course of a teacher's employment for which the teacher receives compensation under the Michigan Worker's Compensation Act, the teacher shall be paid the difference between the teacher's salary and the benefits received

from Worker's Compensation provided that the additional compensation provided hereunder is valid by law and will not reduce the amount the teacher receives from Worker's Compensation insurance. This difference will be paid for a period of 2 (two) years from the date of injury. After 2 (two) years the teacher shall have the option of using accumulated sick days to make up the difference on a prorated basis.

Any teacher employed by Hillsdale Community Schools for 5 (five) years or more and qualified for Michigan Public School Employees Retirement Fund and who retires from the Hillsdale Community Schools shall, upon retirement (defined as drawing income from MPERS), be paid for his/her accumulated sick days at the rate of fifty (\$50.00) per day, or put into a 413 Plan at the employees discretion.

B. MATERNITY/CHILD CARE LEAVE

1. A leave of absence without pay will be granted for up to 1 (one) year for the purpose of maternity/child care.
2. The teacher may continue teaching as long as he/she can maintain regularly assigned responsibilities. If the teacher's performance is affected, the teacher may be required to furnish a physician's statement as to the advisability of continuance.
3. The application for such leave shall be received by the superintendent no later than 30 (thirty) calendar days prior to the effective date of such leave and shall include a statement of the date on which the teacher wishes to commence the leave and the anticipated return from leave.
4. A teacher on leave under the above conditions may request an extension of the leave. The request must be submitted at least sixty (60) days prior to the scheduled termination of the leave.

The teacher shall be returned to employment at the end of the scheduled leave provided the teacher is not subject to layoff. If the teacher wishes to return prior to the scheduled end of leave, return may be granted by the Administration.

5. The teacher adopting a child shall receive a similar leave which shall commence upon the placement of the child.
6. Salary schedule credit of 1 (one) year shall not be given for leaves in excess of 90 (ninety) days under this section. Salary schedule credit of 1 (one) year shall be given for leaves of 90 (ninety) days or less.
7. Should any court declare the maternity/child care leave provision of this contract invalid or in violation of State or Federal law, then such provision of this contract as well as the sick leave propositions shall be renegotiated.

C. PERSONAL LEAVE

Each person will be granted six (6) days of personal leave a year with no questions asked, with the arrangements of said personal leave to be made in advance with the principal. These days can accumulate to five (5) days. The current year's allotment may be used without affecting the accumulation. Personal leave utilization is subject to the following restrictions:

1. All personal leaves are subject to the availability of substitute teachers.
2. No more than 15% of the bargaining unit can be absent unless otherwise restricted per subsection 3.
3. On days adjacent to holidays and vacations (vacations shall not include summer vacation) no more than 10% of the bargaining unit can be absent.
4. Teachers must provide no less than three (3) days prior notice of intent to use personal leave except in cases of unforeseen emergencies.
5. Unused personal days beyond yearly allowable accumulation will transfer to sick leave each year.

D. BEREAVEMENT LEAVE

The bereavement leave will be up to three (3) days per death in the family. For purposes of this article, family is defined as: spouse, parents, grandparents, siblings, parents-in-law, child/step child, grandchild and others significant to the employee.

E. JURY DUTY

The teacher "called" for jury duty or "subpoenaed" to give testimony for any judicial or administrative tribunal shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligations.

F. SABBATICAL LEAVE

1. Teachers who have been employed for seven (7) years in the system may be granted a sabbatical leave for professional improvement for up to one (1) year. It is agreed that professional improvement includes, but is not limited to, attending a college, university or other educational institution or travel which will improve the teacher's ability to teach.
2. Any teacher on sabbatical leave shall receive a salary equal to one-half (1/2) of the contracted amount he/she would have received had he/she remained. Such salary will be on the regular pay periods during the leave. Sabbatical leaves granted under Section 1525 of the School Code shall be exempted from this provision.
3. Teachers on sabbatical leave shall 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.
4. A teacher returning from sabbatical leave shall be restored to a teaching position for which he/she is qualified and certified.

Increments shall be added as if the teacher had been teaching in the school district during the time of sabbatical leave. The teacher granted leave shall retain accumulated sick leave time, tenure and upon paying the cost shall retain health and life insurance benefits of the group subject to rules of the carrier.

5. The teacher agrees to return for three (3) years or repay the amount received for sabbatical leave on a three year pro-rated basis. This condition does not apply in case of death, during a disability which precludes performance or contractual duties, or during a non-disciplinary layoff.
6. There will be no reimbursement for college credits taken during a sabbatical leave.
7. A sabbatical leave request must be initiated by a Sabbatical Leave Request application available at the business office. See Appendix D.

F. OTHER LEAVES OF ABSENCE WITH PAY

1. A leave of absence with pay may be granted upon recommendation of the principal and Superintendent to the Board for the following reasons: (1) approved travel, not to exceed one week, that is related to teaching assignments; (2) short term university study, not to exceed two weeks, that is related to teaching assignments; (3) military reserve training duty, not to exceed two weeks.
2. An immediate short term leave of absence with pay may be approved by the Superintendent to investigate sensitive situations.

G. LEAVES OF ABSENCE WITHOUT PAY

Leaves of absence without pay may be granted upon the recommendation of the Superintendent to the Board for a period not to exceed one year for the following reasons: (1) the conditions at home require the teacher to remain at home; (2) self-improvement, including graduate study; (3) personal illness on advice of physician; (4) serious health condition of self, spouse, parent and/or child or other leaves covered by the Family Medical Leave Act; (5) travel which is consistent with educational growth of the teacher in his/her field.

NOTE: Teachers shall not receive credit on the salary schedule for the year's leave of absence.

Leave of absence without pay shall be granted to any teacher who shall be inducted or shall enlist in military duty in any branch of the Armed Forces of the United States. Teachers who are drafted or enlist in lieu of the draft shall receive credit for increments, personal days, and sick days to a maximum of two years.

H. CONFERENCE OR IN-SERVICE MEETINGS

Attendance at conferences or in-service meetings will be allowed upon approval of the Superintendent or his/her designee. The Board agrees to reimburse reasonable, actual expenses to a maximum of \$250 (two hundred fifty) per approved conference.

H. Teachers may participate in the Teacher's Exchange Program.

I. The District agrees to notify in writing each person to whom a leave is granted stating the terms, conditions and duration of the leave.

J. ABUSES

If it is believed that any teacher has abused leave privileges, the Superintendent or his/her designee shall immediately conduct an investigation, and if the belief is well founded, the teacher shall be charged with a per diem rate. This belief shall be transmitted to the Association.

- K. A leave of absence without pay shall be granted on application for the purpose of serving as an officer of the Michigan Education Association or the National Education Association.

ARTICLE X

CONTRACTUAL RELATIONS

- A. Notices of faculty vacancies, including supervisory positions, shall be posted in each building, except in the summer when 1 (one) copy will be posted in the central office, 1 (one) copy posted in each building and 1 (one) copy sent to the president of the Association.
- B. The Association has the right to audit individual contracts in its bargaining unit.
- C. The Association and the Board will share the cost of printing and assembling the contract.
- D. At the beginning of every school year, the Association shall be credited with 5 (five) days to be used by teachers who are officers or agents of the Association. If any additional days are used, the Association will reimburse the school district the amount of the teacher's per diem salary; payment within 30 (thirty) days. The Association agrees to notify the superintendent no less than forty-eight (48) hours in advance of such leave.
- E. Recognizing the need for good communications between the Board, Administration, and Association, designated representatives will hold bi-monthly meetings to discuss items of concern to either party. Special meetings may be called by either party if the need arises. Meetings may be cancelled by mutual agreement.

Designated representatives shall include the Superintendent, one teacher negotiator, and the Association president.

ARTICLE XI
GRIEVANCE PROCEDURE

- A. A grievance is defined as an alleged violation of the expressed terms and conditions of any provision of this Agreement. It is agreed and understood that should a difference arise between the Board and any of its employees as to the application of the provisions of this Agreement, there shall be no stoppage or suspension of work because of such grievance. Such grievance shall be submitted in the following grievance and arbitration procedure.
1. An individual employee may present a grievance to the Board or its designated representative. The employee shall be permitted in the assistance of the Association in processing the grievance should he/she so choose. However, he/she is under no obligation to utilize the Association for this purpose and may process his/her grievance individually as long as any adjustment is not inconsistent with the terms of this Agreement.
 2. A grievance may be initiated by the Association.
- B. Step One. Within ten (10) school working days after an alleged violation arises or the grievant becomes aware of the occurrence and before the written grievance procedure as outlined in Step Two is initiated:
1. An employee will present the grievance orally to his/her principal.
 2. Within two (2) school working days after the presentation of the oral grievance, the principal shall give his/her answer orally to the employee.
- C. Step Two. If the grievance is not resolved in Step One, the employee may submit a formal grievance to his/her principal. The formal grievance will be a signed, written statement (See Appendix E for grievance form).
1. It shall contain:
 - a. The name of the employee involved.
 - b. The facts giving rise to the grievance.
 - c. All provisions of this Agreement, by appropriate reference, alleged to be violated.
 - d. The contention of the employee and of the Association involved with respect to these provisions.
 - e. The relief requested.
 - f. The signature of the employee or the Association president.
 2. A formal grievance must be filed no later than ten (10) school working days from the date of the principal's oral reply. Copies of the formal grievance shall be sent to the Principal, the Superintendent, the Board, and the Association.

3. Within five (5) school working days of receipt of the grievance, the Principal shall meet with the grievant and/or the Association Representative in an effort to resolve the grievance.
 4. The Principal shall indicate his/her disposition of the grievance in writing within five (5) school working days of such meeting and shall furnish a copy thereof to the grievant.
- D. Step Three. If the grievant is not satisfied in Step Two, or if no disposition is made within the time limits set forth in Step Two,
1. The grievance shall be submitted to the Superintendent within five (5) school working days of the step two Principal's disposition or within ten (10) school working days of the step two meeting.
 2. Within five (5) school working days of appeal of the grievance, the Superintendent or his/her designee shall meet with the grievant and/or the Association Representative in an effort to resolve the grievance.
 3. Within five (5) working days of such meeting the Superintendent shall indicate his/her disposition of the grievance in writing to the grievant.
- E. Step Four. If the grievant is not satisfied in Step Three, or if no disposition is made in time within the time limits set forth in Step Three,
1. The grievance shall be submitted to the Board within five (5) school working days of the step three Superintendent's disposition or ten (10) school working days of the step three meeting.
 2. The Board, no later than its next regular meeting or within two (2) calendar weeks shall meet with the grievant, and/or the Association Representative in an effort to resolve the grievance.
 3. Within seven (7) calendar days of such meeting, the Board shall indicate its disposition of the grievance in writing.
- F. Step Five. If the Association is not satisfied with Step Four, the Association will have the right to appeal the dispute by demanding arbitration. The party first demanding arbitration shall give a five (5) school working day notice in writing to the other party of its desire to arbitrate. If the parties cannot agree as to the arbitrator within ten (10) school working days from the notification date, either party shall have the right to appeal the dispute to an impartial arbitrator under and in accordance with the rules of the American Arbitration Association. The appeal to the American Arbitration Association shall be taken within five (5) school working days of the date of notification that the parties cannot agree on an arbitrator.

The decision of the Arbitrator shall be binding upon both parties. In making this decision, the Arbitrator shall have no power to add to, subtract from, or disregard the terms of the Agreement. The cost of the arbitration shall be borne equally by both parties.

- G. Neither party shall be allowed to advance at the Arbitration any argument not previously advanced in the grievance procedure.
- H. Any grievance not advanced to the next step by the grievant within the time limit as set forth herein shall be deemed abandoned. Should the Association not abide by the time limits set forth in the grievance procedure, the grievance shall be conceded and the Board's position shall stand. Should

the Board, or its agents, not abide by the time limits set forth in the grievance procedure, the grievance shall be advanced to the next level.

- I. The time limits provided in this Article shall be strictly observed, but may be extended by written agreement of the parties.
- J. In an Association grievance (not involving an individual employee) involving only the Superintendent and the Board, Step Two may be omitted. In such case, Step One would be initiated with the Superintendent and all other provisions of the procedure shall apply.
- K. In the event that a grievance filed by a bargaining unit member or the Association is of such a nature that resolution is imperative or the grievance is of such a nature that a resolution could not be achieved by following the normal procedures, the parties may by mutual consent send the grievance directly to binding arbitration.
- L. For purposes of this article, the term “school working day” shall be defined as days when school is in session during the academic year and days when the central office is open for business during the summer months between academic years.

ARTICLE XII

WEATHER

- A. The Board and Association agree that when conditions are not within the control of school authorities interrupt school, teachers will not be required to report to their buildings.
- B. Where hours of instruction are not held because of conditions not within the control of school authorities, those hours will be made up in accordance with state regulations. When school is delayed because of conditions not within the control of school authorities, the lost time may be rescheduled if it is necessary to do so for the district to receive full state aid.
- C. Make-up hours will be negotiated.
- D. To the extent that any other provision of the collective bargaining agreement such as the school closing provision, school calendar or the like shall be inconsistent with the foregoing, such provisions shall be null and void as to the extend of the inconsistency.

ARTICLE XIII

TEACHER EVALUATION

PROBATIONARY TEACHERS

- A. Probationary teachers will be evaluated at least twice a year.
- B. If a probationary teacher is to be denied tenure because of inadequacies observed in the teacher's professional work or non-compliance with the Individualized Development Plan, such action must be minimally preceded by:
1. Repeated observations of the inadequacies.
 2. Clear direction to the teacher of what the inadequacies are, what improvements are expected, and the consequences for failing to do so.
 3. Opportunity and time to implement suggestions or recommendations for improvement.
 4. Provision for administrative assistance and support to aid the teacher's improvement.
- C. A probationary teacher's building administrator shall provide the probationary teacher with an Individualized Development Plan (IDP) containing: instructional and performance goals; plans that are professionally relevant to the probationary teacher's growth and performance. The probationary teacher shall be consulted in the formulation of the IDP and shall sign a statement on the IDP attesting to the involvement and acknowledging receipt of the IDP. As a condition of continued employment, each probationary teacher shall be subject to the professional development requirements within the time provided by statute. The Board shall not be obligated to compensate the teacher for either the time connected with completion of these requirements or for other associated costs such as enrollment, course and/or registration fees unless otherwise provided for in this Master Agreement.
1. If a probationary teacher receives an overall evaluation rating of "unsatisfactory or basic," his/her IDP will be reviewed and, if necessary, amended with the objective of performance remediation. The probationary teacher shall be jointly consulted in any amendment or modification of the IDP and shall sign a statement attesting to that involvement and acknowledging receipt of the modified IDP. The IDP will contain performance goals provided by the Administration to assist the teacher. The evaluating administrator and probationary teacher shall be jointly responsible for implementing the IDP. The IDP shall specify a time interval for desired performance remediation, not to exceed the balance of the school year or one (1) semester, whichever interval is greater.
- D. All dismissals, non-renewals of probationary teacher contracts shall be handled in accordance with the Michigan Tenure Act as amended and shall not be subject to the grievance procedure as hereinafter set forth.
- E. Any evaluation that indicated a continuing problem will require an individualized development plan. Such an individualized development plan could include direct administrative involvement in the classroom.

TENURED TEACHERS

- A. All tenured teachers will be evaluated formally at least once every three years. Tenured teachers will be notified by the published schedule of the year they are to be evaluated as part of the regular evaluation cycle. Additional evaluations may be conducted from time to time when deemed necessary by the Administrator. At least once annually each teacher and principal will meet to discuss goals and concerns. See teacher handbook for evaluation procedures and practices.
- B. If a tenure teacher receives an overall rating of “unsatisfactory” he/she shall be placed on an Individualized Development Plan (IDP) with the objective of performance of remediation. The tenure teacher shall be consulted in the formulation of the IDP and shall sign a statement on the IDP attesting to that involvement and acknowledging receipt of the IDP.
- C. If a teacher on continuing tenure is in danger of being dismissed or demoted for incompetence, the procedure in Section B of this Article will apply.

PROCESS

- A. See teacher handbook for evaluation procedures and practices based in Enhancing Professional Performances. See Appendix G for the evaluation form.
- B. An evaluation calendar shall be included in the Professional Staff Handbook. See Appendix F for detailed Flow Chart.
- C. If a teacher requests that his/her response to the evaluation be included as a part of the “Teacher Evaluation and Progress Report” (Appendix H), it shall be so included.

ARTICLE XIV

INSTRUCTIONAL PROCEDURES

- A. All proposed curriculum changes shall be reviewed in the appropriate curriculum committee which will present a recommendation with rationale to the Curriculum Coordination Council which is made up of mutually approved Board and Association personnel. Those recommendations that are approved by the Coordinating Council shall be submitted to the Board for consideration and action. Nothing contained in this paragraph shall change the Board's inherent rights to institute curriculum changes.
- B. The Board agrees that prior to intensive study by a curriculum committee some indication of the amount of money available for implementation will be made.
- C. The Superintendent, superintendent's designee or the Association may request additional summer employment for the Association members to work on curriculum under the same stipulations as in Article IV-J.
- D. North Central Accreditation school improvement teams will exist in every building. Membership on each team is open to any interested person. Membership on each team shall minimally include those representatives prescribed by law.
- E. Any plan that affects wages, hours, and/or terms and conditions of employment must be negotiated before implementation.
- F. There will be a district-wide school improvement Coordinating Committee (LSIP) whose function is to coordinate district school improvement plans.

ARTICLE XV

NEGOTIATION PROCEDURES

- A. When either party recognizes a concern that is addressed by or affects the terms of the contract, it will be brought to the attention of the appropriate parties. In the event the provisions contained in this Agreement are open for negotiations as provided in other sections of this Agreement, the parties will promptly negotiate for the purpose of reaching an agreement upon such provisions.
- B. In any negotiations described in this Agreement, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board and a majority of the membership of the Association. The parties mutually pledge that representatives selected by each shall have the necessary power and authority to make concessions in the course of negotiations and bargaining subject only to ultimate ratification.
- C. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation process with the Michigan Employment Relations Commission in conformance with State Law.

ARTICLE XVI

SAVINGS CLAUSE

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 shall be deemed null and void except to the extent permitted by law, but all other provisions of applications shall continue in full force and effect.

ARTICLE XVII

LAY-OFF AND RECALL

- A. The Association recognizes the right of the Board to determine when a reduction in personnel is necessary.
- B. Before official action on a layoff or reduction of teachers is taken by the Board, it will give notice to the Association of the contemplated reduction and afford the Association opportunity to discuss it with the Superintendent by May 1. As soon as the names of the teachers to be laid off are known, a list of such persons shall be provided to the Association. It is expressly understood that the Association shall have the right to review the reduction list prior to the notification of the individuals and Board action at the May Board meeting. The Board shall provide written notice of layoff to the teacher within forty-eight (48) hours of the May Board of Education meeting.
- C. In the event of a necessary reduction in staff, such reduction shall be based upon seniority, certification, and qualification according to NCLB effective July 1, 2006.
 1. For the purposes of this Agreement, seniority shall be defined as the amount of time continuously employed by the district.
 2. Certification shall be defined as holding a valid teaching certificate issued by the State of Michigan and highly qualified status as defined by the NCLB.
 3. For the purposes of layoff and recall, qualification shall be defined as:
 - a. The elementary level (K-6) as those teachers holding elementary certification only, except in areas of art, music, physical education, special education, library and counseling, where special endorsement will be required.
 - b. In grades 7 and 8, "qualified" shall mean a teacher shall teach in their major or minor field of study with either elementary or secondary certification or prior teaching experience within the district except in areas of art, music, physical education, special education, library and counseling where special endorsement or majors and minors as appropriate will be required.
 - c. In grades 9-12, qualified shall mean teachers with secondary certification and who possess the appropriate majors and/or minors.
 - d. Qualified shall also mean those specific qualifications more stringent than the above a through c, if required to maintain North Central Accreditation and NCLB. If the Board implements the changes necessary to achieve North Central Accreditation in grades seven (7) and eight (8), this provision shall also apply at that level.
- D. The Superintendent shall provide the Association with a current seniority list in ~~November~~ of each year and shall post said list in each of the buildings.
 1. The initial seniority list established by the Superintendent shall be subject to discussion and/or correction for sixty (60) calendar days after delivery to the Association. Any modifications shall be instituted during this sixty (60) calendar day period. At the conclusion of the sixty (60) calendar days, the resultant seniority list shall be the official seniority list. The Association and

the Superintendent shall thereby waive the right to retroactively change the status of any individual teacher's seniority.

2. The seniority list shall include the teacher's date of hire and any adjustments in that date necessary for ranking purposes.
 3. Date of hire shall be computed from the date and time or order in which the teacher's contract was approved by the Board. If the time or order of approval is not known and a tie results, all individuals so affected will participate in a drawing to determine placement on the seniority list. The drawing shall be conducted openly and at a time and place that will reasonably allow affected bargaining unit members and Association representatives to be in attendance.
 4. Any employee who has resigned or has been terminated shall forfeit all previously accumulated seniority.
 5. Part-time employment will be pro-rated. Teachers employed 50% or less will receive ½ year of seniority. Teachers employed more than 50% will receive 1 full year of seniority.
 6. Probationary teachers shall not have seniority, however, upon requiring tenure, seniority shall be counted retroactively to the last day of hire.
 7. "Seniority" will be credited to administrators only for the years of classroom teaching within Hillsdale Community Schools.
- E. The Board shall lay off last those bargaining unit members with a valid Michigan teaching certificate, having highly qualified status, having the greatest seniority in the district and who are certified and qualified for the remaining positions. The Board shall give thirty (30) days written notice of layoff to the teacher with a copy to the Association. Layoffs will occur as follows:
1. Probationary teachers will be laid off first unless no tenure teacher is certified and highly qualified to fill a probationary teacher's position.
 2. Tenure teachers will be laid off next on the basis of seniority, certification and highly qualified status.
- F. Recall shall be in inverse order of layoff provided the teacher is certified and highly qualified to fill a vacant position.
1. The Board shall provide written notice of recall by registered or certified mail at the teacher's last known address.
 2. It shall be the teacher's responsibility to notify the Board of any change of address.
 3. The recalled teacher shall respond in writing to the Administration within ten (10) calendar days of receipt of the recall notice unless an extension is granted by the Board. Failure to respond within the above time limits shall be deemed as conclusive evidence of resignation.

ARTICLE XVIII

RETIREMENT

Teachers who have at least five (5) years of service in the Hillsdale Community School System will be eligible for Board contributions for purchase of universal retirement service under Public Act 194 of 1989 as follows:

Teachers who elect to retire under the rules of the Michigan Public Schools Employees Retirement System and submit their voluntary and irrevocable resignation will be eligible for board purchase of up to 2 (two) years of universal retirement credit, the number of years to service credit being that necessary for the teacher to have no more than thirty (30) years of service as determined by the Michigan Public School Employee Retirement System. Teachers who resign without retiring under MPERS rules are ineligible for board purchase of universal service credit under this section.

Teachers eligible for this provision will give notice of their retirement sixty (60) days prior to the effective date of resignation/retirement. In exceptional circumstances the sixty (60) day notice requirement may be waived with approval of the Superintendent.

Any qualifying teacher retiring shall have no options other than the Board's direct payment to the Michigan Public Schools Employees Retirement System for the credit purchased. The parties understand this payment to be "picked up" by the employer subject to the IRS rules. Further the parties agree that in the event of a different tax ruling this provision shall be subject to further negotiation.

ARTICLE XIX

MENTOR TEACHER

- A. A mentor Teacher shall be defined as a Master Teacher as identified in Section 1526 of the School Code and shall perform the duties of a Master Teacher as specified in the code.
- B. Each bargaining unit member in his/her first three (3) years in the classroom shall be assigned a Mentor Teacher by the Administration with the approval of the Association. The Mentor Teacher shall be available to provide professional support, instruction, and guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources and information in a non-threatening collegial fashion.
- C. A Mentor Teacher shall be assigned in accordance with the following:
 - 1. The Mentor Teacher shall be a tenured member of the bargaining unit unless a qualified bargaining unit member is unavailable.
 - 2. Participation as a Mentor teacher shall be voluntary.
 - 3. The District shall notify the Association of those members requiring a mentor assignment.
 - 4. The Administration will notify the Association when mentor teacher assignments have been finalized.
 - 5. Every effort will be made to match Mentor Teachers and Mentees who work in the same building and have the same area of certification.
 - 6. The Mentor Teacher assignment shall be for one (1) year subject to review by Mentor Teacher and Mentee after four (4) months. The appointment may be renewed in succeeding years.
- D. Because the purpose of the mentor/mentee match is to acclimate the bargaining unit member and to provide necessary assistance toward the end of quality instruction, the Board and Association agree the relationship shall not, in any fashion, be a matter included in the evaluation of the Mentor Teacher and Mentee.
- E. Upon request, the Administration may make available reasonable release time so the Mentor Teacher may work with the Mentee in his/her assignment during the regular work day. Where possible the Mentor Teacher and Mentee shall be assigned common preparation time.
- F. A Mentor Teacher while assigned will be paid \$200 (two hundred) per year.

ARTICLE XX

PUBLIC SCHOOL ACADEMIES

A. NOTICE TO ASSOCIATION

The District will provide immediate notice to the Association of any contact, correspondence, or inquiry regarding a public school academy application made to the district, or an application to an ISD, community college, or public university of which it has knowledge.

B. INFORMATION AND CONSULTATION

The District agrees to furnish the Association with all available information concerning an application to authorize a public school academy, including, but not limited to: the identification of the applicants, the proposed members of the academy's board of directors, the proposed articles of incorporation, the purposes of the academy, its proposed bylaws/governance structure, educational goals, curriculum, admissions, policies/criteria, calendar and school day schedule, staff responsibilities, and all other relevant information. The District further agrees to meet with the Association representatives to discuss, clarify, or supplement the information provided to the Association. Where appropriate, the applicant seeking authorization shall be included in these discussions.

ARTICLE XXI
VACATION PAY

1. During the 2005 – 2006 school fiscal year only, an employee with 27 or more years of teaching experience may schedule and be paid for four (4) days of paid vacation. Unless approved by the Superintendent or his/her designee, these vacation days must be scheduled for a calendar day other than one of the minimum required work days (as defined in this Agreement) of the school fiscal year. These vacation days shall be paid at the employee's per diem rate in effect on the day the vacation day is scheduled. Vacation day pay shall be included in the pay check for the pay period following the pay period during which the vacation day was scheduled.
2. Any employee employed during the 2006 – 2007 school fiscal year that received vacation pay pursuant to paragraph number one (1) immediately above shall reimburse the school district for the total amount of said vacation pay by payroll deduction from the first and subsequent paychecks for work performed after July 1, 2006 until the amount of vacation pay day is reimbursed to the school district.
3. During the 2006 – 2007 school fiscal year only, an employee with 27 or more years of teaching experience may schedule and be paid for six (6) days of paid vacation. Unless approved by the Superintendent or his/her designee, these vacation days must be scheduled for a calendar day other than one of the minimum required work days (as defined in this Agreement) of the school fiscal year. These vacation days shall be paid at the employee's per diem rate in effect on the day the vacation day is scheduled. Vacation day pay shall be included in the pay check for the pay period following the pay period during which the vacation day was scheduled.
4. Any employee employed during the 2007 – 2008 school fiscal year that received vacation pay pursuant to paragraph number one (1) immediately above shall reimburse the school district for the total amount of said vacation pay by payroll deduction from the first and subsequent paychecks for work performed after July 1, 2007 until the amount of vacation pay day is reimbursed to the school district.
5. Employees scheduling vacation pay must make application to the Superintendents office by the first day of April of each year applying.

ARTICLE XXII

Duration of Agreement

This agreement shall commence on the Thirty First day of August, 2006, and shall remain in full force and effect until the Thirty First day of August, 2009, and shall continue thereafter in full force and effect from year to year unless written notice of desire to change or terminate this Agreement is given not less than 60 days prior to the termination date herein-before set forth.

IN WITNESS THEREOF, the parties hereto have set their hands this 19th day of, July, 2007.

Board of Education

By William Smith
President

4-C Unified Bargaining Association/MEA-NEA

By Cynthia K. Moore
President

By Diane Y. Langan, MEA
Uniserv Director

By Ann M. Harris
HEA President

Bargaining Team Members for the HEA

Ann Harris
Dave Boswell
Paul Ostentowski
Pat Pastula
Laurie VanOrman
Diane Langan, MEA Uniserv Director

Bargaining Team for the Board

Richard Ames, Superintendent
Laurie Brandes, Board Member
Peggy Lepresto, Business Manager
Shawn Vondra, Principal
Bill Smith, Board Member
LeAnne Rumler, Board Member

APPENDIX A
HILLSDALE SALARY SCHEDULE

2006-2007 SALARY SCHEDULE

STEP	BA	BA + 20	MA	MA + 15
1	\$31,211	\$32,519	\$33,068	\$33,774
2	\$33,601	\$34,878	\$35,892	\$36,659
3	\$35,989	\$37,235	\$38,719	\$39,552
4	\$38,377	\$39,596	\$41,540	\$42,437
5	\$40,768	\$41,955	\$44,364	\$45,325
6	\$43,155	\$44,313	\$47,187	\$48,211
7	\$45,542	\$46,674	\$50,008	\$51,100
8	\$47,932	\$49,028	\$52,831	\$53,985
9	\$50,319	\$51,391	\$55,656	\$56,872
10	\$52,711	\$53,749	\$58,479	\$59,761
11	\$55,622	\$56,637	\$61,888	\$63,239
12	\$55,900	\$56,920	\$62,197	\$63,555

APPENDIX A

2007-2008 SALARY SCHEDULE

Increase of 1.25% from 2006-2007 Salary Schedule				
STEP	BA	BA + 20	MA	MA + 15
1	\$31,601	\$32,925	\$33,481	\$34,196
2	\$34,021	\$35,314	\$36,341	\$37,117
3	\$36,439	\$37,700	\$39,203	\$40,046
4	\$38,857	\$40,091	\$42,059	\$42,967
5	\$41,278	\$42,479	\$44,919	\$45,892
6	\$43,694	\$44,867	\$47,777	\$48,814
7	\$46,111	\$47,257	\$50,633	\$51,739
8	\$48,531	\$49,641	\$53,491	\$54,660
9	\$50,948	\$52,033	\$56,352	\$57,583
10	\$53,370	\$54,421	\$59,210	\$60,508
11	\$56,317	\$57,345	\$62,662	\$64,029
12	\$56,599	\$57,632	\$62,975	\$64,350

APPENDIX A
HILLSDALE SALARY SCHEDULE

2008-2009 SALARY SCHEDULE

*** Increase of 1.00% from 2007-2008 Salary Schedule				
STEP	BA	BA + 20	MA	MA + 15
1	\$31,917	\$33,255	\$33,816	\$34,538
2	\$34,361	\$35,667	\$36,704	\$37,488
3	\$36,803	\$38,077	\$39,595	\$40,447
4	\$39,245	\$40,492	\$42,480	\$43,397
5	\$41,690	\$42,904	\$45,368	\$46,350
6	\$44,131	\$45,316	\$48,255	\$49,302
7	\$46,572	\$47,730	\$51,139	\$52,256
8	\$49,016	\$50,137	\$54,026	\$55,206
9	\$51,457	\$52,554	\$56,915	\$58,159
10	\$53,904	\$54,965	\$59,802	\$61,113
11	\$56,880	\$57,918	\$63,288	\$64,670
12	\$57,165	\$58,208	\$63,605	\$64,993

*** an additional .25% will be added on 2008-09 salary schedule if 2008-09 MESSA rates are below 8%.

2008-2009 SALARY SCHEDULE

ADDITIONAL (.25%) Increase of 1.25% from 2007-2008 Salary Schedule				
STEP	BA	BA + 20	MA	MA + 15
1	\$31,996	\$33,337	\$33,900	\$34,624
2	\$34,446	\$35,755	\$36,795	\$37,581
3	\$36,894	\$38,172	\$39,693	\$40,547
4	\$39,342	\$40,592	\$42,585	\$43,505
5	\$41,794	\$43,010	\$45,480	\$46,465
6	\$44,241	\$45,428	\$48,374	\$49,424
7	\$46,688	\$47,848	\$51,266	\$52,385
8	\$49,138	\$50,261	\$54,160	\$55,343
9	\$51,585	\$52,684	\$57,056	\$58,303
10	\$54,037	\$55,101	\$59,950	\$61,264
11	\$57,021	\$58,062	\$63,445	\$64,830
12	\$57,306	\$58,352	\$63,762	\$65,154

ADDITIONAL .25% (total of 1.25%) added because MESSA rates are below 8%.

APPENDIX B

HILLSDALE COMMUNITY SCHOOLS
Hillsdale, Michigan

“SCHEDULE B”

Computed on BA Salaries, Steps 1-10

	<u>Percentage</u>
Football – Head Coach	13.6
Assistants	8.5
Middle School	6.0
Basketball – Head Coaches	13.6
Assistants	8.5
Middle School	6.0
Track – Head Coaches	9.0
Assistants	6.0
Middle School	6.0
Middle School Assistants	4.0
Cross Country – Head Coach	9.0
Assistant	6.0
Gymnastics – Head Coach	9.0
Assistant	3.0
Soccer – Head Coach	9.0
Assistant	6.0
Wrestling – Head Coach	12.0
Assistant	7.0
Middle School	6.0
Baseball – Head Coach	9.0
Assistant	6.0
Golf – Head Coaches	8.0
Softball – Head Coach	9.0
Assistant	6.0
Tennis - Head Coaches	9.0
Assistants	4.0
Volleyball – Head Coach	12.0
Assistant	7.0
Middle School	6.0

Cheerleaders –Head (per sport season)	5.0
Assistant	4.0
Middle School	5.0
Weight Training Coordinator	2.0
Music – Band	12.6
Orchestra	8.0
Vocal Director	8.0
Elem. Musicals and Cantatas (must include evening performance)	2.5
Science Olympiad	3.0
National Honor Society	3.0
Future Problem Solving	3.0
Quiz Bowl	3.0
Advisor – Senior	4.0
Junior	4.0
Sophomore	2.0
Freshman	2.0
Paper – High School *payable if not part of a course	6.0
Plays – High School	2 plays 6.0% 1 play 3%
Plays – Assistant	2 plays 2.0% 1 play 1%
Yearbook – High School *payable if not part of a course	6.0
Middle School F.P.S.	2.0
Middle School Yearbook *payable if not part of a course	4.0
Davis TV	2.0
Safety Patrol	1.0
Middle School Quiz Bowl (each grade)	1.0
Elementary Quiz Bowl	1.0
Literary Magazine	2.0
Middle School-Science Fair	2.0
Spanish Club	\$225
Chicago Trip	\$225
Peer Listening	\$225
SADD	\$225
Youth in Government	\$125
Other Employment	\$15/hr.

SCHEDULE B EXPERIENCE PAY POLICY

Experience pay for Schedule B shall be credited on the following basis:

A person will advance one (1) step for each year of experience for any job within the same type of Schedule B activity within the Hillsdale Community School system.

Class advisors will receive full credit for all class advisor duties.

Any Non-Head coach in the Hillsdale Community Schools promoted to a Head Coach will begin at step 1 except as follows: a "Head Coach" or a "head of any activity" shall be granted experience only in that activity or sport.

The H.E.A. strongly supports the hiring of staff personnel for all Schedule B positions. Qualified staff people will be given hiring preference over outside people.

Any splits in Schedule B salaries will be paid to each receiving individual's social security number.

Assignments are made on a year to year basis. No assumption of continuation in a position or at the same level within a program from year to year should be made.

Appendix C

**HILLSDALE COMMUNITY SCHOOLS
Non-Teaching/Teaching/Administrative
Leave Requests**

SECTION 1: _____ **Paid Leave** _____ **Unpaid Leave**

Name _____ Date of Request _____

Position _____ Building _____ Date(s) of Absence _____

*For Ed. Asst. only 1 Day = _____ hours Total #of days absent _____ = Total # of hours absent _____

*Employee left early: # of hours absent _____ ½ day absent (am/pm) _____

___ Vacation ___ Personal ___ Sick ___ Disabilit ___ Family Medical Leave ___ Maternity/Child Care ___ Bereavement
___ Jury Duty ___ School Business ___ Other ___ Conf./Prof. Dev. (Please fill out Sections 2 & 3)

COMMENTS: _____

SECTION 2: Complete this section for CONFERENCES OR PROFESSIONAL DEVELOPMENT. Must be submitted at least 5 business days in advance. Complete one form per date/building and event.

_____ In-District Event _____ Out-of-District Event
_____ Full Day _____ ½ Day (a.m.) Only _____ ½ Day (p.m.) Only

Destination _____

Name of Conference/In-Service _____ Date(s) Duration of Absence _____

<u>Type of Professional Development</u>		MUST BE COMPLETED					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
___ School Improvement	___ Mentoring	___ Workshops/ Conferences	___ Coursework	___ Highly Qualified Status	___ State level or Higher Education Content	___ Virtual Learning	___ Adm. Continuing
Prof. Development acquired through collegial work at the building, district, or regional level that relates to student achievement. Must be connected to the School Improvement Plan.	Prof. Development acquired for the purpose of advancing mentoring skills or classroom skills of a new teacher during first 3 years in the profession.	Participation in one-day or short-term. prof. develop. provided by LEA's, ISD's, higher ed. institutions, regional Math/Science Cntrs., NCA, Eisenhower, Title I, professional organization, etc.	Prof. Dev. acquired through continuing education courses taken for credit at an institution of higher education.	Content-Specific prof. development acquired for the purpose of documenting highly qualified status.	Prof. Development acquired through state-level or institution of higher education content-specific service or committee.	Prof. Dev. acquired through online delivery or other distance learning experiences.	
Hours _____	Hours _____	Hours _____	Hours _____	Hours _____	Hours _____	Hours _____	Hours _____

Comments _____

SECTION 3: SIGNATURES

Employee Signature _____ Date Submitted _____

Building Principal Signature _____ Approved ___ Denied Date _____

Authorized Signature _____ Approved ___ Denied Date _____

Account # to be charged: _____
(Please make copies as needed)

Appendix D

HILLSDALE COMMUNITY SCHOOLS

SABBATICAL LEAVE REQUEST

Name _____ Date of Request _____

Date of Leave: Beginning _____ Ending _____

Current Teaching Area _____

Purpose of Leave:

Educational Experience Planned (Specify dates, place)

Signed _____
Teacher

Signed _____
Superintendent

Date _____

Date _____

BOARD APPROVED: Date _____

Signed _____
President

Appendix E

HILLSDALE COMMUNITY SCHOOLS
Hillsdale, Michigan

STATEMENT OF GRIEVANCE

STEP ONE (Oral with building principal)

STEP TWO (Submitted to the principal)

Name _____ Building _____ Date _____

Facts giving rise to the grievance: _____

Provisions of Agreement alleged to be violated by appropriate reference: _____

Contention of the employee and/or Association involved with respect to these provisions: _____

Relief requested: _____

Signature _____
Employee and/or HEA President

NOTE: Original copy to proceed through each step.

Date of Action being grieved: _____

STEP TWO

Building Principal's Response: _____

Date Principal received Statement of Grievance _____

Date Principal Responded _____

Principal's Signature _____

STEP THREE (Submit to Superintendent)

Superintendent's Response: _____

Date Superintendent Received Statement of Grievance _____

Date Superintendent Responded _____

Superintendent's Signature _____

STEP FOUR (Submit to Board)

Board's Response: _____

Date Board Received Statement of Grievance _____

Date Board Responded _____

Board President's Signature _____

Appendix F

Hillsdale Community Schools

DETAILED FLOW CHART OF TEACHER EVALUATION

(Based on the Michigan Teacher Tenure Act)

By September 30	District and Building orientation including evaluation criteria and IDP.
Between September 30 and October 31	All probationary teachers will be observed; observation conference within 3 days, unless mutually agreed upon.
By October 31	Describe observation of probationary teacher(s) or other teachers using <u>Appendix G Teachers Evaluation Report Form</u> . Forward observation to Superintendent including written response from teacher, if any.
November/December	Observations continue; Enter comments on <u>Appendix G Teachers Evaluation Report Form</u> . Conference after observation within 3 days, unless mutually agreed upon.
By January 31	<u>Teachers Evaluation Report Form</u> to teacher(s) of questionable teaching performance. Check observation report and forward to Superintendent Administration report to Association relative to questionable teacher(s) performance concern(s) and plans for improvement.
By February 28	Central Office will review all file materials on all Teachers. Continue probationary staff observations and enter information on <u>Appendix G Teachers Evaluation Report Form</u> . Conferences on observations within 3 days unless mutually agreed upon. Conference with teacher(s) whose work has been unsatisfactory. Specify on <u>Appendix G Teachers Evaluation Report Form</u> the areas where improvement should be made and plans developed for improvement. (Forward to Superintendent)

Appendix F

By Thursday before 1st
Board Meeting in March

Rate each teacher being evaluated according to “criteria of effective teaching” on Appendix G Teachers Evaluation Report Form and forward copies to Superintendent. Check annual report.

Complete Professional Staff Recommendation List. Forward to Superintendent.

By April 1st

Notify teachers of reappointment by letter at school.

Notify any teacher in person of discontinuance of service.

May

Notify any teacher(s) of areas of instruction to be improved during the next school year. Include an Individual Development Plan Appendix I Individual Development Plan Form with the Teachers Evaluation Report Form. Forward a copy to the Superintendent.

September

Re-cycle through Flow Chart

Appendix G

Hillsdale Community Schools
Teacher Evaluation Form

Teacher: _____ Evaluator: _____

Tenured Probationary 1st 2nd 3rd 4th

Building: _____ Observation date(s): _____ Evaluation Date: _____

Type of Report Annual Observation

This instrument recognizes the need for adequate and proper evaluation of all professionals pursuant to Article XIII of the Master agreement between the Hillsdale Community Schools Board of Education and the 4-C unified Bargaining Association, MEA-NEA.

The process of evaluation indicates the evaluator's perception of the professional's performance, verifies this perception with written comments, and offers specific suggestions for improvement in the area(s) marked basic and unsatisfactory. Non-tenured teachers shall progress from the basic level into the proficient and/or distinguished performance levels. The standards of proficient and distinguished performance are expected of a tenured teacher in Hillsdale Community Schools. Detailed descriptions of each of the components on this form can be found in *Enhancing Professional Performance: A Framework for Teaching*, by Charlotte Danielson (1996) ASCD. Copies of this book are available in each building.

Components of the Evaluation

1. Planning and Preparation:

- 1a. Demonstrating Knowledge of Content and Pedagogy
- 1b. Demonstrating Knowledge of Students
- 1c. Selecting Instructional Goals
- 1d. Demonstrating Knowledge of Resources
- 1e. Designing Coherent Instruction
- 1f. Assessing Student Learning

2. The Classroom Environment:

- 2a. Creating an Environment of Respect and Rapport
- 2b. Establishing a Culture for Learning
- 2c. Managing Classroom Procedures
- 2d. Managing Student Behavior
- 2e. Organizing Physical Space

3. Instruction:

- 3a. Communicating Clearly and Accurately
- 3b. Using Questioning and Discussion Techniques
- 3c. Engaging Students in Learning
- 3d. Providing Feedback to Students
- 3e. Demonstrating Flexibility and Responsiveness

4. Professional Responsibilities:

- 4a. Reflecting on Teaching
- 4b. Maintaining Accurate Records
- 4c. Communicating with Families
- 4d. Contributing to the School and District
- 4e. Growing and Developing Professionally
- 4f. Showing Professionalism

EVALUATOR'S NARRATIVE REMARKS (Including IDP Progress Assessment):

Where a teacher has received a rating on an evaluation criterion of "basic" or "unsatisfactory" the rating shall be substantiated with specific examples. In addition, the teacher and principal shall consult regarding a goal statement.

Overall performance of this teacher is:

Distinguished

Basic

Proficient

Unsatisfactory

Signatures:

Teacher: _____ Date: _____

Evaluator: _____ Date: _____

The teacher's signature indicates the report was received; it does not necessarily denote agreement with every factor of the evaluation. The teacher has the right to attach a statement to this evaluation if the teacher disagrees with factors included in this report, and/or the opportunity to have a different observer chosen at random by the Superintendent and the HEA President.

Appendix H

HILLSDALE COMMUNITY SCHOOLS
Hillsdale, Michigan

TEACHER RESPONSE

Type of Report: Annual _____ Periodic _____ Ob. _____ Progress Report _____

Teacher:

Evaluator:

(Signature indicated that this teacher's
Reaction has been read only)

Signed _____

Signed _____

Date: _____

Date: _____

Appendix I

HILLSDALE COMMUNITY SCHOOLS
Hillsdale, Michigan

Individual Development Plan for: _____

Teacher Status: Probationary 1st Year 2nd Year 3rd Year 4th Year

This plan mutually developed by:

Teacher Signature

Date

Principal Signature

Date

All Goals are based on achieving "Proficient" or "Distinguished" as described in the associated rubrics found in the book Enhancing Professional Practice by Charlotte Danielson.

Goal 1:

Purpose of Goal:

Teacher Plan:

Administrative Support:

Goal 2:

Purpose of Goal:

Teacher Plan:

Administrative Support:

Goal 3:

Purpose of Goal:

Teacher Plan:

Administrative Support:

Goal 4:

Purpose of Goal:

Teacher Plan:

Administrative Support:

Appendix J

HILLSDALE COMMUNITY SCHOOLS
2007-08 CALENDAR

<u>August</u>	28-30	Professional Development Days
<u>September</u>	4	1 st Day of School
	24	Fair Day – Students: No School; Staff: Prof Dev
<u>October</u>	9	High School Conference (4:30 – 8:00)
	25	Students: No School Staff: ½ Day Prof Dev; ½ Day Conferences
	26	Students & Staff: No School
<u>November</u>	9	End of 1 st Marking Period
	22-23	Thanksgiving Break – No School
<u>December</u>	6	High School Conferences (4:30 – 8:00)
	24-31	Winter Holiday Break – No School
<u>January</u>	1-2	Winter Holiday Break – No School
	3	School Resumes
	25	End of 2 nd Quarter & 1 st Semester Students: ½ Day; Staff ½ Records Day
<u>February</u>	21	High School Conferences (4:30 – 8:00)
	28	Students: No School Staff: ½ Day Prof Dev; ½ Day Conferences
	29	Students & Staff: No School
<u>March</u>	21	Students & Staff: No School – Good Friday
	28	End of 3 rd Quarter
	31	Spring Break
<u>April</u>	1-4	Spring Break
<u>May</u>	1	High School Conferences (4:30 – 8:00)
	26	Memorial Day – No School: Students & Staff
	29	Senior Class Night
<u>June</u>	1	High School Graduation – 2:00 P.M.
	6	End of 4 th Quarter & 2 nd Semester Students: ½ Day; Staff: ½ Records

Students: 177 (175 Full + 2 - Days)
Staff: 185 Full Days

Prof Dev Days: Aug 28-30, Sept 24,
Oct 25 ½, Feb 28 ½

HILLSDALE COMMUNITY SCHOOLS
LETTER OF AGREEMENTS

LETTER OF AGREEMENT
BETWEEN
HILLSDALE COMMUNITY SCHOOLS BOARD OF EDUCATION
& HILLSDALE EDUCATION ASSOCIATION

The Board of Education and Education Association wish to clarify the existing language concerning lay-offs in Article XVII of the Master Contract. As such, the parties agree that the following will have immediate effect.

Section B - Page 36:

Before official action on a layoff or reduction of teachers is taken by the Board, it will give notice to the Association of the contemplated reduction and afford the Association opportunity to discuss it with the Superintendent. As soon as the names of the teachers to be laid off are known, a list of such persons shall be provided to the Association *by April 1st*. It is expressly understood that the Association shall have the right to review the reduction list prior to the notification of the individuals.

Section E Page 37:

The Board shall layoff last those bargaining unit members with a valid Michigan Teaching Certificate, having highly qualified status, having the greatest seniority in the district and who are certified and qualified for the remaining positions. The Board shall give written notice of layoff to the teacher *by May 1st* with a copy to the Association. Layoffs will occur as follows: (same language as already written from here on)

This agreement is limited to the conditions specifically described above. As such, it does not establish a precedent or an expectation for further modifications during the term of the agreement .

Richard M. Ames
For the Board: Richard Ames, Supt

Ann M. Harris
For the Association: Ann Harris, Pres

06 / 15 / 06
date

06 / 15 / 06
date

**LETTER OF AGREEMENT
BETWEEN
HILLSDALE COMMUNITY SCHOOLS BOARD OF EDUCATION
& HILLSDALE EDUCATION ASSOCIATION**

The Hillsdale Community Schools Board of Education and Hillsdale Education Association have mutual interests to modify the existing Master Contract entered by the parties on October 17, 2005.

1. The Board will agree to extend the MESSA Choices II insurance plan as established for the 2006-07 school year and stipulated in Article IV Section I of the Master Contract to the Education Association for the 2007-08 school year without cost to its members.

For the 2006-2007 (and 2007-08) school year(s) teachers electing health insurance shall have a choice of MESSA Super Care I or MESSA choices II. Members electing MESSA Super Care I (as outlined above) shall be responsible for paying the difference in premium cost between MESSA Super Care I and MESSA Choices II. Those members electing MESSA Choices II the Board will fully pay the premium.

PAK C

MESSA Choices II	Health Insurance
MESSA Life Insurance	\$10,000 + AD&D
MESSA Prescription	\$5.00/\$10.00
MESSA/Delta Dental Plan	Class I at 100%
	Class II at 75%
	Class III at 50%
	Class I, II & III Annual Maximum = \$1,000
	Class IV 75% Lifetime Maximum of \$1,500/ household member
MESSA/Vision Service Plan VSP2	
LTD	90 day wait

2. The Hillsdale Education Association agrees to re-write Article IV Section E of the existing Master Contract to eliminate the requirement of the Board to place new teachers to the District with experience at other accredited education agencies at their place on the salary scale up to BA step 4, as follows:

Teachers shall may receive full or partial teaching credit for all previous certified teaching experience up to four (4) years in a public, parochial, or other school accredited by an educational agency, and/or degrees earned at the discretion of the Board. Teachers with advanced degrees shall progress to

the appropriate degree category upon earning tenure within the District. Salary step placement will be one step above the number of such years experience. More than four (4) years of previous certified teaching experience credit may be granted at the discretion of the superintendent of schools. A teacher will be required to spend one year on Step 10 of the regular salary schedule in the Hillsdale system before being eligible for Step 11. Vocational education teachers may receive up to three (3) years credit for previous non-teaching work experience in a related field upon approval by the Superintendent or the designee. at the discretion of the Board.

This agreement is limited to the conditions specifically described above. As such, it does not establish a precedent or an expectation for further modifications during the term of the agreement .

Richard M. Ames
 For the Board: Richard Ames, Supt

Ann M. Harris
 For the Association: Ann Harris, Pres

06 / 15 / 06
 date

06 / 15 / 06
 date

LETTER OF AGREEMENT
between
HILLSDALE BOARD OF EDUCATION and
HILLDALE EDUCATION ASSOCIATION

It is agreed to by both parties that language currently in the Master Agreement between the Hillsdale Board of Education and the Hillsdale Education Association that could be impacted by the movement of the District to a different instructional delivery system for the 2008 - 2009 School year will be a subject of bargaining.

Richard M. Ames
For the Board/Date 07/26/07

Ann M. Harris
For the Association/Date



