

Master Agreement

of the

Jonesville Education Association 4-C UBA/MEA/NEA

with the

Board of Education

of the

Jonesville Community Schools

From

September 1, 2013 through August 31, 2016

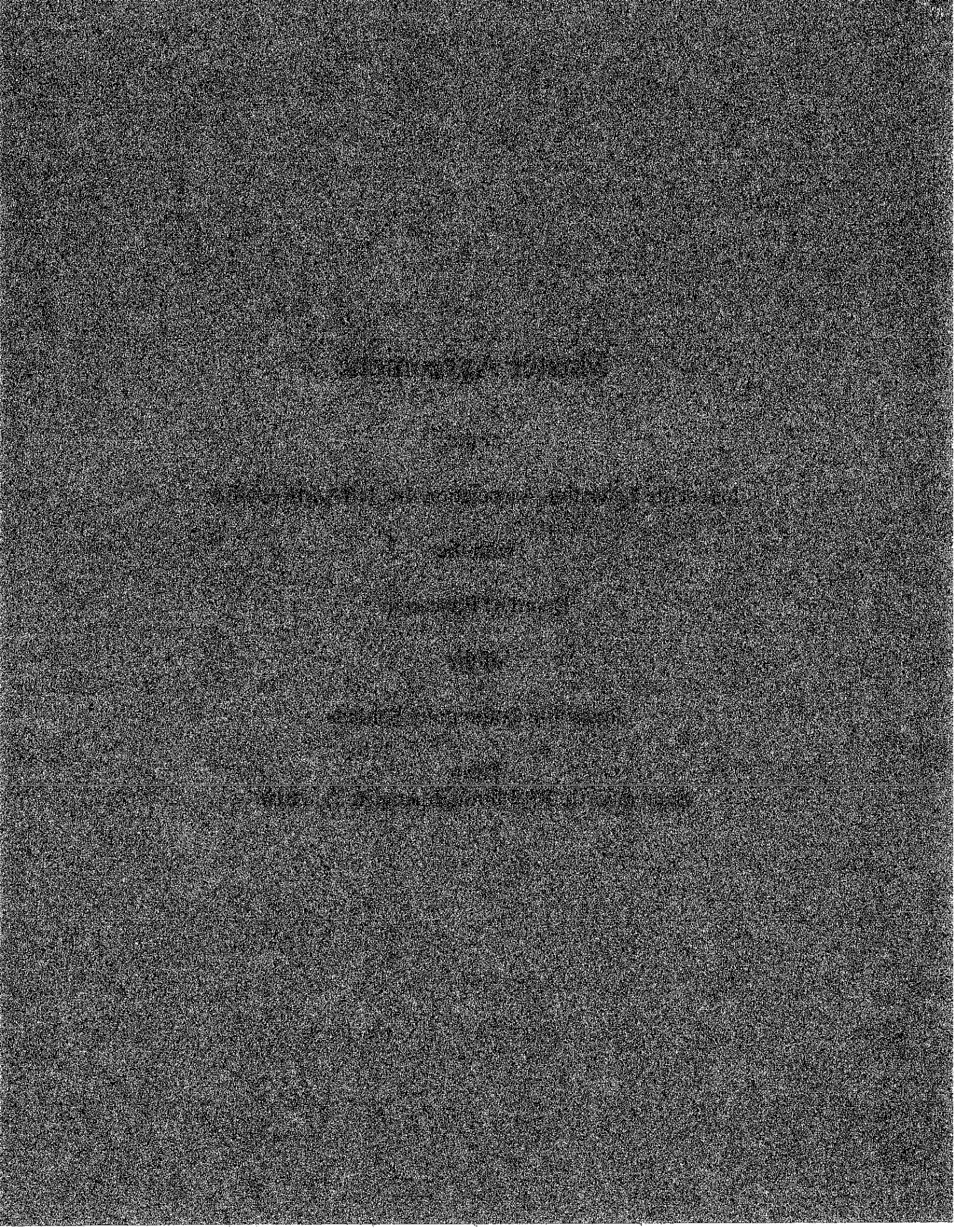


TABLE OF CONTENTS

ARTICLE	PAGE	
I	Recognition	1
II	Payroll Deductions	1
III	Board Rights	2-3
IV	Teacher Rights	3-4
V	Association Rights	5
VI	Teaching Conditions	5-6
VII	Class Size	6-7
VIII	Teaching Hours	7
IX	Sick and Personal Business Days	8-9
X	Compensable Leave	10-11
XI	Sabbatical Leave	11-13
XII	Non-Compensable Leave	13-14
XIII	Mentor Teacher	14-15
XIV	Grievance Procedure	15-18
XV	Negotiation Procedure	18
XVI	Retirement	18
XVII	Educational Council	19
XVIII	School Calendar	19
XIX	Salary Administration	19-23
XX	Charter Schools	23
XXI	Least Restrictive Environment	23-24
XXII	Duration of Agreement	25
Appendix A	Extra Duty Schedule	26-28
Appendix B	Scheduling Personal Business Days	29
Appendix C	Salary Schedule(s)	30-32
Appendix D	Grievance Report Form	33-34
Appendix E	Calendar(s)	35-37
Appendix F	Longevity Rate Chart	38

ARTICLE I
RECOGNITION

The Board of Education of the Jonesville Community Schools (hereinafter referred to as the Board) hereby recognizes the 4-C Unified Bargaining Association, MEA/NEA (hereinafter referred to as the Association) as the exclusive bargaining representative, to the extent required by Act 379 of the Public Acts of 1965, otherwise known as the Public Employment Relations Act (“PERA”), MCL 423.201 et seq. for all regularly employed long term substitute teachers and K-12 certified teachers including counselors, librarians and special education teachers employed by the Jonesville Community School Board, excluding, but not limited to, day to day substitute teachers, supervisory, and executive personnel (superintendent, principal, and assistants), office, clerical, custodial, school lunch employees, teacher aides, bus drivers, and all others. The term “teacher” or “teachers,” shall refer to all employees represented by the Association in the bargaining unit as defined above.

ARTICLE II
PAYROLL DEDUCTIONS

A. Payroll Deductions

1. The Board shall also make payroll deductions upon written authorization from teachers for Annuities, Credit Union, Hospitalization and/or Term Life Insurance or any other programs jointly approved by the Association and the Board.
2. The Board shall provide the opportunity for any teacher to use tax-deferred annuities to be purchased by a teacher in a manner provided by law. Such payroll deduction may be established only when in compliance with the existing law and when consistent with Board policy specifying such insurance policy carriers.
3. Ability to purchase MPSERS service with pre-tax dollars.
4. The parties agree that Article 2 Sections A & B have been removed from the JEA collective bargaining agreement of 2012-2013. This is in compliance with MI PA 349 of 2012. If this Public Act is invalidated by Legislative, Judicial or other action, the parties agree that Article 2 Section A & B of the agreement shall be reinstated as it appears in the JEA collective bargaining agreement of 2012-2013.

ARTICLE III
BOARD RIGHTS

- A. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Board, except those which are clearly and expressly relinquished herein by the Board, shall continue to vest exclusively in and be exercised exclusively by the Board without prior negotiations with the Association either as to the taking of action under such rights or with respect to the consequence of such action during the term of this Agreement. Such rights shall include by way of illustration and not by way of limitation, provided that the Board shall not abridge any rights from teachers as specifically provided for in this agreement, the right to:
1. Manage and control the schools business, the equipment and the operations and to direct the working forces and affairs of the Board.
 2. Continue its rights of assignment and direction of work to all of its personnel, determine the hours of work and starting times and scheduling of all the foregoing, but not in conflict with the specific provisions of the Agreement.
 3. The right to direct the teachers, including the right to hire, promote, suspend and discharge teachers, transfer teachers, determine the size of the teaching staff and to lay off teachers consistent with the terms of this Agreement.
 4. Determine: The quantity and quality of supplies and equipment; quality and scope of curricular offerings; staffing requirements for classified and certificated personnel; schedules, standards, shifts and hours of all personnel assignments; procedures for instruction and accompanying grade reporting techniques. The aforementioned list shall in no way be construed to limit the rights of the Board except by limitation of this Agreement.
 5. Adopt reasonable rules and regulations as published and made available to all teachers.
 6. Evaluate and determine the qualifications of teachers.
 7. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments thereof and the relocation or closing of departments, buildings or other facilities.
 8. Determine the placement of operations, service, or distribution of work and the source of materials and supplies.
 9. Determine the financial policies, including all accounting procedures and matters pertaining to public relations.

10. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization.
11. Determine the policy affecting the selection, evaluation, and training of teachers, providing that such selection shall be based on lawful criteria.

ARTICLE IV
TEACHER RIGHTS

- A. The Board and the Association agree to adhere to the provisions of Act 379 of the Public Acts of 1965 (PERA) and other laws of Michigan or the Constitutions of Michigan and the United States as amended.
- B. Nothing contained herein shall be construed to deny or restrict those rights granted teachers under the Michigan Revised School Code, laws of the State of Michigan and the United States and the Constitutions of the State of Michigan and of the United States. The rights granted to teachers herein shall be deemed to be in addition to those provided elsewhere.
- C. A member without the ability to earn tenure shall not be disciplined without just cause
- D. During the period of a teacher's employment, a teacher shall have and retain all property and copyright interests in and to any book, lesson plans, articles, publications, motion picture, filmstrip, recording, musical composition, curricular outline, teacher materials or other creative or copyrightable work written, composed, created or devised by such teacher when not made, printed, written, mechanically produced or replicated with Board materials, or created during or related to the teacher's employment..
- E. The Board agrees that it will not discriminate against or between teachers because of their race, creed, religion, color, national origin or ancestry, age, gender, sexual orientation, marital status, physical characteristics, place of residence, physical disabilities or activities in any employee organization.
- F. A teacher shall be entitled to have present a representative of the Association during any meeting which may lead to disciplinary action by the Board and/or administration. When a request for such representation is made by the teacher, no action shall be taken with respect to the teacher until such representation of the Association is present. The meeting will be scheduled within three (3) work days. Should disciplinary action be likely to occur at a given meeting, the teacher shall be advised immediately of said possibility and the right to Association representation under this provision of the Agreement.
- G. Definition of Seniority

1. Seniority shall be defined as the length of continuous service with the district as a member of the bargaining unit. Accumulation of seniority shall begin on the bargaining member's hire date, defined as the date of Board action to employ, or first work date, whichever occurs first. The administration shall prepare a seniority list to be emailed to each bargaining unit member. The initial seniority list for each year shall be distributed on or before October 30 of each year. Bargaining unit members shall be provided with a window of opportunity from October 30 through November 30 of each year to note errors or changes needed on the seniority list. The employer and appropriate Jonesville Education Association, and MEA/NEA representatives shall meet during the first week in December to review all proposed changes in the initial seniority list.
2. In the event that two (2) or more Education Association members are hired on the same date or begin work on the same day, a draw for seniority will take place within ten (10) days of the hire date. The JEA President (or designee), the Superintendent, and the newly hired Education Association members shall be present for the draw. The members hired on the same date will draw numbers. The member drawing "1" (one) will be ranked highest on the seniority list; the member drawing "2" (two) will be ranked after "1", and so forth. Upon the completion of the draw for seniority, the district has ten (10) working days to produce a newly updated seniority list.
3. The new seniority list will then be provided to the JEA President. Any corrections or objections to the new list must be given to the Superintendent within fifteen (15) working days to correct said list.
4. In the event that changes or modifications are made to the first printing (December 15) of the seniority list, a new list will be email to all staff.
5. Seniority shall be lost by a bargaining unit member upon termination, resignation, retirement or leaving the bargaining unit to be employed in any other capacity with the district with the following exception: members may take a one (1) school year interim position in the Jonesville administration with seniority being frozen for that period of time. The member's position shall be filled on a temporary basis with the member having the right to return. All members on layoff list as of ratification of the Agreement shall be grandfathered.
6. Approved leaves shall be credited for up to two (2) years toward seniority.

ARTICLE V
ASSOCIATION RIGHTS

- A. Association representatives of local, county, state or national level shall have the right to enter the school premises provided always that there shall be no interference with school functioning. Such representative shall report to the principal's office to indicate their presence.
- B. Teacher Association Meetings
 - 1. Those teachers wishing to be absent from school to attend meetings for teacher Association business may do so by making arrangements at least three (3) days prior to the meeting except in cases of emergency, in accordance with the leave with pay Article IX Section 11.
 - 2. Teachers shall have the right to hold meetings for teacher Association business in the school building after school hours. Arrangements for space shall be made in advance with the building principal and must not interfere with any school activity or other scheduled activities.
 - 3. The Board agrees to supply at said meetings for teacher Association business in the school, if available, items of supply, (paper, pencils, stencils, etc.), at a nominal cost, including long distance telephone calls. The Association agrees to pay such charges monthly.
 - 4. Up to six (6) days shall be granted to conduct Association business to the president of the Jonesville Chapter of the 4-C UBA and/or his/her designee.

ARTICLE VI
TEACHING CONDITIONS

- A. Telephone facilities shall be made available to teachers, and each building and floor shall have at least one telephone located in such a manner as to insure privacy. Long distance calls, if personal, shall be made at teacher expense.
- B. The Board shall make a faculty room available in each school.
- C. Vending machines shall be installed in a faculty room at the request of teachers of that building.
- D. Teachers shall be an advisory voice in the selection of educational tools.
- E. The Board shall provide texts, supplies, and materials for the purpose of student instruction. Department or grade level meetings shall be called by the administration in order to study the selection and improvement of educational tools. The Administration reserves the right to schedule up to two (2) staff meetings per month with duration not to exceed thirty-five (35) minutes per meeting time. Teachers may be excused from

attendance with prior approval of the building principal or designee. It should be noted that it is the professional responsibility of teachers to be punctual and attend required meetings as listed above.

- F. The Board may provide in-service programs when developed by the Educational Council, Professional Development Committee and/or administration.
- G. The private, personal, religious, and political views of any teacher are not within the appropriate concern or attention of the Board as long as such activities do not affect the teacher's effectiveness.
- H. The nature and responsibility of a teacher's assignment requires a certain portion of preparatory work to be performed at home. Space and furniture necessary for such homework and their upkeep are the responsibility of the teacher whose assignment requires such equipment and/or space.
- I. Every teacher will be required each school year to sign an individual contract of employment as provided in section 380.1231 of the Revised School Code and that every such contract shall contain the following: This contract is subject to a collective labor agreement heretofore and hereafter negotiated by the Board and the exclusive bargaining representative of the teachers employed by the Board.
- J. A non-transferable pass for each teacher and their immediate family for all home athletic events shall be provided
- K. When a concern relative to a safe environment is brought to an administrator's attention, the Administration will determine what corrective action, if any, is necessary and/or economically feasible.
- L. A curriculum review rotation will be established beginning with the 2012-2013 school year with adequate yearly funding provided and communicated to staff.

ARTICLE VII

CLASS SIZE

Student population in sectioned classrooms at the elementary school shall remain numerically equal to the present whole number. Students having an IEP (Individualized Educational Program) will be evenly distributed among the classrooms at each grade level.

The Board will make a reasonable effort to maintain classes at less than the following:

K – 3	22
4 – 8	25
9 – 12	30

When determining class size as listed above, the class size numbers are to be used as the desired number to ensure for more individualized instruction.

For any time that a teacher involuntarily takes on another teacher's students during their prep time such teacher shall be compensated at the substituting rate of \$25.00 in addition to their normal pay. If the class is split among teachers for the grade level for the entire day, \$100.00 will be split proportionally.

ARTICLE VIII
TEACHING HOURS

Elementary	Student Hours	8:00 – 2:55
Middle School	Student Hours	7:50 – 2:45
High School	Student Hours	7:55 – 2:50
Alternative Education	Student Hours	7:40 – 2:40

Teachers are to report fifteen (15) minutes before and stay ten (10) minutes after student arrival/dismissal.

- A. Teachers shall be permitted to leave the premises at the same time the students are dismissed on Fridays, on the day preceding holidays and on days when students are dismissed early and teachers have to report back to work such as parent-teacher conferences, in-service days, open house programs, etc.
- B. Principals will exercise their discretion regarding requests from teachers to leave the building during established work hours.
- C. At any time, in any building, if students are not required to be present because of physical breakdown and/or climatic conditions, teachers shall not be required to be present. During special dismissals for storm watches or lockdown situations teachers shall not be permitted to leave the building until students have been dismissed and have boarded buses.
- D. All teachers shall have a thirty-five (35) minute duty-free lunch period.
- E. If a teacher assigns a student to stay in during the lunch period or recess, that teacher will be responsible for that student. Teachers electing to participate in scheduled recess will accompany students for the duration of the recess using the established practice of alternating coverage among grade level teachers.
- F. Elementary teachers shall be allowed to use for planning and conference time all time during which their classes are receiving instruction from teaching specialists.

G. All teachers shall receive an uninterrupted fifty (50) minute duty-free prep period per day except when teachers serve as substitutes as provided for in Article VII. Teachers may voluntarily take an interrupted prep period at the request of their administrator.

ARTICLE IX

SICK & PERSONAL BUSINESS DAYS

1. Sick and personal days shall be construed as days that a teacher is scheduled for school duty only.
2. Personal leave days for the school year will be granted at the rate of three (3) days per year and sick days for the school year will be granted at a rate of ten (10) days per year. Such sick and personal leave days with pay shall be granted after the first working day of the year. Up to three (3) personal leave days with pay may be used by each teacher yearly. Personal business means an activity that requires the teacher's presence during the school day and is of such a nature that it cannot be attended to at a time when schools are not in session. This could include among others, family illness of a non-critical nature, failure of transportation, and the usual areas of court appearance, closing on a house, religious holidays, etc. It is recognized that there are occasions of personal business which the teacher prefers to keep private. For this reason, one (1) of these three (3) personal days, shall be granted as an unrestricted day.
3. Personal leave cannot be used for any business venture, employment of source of income, or optional requests and activities. It is not for casual or indiscriminant use. Personal business days shall not be taken on days prior to or after any vacation period.
4. Persons hired after the beginning of the school year shall earn personal days at a rate of .5 day per month and earn sick days at a rate of 1 per month (September-June), and these shall be granted after the first working day.
5. Employees with more than ninety (90) sick and personal days accumulated as of June 30, 2007 shall be capped at that accumulated number and shall not be able to increase this amount; however this amount may decrease, if the member uses more than the days granted at the start of the school year. This number will then be established as the new cap. Employees with less than ninety (90) sick and personal days accumulated as of June 30, 2007 shall be allowed to accumulate up to ninety (90) days.
6. Unused personal leave shall be rolled over to sick time at the end of each year.

7. Each unused sick day greater than 90 days will be reimbursed at fifty dollars (\$50.00). Payment will be made to the individual members (s) through a tax deferred plan no later than June 30 of each year.
8. Payment of unearned sick leave shall be withheld from final salary due.
9. If a teacher is on or requests to be placed on sick leave of more than 3 days, a physician's statement will be required. The statement shall specify whether or not the teacher is capable of returning to work. In the event that a teacher is unable to work, the physician shall be asked to specify an estimated date of return. Periodic statements shall be furnished at regular intervals as decided by the teacher's physician. If there is reason to believe that the statement(s) provided by the employee's physician are inaccurate, the Board may request a statement by a physician of the Board's choice, at their expense.
10. A teacher who has exhausted all accumulated sick leave days and is unable to teach because of personal illness or disability shall be granted a leave of absence without pay for the duration of the illness or disability for up to one (1) year. The teacher will be required to provide a physician's statement indicating the inability to return to work. A physician's statement verifying that the teacher is capable of returning to work will be requested. This leave may be renewed each year upon written request of the teacher and approval of the Board. During the course of the leave the teacher may elect to continue the current insurance package or any portion, at their own expense, if allowed by the insurance carrier. After accumulated sick leave days have been exhausted, paid sick leave days may be extended by the Board at their discretion.
11. Any teacher who willfully violates or misuses the benefits of this Article shall forfeit salary for days found in violation. Example: Using personal leave days to supplement primary income by outside employment.
12. Personal days used immediately before or after a semester or scheduled vacation period on scheduled parent/teacher conference days or on in service day shall be limited to the following:
 1. Personal illness
 2. Court Cases
 3. Legal Business
 4. Serious illness in the immediate family
 5. An emergency
 6. All others approved by principal or superintendent
13. All requests shall be submitted to the principal on Appendix B .

14. The provisions of the Family Medical Leave Act of 1993 shall apply. These provisions will not provide the teacher with any greater benefits than required by the Act. The board reserves all rights granted by the Act.
15. A \$500 stipend will be given to any teacher who earns perfect attendance; absences due to school business will not be considered as an absence.

ARTICLE X COMPENSABLE LEAVE

- A. Accumulation of compensable leave, for example, i.e. leave with pay days: for each of the ten (10) months beginning with September and ending with June each teacher shall earn according to Article IX, 2.
 1. Bereavement Leave. Three (3) days shall be granted for the death of a family member. Additional days shall be deducted from accumulated personal days. In case of other deaths, leave may be allowed by the Superintendent upon request and at his/her discretion. Family shall be defined as: parent, spouse, partner, sibling (including step, adopted, half, etc.) in-law, grandparent, child (including step, adoptive, ward, and guardian), grandchildren, niece and nephew.
 2. All others with administrative approval.
- B. Worker's Compensation

Any teacher who is absent due to conditions compensable under the Michigan Workers' Disability Compensation Act or successor provision shall receive from the Board the difference between workers' compensation payments received and teacher's salary. A personal day is to be deducted proportionately to the amount of teacher's salary paid by the Board.
- C. Leave days not charged against accumulated compensable leave days.
 1. Conference Leave

Professional conference expenses shall be allowed only for those conferences approved by the administration. Teachers may apply for a professional conference leave by submitting a request to the building principal with copies of the request forwarded to the Superintendent. A written report of the conference shall be submitted to the building principal.
 2. Court Duty

If a teacher is required to serve on a jury or is subpoenaed, he/she shall be granted leave and paid the difference between his/her pay for such court service and the money he/she would have received under this Agreement.

- a. Teachers are expected to follow court procedures with regard to: 1) calling the night before to confirm the need to serve court duty; 2) if not required to report for court duty, teachers are required to report for work.
- b. Teachers who are released prior to the conclusion of the school day shall call the building principal, or representative for further instructions.

3. School Business

- a) Teachers may receive leave with pay to carry out school business at the discretion of their building principal. Such leave shall be used for school visitations, chaperoning school-sponsored student trips, meetings sponsored by the Michigan Department of Education and other school related functions.
- b) Such leave shall not be available for business related activities of the Association.

ARTICLE XI

SABBATICAL LEAVE

A. The sabbatical leave is designed to provide opportunity for professional staff to improve their abilities and increase their value to the school district. This staff improvement is usually achieved by formal study or research and/or writing as approved by the Board upon the recommendation of the Superintendent.

The formal application shall include the following as applicable:

1. Formal study- an outlined plan of work intended to qualify teachers for higher credential or program of recognized courses intended to improve the teacher applicants in their field of endeavor.
2. Research and/or writing- the proposed undertaking shall be approved as it relates to the service of the teacher in the teacher's profession.

B. Qualifications

A teacher possessing a permanent, continuing or professional education teaching certificate valid in Michigan and having been employed full-time for a period of seven (7) consecutive years in the Jonesville Community Schools system is eligible to apply for sabbatical leave of absence.

C. Filing the Application

Completed written applications for sabbatical leave must be filed with the Superintendent on or before March 1 of the year preceding the academic year for which the leave is being requested. Once filed, the application may be withdrawn at any time prior to the date of action by the Board.

D. Review Committee

The Educational Council as provided for in Article XVII will review all applications submitted. The Council will consult with the candidate and any other persons who can be of assistance to the Council in assessing the proposal on which the request for sabbatical leave is made.

E. Action

The Superintendent will submit the recommendations of the Educational Council for sabbatical leave with name, along with any qualifying conditions of those applicants being recommended for a sabbatical grant to the Board on or before the second Wednesday in April preceding the academic year for which the leave is requested.

F. Notification

1. Upon receipt of the application, the Superintendent will forward a written acknowledgement. At the conclusion of the preliminary screening of the applications, each teacher will be notified as to the status of the teacher's application. The date for each notification will be no later than April 1, earlier if possible.
2. Upon action by the Board each teacher will be informed in writing as to the final disposition of the application. This notification will occur within five (5) days following the official action of the Board.

G. Execution of Agreement

Prior to the granting of sabbatical leave, each teacher will sign an agreement with the Board to comply with the following requirements:

1. Professional staff on sabbatical leave shall inform the Superintendent of any changes in the planned program and request their approval.
2. Professional staff returning from sabbatical leave shall submit a written report to the Superintendent within thirty (30) days after resumption of active service. The report shall include the names of the institutions attended, courses taken and transcripts of credits received.
3. Professional staff agrees to serve three (3) years at the District after having returned from sabbatical leave. If three years of service are not completed after sabbatical-leave, that person shall reimburse the school district for the salary received during such leave.

H. Change of Plans After Award

Should the teacher recipient of a sabbatical grant at a time prior to the effective date of the sabbatical leave wish to give up the grant and return to regular service, the teacher will notify the Superintendent in writing. If the teacher so notifies the Superintendent prior to the end of the school year, the teacher shall return to the teacher's assignment. If the teacher so notifies the Superintendent after the close of the school year, the teacher will have no legal claim to an assignment during the period of the sabbatical grant. The teacher will be given priority consideration to be assigned to an unfilled position for which the teacher is certified and qualified, beginning fall 2006.

I. Quota

Prior to March 1 of each year, the Board will specify the number of sabbatical leaves or the dollar amount for such purposes to be incorporated in the budget for the next fiscal year.

J. Salary Provision

An approved sabbatical leave of absence will carry an allowance of full fringe benefits and fifty (50) percent contractual salary subject to such deductions as are required by law or teacher election.

ARTICLE XII

NON-COMPENSABLE LEAVE

A. Child Care

1. An unpaid child care leave shall be granted upon request of a teacher. An adoptive parent teacher may apply for a child care leave under these guidelines.
2. The teacher shall submit a written request to the Superintendent at least forty five (45) days prior to the effective date of the leave except in case of emergency. Said request shall include specific dates of the leave.
3. Leave for child care shall not exceed one (1) year. However, the Board may act to extend such leaves after reviewing pertinent data as presented by the teacher on leave.
4. Reinstatement shall be to the teacher's same regularly assigned duties.

B. Military Leave

A military leave of absence shall be granted to any teacher under contract who shall be drafted/deployed for military duty in any branch of the armed forces of the United States in accordance with the Military Selective Service Act, 50 USC App 451 et seq. or successor provision as otherwise required by law. Upon

separation from the service, the teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the District during such period.

C. Other

Requests for leaves of absences without pay can be submitted to the Superintendent and may be granted if, in his/her opinion, such leave shall be of value to the District or the teacher.

B. While on unpaid leave, except family medical leave, such teachers may reimburse the Board for fringe benefits as per regulations of the insurance carriers.

C. The provision of the Family Medical Leave Act of 1993 shall apply. These provisions will not provide teachers with any greater benefits than required by the Act. The Board reserves all rights granted by the Act. Upon return from leave of absence, the teacher shall return to his/her previously held position if available. If the previously held position is not available, he/she will be returned to a position for which the teacher is certified and highly qualified.

ARTICLE XIII

MENTOR TEACHER

A. Mentor Teacher

1. In accordance with the Michigan Revised School Code (380.1526), each teacher in his/her/her first three (3) years in the classroom shall be provided a mentor teacher. In no instance will an administrator serve as a teacher mentor. The mentor shall be selected by the Administration from a list of tenured teachers in the District who have indicated an interest in mentoring and who meet the criteria of the Department of Education publication, "Guidelines and Recommendations for the New Teacher Induction/Teacher Mentoring Process in Michigan." Teachers in the District will not be forced to be mentors. Every effort will be made to match mentor teachers and mentees who work in the same building and who have the same area of certification. Where possible, the mentor teacher and the mentee shall be assigned common preparation time. If there are an insufficient number of mentor teachers, retired teachers or college professors may serve as a mentor teacher provided that he/she/she shall be paid at the rate listed in Section 3 below.
2. The mentor teacher shall be available to provide professional support, instruction and guidance. The purpose of the mentoring assignment is to provide a peer who can offer assistance, resources and information in a non-threatening collegial fashion. It is understood that the mentor-mentee relationship

shall be confidential and shall not be a matter included in the evaluation of the mentor teacher nor of the mentee. Neither mentor nor the mentee shall be permitted to participate in the evaluation of the other. The job description for mentors shall be in accordance with the Michigan Department of Education publication, "Guidelines and Recommendations for the New Teacher Induction/Teacher Mentoring Process in Michigan."

3. The mentor teacher assignment shall be for one (1) school year subject to review by the mentor teacher and mentee in April of each school year. The assignment may be renewed in succeeding years upon concurrence of the mentor, mentee and the Administration. The mentor teacher shall be paid four hundred dollars (\$400) per mentee, for the first year. If mentee is placed on a plan of assistance, the payment will remain \$400.00. If a mentee is not on a plan of assistance, payment for the second year shall be \$300.00 and \$200.00 for the third year.
4. Mentees shall be provided with a minimum of fifteen (15) days of professional development during their first three (3) years of classroom teaching.

B. Personnel Files

Personnel files shall be kept in compliance with the provisions of the Bullard-Plawecki Employee Right to Know Act Public Act 397 of 1978. Each teacher shall have the right, upon request, to review the contents of the teacher's personnel file maintained by the school system. The review will be made in the presence of the administrator responsible for the safekeeping of the file. A representative of the Association may, at the teacher's request, accompany the teacher in this review. Privileged information such as confidential credentials, letters of recommendation from universities, previous employers or individuals are specifically exempted from such file prior to the review of the file by the teacher. No material may be placed in the file without allowing the teacher an opportunity to file a response. After notification of such inclusion in the personnel file, the teacher may file a response thereto, which shall become a part of said file.

ARTICLE XIV
GRIEVANCE PROCEDURE

- A. A claim by the teacher or the Association that there has been a violation, misinterpretation or misapplication of a provision of this Agreement may be processed as a grievance hereinafter provided.
- B. The teacher shall be entitled to Association representation at any informal or formal meetings with the Board and/or its representatives.
- C. The number of days indicated at each step of the Grievance Procedure are teacher workdays. In the summer recess, days shall be defined as working days (Monday through Friday), excluding holidays.
- D. The Association may initiate a grievance directly at the Superintendent's level when either of the following conditions applies:
 - 1. A grievance involves a whole group of employees or an issue which applies to the unit as a whole, or
 - 2. The action precipitating the grievance was initiated by management at a higher level than the immediate supervisor. When such grievances are initiated at the Superintendent's level, the normal grievance procedures shall be followed as set forth in this Article.

E. Informal Grievance Procedure

In the event that the teacher or the Association believes that there is a basis for a grievance, the discussion of the alleged grievance shall occur with the building administrator within ten (10) work days of the occurrence or discovery thereof of the alleged violation, misinterpretation or misapplication of the provision of this Agreement. If no mutually agreeable solution has been reached within five (5) work days after the discussion, the teacher or the Association may proceed to Step 1 of the formal grievance procedure.

F. Formal Grievance Procedure

Step 1 In order to invoke the formal grievance procedure, within twenty (20) work days of the occurrence or discovery of the alleged grievance the teacher or the Association shall complete the grievance form provided in Appendix "D" of the Agreement. The administrator or the secretary shall sign for the receipt of the grievance with the date when the teacher or the Association presents the completed grievance form to the principal. The administrator shall write a disposition of the grievance within five (5) work days of the receipt of the grievance and shall furnish a copy to the teacher and the Association.

Step 2 If the Association is not satisfied with the disposition of the grievance by the administrator, the grievance shall be transmitted to the Superintendent within ten (10) work days. The Superintendent or his/her secretary shall sign for the receipt of the grievance form with the date. The Superintendent will

conduct a formal hearing of the grievance within ten (10) work days of its receipt and shall furnish a copy to the teacher and the Association.

Step 3 If the Association is not satisfied with the disposition of the grievance by the Superintendent, or if no disposition has been made within five (5) work days of such meeting, the grievance shall be transmitted to the Board within ten (10) work days by filing a written copy thereof with the secretary or other designee of the Board who shall sign for the receipt of the grievance form with the date. The Board, no later than the next regular Board meeting or within fifteen (15) work days, whichever shall be later, after the receipt of the grievance shall conduct a formal hearing of the grievance. Disposition of the grievance in writing by the Board shall be made no later than ten (10) work days thereafter. A copy of such disposition shall be furnished to the Association and the teacher when identified.

Step 4 If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period provided, the grievance may be submitted to arbitration before an impartial arbitrator. The Association must notify the Board of its intent to pursue arbitration within twenty (20) work days of the receipt of the Board's disposition or within twenty (20) work days of the Board hearing if no disposition has been rendered by the Board. If the parties cannot agree on the selection of the arbitrator within ten (10) work days from the notification date that arbitration will be pursued, the arbitrator shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceedings. Neither the Board nor the Association shall be permitted to assert in such arbitration proceedings any ground or rely on any evidence not previously disclosed to the other party.

The powers of the arbitrator are subject to the following limitations:

- a) He/she shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.
- b) He/she shall have no power to establish salary scales.
- c) He/she shall have no power to interpret State or Federal laws.
- d) More than one grievance may not be considered by the arbitrator at the same time except upon the express written mutual consent of the parties and then only if the grievances are of a similar nature.
- e) The fees will be shall be shared equally between the parties.
- f) Both parties agree to be bound by the award of the arbitrator, and the judgment thereon may be entered in any court of competent jurisdiction.

G. Guidelines

1. The time limits provided in the article shall be strictly observed but may be extended by written agreement of the parties.
2. Notwithstanding the expiration of the Agreement, any claim or grievance having arisen there under may be processed through the grievance procedure until resolution.
3. When any time limits are not adhered to except as provided in Section 2 above, the grievance is awarded to the party not violating the time limits.
4. All parties of interest shall be present and may be represented by another person at all meetings and hearings at any level of the Grievance Procedure. When a teacher is not represented by the Association, the Association shall have the right on its request to have its representative present to state its views at all stages of the formal grievance procedure.
5. A grievance may be withdrawn at any level without establishing a precedent.
6. No reprisals of any kind shall be taken by or against any party of interest or participant in the grievance procedure by reason of such participation.
7. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.
8. All available information necessary to the determination and processing of any grievance shall be furnished upon request to all parties involved in said grievance with the exception of argument to be presented by either side in arbitration.
9. Hearings and meetings at all grievance levels will be established by mutual agreement between the Board and the Association. In no case will there be a loss of pay for attendance at such proceedings.

ARTICLE XV

NEGOTIATION PROCEDURE

- A. Neither the Association nor the Board shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district.
- B. Copies of this Agreement shall be printed at the joint expense of the Board and the Association and presented to all teachers now employed or hereafter employed by the Board.
- C. If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

- D. This Agreement shall supersede any rules, policies, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- E. The principal and Association Building Representative shall meet as needed for the purpose of reviewing the administration of the contract and to resolve problems which may arise. These meetings are not intended to bypass the grievance procedure.
- F. The Board agrees not to contract out Appendix A assignments unless otherwise provided in this Agreement.
- G. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. Since the parties have established a comprehensive grievance procedure under which unresolved disputes may be settled by an impartial third party, the parties have removed the basic cause of work interruptions during the period of this Agreement. The Association accordingly agrees that it will not, during the period of this Agreement, directly or indirectly, engage in or assist in any strike against the Board, as that term is defined by PERA.

ARTICLE XVI

RETIREMENT

Teachers retiring and qualifying for payments under the Michigan Public School Employees Retirement System or the Federal Social Security System shall be reimbursed at the rate of \$75.00 per day for accumulated sick days, but not to exceed one hundred seventy five (175) days paid into a negotiated tax deferred annuity (ex: 403B) plan at the Board of Education's expense.

ARTICLE XVII

EDUCATIONAL COUNCIL

- A. There shall be an Education Council composed of up to nine (9) members. The Association President and up to four (4) members which are appointed by the Association President and the Superintendent and up to three (3) members appointed by the Superintendent.
- B. The Educational Council shall meet no later than the first Wednesday in October to elect a chairperson and to determine the meeting dates for the year.
- C. The Educational Council shall concern itself with the discussion and study of subjects relating to the school system. The Council shall establish elementary and secondary subcommittees and other such subcommittees as it shall deem necessary.
- D. In no way is the Council intended to provide a bypass in the grievance procedure.

E. The recommendation of the Council to the Administration shall be in an advisory capacity.

Each year the Council will establish a list of concerns to both the administration and the teachers for study during the next school year.

ARTICLE XVIII SCHOOL CALENDAR

- A. For the term of this contract there shall be one hundred seventy two and one half (172 1/2) days of instruction five (5) professional development days, two (2) parent-teacher conference days. See Appendix E.
- B. In the event of school being canceled due to weather conditions or other emergencies the days/hours will be made up at the end of the school year. In addition, if requirements change regarding days/hours necessary to meet the State of Michigan minimal standards, the Board will consult with the Educational Council in order to correct the problem.

ARTICLE XIX SALARY ADMINISTRATION

- A. Newly Employed Teachers: Unlimited years of previous teaching experience in other districts may be accepted in placing new teachers on the salary schedule.
- B. For the purpose of calculating nonuniform schedules a six (6) period standard will be utilized; six-sixths (6/6) and one (1) full conference period, each part time contract will be interpreted from that model. Fractions will also be used if an alternate schedule is agreed upon by the Association and Board of Education.

Examples:

- 1. The part-time teacher with four (4) class periods of assignments will be paid four-sixths (4/6) of a full salary and benefits and will be expected to remain for four-sixths (4/6) of a conference period. This teacher's yearly salary increase shall be four sixths (4/6) of the amount a full-time teacher receives.
- 2. The part-time teacher with three (3) class periods of assignments will be paid three-sixths (3/6) of a full salary and benefits and be expected to remain for three-sixths (3/6) of a conference period. This teacher's yearly salary increase shall be three-sixths (3/6) the amount a full-time teacher receives.
- 3. The part-time teacher with two (2) class periods of assignments will be paid two-sixths (2/6) of a full salary and benefits and be expected to remain for two-sixths (2/6) of a conference period. This teacher's yearly salary increase shall be two-sixths (2/6) the amount a full-time teacher receives.
- 4. Teachers teaching more than a normal number of class assignments six (6) will be paid according to the previous model also.

Example:

- a. A teacher having seven (7) class periods of assignments will be paid seven-sixths (7/6) of a full salary. Such increased assignments and increased salaries shall not affect the awarding of fringe benefits as per this Agreement.

C. Extended Contracts

1. Compensation for individual services which teachers have been contracted for a period of time exceeding the normal school year shall be made by increasing the individual's basic step amount by the following formula:

$$\text{Amount of increase} = \frac{D-N}{N} \times \text{step amount}$$

N = number of contract days in full school year

D – number of contract days in the teacher's contract.

Example: If there were 188 days in a full contract year (N) and 203 contract days (D) in the contract of a teacher whose salary was based on step D-6, the

$$\text{Amount of increase} = \frac{203 - 188}{188} \times \text{step amount D-6}$$

2. If the teacher will be teaching less than six (6) full periods per day during the extended period, then the amount of increase will be given by the following formula:

$$\text{Amount of increase} = \frac{H(D-N)}{6N} \times \text{step amount}$$

H = number of class periods per extended contract day.

Example: If the teacher in Example 1 were teaching two (2) classes per day during the extended period of his/her contract, then

$$\text{Amount of increase} = \frac{2 (203 - 188)}{6 \times 188} \times \text{step amount D-6}$$

- D. Longevity. After twelve (12) years of continuous service in the District teachers will receive the following longevity according to Appendix F. A one hundred dollar (\$100) increase will be added to longevity scale for the 2013-2014 school year.

E. Extra Duty

1. The Board retains the prerogative of filling the positions listed on Appendix A.
2. The Board retains the prerogative of assigning extra duties to incumbent coaches for the ensuing school year upon the recommendation of the administration and acceptance by said coach of such position and will not post those reassigned extra duties as vacant.
3. Any position not filled under the provisions in #2 above shall be posted. It is the Board's intent to fill vacant extra duty athletic positions with existing staff where they are the best qualified for the position.

4. Assignments to this extra duty position and the pay rate attached in Appendix A terminates at the end of the school year and shall not constitute tenure payment nor a tenure assignment to the position and salary listed.
5. Any assignments in addition to the normal teaching schedule during the regular school year shall not be obligatory but shall be with the consent of the teacher. Teachers employed in extra duty assignments shall be paid in accordance with the salary provisions on Appendix A.
6. In no case shall anyone hired from outside the bargaining unit be paid at a rate in excess of that established in Appendix A.
7. Duties of Department Chairpersons
 - a) To call and chair necessary meetings of the department.
 - b) To develop, with department members, a single departmental budget to be presented to the principal, and to requisition necessary departmental budget items.
 - c) To work with their departments to make recommendations to the areas of curriculum development and textbook adoption.
 - d) To meet, from time to time, with the principal in order to facilitate communications.

F. Description of Salary Levels:

1. Level A: Those teachers holding a Bachelor's degree and a current Michigan teaching certificate.
2. Level B: Those teachers holding a Bachelor's degree plus eighteen (18) semester hours of graduate coursework and a current Michigan teaching certificate.
3. Level C: Those teachers holding a Master's degree and a current Michigan teaching certificate.
4. Level D: Those teachers holding a Master's degree plus thirty (30) semester hours of graduate coursework and a current Michigan teaching certificate.
5. Teachers who have been hired and have an out of state teaching certificate will be placed at the appropriate level but will be required to take the next available competency test and meet all requirements for the Michigan teaching certificate for their area.

- G. Movement to the next step of the salary schedule will be automatic at the beginning of each school year. Movement across the columns to the appropriate salary level will be automatic at the beginning of each school year and semester provided the teacher has completed the requirements for placement on the levels as specified in Section F above.

H. Fringe Benefits.

The Board shall contribute the statutory maximum amount, per P.A. 152 of 2011, towards PAK A employee medical insurance premiums. Any amount in excess of the Board's contribution towards medical insurance shall be borne equally by the employees and subject to payroll deduction. Any amount in excess of the Boards contribution shall be subject to payroll deduction.

The board shall contribute 100% towards all other PAK A and PAK B non-health premiums, i.e. Life, Dental, Vision and LTD. All costs relating to the implementation and administration of benefits under the program shall be borne by the Board. Teachers electing PAK B shall receive a monthly cash-in-lieu payment of \$250.

The following is a summary of the health insurance plan:

MESSA Choices II		MESSA ABC 1
Medical		
OV/UC/ER Copay:	\$20/\$25/\$50	\$20/\$25/\$50
Deductible:	\$500/\$1,000	\$1250/\$2400
Rx Coverage:	Saver Rx	Saver Rx
Dental:		
Class I:	75%	75%
Class II:	75%	75%
Class III:	75%	75%
Annual Max:	\$1,000	\$1,000
Class IV:	50%	50%
Lifetime Max:	\$1,000	\$1,000
Riders:	2 Cleanings	2 Cleanings
Life Insurance:		
	\$20,000	\$20,000
AD&D	\$20,000	\$20,000
LTD:	66 2/3% Max \$5,000	66 2/3% Max \$5,000
Max Monthly Salary:	\$7,500	\$7,500
Waiting Period:	90 days	90 days

Should the Association wish to alter the benefit coverage level for the duration of this agreement it will notify the superintendent. The Association will have to ratify any changes to coverage level prior to any implementation.

MESSA HSA 1 shall be offered to employees beginning January 1, 2014 and each January 1 thereafter. The District shall contribute the cap toward the HSA.

2. Teachers will be reimbursed the tuition costs of graduate classes up to two hundred fifty (\$250.00) dollars per year upon successful completion and verification of such to the superintendent. A minimum grade of 3.0 is required for eligibility.
3. Schedule of Payments. The Board shall provide either nineteen (19) or twenty-four (24) equal payments of salary. Teachers are to notify the business office two (2) weeks prior to the first pay period of the start of school regarding having equal payments of nineteen (19) or twenty-four (24). If the business office has not been contacted, the pay periods will be based on twenty-four (24). Payroll payments will take place the 10th and the 25th of each month. If the 10th or 25th falls on a weekend, holiday, or scheduled day off school, payment will take place the prior scheduled school day.
4. The Board shall pay the retirement premium on all contractual dollars to the Michigan School Employees Retirement System for all teachers in this bargaining unit.

5. The Board will provide a Cafeteria Plan which complies with Section 125 of the Internal Revenue Code. The Cafeteria Plan is intended not to change any benefits except as required by Section 125.

ARTICLE XX
CHARTER SCHOOLS

- A. The District will provide 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. In the event that a charter school is started in the District, this contract will be reopened for the purpose of dealing with those subjects and provisions related to the operation of a charter school.

ARTICLE XXI
LEAST RESTRICTIVE ENVIRONMENT AND MEDICALLY FRAGILE STUDENTS

- A. Application of this Article shall apply to special education students.
- B. Mainstreaming is defined as the placement of an identified special education student referenced above in Section A into a regular education program for any part of the regular school day. When a general education classroom teacher is assigned a special education student as set forth above, the teacher shall not be expected to perform routine, scheduled maintenance of an apparatus used by the student to sustain his/her bodily functions nor render routine scheduled care or maintenance of bodily functions (e.g. tracheotomy, custodial care, etc.) related to the student's impaired condition. The teacher shall be informed and instructed as to emergency measures which may be necessary on occasion due to the student's impaired condition. Otherwise, it shall be the teacher's responsibility to implement the student's individualized educational plan and for attending to the educational needs of the student while in the teacher's class. In addition to other established procedures, the student's special education teacher will have the responsibility of contacting the general education teacher(s) for purposes of sharing pertinent information, discussing the special needs of said students and addressing other appropriate issues as same may arise.
- C. If any teacher has a reasonable basis to believe that a disabled student's current Individual Education Plan (IEP) is not meeting the student's unique needs as required by law, the teacher will advise his/her principal of that opinion in writing.
- D. On a case-by-case basis, the District will determine what training if any will be necessary for the general education teacher who has a mainstreamed student assigned to his/her classroom.
- E. A Least Restrictive Environment Committee process is hereby established.
 1. The Committee process will be ad hoc and composed of two (2) teachers and two (2) administrators, all of whom will be selected in accordance with the respective parties' procedures. At least one (1) of the teachers will be a special education teacher and one (1) administrator shall be the Special Education Director.

2. The Committee shall convene upon written request of a general education teacher who is seeking assistance in resolving problem(s) related to a mainstreamed student in his/her/hers classroom. The Committee shall convene within five (5) work days of receipt of the teacher's request.
 3. The teacher's request will provide evidence that the teacher has reasonably exhausted avenues of available assistance and guidance from special education staff and the building principal. Additionally, the teacher will provide a written description of the problem(s).
 4. After its review, the Committee may issue a written recommendation in response to the teacher's request for assistance. The written recommendation of the Committee will be submitted to the Superintendent for review and consideration within ten (10) days of the receipt of the request from the general education teachers.
 5. The Superintendent will submit recommendations in writing following a review of the teacher's request and Committee's recommendation within five (5) days of the receipt of the written recommendations from the committee. The decision of the Superintendent shall be final and not subject to the grievance procedure
- F. The parties acknowledge that the policy of least restrictive environment is legally mandated. It is also recognized that the extent to which any individual handicapped student should participate in regular education programs and services involves considerations of the student's unique needs as determined by an Individual Education Planning Committee (IEPC). It is agreed that the handicapped student's participation and right to participate in regular education programs and service cannot be affected by this Agreement.
- G. The District shall determine the need for a teacher who will be providing instructional or other services to a handicapped student to participate in the IEPC which may initially place (or continue the placement of) the student in a regular education classroom. The District shall provide release time in the event the District directs or authorizes a teacher to attend an IEPC which is scheduled during the time the teacher is assigned to teach a class.

ARTICLE XXII

DURATION OF AGREEMENT

- A. This agreement incorporates the agreement reached by the parties on all agreed issues which were subjects of negotiation. This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties as an amendment of this Agreement.
- B. This Agreement shall be effective as of September 1, 2013, and shall continue in effect until August 31, 2016. No other organization may ask for exclusive bargaining rights during the fixed term of this Agreement.

FOR THE BOARD

By *Michael Fine* Board President
 By *Chellie Broesamle*
 By *Bryan Playford*
 By: *Dustin Scherer*
 Date Signed _____

Board Bargaining Team:

Chellie Broesamle, Superintendent
 Bryan Playford, Middle School Principal
 Dustin Scherer, High School Principal

FOR THE ASSOCIATION

By *Diane Trachsel*
 By *Cindy K. Pauley*
 By *John S. Jordan*
 By *Jim Watson*
 By *Marlena Nichols*
 By _____

By 4C UBA _____

By MEA/NEA *Tim Nendorf*
 Date Signed _____

JEA Bargaining Team:

Jim Watson, EA President
 Marlena Nichols, Negotiator
 Diane Trachsel, Negotiator
 John Loveless, Negotiator
 Cindy Pauley, Negotiator
 Tim Nendorf, MEA UniServ Director

APPENDIX A
EXTRA DUTY SCHEDULE

(Percentage)

Baseball	Head Varsity		11%
	JV		7%
Softball	Girls Softball		11%
	JV Softball		7%
Basketball	Head Boys Varsity		11%
	Boys JV		7%
	9 th Grade Boys		6%
	Head Girls Varsity		11%
	Girls JV		7%
	9 th grade Girls		6%
	7 th Grade Boys		4%
	8 th Grade Boys		4%
	7 th Grade Girls		4%
	8 th Grade Girls		4%
Cheerleading	Varsity Competitive/Sideline		8%
	High School Sideline		7%
	7 th Grade Sideline		4%
	8 th Grade Sideline		4%
	7 th and 8 th Grade Competitive		4%
Cross Country	Varsity Boys or Girls (separate coaches)	each	5%
	Varsity (two separate teams – one coach)		8%
	Middle School		5%
Football	Head Varsity		11%
	Assistant Varsity		8%
	JV		8%
	Assistant JV		6%
	7 th Grade Football		4%
	8 th Grade Football		4%
Golf	Boys Varsity		8%
	Girls Varsity		8%
Soccer	Varsity		10%
	JV		6%
Track	Boys Varsity		10%
	Assistant Boys Varsity		5%
	Girls Varsity		10%
	Assistant Girls Varsity		5%
	Assistant Boys and Girls Varsity		5%
	Boys Middle School		4%
	Girls Middle School		4%
Volleyball	Head Varsity		11%
	JV		7%
	7 th Grade		4%

Weight Lifting	8 th Grade	4%
	Supervisor	3%
Wrestling	Head Varsity	11%
	Assistant Varsity	7%
	Middle School	4%

NON-ATHLETIC

Art Club			\$300
Band Director			11%
Class Advisors	12 th Grade		\$750
	11 th Grade		\$750
	10 th Grade		\$500
	9 th Grade		\$500
Department Heads	High School (must attend graduation & class night)		\$300
HS Test Coordinator (HS counselor)			\$300
MS Test Coordinator (MS counselor)			\$300
ES Test Coordinator (ES counselor)			\$300
MS Team Leaders (6,7,8)			\$300
ES Curriculum Team Leaders			\$300
Drama Club			\$200
Elementary Math Club/Investors Club			\$300
Elementary Science Club			\$300
Elementary Grade Level Representatives			\$300
Elementary Field Day		½ day pd release for set-up	
Fair Board	Chair Person		\$125
	Grade Representatives		\$35
Flag Corp			\$500
Mentor Teacher		See Article XIII	
National Honor Society	Senior High		\$500
Play Director	(Per Play)		\$750
Musical Director to the musical production (per play)			\$600
Playground Duty	(Per Semester)		\$1000
Quiz Bowls	High School - \$300	Plus per bowl	\$50
	Junior High - \$200	Plus per bowl	\$50
	Elementary - \$100	Plus per bowl	\$50
Safety Patrol Supervisor			\$300
Senior High Outside Art Show		½ day pd release for set-up and take down	
Students Against Driving Drunk (SADD)			\$300
Student Council			\$500
Substituting		per hour/class period	\$25
Web Page Coordinator			\$1000
Wellness Club			\$200
Year Book			\$750
Year Book (Alt. Ed.)			\$250
Elementary Yearbook			\$400
Middle School Yearbook			\$400

Percentages shall be computed on the individual's appropriate salary column (A, B, C, or D) with credit for each year of experience in that sport or activity for all coaches or sponsors who were active in 1989-90 in a particular sport or activity or who have ever had experience in that sport or activity in the Jonesville Schools. For individuals not so grandfathered, percentages shall be computed on Column "A" of the salary schedule with credit for each year of experience in that sport or activity to a maximum of then (10) years.

APPENDIX B
SCHEDULING PERSONAL BUSINESS DAYS

Name: _____ Date: _____

Notice for scheduling business day on: Date _____

Is this notice made as any emergency requiring less than three (3) days advance notice?

Yes No (Please circle one)

The utilization of this day as a personal business day is in conformity with the terms of the Master Agreement and does not require the administrator's signature of approval, but must be submitted 3 days prior to the absence.

Teacher's Signature

Principal's Signature and Date of Receipt

.....
If the day(s) is to be used before or after a tri-mester, scheduled vacation, or on scheduled parent-teacher conference days, check one of the following reasons:

- _____ Court Case
- _____ Legal Personal Business
- _____ Serious illness in the Immediate Family
- _____ Emergency
- _____ Other Reason Approved by the Principal

Superintendent's Signature

Date

Circle One: Approved Denied

Comments:

APPENDIX C

2013-2014 SALARY SCHEDULE

Increase of	2%	from 2012-13 Salary Schedule		
STEP	BA Level A	BA + 18 Level B	MA Level C	MA + 30 Level D
1	\$34,661	\$36,567	\$38,576	\$40,698
2	\$36,394	\$38,397	\$40,508	\$42,733
3	\$38,213	\$40,313	\$42,532	\$44,871
4	\$40,123	\$42,330	\$44,657	\$47,115
5	\$42,130	\$44,449	\$46,891	\$49,468
6	\$44,237	\$46,670	\$49,234	\$51,942
7	\$46,448	\$49,003	\$51,697	\$54,537
8	\$48,771	\$51,453	\$54,281	\$57,267
9	\$51,210	\$54,026	\$56,997	\$60,129
10	\$53,768	\$56,729	\$59,845	\$63,138
11	\$56,459	\$59,564	\$62,839	\$66,292
12	\$59,279	\$62,541	\$65,980	\$69,609

APPENDIX C

2014-2015 SALARY SCHEDULE

Increase of	2%	from 2013-14 Salary Schedule		
	BA	BA + 18	MA	MA + 30
STEP	Level A	Level B	Level C	Level D
1	\$35,354	\$37,298	\$39,348	\$41,512
2	\$37,122	\$39,165	\$41,318	\$43,588
3	\$38,977	\$41,119	\$43,383	\$45,768
4	\$40,925	\$43,177	\$45,550	\$48,057
5	\$42,973	\$45,338	\$47,829	\$50,457
6	\$45,122	\$47,603	\$50,219	\$52,981
7	\$47,377	\$49,983	\$52,731	\$55,628
8	\$49,746	\$52,482	\$55,367	\$58,412
9	\$52,234	\$55,107	\$58,137	\$61,332
10	\$54,843	\$57,864	\$61,042	\$64,401
11	\$57,588	\$60,755	\$64,096	\$67,618
12	\$60,465	\$63,792	\$67,300	\$71,001

APPENDIX C

2015-2016 SALARY SCHEDULE

Increase of 2% from 2014-15 Salary Schedule				
	BA	BA + 18	MA	MA + 30
STEP	Level A	Level B	Level C	Level D
1	\$36,061	\$38,044	\$40,135	\$42,342
2	\$37,864	\$39,948	\$42,144	\$44,460
3	\$39,757	\$41,941	\$44,251	\$46,683
4	\$41,744	\$44,041	\$46,461	\$49,018
5	\$43,832	\$46,245	\$48,786	\$51,466
6	\$46,024	\$48,555	\$51,223	\$54,041
7	\$48,325	\$50,983	\$53,786	\$56,741
8	\$50,741	\$53,532	\$56,474	\$59,580
9	\$53,279	\$56,209	\$59,300	\$62,559
10	\$55,940	\$59,021	\$62,263	\$65,689
11	\$58,740	\$61,970	\$65,378	\$68,970
12	\$61,674	\$65,068	\$68,646	\$72,421

APPENDIX D

GRIEVANCE REPORT FORM

Jonesville Chapter of the 4-C Unified Bargaining Association, Jonesville Community Schools

Building: _____

Name of Grievant _____ Date Filed _____

Step One

1. Date Cause of Grievance Occurred or Discovered: _____

2. Statement of Grievance with Reference to Portions of Master Agreement Allegedly Violated, Misapplied, ect,

3. Relief Sought:

Signature of Principal's Secretary or
Principal at receipt of Grievance with Date

Signature of Grievant or Association Representative
with Date

4. Disposition of Principal:

Signature of Principal with Date

5. Position of Association:

Signature of Association Representative with Date

Appendix D Cont'd

Step Two

1. Signature of Superintendent's Secretary or Superintendent at receipt of grievance with date: _____

2. Disposition of Superintendent:

Signature of Superintendent with Date

3. Position of Association:

Signature of Association Representative with Date

Step Three

1. Signature of Secretary of Board of Education at receipt of grievance with date: _____

2. Disposition of Board of Education: _____

Signature of Secretary of Board of Education with Date

Step Four

1. Date Submitted to Arbitration: _____

2. Disposition and Award of Arbitrator: _____

APPENDIX E

JONESVILLE COMMUNITY SCHOOLS 2013-2014 Calendar

August 2013

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

27th & 28th - Teacher In-Service

September 2013

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3rd - First day of school
10th - Parent Education Night
23rd - No school

October 2013

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Parent Teacher Conferences
8th - Middle School
9th - High School
9th & 10th - Elementary School
11th - No School

November 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15th - No School
27th - First Trimester Ends
28th & 29th - Thanksgiving Break

December 2013

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

23rd - 31st - No School,
Christmas Break

January 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1st - 3rd - Christmas Break
6th - School Resumes
20th - No School, In-Service
Parent Teacher Conferences
22nd - HS 23rd - MS

February 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17th - President's Day, No School

March 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MME Testing 4th, 5th & 6th
11th - Second Trimester Ends
Parent Teacher Conferences
12th & 13th - Elementary School
31st - Spring Break

April 2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1st - 4th - Spring Break
7th - School Resumes
18th - No School, Good Friday
21st - No School, In-Service Day
Parent Teacher Conferences
23rd - HS 24th - MS

May 2014

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16th - No School, In-Service
26th - No School, Memorial Day

June 2014

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

8th - Last Day of School, 1/2 day

172	1/2	Student Days
5		Teacher In-Service Days
2		Parent/Teacher Conference Days (4-1/2 days)
179	1/2	Teacher Days

APPENDIX E

JONESVILLE COMMUNITY SCHOOLS 2014-2015 Calendar

August 2014

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

26th & 27th - Teacher In-Service

September 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2nd - First Day of School

22nd - No School

October 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

27th & 28th - Thanksgiving Break

December 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22nd - 31st - No School

Christmas Break

January 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1st & 2nd - Christmas Break

5th - School Resumes

19th - No School, In-Service

February 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

16th - No School, President's Day

March 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MME Testing 3rd, 4th & 5th

30th & 31st - No School, Spring Break

April 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1st - 3rd - Spring Break

6th - School Resumes

20th - No School, In-Service

May 2015

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

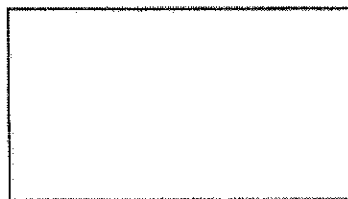
15th - No School, In-Service

25th - No School, Labor Day

June 2015

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

5th - Last Day of School, 1/2 day ??



- By May 1st of the preceding year, the Association and the Superintendent will finalize the calendar dates for the upcoming school year.

APPENDIX E

JONESVILLE COMMUNITY SCHOOLS 2015-2016 Calendar

August 2015

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1st & 2nd - Teacher In-Service

8th - First Day of School

28th - No school

October 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

26th & 27th - Thanksgiving Break

December 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21st - 31st - No School,
Christmas Break

January 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1st - Christmas Break

4th - School Resumes

18th - No School, In-Service

February 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

16th - President's Day, No School

March 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MME Tasting 1st, 2nd & 3rd ??

25th - No School, Good Friday

28 - 31st - No School,

Spring Break

April 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1st - Spring Break

4th - School Resumes

18th - No School, In-Service

May 2016

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

13th - No School, In-Service

23rd - No School, Labor Day

June 2016

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6th - Last Day of School, 1/2 day ??

- By May 1st of the preceding year, the Association and the Superintendent will finalize the calendar dates for the upcoming school year.

**APPENDIX F
LONGEVITY RATE CHART**

YEAR	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
13	\$675	\$675	\$790	\$790	\$790
14	\$740	\$740	\$855	\$855	\$855
15	\$805	\$805	\$920	\$920	\$920
16	\$870	\$870	\$985	\$985	\$985
17	\$935	\$935	\$1,050	\$1,050	\$1,050
18	\$1,000	\$1,000	\$1,115	\$1,115	\$1,115
19	\$1,065	\$1,065	\$1,180	\$1,180	\$1,180
20	\$1,130	\$1,130	\$1,245	\$1,245	\$1,245
21	\$1,195	\$1,195	\$1,310	\$1,310	\$1,310
22	\$1,260	\$1,260	\$1,375	\$1,375	\$1,375
23	\$1,325	\$1,325	\$1,440	\$1,440	\$1,440
24	\$1,390	\$1,390	\$1,505	\$1,505	\$1,505
25	\$1,455	\$1,455	\$1,570	\$1,570	\$1,570
26	\$1,520	\$1,520	\$1,635	\$1,635	\$1,635
27	\$1,585	\$1,585	\$1,700	\$1,700	\$1,700
28	\$1,650	\$1,650	\$1,765	\$1,765	\$1,765
29	\$1,715	\$1,715	\$1,830	\$1,830	\$1,830
30	\$1,780	\$1,780	\$1,895	\$1,895	\$1,895
31	\$1,845	\$1,845	\$1,960	\$1,960	\$1,960
32	\$1,910	\$1,910	\$2,025	\$2,025	\$2,025
33	\$1,975	\$1,975	\$2,090	\$2,090	\$2,090
34	\$2,040	\$2,040	\$2,155	\$2,155	\$2,155
35	\$2,105	\$2,105	\$2,220	\$2,220	\$2,220
36	\$2,170	\$2,170	\$2,285	\$2,285	\$2,285
37	\$2,235	\$2,235	\$2,350	\$2,350	\$2,350
38	\$2,300	\$2,300	\$2,415	\$2,415	\$2,415
39	\$2,365	\$2,365	\$2,480	\$2,480	\$2,480
40	\$2,430	\$2,430	\$2,545	\$2,545	\$2,545
41	\$2,495	\$2,495	\$2,610	\$2,610	\$2,610
42	\$2,560	\$2,560	\$2,675	\$2,675	\$2,675
43	\$2,625	\$2,625	\$2,740	\$2,740	\$2,740
44	\$2,690	\$2,690	\$2,805	\$2,805	\$2,805
45	\$2,755	\$2,755	\$2,870	\$2,870	\$2,870
46	\$2,820	\$2,820	\$2,935	\$2,935	\$2,935
47	\$2,885	\$2,885	\$3,000	\$3,000	\$3,000
48	\$2,950	\$2,950	\$3,065	\$3,065	\$3,065
49	\$3,015	\$3,015	\$3,130	\$3,130	\$3,130
50	\$3,080	\$3,080	\$3,195	\$3,195	\$3,195

LETTER OF AGREEMENT

between the

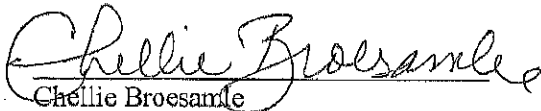
JONESVILLE COMMUNITY SCHOOLS BOARD OF EDUCATION

and the

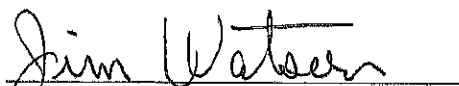
JONESVILLE EDUCATION ASSOCIATION, MEA/NEA
175 Student Instruction Days

The Jonesville Community Schools Board of Education (the "District") and the Jonesville Education Association, MEA/NEA (The "Association") agree to comply with the minimum number of days of pupil instruction required under MCL 388.1701, Subsection (3)(a), necessary to comply with the minimum requirements to receive full state aide required under MCL 388.1701, Subsection (3)(b). For the 2014-15 and 2015-2016 school years the District and Association agree to mirror the 2013-14 school year calendar, however, the District and Association agree that two (2) staff Professional Development days and two (2) student instruction days shall be converted to half (1/2) PD and half (1/2) student instruction days to meet the aforementioned state requirements. The parties shall begin meeting no later than ~~May 1~~, 2013 and 2014 to mutually agree on the specific days to change.

April 21,


Chellie Broesamle
Superintendent

9/13/13
Date


Jim Watson
JEA President

9/25/13
Date

