

**MASTER CONTRACT**

**FOREST AREA COMMUNITY SCHOOLS**

**AGREEMENT BETWEEN**

**FOREST AREA BOARD OF EDUCATION**

**AND**

**FOREST AREA EDUCATION ASSOCIATION**

**SEPTEMBER 1, 2007**

**TO**

**AUGUST 31, 2009**

# TABLE OF CONTENTS

Article 1	Recognition	3
Article 2	Association and Teacher Rights	3
Article 3	Rights and Duties of the Board	4
Article 4	Professional Dues of FAEA and Payroll Deductions	4
Article 5	Special Student Programs	6
Article 6	Teaching Conditions	8
Article 7	Vacancies, Promotions, Transfers	11
Article 8	Illness, Disability, Funeral Leave and Professional Advancement	12
Article 9	Public Business	14
Article 10	Evaluation of Teachers	14
Article 11	Professional Behavior	16
Article 12	Reductions and Consolidation	17
Article 13	School Calendar	18
Article 14	Professional Compensation	18
Article 15	Emergency	19
Article 16	Student Discipline and Teacher Protection	19
Article 17	Grievance Procedure	20
Article 18	Curriculum Review	23
Article 19	Negotiation Procedures	23
Article 20	Unpaid Leaves of Absence	23
Article 21	Miscellaneous Provisions	25
Article 22	Insurance Coverage	29
Article 23	Part Time Teachers	30
Article 24	Site Based Decision Making/School Improvement	30
Article 25	Duration of Agreement	32
Schedule A	Salary Schedule	33
Schedule B	Extra Duty Pay Schedule	34
Schedule C	2008-2009 School Calendar	36
Appendix B	Teacher Evaluation Instrument	37
Appendix C	Individualized Development Plan Form	40

**ARTICLE 1**  
**RECOGNITION**

- A. The Forest Area Community Schools Board of Education hereby recognizes the Forest Area Education Association as the exclusive and sole bargaining representative for all certified personnel, whether under contract or on leave. Excluded are members of the administration, such as the superintendent and principals, preschool teachers, substitutes, and all other employees. The term teacher hereafter in this agreement shall refer to all employees represented by the Association in the bargaining unit as above defined. References to male teachers shall include female teachers.
- B. The Board agrees not to negotiate with any teachers or organization other than the Association for the duration of this agreement.
- C. This agreement shall supersede all other agreements directives or policies previously established including the annual Teacher Handbook. Further, any individual contract between a bargaining unit member and the Board previously executed or signed shall be subject to and consistent with the terms and conditions of this Agreement, this Agreement shall be controlling.

**ARTICLE 2**  
**ASSOCIATION AND TEACHER RIGHTS**

- A. The Board will inform the Association of any new or modified fiscal, budgetary, tax programs, construction programs or major revision of educational policy, which are proposed, or under consideration. The Association will be given the opportunity, if it requests the opportunity, to make its views known to the Board with respect to said matters prior to adoption and/or general publication. It is not the intent of the Association to impede Board functions.
- B. The Board agrees that it will not discourage, deprive, coerce or harass any teacher in the enjoyment of any rights conferred by the common and statutory laws and the Constitution of Michigan and the United States; that it will not discriminate against any teacher with respect to any matter subject to the terms of this agreement by reason of membership or participation in the activities of the Association.  
  
The Association agrees that it shall not discourage, deprive, coerce, harass or discriminate against any employee of the Board of Education with respect to the enjoyment of any rights conferred by the laws of the Constitution of Michigan and the United States.
- C. The provision of this agreement, including wages, hours, terms and conditions of employment, shall be applied in a manner which is not arbitrary or discriminatory, and without regard to race, religion, color, origin, sex, or marital status.
- D. The Association and its members shall have the right of reasonable use of school buildings, equipment internet, e-mail, and facilities when scheduled, with the approval of the administration. The Association and its members agree to reimburse the District for costs (excluding rental costs) associated with this use.
- E. The teachers, administration and Board will share in the responsibility of working with students to reduce misconduct and/or anti-social behavior.

- F. All communications directed to a teacher in the course of his professional duties and deemed by said teacher to be of a confidential nature need not, except with the consent of said teacher, be disclosed to anyone, including but not limited to any school administrator, parent or guardian, unless said disclosure has been determined to be required by law. In addition, confidential communications including student records information accessible to teachers shall not be disclosed except in conformance with state or federal law.
- G. The Association shall have the right to post notices of activities and matters directly pertaining to Association business on designated bulletin boards, at least one of which shall be provided in each building or facility to which bargaining unit members may be assigned. The Association may use, to the extent permitted by law, the internal document delivery service of the employer, without U.S. Postage, and employee mailboxes for communications to bargaining unit members.

**ARTICLE 3**  
**RIGHTS AND DUTIES OF THE BOARD**

- A. The Board, on its own behalf and on the behalf of the electors of the District, hereby retain and reserve unto itself, without limitation all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the Michigan Revised School Code, the laws and the Constitution of the State of Michigan and of the United States, including but without limiting the generality of the foregoing, the right:
  - 1. To the executive management and administration control of the school system and its properties and facilities;
  - 2. To hire all employees and, subject to the provisions of law, to determine their qualifications
- B. Through the combined efforts of the Board, the Administration and the faculty, they will:
  - 1. Establish grades and courses of instruction, including social programs, provide for athletic, recreational and social events for the students, all as deemed necessary or advisable.
  - 2. 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.
- C. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms hereof are in conformance with the Michigan Revised School Code, the Constitution and laws of the State of Michigan and Constitution and laws of the United States.

**ARTICLE 4**  
**PROFESSIONAL DUES OF FAEA AND PAYROLL DEDUCTIONS**

- A. Any teacher who is a member of the Association, or who has applied for membership, may sign and deliver to the Board of Education an assignment authorizing deduction of Professional Dues and related

fees in the Association. Such authorization shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of any year. Pursuant to such authorization, the Board shall deduct equal installments of such dues from each regular salary check of the teacher for consecutive pay periods, to be remitted to the Association as directed by the Association.

- B. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities and credit union.
- C. This Article shall be effective retroactively to the date of the agreement and all sums payable hereunder shall be determined from said date.
- D. Each bargaining unit member shall, as a condition of employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, join the Association and pay membership dues or pay a service fee to the Association in an amount equivalent to the amount of dues uniformly required to members of the Association, less any amounts required by law to be deducted. The bargaining unit member may authorize payroll deduction for such fee. In the event the bargaining unit member shall not pay such fee directly to the Association or authorize payment through payroll deduction the employer shall, pursuant to MCLA 408.477, MSA 17.277(7) and at the request of the Association, deduct the service fee from the bargaining unit member's wages and remit same to the Association under the procedure below.

Payroll deductions made pursuant to this provision shall be in equal amounts, as nearly as may be, from the paychecks of each bargaining unit member. Monies so deducted shall be remitted to the Association, or its designee.

The procedure in all cases of nonpayment of the service fee shall be as follows:

- a. The Association shall notify the bargaining unit member of noncompliance by certified mail, return receipt requested. Said notice shall detail the noncompliance and shall provide ten (10) days for compliance, and shall further advise the recipient that a request for wage deduction may be filed with the Board in the event compliance is so effected.
  - b. If the bargaining unit member fails to remit the service fee or authorize deduction for the same, the Association may request the Board to make such deduction pursuant to Paragraph (a) above.
  - c. The Board, upon receipt of request for involuntary deduction, shall provide the bargaining unit member with an opportunity for a due process hearing limited to the question of whether or not the teacher has remitted the service fee to the Association or authorized payroll deduction for the same.
  - d. Payroll deduction made pursuant to the procedure outlined above shall be made in equal amounts as nearly as may be from paychecks of the bargaining unit member so effected.
- E. Pursuant to Chicago Teachers Union v Hudson, 106 S Ct 1066 (1986), the Union has established a "Policy Regarding Objections to Political-Ideological Expenditures." That Policy, and the administrative procedures (including the timetable for payment) pursuant thereto, apply only to non-Association bargaining unit members. The remedies set forth in that Policy shall be exclusive, and unless and until such procedures, including any administrative or judicial review thereof, shall have been availed of and exhausted, no dispute, claim or complaint by an objecting bargaining unit member concerning the application and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement, or any other administrative or judicial procedure.

- F. 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 payment or non-payment of the representative benefit 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.
- G. The Association will certify annually to the District, at least fifteen (15) days prior to the date of the first payroll deduction for professional fees and at least fifteen (15) days prior to the first payroll deduction for service fees, the amount of professional fee and service fee to be deducted by the District, and that said service fee includes only those amounts permitted by the Agreement and by law.
- H. Further the Association agrees to promptly notify the District in the event of any Court order, an order or an Administrative agency or an arbitration award where an order has been issued preventing the Association from implementing its "Policy Regarding Objections to Political-Ideological Expenditures" or any successor policy pertaining to the same subject matter. In such an event, the District shall have the right to suspend the involuntary wage deduction procedure specified herein for non-Association bargaining unit members and shall promptly give notice of any such decision to the Association.
- I. The Association shall indemnify and save the Board (including its trustees and administrators) harmless against and from any and all claims, demands suits, or other forms of liability that may arise out of or by reason of action taken by the Board (including its trustees and administrators) for the purpose of complying with the Association security/agency shop provision of this Article. The Association shall, in the event the Board is sued individually or jointly, make the Board whole at the expense of the Association and the Michigan and National Education Associations. The Association shall have the right to negotiate a settlement with any bargaining unit member whose wages have been subject to involuntary deduction under this Article.

**ARTICLE 5**  
**SPECIAL STUDENT PROGRAMS**

- A. The parties recognize that children having severe physical, mental and emotional problems may require specialized classroom experience and that their presence in the regular classroom may interfere with the normal instructional program and place an extraordinary demand upon the teacher. Furthermore, the Board agrees to create class schedules early enough to allow for the balancing of mainstreamed students prior to scheduling regular education students to meet the May 15 assignment deadline for staff. Mainstreamed students shall be defined as those students placed into the special education process through and Individual Education Planning Committee (IEPC) evaluation.
- B. Any pupil who is determined by consultation with appropriate qualified professional people to be incapable of adjusting to the regular classroom will be temporarily removed from such classroom and the teacher or teachers shall be involved in the decision of how the child shall be assisted.
- C. Under the previous provisions there will be established a resource or categorical room to accommodate those students specifically placed in that programming as the result of an IEPC in accordance with the special education rules of the State of Michigan. This resource/categorical room will be staffed by a trained and certified Special Education teacher.

D. Directional Statement

While the parties acknowledge the policy of Least Restrictive Environment (LRE) is legally mandated, they also recognize the extent to which any individual student eligible under IDEA should participate in regular education programs and services must be appropriate to that student's unique needs determined by an Individual Educational Planning Committee (IEPC). The Board and Association acknowledge that least restrictive environment mainstreaming of special education students is legally mandated and intended in the best educational interest of the student.

Prior to the actual placement of a main streamed student within the classroom, the administration shall whenever possible provide awareness information to the affected teacher to help promote a school climate that is receptive to the placement and to maximize the potential of the mainstreamed student while minimizing possible areas of concern. The Board agrees to provide, when mutually agreed upon, information and/or training for the regular education teacher who the child has been assigned to regarding appropriate instructional techniques and behavioral management for dealing with varying physical, mental and emotional problems of the mainstreamed students.

The parties agree to coordinate the planning and programs of Special and General Education for students eligible for services under IDEA to best meet the needs of the child, including training to meet the needs of the students assigned. It is further acknowledged and recognized that the general education classroom teachers and the appropriate special education teachers are jointly responsible for implementation of the Individualized Education Plan (IEP) and for attending to the educational needs of special education students assigned to the general education teacher's class.

E. Calling IEPC

If any teacher regularly employed at Forest Area advises the Employer, in writing, of a reasonable basis of belief that a handicapped student's current IEPC is not meeting the needs of the child, the employer shall meet and confer with the staff members involved in the special and general educational programs for that child. An IEPC shall be called as necessary to comply with educational program changes required to meet the educational needs of the child.

The teacher of record, the teacher who will be providing the majority of instructional or other services to a mainstreamed student in a regular education class, shall participate in the student's IEPC. If the teacher is not identified prior to the IEPC, a meeting will be convened with the teacher to review the IEPC. Such meeting will be arranged through consultation with the teacher as soon as possible.

F. IEPC Training/Information

Appropriate in-service training shall be provided to the staff for the purpose of being knowledgeable with reference to IEPC processes and responsibilities of the participants.

G. No bargaining unit member shall be required to provide services relating to the practice of medicine or nursing including dispensing medication except in an emergency. Training in the delivery of emergency health services will be provided as necessary to the special education and general education teachers who work with students requiring health services on a periodic basis.

H. The employer agrees to use a team approach when making student placement assignments in classes (K-5) elementary regular education classrooms. Example: The first grade teachers, the counselor, and the special education teacher shall assist the second grade teachers in preparing the proposed second grade class lists for the subsequent year. The makeup of the class lists shall attempt to achieve an equitable distribution of academic ability and socioeconomic background of students. If inclusive education

students are grouped into a single class of an elementary grade level the other students with special needs in that grade level, will be distributed in an equitable manner among the remaining sections of that grade level, subject to the requirements for programming and services set forth in a student's IEP. Proposed class lists will require final approval of administration. Students that are enrolled or qualify after class assignments have been made will be placed in classrooms as deemed appropriate by the administration.

- I. The employer agrees to work with the 6-12 teaching staff in creating placement assignments that maximize educational opportunities for students with special needs. Proposed class lists will require final approval of administration. Students that are enrolled or qualify after class assignments have been made will be placed in classrooms as deemed appropriate by the administration.
- J. The parties agree that in order to maximize the effectiveness of special education consultants that meet with district classroom teachers that teachers in Forest Area need advance notice in order to prepare for such a meeting. The employer agrees to require these consultants to provide teachers with at least one (1) days' notice of when they would like to meet with the teacher and further agree that the special consultants will meet with these teachers on their scheduled preparation time when possible.
- K. If requested, each special education teacher shall receive, in addition to his/her daily planning time, one (1) additional planning period per month to assist him/her in accomplishing the additional reporting, planning, and goal setting for special education students.

## **ARTICLE 6**

### **TEACHING CONDITIONS**

- A. All teachers concerned shall be consulted before students are added or transferred from previously assigned classes following the first marking period of the year.
- B. The Board recognizes that appropriate instructional supplies such as but not limited to: texts, library references, maps, gloves, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests, and similar materials are tools of the teaching profession. The Board agrees to provide a preliminary budget amount for each elementary teacher or high school department for the purchasing of these items. This preliminary budget amount will be provided to staff members not later than May so they may order supplies for the following year. All items purchased under the budget will be with administration approval.
- C. The Board shall make available adequate lunchroom, restroom, lavatory facilities and off-street parking for the teachers' use and one room shall be used as a faculty lounge wherever and whenever available space can be found.
- D. A teacher contractual day shall be no longer than seven (7) hours twenty (20) minutes, of which only five (5) hours thirty (30) minutes will be used for teacher student contact teaching time. The following definitions will be used in discussing teaching hours:

Contractual Work Day shall be the required time spent on the job, which presently is defined as seven (7) hours twenty (20) minutes.

Teacher student contact teaching time shall be that time of day the teacher is required to teach. If required to monitor student passing of classes the length of time spent on this task shall count toward teacher student contact teaching time.

Duty free time shall be defined as the lunch period.

Contracted service time shall be that time which is not defined as duty free time or teacher student contact teaching time. It would include teacher preparation time as well as time before and after the student day. Any teacher may voluntarily choose to give up some of this time to teach or monitor students. It is possible that some of this time may be used by a teacher to travel between buildings.

1. A teacher will be at his teaching station ten (10) minutes before the first class hour. When conferences are scheduled with parents and other persons interested in the welfare of the child, teachers shall remain until the conference has been completed. All parties involved in a conference shall be notified prior to the conference being scheduled for the purpose of ensuring that attendance by all parties is possible.
2. The normal weekly teaching load at the junior and senior high will be thirty (30) teaching periods and five (5) unassigned periods for preparation. Assignment to a supervised study hall shall be considered a teaching period for the purpose of this agreement. All teachers' (elementary and secondary) total planning time shall be equal to the extent possible. In case of an emergency, any teacher may forego his planning period to substitute for a teacher who is absent. If the administration is unable to obtain a volunteer to substitute for an absent teacher during his/her planning period, they may assign a teacher to do so on a rotating basis among teachers during each class period. Furthermore, it is understood that volunteers will be sought prior to any such assignment. In this event, reimbursement will be according to that established in the Salary Schedule B.
3. If action is required to comply with the state requirement regarding clock hours of instructional time, the Board and Association will meet to adjust the above mentioned times in order to comply with the state requirements.
4. The parties recognize that student-teacher contact time is subject to adjustments so that the District satisfies the minimum requirements of the Revised School Code and State School Aid Act for full receipt of foundation allowances and other appropriations. Furthermore, the parties shall work together to meet the minimum requirements of the State School Aid Act and the Revised School Code to ensure full receipt of foundation allowances and other appropriations.
5. A teacher teaching an extra class in lieu of a preparation period shall receive one-seventh (1/7) their contractual salary on a pro rata basis. Such a teaching position shall be posted as a vacancy and filled on a voluntary basis with an individual that is certified and qualified for the position. If no one on staff meets the certification and/or qualifications, then the District may seek non-bargaining unit members to fill the vacancy.
6. To meet minimum State requirements for student instruction time, in order for the District to receive full State financial aid, elementary teachers (including special education, specialist teachers, counselors, wherever/whenever possible) may be asked to volunteer to supervise the playground activities of students during recess. Such duty will be done on a rotating basis should more teachers volunteer than are needed. Compensation or comp time will be earned by these teachers at the rate of three (3) fifteen (15) minute recesses equaling one (1) hour of comp time. Compensation shall be at the rate of ten dollars (\$10.00) for each recess worked. An individual who supervises twenty-two (22) fifteen (15) minute recesses shall be entitled to a comp day, if compensatory time is elected. If there are insufficient volunteers, the administration will initiate a rotation schedule, beginning with the teachers having a common recess period. The rotation schedule shall start with the least senior staff member who has spent the least amount of time on recess duty and rotate through all staff having a common recess period. The Administration and the Association will cooperate in the implementation of the recess rotation. All teaching staff that work a recess period in a scheduled work week shall sign a form provided by the

administration prior to departure from the building on the last scheduled work day of that week for payroll purposes. The staff member's signature shall indicate compensation or comp time for the worked recess(es).

7. To meet minimum State requirements for student instruction time, in order for the District to receive full financial aid, kindergarten teachers may be required to work additional days or hours. Payment for additional days worked to meet State required hours of instruction shall be based on the teacher's per diem rate. The per diem rate shall be calculated as the annual contractual salary for one full school year of work for student session days and teacher in-service days divided by the total number of days scheduled for student sessions and teacher in-service for that school year. Example: In 1999-2000 a beginning teacher at \$26,822 would have divided that wage by 183 student and in-service days. Any calculation of a workday on an hourly basis shall use a contracted workday of seven (7) hours and twenty (20) minutes as a full day.
- E. All teachers in the elementary schools shall be entitled to a duty-free lunch period of at least forty (40) minutes. All teachers in the high and middle school shall be entitled to a duty free lunch period of at least thirty-five (35) minutes.
- F. No departure from these norms shall be made, except in the case of an emergency or by mutual consent.
- G. All teachers shall be given written notice of their tentative schedules of classes for the forthcoming year no later than the fifteenth day of May preceding that September. In the event that changes in such schedules are proposed, all teachers affected shall be notified promptly. In no event shall changes in the teachers' schedule be made later than the fifteenth day of August preceding the commencement of the school year, unless the staffing situation requires the same and the teacher is notified with a written statement of reasons why this was considered necessary. Provided, however, all teachers shall notify the school district of a summer address at which they can be located and, if a certified letter to the teacher is not answered within five (5) days within the Continental U.S., the administrators of the district can make changes in assignments.
- H. It is recognized by the Board that pupil-teacher ratio is an important aspect of an effective education program. The Board will continue its efforts to keep classes at an acceptable number as dictated by the availability of space, qualified teachers, the financial conditions of the district, and the best interests of the district's students. When the class size in grades K-5 reaches 28, or in grades 6-12 reaches thirty (30), or in physical education reaches forty (40), or in high school band reaches forty (40), the following shall be considered in a meeting between the Administration and the Association: It is understood by the parties that the Administration and the Association will consider options such as, but not limited to: balancing class loads, hiring an aide or not being able to do anything. Should the lack of classroom availability or other special circumstances such as lack of adequate funding make it impossible to meet the class sizes listed above, the Board may, after consultation with the Association exceed the class size limits.
- I. There will be established a specific day for mandatory teacher staff meeting with the administration to be held before or after school, agenda to be posted 3 days in advance (exception: emergencies). A schedule of such meetings shall be posted in the office and a copy provided to each teacher with the understanding that the Administration reserves the right to cancel meetings. At least three (3) days notice in writing to the Association shall be given in the event of a cancellation or change of date of this meeting, except in emergency situations in which case it will be rescheduled at the earliest possible date. A professional development day (6 ½ hours) may be utilized at the beginning or end of any teacher work day in one hour or more increments.

- J. If at all possible, there will be a rotation of combination room assignments. In addition, specifically in the case of combination room assignments, teachers will not be required to teach consecutive years of multi-graded classroom assignments unless desired. The span of multi-graded rooms will consist of only two (2) consecutive grade levels. When the class size in the multi-graded room K-2 reaches twenty (20) students and twenty-four (24) in the 3-5 grade span, the parties shall meet and confer.

**ARTICLE 7**  
**VACANCIES, PROMOTIONS, TRANSFERS**

- A. The Association recognizes the fact that when vacancies occur during the school year, it may be difficult to fill them from within the district without undue disruption to the existing instructional program. Vacancies during the school year shall be defined as vacancies that occur after August 15<sup>th</sup> of any year through the end of that regular school year's calendar. The Board agrees to consider district applicants as per Paragraph B of this Article and to consider filling a particular vacancy which occurs during the school year to become effective with the start of the next natural break, marking period, semester, or beginning of next school year as determined by the administration after consultation with the teacher selected. If the administration, in its reasonable judgment, so determines, such a vacancy may be filled in a temporary or tentative basis until the end of the normal school year, at which time the position is considered vacant.
- B. The Board will, whenever possible, follow a policy of filling vacancies, including vacancies in supervisory positions, from within its own teaching staff. Whenever a vacancy arises or it is anticipated, the administration shall make the position known to the teachers and notify the Board and the Association. In filling vacancies, the Board will consider, but not be bound by, the following items: Experience, competency, the qualifications of the applicants, the length of service in the district and other relevant factors.
- C. A vacancy shall be defined as a teaching position presently unfilled including newly created positions, as well as positions currently filled, but are anticipated to be open in the future for a period ninety days or longer that are non supervisory in nature as a result of approved leaves or announced and accepted retirements/resignations. Vacancies shall be posted during the school term for a period of ten (10) school days.
- D. Although it is understood at times it may be necessary for the administration to place a teacher in a position outside his or her major or minor field, every effort will be made by the administration to place the teachers in their area of certification.
- E. During the summer months (non session days) those persons wanting notification of vacancies shall leave their name, address and phone number where they may be reached with central office by June 1<sup>st</sup> each year. Those persons shall be mailed notifications as they occur of vacancies. They shall have ten (10) days to respond from the date of mailing up to August 1<sup>st</sup>. After August 1<sup>st</sup> the response shall be required in five (5) working days. After August 15<sup>th</sup> the position(s) shall be considered vacant for that school year as per the terms of Paragraph A above.

## ARTICLE 8

### ILLNESS, DISABILITY, FUNERAL LEAVE AND PROFESSIONAL ADVANCEMENT

- A. At the beginning of each school year, each teacher shall be credited with twelve (12) days of sick leave allowance. The leave days may be taken by a teacher for the following reasons and subject to the following conditions.
1. Personal Illness or Disability: The teacher may use all or any portion of his leave to recover from his own illness or disability. The teacher should make every attempt to notify the appropriate individual(s) of such impending absence by 7:00 a.m. or earlier via the answering machine at 369-4191.
  2. Medical or Nursing Care: The teacher may take up to three (3) days to make arrangements for medical or nursing care for a member of his immediate family (mother, father, sister, brother, spouse, children of employee or spouse or someone permanently living within the household that is considered to be in the role of one of the above) who are ill or disabled.
  3. Illness in the Immediate Family: The teacher may take any or all of his sick leave to care of his family members who are ill or disabled.
  4. Personal Business: The teacher may use up to two (2) days of his sick leave days as personal business days. Three (3) days notice must be given to the administration writing prior to using a business day. In case of emergency, such notification shall be made at the earliest possible time. No personal business days may be taken the day before or the day after any school vacation periods except in emergency cases agreed on by the administration.
  5. Any person sick or disabled for more than three (3) consecutive days may be required to submit a doctor's statement, at the discretion of the administration, attesting to the illness or disability.
  6. Three (3) days will be set aside as Association Days not to exceed two (2) people in any one (1) day. The Association will either pay for the substitute of a teacher using one of these days or cover (without compensation) that person's classes during planning periods.
  7. Teachers in their first year of employment with Forest Area Schools are eligible to accrue sick leave as follows:
    - a. On the first workday they shall receive three (3) days sick leave available to them.
    - b. On the first workday of the month for the balance of the school year the individual shall receive one (1) additional sick day to a maximum of twelve (12) total days allowed per full school year.
    - c. In an emergency or prolonged illness of the staff member a new staff member shall be allowed to use their first six (6) days of sick leave prior to accumulation without the loss of compensation provided they return the "used but not earned days" to the district as they are earned. Repeated illness/emergencies of the staff member during their first year of employment shall not permit them to "owe" the district more than six (6) days at any one time without loss of compensation.
    - d. Teachers hired after the start of the school year shall have the total of twelve (12) days prorated for their portion of the school year worked based on the above process: Three (3) days initially and one (1) day per month thereafter for the school year.
    - e. The mutual interpretation involves the accrual of sick leave each year. The Board and the Association agree that the above cited section of the Master Agreement shall only apply to the district's teachers during their probationary period of employment. The Board and the Association further agree that once a teacher has acquired tenure status in the district that sick leave accrual shall be as specified in the first sentence of Article 8 paragraph A.

(ie credited with 12 days sick leave allowance).

- B. At the beginning of each semester, the Board will furnish each teacher with a written statement setting forth the teacher's total sick leave credit. Chargeable sick leave shall in one hour increments. If coverage for individual hours cannot be filled within the building the teacher will be required to use ½ day of sick leave. Teacher half days shall be considered the time before or after the teacher's assigned lunch period.
- C. Teachers may use up to five (5) days of their sick leave for deaths in the immediate family. Additional days may be requested and, if approved by the administration, charged to his sick leave. Additional funerals may be attended on approval and charged to the teacher's sick leave. Teachers shall be allowed up to one (1) of the above five (5) days for non-family funeral attendance.
- D. A teacher who is unable to teach because of personal illness or disability and who has exhausted all their accumulated sick leave available shall be granted a leave of absence without pay for the duration of the illness or disabilities of up to one (1) year. The leave may be extended by the Board upon written request of the teacher.
- E. Absence due to injury incurred in the course of the teacher's employment shall not be charged against the teacher's sick leave days, and the Board shall pay to such teacher the difference between his salary and the benefits received under the Michigan Workman's Compensation Act, for a maximum of one year. After one (1) year the difference in payments between worker's compensation and regular pay permitted under this paragraph shall be charged as a prorated amount against the individual's sick leave days. Example: If the difference in payment amounts represented for five (5) days represents a total of one (1) sick leave day, then for every five (5) such days one (1) day would be charged against sick leave. Teachers drawing worker compensation benefits shall not be eligible to draw from the sick leave bank.
- F. A minimum of ten (10) days will be made available to the teaching staff to use as professional days. This time will be used for observation in other classrooms at other schools, and to attend workshops and conferences that will aid the teacher in improving his teaching. The teacher's administrator shall make the decision as to whether the day is allowed. The Board shall also provide a fund to reimburse teachers for reasonable charges incurred, such as registration, meals, and transportation. The Board shall receive an itemized account of these charges and pay that portion it deems reasonable.
- G. A policy shall be followed for times when a principal is not present in school. This policy will determine who is in charge and what procedure to follow in case of an emergency. If it is anticipated that the principal will be out of the district for more than four (4) hours, and an administrator is not available to replace the principal, a teacher will be approached to act as principal that day. If they agree to do so, a substitute will be hired for the teacher acting as principal.
- H. A teacher may request non-paid leave once every two (2) school years for a maximum of five (5) consecutive school days. No more than two (2) requests shall be granted annually on a first come first served basis. The five (5) consecutive days may be used in conjunction with a school non-session period if appropriate substitutes can be secured. The five (5) day unpaid leave will be deducted from the individual's accumulated sick leave total. Board paid insurance benefits will continue during the five (5) days of absence.

**ARTICLE 9**  
**PUBLIC BUSINESS**

If a teacher is summoned to jury duty or school related witness duty and services, they will be paid their normal salary less the amount received for jury/witness duty service. The teacher must furnish proof of service and compensation received. Teachers shall submit their jury/witness duty compensation, minus expense amount, to the school district.

**ARTICLE 10**  
**EVALUATION OF TEACHERS**

The teacher evaluation system shall comply with the requirements of law as evaluations, individual development plans and probationary/tenure status is determined for teachers.

- A. The evaluation of the performance of each teacher in the school system is the responsibility of the administration. In such evaluations, all monitoring or observations of teachers shall be conducted openly. No electronic device including e-mail/internet software shall be used during the evaluation process without the consent of the teacher. The intent of this language does not preclude disciplinary action for intentional misuse of e-mail/internet software that is prohibited by Board policy and/or State law.
- B. Evaluations shall only be conducted by a building principal, assistant principal, or other qualified administrator as designated by the Board of Education. Each written review of the teacher's job performance shall be based on at least thirty (30) consecutive minutes of classroom observation.
- C. A minimum of three (3) weeks of school shall be completed prior to conducting the initial evaluation of a teacher. The performance of all teachers shall be evaluated in writing as follows:
  - 1. Within twenty (20) student session days of initial employment, each probationary bargaining unit member, shall be provided with the Individualized Development Plan (IDP). The IDP shall be discussed with the probationary employee at a conference called by the evaluator for that purpose.

Each probationary bargaining unit member shall be observed at least twice each school year of the probationary period. The first observation shall be completed prior to the completion of fifteen (15) weeks of employment. The second observation shall be completed prior to thirty (30) weeks of employment.

A personal interview will be held to review the job performance within five (5) school days following the observation, except by mutual agreement in writing, the time may be extended to ten (10) days. The evaluator shall review his/her written observation notes with the employee at the interview.

In the event a probationary bargaining unit member is not recommended for continuing employment, due to professional competence, the reasons for non-renewal shall be consistent with the criteria found in the IDP and the evaluation instrument.

2. Tenure teachers shall be evaluated in writing at least once every three (3) years prior to May 1<sup>st</sup>. The performance evaluation of the tenured teacher must be based upon at least two (2) classroom observations. A personal interview will be held with each tenure teacher within five (5) school days following each classroom observation, except by mutual agreement in writing, the time may be extended to ten (10) school days.

If a tenured teacher receives less than a satisfactory performance evaluation, the evaluator shall indicate areas of unacceptable performance, and suggest minimum expectations to improve the performance rating to satisfactory. The teacher will be evaluated again no sooner than twenty (20) days, unless the parties mutually agree to less than twenty (20) days, from the personal interview. If a tenured teacher again receives an unacceptable performance evaluation in the same area(s), the evaluator and the teacher develop an IDP to be implemented.

3. The Board and Association realize that a new teacher will need help and orientation to be an effective teacher in the Forest Area Community Schools. The parties agree that providing Mentor Teachers for probationary teachers needing a mentor is an essential practice and further agree to cooperate in providing this assistance. A teacher in their first three (3) years of teaching will be assigned a 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. The Mentor Teacher may be a member of the bargaining unit.
  - 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 intent of a Mentor assignment will be for three years unless either party requests a change. 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, if from the bargaining unit, shall be a tenured member of the bargaining unit.
    2. Participation as a mentor teacher shall be voluntary.
    3. The Administration shall notify the Association when a potential Mentor Teacher is matched with a bargaining unit member (Mentee). This assignment should be finalized on the Mentee's first day of work.
    4. Every effort shall be made to match the Mentor Teachers and Mentees who work in the same building and have the same area of certification.
    5. The Mentee shall only be assigned to one mentor teacher at a time.
    6. In the event that the number of mentees outnumber the number of mentors, the District may request that some of the mentors accept more than one mentee, or the parties agree that the district may seek assistance of a mutually agreeable qualified person.
  - 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 the Association agree the relationship shall not, in any fashion, be a matter included in the evaluation of the Mentor Teacher or the Mentee. Neither the Mentor

Teacher nor the Mentee shall be permitted to participate in any matter related to the evaluation of the other.

- e. Upon mutual agreement, the administration shall make available reasonable release time [up to one (1) hour per week] so the Mentor Teacher may work with the Mentee in his/her assignment during the regular workday. Where possible (during class scheduling times when the administration knows that a mentor and mentee are in need of common preparation times) the Mentor teacher and Mentee shall be assigned common preparation time.
- f. As a condition of continued employment, each probationary teacher subject to the professional development requirements of the Revised School Code (or its successor provisions) shall complete those requirements within the time provided by statute. The Board shall attempt to schedule Professional Development within the parameters of the regular workday and year. It is understood by the parties that should it be necessary to schedule such training outside the regular work day or work year that the affected bargaining unit member will be paid \$100 per day. The Board shall not be obligated to compensate the probationary teacher, other than wages discussed above, for either the time connected with completion of these requirements or for other associated costs such as enrollment, course and/or registration fees.

- D. Two (2) copies of the written evaluation shall be submitted to the teacher, one to be signed and returned to the administration and the other to be retained by the teacher. In the event that the teacher feels that his evaluation was incomplete or unjust, he shall put his objections in writing and have them attached to the material in question to be placed in his/her file.
- E. No evaluative or disciplinary material originating after the initial employment will be placed in his personnel file unless the teacher has had an opportunity to review the material. The teacher may submit a written notation regarding any material and the same shall be attached to the file copy of the material in question. If the teacher is asked to sign material placed in his file, such signature shall be understood to indicate his awareness of the material and, in no instance, shall said signature be interpreted to mean agreement with the content of the material. If a teacher would like material removed from his file, he may request a hearing of the Board and Administration to consider and act on the matter.
- F. Each teacher shall have the right upon request to review the contents of his personnel file. A representative of the Association may, at the teacher's request, accompany the teacher in this review.
- G. Any change to the format of the evaluation instrument as Appendix B shall be the subject of written agreement between the Association and Administration.

## **ARTICLE 11**

### **PROFESSIONAL BEHAVIOR**

- A. A teacher may have present a representative of his choice from the Association when he is receiving a reprimand for an infraction of rules or delinquency in professional performance. Should an administrator call a meeting with a bargaining member that he/she believes will lead to discipline, he/she shall so notify the bargaining unit member in advance. All information forming the basis for the discipline action will be made available in writing to the teacher, upon request of the teacher.

- B. No non-probationary bargaining unit member shall be disciplined without just cause.

**ARTICLE 12**  
**REDUCTION AND CONSOLIDATION**

- A. Seniority: New employees hired into the unit shall be considered as probationary employees as prescribed by the Tenure Act.
- B. The term seniority as hereinafter used shall be length of continuous service with the Forest Area Community Schools Board of Education from the first date of hire. Leaves of absence granted pursuant to this contract shall not constitute interruption in continuous service. Credit given for outside teaching experience in a school district shall not be continuous for the purpose of accumulated seniority, but shall serve to reduce the probationary period in accordance with the provisions in the Tenure Act.
- C. Seniority within the school system shall first be determined by certification as approved by the Department of Education of the State of Michigan, and shall secondly be determined by years of continuous employment.
- D. Any teacher who attains tenure shall have seniority from the first date of hire. A teacher shall lose seniority rights if they retire, resign, are discharged, or fail to return from an approved leave of absence within three (3) working days of the scheduled date to return to work without a valid excuse.
- E. The Board of Education shall prepare a seniority list and transmit a copy of the same to the Association on or before the 30<sup>th</sup> day of September.
- F. Necessary Reduction of Personnel: The parties hereto realize that education curriculum and staff, to a large degree, depend upon the economic facilities available to the Board of Education as provided by the public and the State of Michigan, and in accordance with this realization understand that, in some instances, it may be economically necessary to reduce the educational program, curriculum and staff when funds are not available, hereby agree as follows:
1. If cuts in the educational program, curriculum, and/or staff are deemed necessary, the Board shall discuss said cuts with the Association prior to enactment of any reductions in the school's operation.
  2. It is hereby specifically recognized that it is within the authority of the Board of Education to reduce the educational program and curriculum..
  3. In order to promote an orderly reduction in personnel when the educational program and curriculum is curtailed, the following procedure will be followed:
    - a. Probationary employees will be laid off first where any teacher who has acquired any seniority and whose position has been curtailed is certified and qualified to perform the services of the probationary teacher.
    - b. In the event tenure teachers must be laid off, lay-off will be on the basis of seniority within certification and qualifications. It is expressly understood that the Association shall have the right to review the layoff list prior to notification of the individuals to be laid off. In the event of a dispute concerning the layoff list, the Association shall have the right to file a written grievance thereon.

- G. Recall: Seniority teachers shall be recalled in the inverse order of layoff for a comparable position opening for which they are certified and qualified.
- H. If the district becomes consolidated or annexed, the Board of Education will use every effort to retain the staff.

**ARTICLE 13**  
**SCHOOL CALENDAR**

- A. For the term of this agreement, the school calendar shall be set forth in Schedule C. There shall be no deviation from or change in the school calendar except by mutual agreement of the Board and the Association.
- B. Two (2) parent-teacher conferences will be held each year. The conferences will begin one (1) hour after the students are dismissed from school and end at 9:00 p.m. with a sixty (60) minute dinner break; the following day will end at lunch period with the teachers leaving fifteen (15) minutes after the students.

**ARTICLE 14**  
**PROFESSIONAL COMPENSATION**

- A. The basic salaries of teachers covered by this agreement are set forth in Schedule A, which is attached to and incorporated in this agreement. Such salary schedule will remain in effect during the term of this Agreement.
- B. Teachers shall have the option of receiving their salaries in any one of the following ways:
  - 1. Every other Friday for a total of twenty-six (26) pays.
  - 2. Every other Friday for a total of twenty-one (21) pays.
  - 3. In some years, the calendar may call for twenty-seven (27) and twenty-two (22) pays.
  - 4. A teacher may request in writing by May 15, to the superintendent, that he receive all of his remaining salary by the second pay in June, or following the June State Aid payment, providing the teacher's obligations to the District have been completed.
- C. Individuals that have earned forty-eight (48) hours of graduate level credit beyond their bachelor degree may have their salary calculated at their present step on the BA+18 scale plus one-half (½) the total difference between their present position and the same step on the MA scale. Example: On the 1999-2000 schedule at step 8 on BA+18 and MA there is a total difference of \$2,742. The individual having earned 48 graduate level hours beyond their Bachelor degree, but not a Master's Diploma, would qualify for an additional \$1,371 in their wage. This calculation shall be made during the first thirty (30) scheduled work days only of the school year. Any amount to be paid to the individual qualifying for said payment shall be paid in the form of a stipend eligible for payment as one-half (½) at the end of the first semester and one-half (½) at the end of the school year in June.

- D. For purposes of clarification, placement on the MA+15 salary track shall include bargaining unit members who have earned at least fifteen (15) graduate level credit hours other than their masters degree after they obtain their teaching license that are relevant to classes taught and certification.

**ARTICLE 15**  
**EMERGENCY ABSENCES**

- A. If an emergency situation causes any teacher to be unable to meet or delayed from his regular reporting time, it is the teacher's responsibility to notify the school as soon as possible. Notification shall be to (231) 369-4191 as early as the emergency is known to the teacher, with the minimum information of where/what lesson plans are, the time of the teacher's anticipated arrival at work, and any known special activities that are scheduled.
- B. During an emergency absence, the teacher's obligations shall be fulfilled by other certified staff within the school or substitute personnel.
- C. The salary of said teacher shall not be affected during an emergency absence. Compensation for substituting under these conditions shall be covered under Salary Schedule B.
- D. 1. Each day of absence due to emergencies, which extends beyond the permissible limits defined in the State School Aid Act, shall be made up at no additional instructional salary cost to the district when students are present.
2. Conference and other early release days as defined in the calendar, influenced by weather emergencies, or other unforeseeable problems, will be rescheduled at the discretion of the administration. The administration will meet and confer with the Association in such instances.
3. In no case shall the administration be obliged to reduce the total teacher-student contact time as prescribed by the calendar, except in its judgment, by (1) above.

**ARTICLE 16**  
**STUDENT DISCIPLINE AND TEACHER PROTECTION**

- A. The Administration will give all reasonable support and assistance to teachers with respect to maintenance of control and discipline in the classroom and throughout the school, in accordance with the discipline code as established by the Board and the teachers.
- B. Teachers will give all reasonable support and assistance to the Administration with respect to the maintenance of control and discipline in the classroom and throughout the school. The Board further recognizes that the teachers may not fairly be expected to assume the role of custodian for emotionally distraught students or to be charged with responsibility for psychotherapy. Furthermore, all reasonable support shall also include protection from students and/or parents in cases of misuse of the District's electronic resources where the teacher has performed his/her duties in a responsible manner and qualifies for governmental immunity as a result of their actions.
- C. A teacher may exclude a pupil from one class when the grossness of the offense, the persistence of the misbehavior or disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal, as promptly as his teaching

obligations will allow, full particulars of the incident in writing. The student shall not return to class prior to consultation with the teacher and principal or designee. The parties recognize that students under behavior plans or IEPs may need to be temporarily removed from class to stay within State and Federal law regulations.

- D. Individual records will be maintained on student discipline and will be made available to teachers who have legitimate educational interests of the students in question to comply with relevant terms of the Family Rights and Privacy Act, 20 USC 1232 g. These records, if appropriately used, may be used as an aid for determining disciplinary recommendations concerning particular pupils. If necessary, a recommended procedure will be agreed upon by the teacher and the principal.
- E. No disciplinary action shall be taken upon the complaint of parent of a student directed toward a teacher, nor shall any notation thereof be included in said teacher's personnel file unless such matter is promptly reported in writing to the teacher concerned and a conference with the affected parties has been held.

## **ARTICLE 17**

### **GRIEVANCE PROCEDURE**

- A. A grievance shall be an alleged violation of the expressed terms of this contract. The following matters shall not be the basis of any grievance filed under the procedure outlined in the Article.
- The termination of services or failure to re-employ any teacher to a position of the extracurricular schedule. It is expressly understood that the grievance procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion) unless the Tenure Act is modified to delete a de novo hearing.
- B. The Association shall designate one representative per building to handle grievances when requested by the grievant. The Board hereby designates the principal of each building to act as its representative at Level One as hereinafter described and the superintendent or his designated representative to act at Level Two as hereinafter described.
- C. The term "days" as used herein shall mean days in which school is in session and Monday through Friday during summer recess.
- D. Written grievances as required herein shall be filed on a form as agreed upon for format:
1. It shall be signed by the grievant or grievants.
  2. It shall be specific.
  3. It shall contain a synopsis of the facts giving rise to the alleged violation.
  4. It shall cite the section or subsections of this contract alleged to have been violated.
  5. It shall contain the date of the alleged violation.
  6. It shall specify the relief requested.
- Any written grievance not substantially in accordance with the above requirements may be rejected as improper. Such a rejection shall not extend the limitations hereinafter set forth.
- E. Level One: A teacher believing he/she is wronged by an alleged violation of the express provisions of this contract shall, within five (5) days of its alleged occurrence, orally discuss the grievance with the building principal in an attempt to resolve same.

If no resolution is obtained within three (3) days of the discussion, the teacher shall reduce the grievance to writing and proceed within five (5) days of said discussion to Level Two.

Level Two: A copy of the written grievance shall be filed with the Superintendent as specified in Level One. Within five (5) days of receipt of the grievance, the superintendent shall arrange a meeting with the grievant and/or the designated Association representatives (at the option of the grievant) to discuss the grievance. Within five (5) days of the discussion, the Superintendent shall render his decision in writing, transmitting a copy of the same to the grievant, the Association President, the building principal in which the grievance arose, and place a copy of same in a permanent file in his office.

If no decision is rendered within five (5) days of the discussion or the decision is unsatisfactory to the grievant and the Association, the Association may appeal same to the Board of Education by filing a written grievance along with the decision of the Superintendent within ten (10) days.

Level Three: Upon proper application as specified in Level Two, the Board shall allow the teacher or his Association representative an opportunity to be heard at the meeting for which the grievance was scheduled. Within one month from the hearing of the grievance, the Board shall render its decision in writing. The Board may hold future hearings thereon, may designate one or more of its members to hold future hearings thereon or otherwise investigate the grievance, provided however, that in no event except with express written consent of the Association shall final determination of the grievance be made by the Board more than one month after the initial hearing.

A copy of the written decision of the Board shall be forwarded to the Superintendent for permanent filing, the building principal for the building in which the grievance arose, the grievant, and President of the Association.

Level Four: Individual teachers shall not have the right to process a grievance at Level Four.

1. If the Association is not satisfied with the disposition of the grievance at Level Three, it may, within ten (10) days after the decision of the Board, refer the matter for arbitration to the American Arbitration Association, in writing, and request the appointment of an arbitrator to hear the grievance. A copy of the demand for arbitration shall also be served upon the Board, by the Association, within the above ten (10) day period. If the parties cannot agree upon an arbitrator, he shall be selected in accordance with the rules of the American Arbitrator Association, except that each party shall have the right to peremptorily strike not more than three from the list of arbitrators.
2. Neither party may raise a new defense or ground at Level Four not previously raised or disclosed at other written levels. Each party shall submit to the other party not less than three (3) days prior to the hearing a pre-hearing statement alleging facts, grounds, and defenses which shall be proven at the hearing and hold a conference at that time in an attempt to settle the grievance.
3. The decision of the arbitrator shall be final and conclusive and binding upon employees, the Board and the Association; subject to the right of the Board or the Association to judicial review, any lawful decision of the arbitrator shall be forthwith placed into effect.
4. Powers of the arbitrator are subject to the following limitations.
  - a. He shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this agreement.

- b. He shall have no power to establish salary scales or to change any salary.
  - c. He shall have no power to change any practice, policy or rule of the Board nor substitute his judgment for that of the Board as to the reasonableness of any such practice, policy, rule or any other action taken by the Board.
  - d. He shall have no power to decide any questions, which, under this agreement, is within the responsibility of the management to decide. In rendering decisions an arbitrator shall give due regard to the responsibility of management and shall so construe the agreement that there will be no interference with such responsibilities, except as they may be specifically conditioned by this agreement.
  - e. He shall have no power to interpret state or federal law.
  - f. He shall not hear any grievance previously barred from the scope of the grievance procedure.
5. After a case on which the arbitrator is empowered to rule, hereinafter has been referred to him, it may not be withdrawn by either party except by mutual consent.
6. If either party disputes arbitrability of any grievance under the terms of this agreement, the arbitrator shall be empowered to rule on said question.
7. More than one grievance may not be considered by the arbitrator at the same time except upon expressed written mutual consent, and then only if they are of similar nature.
8. The cost of the arbitrator shall be borne equally by the parties except each party shall assume its own cost for representation including any expenses of witnesses.
- F. Should a teacher or the Association fail to institute a grievance within the time limits specified, the grievance will not be processed. Should a teacher or the Association fail to appeal a decision within the limits specified, or leave the employ of the Board, (except a claim involving a remedy directly benefiting the grievant regardless of his employment), all further proceedings on a previously instituted grievance shall be barred.
- G. The Association shall have no right to initiate an individual grievance involving the right of a teacher without the teacher's expressed approval in writing thereon.
- H. All preparation, filing, presentation or consideration of grievances shall be held at times other than when a teacher or a participating Association representative are to be at their assigned duty stations.
- I. Where no wage loss has been caused by the action of the Board, the Board shall be under no obligation to make monetary adjustments and the arbitrator shall have no power to order.
- J. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or non-occurrence of the event upon which the grievance is based. In no event, however, shall the settlement be made earlier than thirty (30) days prior to the date on which the grievance is filed.

**ARTICLE 18**  
**CURRICULUM REVIEW**

A curriculum committee will be established by the teachers, Board, and Administrators to develop recommendations on teaching curriculum and materials. The Board shall consult with the teachers concerning educational materials purchased.

**ARTICLE 19**  
**NEGOTIATION PROCEDURES**

- A. Neither party in any negotiation shall have any control over the selection of the negotiating or bargaining representatives of the other party. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.
- B. There shall be three (3) signed copies of any final agreement. One (1) copy shall be retained by the Board, one (1) by the Association, and one (1) by the Administration. Each teacher will be furnished a copy of the master agreement.

**ARTICLE 20**  
**UNPAID LEAVES OF ABSENCE**

An employee that chooses any type of leave available to them under the terms of this contract shall not exceed one (1) year aggregate time from work unless specifically granted in their initial leave. If a longer leave period is required than one (1) aggregate year, the Board of Education may grant an extension upon request for leave other than the required provisions of the Family Medical Leave Act. For those employees granted extension of leave for more than one aggregate year for any reason the Employer does not guarantee that the employee will be reinstated in his/her former teaching position. That decision will be at the discretion of the Employer. With the exception of leaves referenced in paragraph C of this article, seniority shall not accrue when an employee is on an unpaid leave of absence.

An application requesting a leave of absence pursuant to this Article must be submitted to the Superintendent no later than four (4) weeks prior to the time the leave is to commence. Exceptions shall be made under extenuating circumstances. Employees are encouraged to let the Employer know as soon as possible in order to help the Employer find the best available substitute. All leaves of absence must be in writing setting forth the reasons for the leave of absence and the anticipated length of time; if requested, verification shall be submitted. Any requests for extensions of leaves of absence shall be handled in the same manner as the original request of leave. Employees wishing to return from leave early shall submit a written request at least four (4) weeks prior to the anticipated date of return and the opportunity to return early shall be at the discretion of the Employer.

- A. A leave of absence of up to two (2) years may be granted to any teacher, upon application, for the purpose of participating in exchange teaching programs in other school districts, states, territories or countries, foreign or military teaching programs, Peace Corps, Teacher Corps, or Job Corps as a full time participant in such program, or cultural travel or work program related to his professional responsibilities, provided the said teacher states in writing his intention to return to the school system.

Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he would have been had he taught in the district during such period if financially possible.

- B. A leave of absence of up to two (2) years may be granted to any teacher, upon application, for the purpose of engaging in study at an accredited college or university reasonably related to his professional responsibilities. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he would have been had he taught in the district during such period if financially possible.
- C. A military leave of absence shall be granted to any teacher who shall enlist or be inducted for military duty to the extent required by law in any branch of the armed services of the United States. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he would have been had he taught in the district during such period.
- D. A leave of absence of up to one (1) year shall be granted to any bargaining unit member for the purpose of childcare. Said leave shall commence upon the request of the bargaining unit member. It is further provided that:
1. At least thirty (30) days prior to the beginning of the leave the teacher shall apply to the Board, unless the need for leave is unforeseeable.
  2. A pregnant bargaining unit member may commence said childcare leave prior to, or subsequent to the birth of her child at her option.
  3. The provisions of this leave shall not exempt a teacher from the provisions of the layoff procedure contained in this contract.
  4. This leave shall not conflict with the Family and Medical Leave Act.
  5. The Board reserves the right to adjust the beginning and ending date to correspond with the beginning and ending date of a school year, semester or marking period, except the dates shall not be in conflict with the doctor's statement of health or the Family and Medical Leave Act.
  6. The bargaining unit member may terminate the leave with ten (10) work days notice after the birth of her child in the event of the death of the child and provided that she is physically able to perform her normal work assignment.
  7. Such childcare leave shall be available to the bargaining unit member upon termination of her disability benefits, at the option of the bargaining unit member, for a maximum of one (1) aggregate year.
  8. Said leave shall not constitute accrued seniority or salary step.
- E. A leave of absence may be granted for one (1) school year for any purpose. Said leave will not constitute accrued seniority or salary step.
- F. Family Medical Leave  
An employee that has worked for the district for a period covering at least twelve (12) months and who has worked at least twelve hundred fifty (1250) hours during the twelve (12) month period before the leave is to start shall be granted up to twelve (12) workweeks of unpaid leave for any of the following reasons:
1. The birth or care of a child.
  2. The placement of an adopted or foster care child in the home.
  3. The care of a spouse, child or parent if such individual has a serious health condition.
  4. A serious health condition of the staff member, which disables him/her from performing the

essential functions of his/her position. Such a condition may be an illness, injury, impairment, physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical facility or which requires continuing treatment by a health care provider (M.D. or D.O.) and involves and absence from work for three (3) or more consecutive days.

Medical certification(s) may be required by the Board to support the need for leave due to a serious health condition.

An employee requesting an approved leave of absence outlined in Paragraph (F.) above may be required to use all accrued sick leave and/or personal leave before going on family medical leave. For purposes of the Family Medical Leave Act, accumulated sick leave that is available to the teacher may be substituted by the teacher, under this Article, for any unpaid leave due to personal illness or disability of the teacher. In the cases where the district has employed both the husband and the wife, the total amount of family leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse.

A thirty (30) day advanced written notice of the need to take a Family Medical Leave is required for foreseeable leaves.

An employee returning to work from a leave described in (F.) above shall be restored to his/her former position or to one that is equivalent in responsibility and compensation. Restoration to a teaching position for which the teacher is certified and qualified constitutes return to an equivalent teaching position for purposes of the Family Medical Leave Act. During an FMLA leave, the Board shall maintain the employee's current coverage under the District's health insurance program, provided the employee continues to pay any normal employee contribution as applicable monthly.

Should the employee elect not to return to work at the end of an approved leave outlined in (F.) above for reasons other than the continuation, recurrence, or onset of the health condition that gave rise to the leave or for circumstances beyond the control of the employee, the District may seek reimbursement for the health premiums paid by the District during the leave period, with the exception of those days for which paid sick leave or personal leave were used.

The employee shall not accrue any sick leave or personal leave during any unpaid portion of leave under the Family Medical Leave Act.

## **ARTICLE 21**

### **MISCELLANEOUS PROVISIONS**

- A. This agreement shall constitute the full and complete commitments between both parties and may be altered, changed added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this agreement.
- B. Continuity of Operations: The Association and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program.

C. Graduate Credit Reimbursement

The Board will pay one hundred dollars (\$100) per hour for classes taken after eighteen (18) hours beyond the B.A. or continuing certificate, whichever comes first. These classes must be approved in advance by the Superintendent and must apply to the teacher's present or anticipated future teaching/administrative assignment. Teachers must receive a minimum grade of "B" to receive reimbursement. The maximum Board contribution (total staff pool) shall be five thousand three hundred and fifty dollars (\$5,350) for the 2007-08 school year and five thousand five hundred dollars (\$5,500) for the 2008-09 school year. All requests for reimbursement of tuition, with proof of successful passing of the class, shall be made in writing to the Superintendent and be submitted not later than one week (five (5) working days) prior to the final pay date in June. A tally will be provided, on request, of the total credit hours currently approved for the fiscal year. The payment shall be made to all qualifying requests with the last regular pay of the fiscal year in June. If requests exceed the above specified amount allotted by contract the total amount shall be prorated on a credit hour basis by dividing the total hours of credit payment requested into the specified dollar amount allotted by contract and paying that amount per credit hour to all approved requests. A six (6) semester hour limit per year per applicant will exist.

Any unused graduate credit subsidy mentioned above will be used on a pro-rata basis to help defray tuition costs of teachers who have less than eighteen (18) semester hours of graduate credit. Teachers must receive a minimum grade of "B" to receive reimbursement. All requests for reimbursement of tuition, with proof of successful passing of class, shall be made in writing to the Superintendent and be submitted not later than one week (five (5) working days) prior to the final pay date in June. The one hundred dollars (\$100) per semester hour limit will apply for these semester hours. A six (6) semester hour limit per year per applicant will exist.

Unused funds may be used to cover hours in excess of six (6) after the above paragraphs have been implemented. Finally, it is the intent of the Board to provide these funds to assist in paying for approved graduate work and if any portion of the pool remains after the foregoing has been implemented, it shall be distributed equally to participants on a per semester hour basis.

The Board will not exceed the actual cost of tuition in any of the above mentioned graduate credit reimbursement opportunities.

D. Teachers who are employed for a full school year will be eligible for recognition and/or attendance incentive stipend as indicated below:

1. Teachers who use no more than a combined total of three (3) sick and personal leave days during the school year (exempting FMLA absences) shall be recognized for excellence in attendance within two (2) weeks after the last day of the school year.

<u>Combined Sick/Personal</u>	<u>Attendance Incentive</u>
<u>Leave Days Taken</u>	<u>Dollar Amount</u>
0	240
1	120
2	60
3	30

These awards will be given in July.

3. The payment of an attendance incentive stipend will not affect the accumulation of sick leave days.

4. Persons requested to attend full day workshops, in-services or conferences on days other than that normally within the contractual work year will be compensated at \$100 per day. Less than a full day (6 hours) will be prorated.

E. The Board will pay a lump sum to a Board approved 403B Plan for any teacher who retires under the Michigan Public Schools Employees Retirement System according to the following formula:

1. Ten (10) years of service to the Forest Area Schools equals 25% of unused sick leave days at current daily rate of pay.
2. Fifteen (15) years of service to the Forest Area Schools equals 33% of unused sick leave days at current daily rate of pay.
3. Twenty (20) or more years of service to the Forest Area Schools equals 50% of unused sick leave days at current daily rate of pay.

As of June 30, 1996 individual sick leave totals above one hundred (100) shall not increase above the total accrued on that date for the purposes of determining severance pay for unused sick leave. The amount above one hundred (100) accumulated sick leave days may fluctuate from year to year but the maximum number of days for severance pay purposes shall not be greater than one hundred (100) days for teachers or the amount on June 30, 1996 for these individuals referenced above.

F. If any provision of this agreement or any application of this Agreement to any bargaining unit member or employee or group of bargaining unit members or employees is held to be 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.

It is further agreed that within ten (10) days of notification of a final and binding determination of such a illegality, the employer and the association/union will commence negotiations to reach a new agreement concerning the subject matter of the provision(s) determined to be illegal

G. School Schedule Interruptions

1. Nothing in this Article shall require the Board to keep schools open in the event of severe and inclement weather or when otherwise prevented by an Act of God. When schools are closed to students, due to the above conditions, teachers are not required to report to work and shall be notified. Should school closings, due to the above conditions, require days or hours to be made up, they shall be added to the end of the scheduled calendar year. Teachers shall suffer no loss of pay for the above days and hours provided they are in attendance for any required make-up days/hours. Days and hours required to be made up for student attendance count purposes shall be without additional compensation.
2. When the scheduled daily opening of school is delayed for any reason teachers shall be notified and shall not be required to report for work until their normal beginning time prior to the resumption of scheduled classes. In-service time for delay days may be made up during mutually agreed dates for in-service. The subject and duration for such in-service session dates shall be mutually agreed upon by the Association Executive Council and the Administration. Teachers shall receive no loss of compensation for said delays provided they attend the in-service, if scheduled, with no additional compensation.
3. When the daily schedule for students is interrupted for any Act of God event and the regular schedule for the day is shortened, teachers shall not be required to stay more than ten (10) minutes beyond the dismissal and departure of the students. In-service time for early release days may be made up during mutually agreed dates for in service. The subject and duration for such

in-service sessions dates shall be mutually agreed upon by the Association Executive Council and the Administration. Teachers shall receive no loss of compensation for said early release days provided they attend in service, if scheduled.

H. Master Teacher Incentive Program

1. In recognition of their Master Teacher status in the Forest Area School District, instructional staff with a minimum of fifteen (15) years service with Forest Area Community Schools and who are willing to fill building curricular needs shall be eligible to participate in this program. If more individuals make application in this incentive program for a given year than the Board has provided for, inclusions shall be based on seniority. The total number of individuals that may enter this program in a given year shall be limited to three (3), but this limit may be increased at the sole discretion of the Board.
2. If individuals participate in this incentive program, they will also fall under the provisions of paragraph E. (payment for unused sick leave allowance) of this Article. These special provisions for the implementation of paragraph E. shall apply to those individuals participating in the incentive program outlined in paragraph H. These special provisions amend the implementation of paragraph E. of this Article.
  1. Three (3) years in the Master Teacher Incentive Program entitles each participant to eighty percent (80%) of the benefit specified in paragraph E. of this Article.
  2. Two (2) years in the Master Teacher Incentive Program entitles each participant to ninety percent (90%) of the benefit specified in paragraph E. of this Article.
  3. One (1) year in the Master Teacher Incentive Program entitles each participant to one hundred percent (100%) of the benefit specified in paragraph E. of this Article.
3. Subject to the limitations in paragraph H.1. of this program, each individual who submits prior to September 15<sup>th</sup> of a school year, a letter of resignation effective with the last teacher work day of that school year, or one of the two (2) subsequent school years and whose resignation is accepted by the Board of Education into the Master Teacher Incentive Program, shall be notified by the Board one week after the first Board of Education meeting in October and shall be included and qualified for the following:
  1. For the 2007-08 and the 2008-09 school year, the Board approved Master Teacher Incentive Program staff members shall receive, in addition to their salary as stated in Schedule A stipend of four thousand five hundred dollars (\$4,500) payable with the last pay in June of that school year.

- I. The Board shall make available, at its discretion, in-service workdays during the summer break or at other times when school is not in session. Teachers may volunteer to participate in such in-service workdays and shall be paid a stipend of one hundred dollars (\$100.00) per workday attended. A workday shall be defined for this definition of in-service as a minimum of six (6) hours of time, not including lunch. Workdays less than six (6) hours may be prorated as needed to meet the needs of the Board.

**ARTICLE 22**  
**INSURANCE COVERAGE**

The Board will provide to the teacher, based on their percent of full time employment, (7/7th being full time) a twelve (12) month premium for full family medical insurance.

Insurance adjustments will be made in each year of this Agreement as part of the Schedule A wage/formula adjustment process.

The individual member shall have the to option to participate in the Cafeteria Plan 125.

Plan A for employees selecting health insurance:

Health	MESSA Choices II
Negotiated Life	\$20,000 with AD & D
Vision	VSP-3 Plus
Dental	60/60s/60:(\$1,500; 60:UCR)
LTD	66 2/3% with 90 Calendar days mod fill \$5,000 Maximum
	Alcohol & Drug Abuse Care - 2 yr limit
	Mental/Nervous - Same as any other illness
	Pre-Existing Condition Waiver - Yes
	Freeze on Offsets - Yes

Plan B for employees not selecting health insurance:

The employer shall, on a monthly basis contribute the MESSA single subscriber health insurance rate plus the amount deducted for the below listed benefits, toward any MESSA or MEA Financial Service non-taxable option or other non-MESSA annuity.

Negotiated Life	\$25,000 with A D & D
Vision	Same as Plan A
Dental	Same as Plan A
LTD	Same as Plan A

Plan C for employees not selecting health and having dental coverage:

The employer shall, on a monthly basis contribute the current single subscriber health insurance rate plus the amount deducted for the below listed benefits, toward any MESSA or MEA Financial Service non-taxable option or other non-MESSA annuity.

Negotiated Life	\$25,000 with A D & D
Vision	Same as Plan A
LTD	Same as Plan A

Plan D for employees not selecting health and having dental & vision:

The employer shall, on a monthly basis contribute the current single subscriber health insurance rate plus the

amount deducted for the below listed benefits, toward any MESSA or MEA Financial Service non-taxable option or other non-MESSA annuity.

Negotiated Life	\$25,000 with A D & D
LTD	Same as Plan A

It is understood that regularly employed part-time teachers shall be eligible for prorata (i.e. a teacher teaching three classes per day receives 3/7ths depending on class schedule) amount of all benefits in relation to their part time duties. While the fringe benefits of health care, dental, vision, life, and LTD insurance plans shall be the same plans as provided for full time employees, employees working less than full time will not be included in the MESSA PAK due to an adverse payroll deduction situation caused by the composite rating of the MESSA PAK. The plans will continue to be separately rated as currently done for equity in payroll deduction to the employee.

**ARTICLE 23**  
**PART TIME TEACHERS**

- A. Teachers approved for part time assignment shall receive salary and benefits, pro-rated for their share of full time responsibility.
- B. Teachers participating in part time assignments shall receive full seniority credit and full advancement on the salary schedule for each year of part time service.
- C. Part time assignments shall be made on a year-to-year basis. A part time teacher, who has been employed by the district on a full time basis, shall be assured of the opportunity to return to a full time assignment, if and when a vacancy occurs for which he/she is certified and qualified. Such requests for return to full time employment for the following school year must be made, in writing, by May 1st.
- D. Participants in part time assignments are expected to attend regular staff meetings, curriculum meetings, parent conferences, and in-service programs.
- E. Teachers requesting part time assignments should understand that approving such request may involve assignment to a different building.
- F. Teachers requesting part time assignment should be aware that part time assignments results in only partial credit toward teacher retirement benefits; and, further, calculation of retirement benefits may similarly be affected.

**ARTICLE 24**  
**SITE BASED DECISION MAKING/SCHOOL IMPROVEMENT**

- A. Application Thereof  
The provisions contained in this section shall apply to all School Improvement Plans (SIP) as provided in Public Act 197 of 1989, Section 15.1919 (919b) MSA.

B. Philosophy

Board and Association agree that employee participation in decision making on selected issues through site-based decision making procedures is a goal, which can provide positive results for the educational program of Forest Area Community Schools. Site-based decision making is a process for involving employees in the decision making process. The provisions of this article are agreed to for the purpose of establishing the expressed conditions, which shall govern the site-based decision making plan in Forest Area Schools.

C. SIP Conditions

General conditions applicable to a site-based decision making plan are as follows:

1. Plans, recommendations or subsequent action created by adoption of the same shall not violate the Master Contract, State or Federal Law. The parties agree that the following shall not be issues within the purveyance of the process or the Committee:
  - a. Matters pertaining to wage.
  - b. Matters pertaining to fringe benefits.
  - c. Employee performance or evaluation.
  - d. Matters pertaining to grievance(s).
  - e. Employee discipline.
2. The following issues will be considered within the scope of authority of the Advisory Committee and any sub-committee formed by the Committee:
  - a. Safe and orderly environment of the school.
  - b. Development and maintenance of a climate of high expectations for all persons in the school setting.
  - c. Development of mission statements and/or goals and objectives that are in harmony with the mission statement of the Forest Area Board of Education.
  - d. Instructional Leadership.
  - e. Opportunities to learn, student time on task.
  - f. Home - School relationships and communications.
  - g. Monitoring and reporting of student and educational program progress.

D. Committee Participation – Compensation

1. Participation in the SIP process shall be voluntary when said meeting time is beyond the time of the regular duty day or regularly scheduled staff meetings.
2. Teachers working on school improvement processes outside the normal contractual duty day/calendar shall be compensated at the substitute daily rate based on a minimum of six (6) hours work as a full day of work.



**FOREST AREA COMMUNITY SCHOOLS**

**SCHEDULE A**

Step	2007-2008			
	BA	BA+18	MA	MA+15
1	\$34,031	\$35,229	\$38,227	\$39,464
2	\$35,475	\$36,669	\$39,724	\$40,960
3	\$37,106	\$38,302	\$41,412	\$42,654
4	\$38,740	\$39,932	\$43,104	\$44,345
5	\$40,368	\$41,563	\$44,796	\$46,039
6	\$42,002	\$43,194	\$46,490	\$47,731
7	\$43,632	\$44,826	\$48,182	\$49,421
8	\$45,264	\$46,461	\$49,873	\$51,111
9	\$46,898	\$48,092	\$51,566	\$52,807
10	\$48,530	\$49,725	\$53,259	\$54,499
11	\$50,158	\$51,356	\$54,950	\$56,190
12-15	\$52,202	\$53,399	\$57,172	\$58,409
16-20	\$55,268	\$58,543	\$60,540	\$61,780
21+	\$55,268	\$60,022	\$62,757	\$64,737

Rate of pay is effective date of ratification 2-11-08 –  
no retroactive pay for the 2007-08 year

Step	2008-2009			
	BA	BA+18	MA	MA+15
1	\$34,541	\$35,757	\$38,800	\$40,056
2	\$36,007	\$37,219	\$40,320	\$41,575
3	\$37,663	\$38,877	\$42,033	\$43,294
4	\$39,321	\$40,531	\$43,751	\$45,011
5	\$40,973	\$42,187	\$45,468	\$46,730
6	\$42,632	\$43,842	\$47,187	\$48,447
7	\$44,286	\$45,499	\$48,905	\$50,163
8	\$45,943	\$47,158	\$50,621	\$51,878
9	\$47,602	\$48,813	\$52,340	\$53,600
10	\$49,258	\$50,471	\$54,058	\$55,317
11	\$50,911	\$52,126	\$55,774	\$57,033
12-15	\$52,986	\$54,200	\$58,029	\$59,285
16-20	\$56,097	\$59,421	\$61,448	\$62,707
21+	\$56,097	\$60,922	\$63,699	\$65,708

**SCHEDULE B**  
**EXTRA DUTY PAY SCHEDULE - BASED ON POINT SYSTEM**

2007-2008 \$36.00 per point

2008-2009 \$37.00 per point

<u>Advisors</u>	<u>Points</u>
Elementary Student Council	4
Freshman Class	6
Sophomore Class	8
Junior Class	16
Senior Class	18
Student Council – Middle School	4
Student Council – High School	4
Yearbook	48
Newspaper	16
Academic Clubs-High School (Authorized)*	10
Academic Clubs-MS & Elem (Authorized)*	8
Non-Academic Clubs (Authorized)*	4
Webmaster	55

Authorized clubs and sports must have prior Board of Education approval\*

Baseball or Softball	
JV (Authorized)*	32
Varsity	48
Basketball	
Freshman (Authorized)*	40
JV	60
Varsity	84
Cheerleading	
7 <sup>th</sup> /8 <sup>th</sup> Basketball Cheerleading	24
JV Basketball Cheerleading (Authorized)*	24
Varsity Basketball Cheerleading	60
Varsity Football Cheerleading	32
Volleyball	
JV	60
Varsity	84
Golf	
Varsity	45
Track	
Varsity	40
Wrestling – Varsity	84
Football	
Varsity	84
JV Football (Authorized)*	60

Soccer (Boys' or Girls')	
Varsity	84
JV Soccer (Authorized)*	32
Mentor Teacher	20
Band Director & Activities	75
Assistant Coach - Varsity Sports (Authorized)*	32
7 <sup>th</sup> & 8 <sup>th</sup> Grade Interscholastic Athletics**	32
K-6 Intramural Sports**	8
Safety Patrol	17
Acting Principal	\$ 25.00/Day
Working at Varsity/Jr. Varsity Athletic Events	\$ 12.00/Event
Working at 7 <sup>th</sup> & 8 <sup>th</sup> Grade Athletic Events	\$ 9.00/Event

\*\* K-8 grade seasons will require a minimum of six (6) events/games or twelve (12) sessions to qualify for payment.

Experience Factor: The following procedure will be used to improve Schedule B salaries based upon years/seasons of experience with a Schedule B activity. [Number of years/seasons of experience in activity up to a maximum of nine (9)] times [.035] times [number of points for activity] = points to be added to the listed activity points used to compute Schedule B pay. (Note: The points are to be rounded to the nearest whole number).

Substitute Teaching During Preparation Period: Twenty dollars (\$20.00)/period or one (1) hour of compensatory (comp) time accumulative to seven (7) class periods (seven (7) class periods equal one (1) day comp time). Elementary teachers will receive proportionate credit/compensation for subbing during their preparation time. Comp time shall be earned at the following rate:

Less than 15 minutes	No comp time earned
15 to 30 minutes	1/2 period comp time earned
Over 30 minutes to 1 period	1 period comp time earned

Three (3) days notice must be given to the administration in writing prior to using a compensatory day. A teacher may earn a maximum of two (2) compensatory days per school year and may carry a maximum of one (1) compensatory day over to the next year. Staff requested to attend non contractual days of in service shall be entitled to compensatory time as outlined above.

Note: Schedule B pay rates need not be utilized for non-bargaining unit members. The above rates will not be exceeded when employing non-bargaining unit members in Schedule B positions.

## 2008-2009 SCHOOL CALENDAR

Aug 26	Workday – Full Day Staff
Aug 27	Prof. Dev. Day #1 – No Students/Full Day Staff
Aug 28	Prof. Dev. Day #2 – No Students/Full Day Staff
Aug 29–Sep 1	Non Session Days – Labor Day
Sep 2	½ Day Students – Full Day Staff
Sep 3–30	Full Session Days
Oct 1-8	Full Session Days
Oct 9	½ Day Students – Afternoon & Evening Conferences for Staff
Oct 10	½ Day Students & Staff
Oct 13-31	Full Session Days
Oct 31	End of Marking Period
Nov 3	Prof. Dev. Day #3 – No Students/Full Day Staff
Nov 4-26	Full Session Days
Nov 27-28	Non Session Days – Thanksgiving Break
Dec 1-19	Full Session Days
Dec 22–Jan 2	Non Session Days – Holiday Break
Jan 5-14	Full Session Days
Jan 15-16	End Semester – ½ Day Students
Jan 16	End of Marking Period
Jan 19-30	Full Session Days
Feb 2–11	Full Session Days
Feb 12	½ Day Students – Afternoon & Evening Conferences for Staff
Feb 13	½ Day Students & Staff
Feb 16	No school/mid winter break
Feb 17	Prof. Dev. Day #4 – No Students/Full Day Staff
Feb 18-27	Full Session Days
Mar 2-27	Full Session Days
Mar 20	End of Marking Period
Mar 30–Apr 4	Non Session Days – Spring Break
Apr 6-30	Full Session Days
May 1–22	Full Session Days
May 25	Non Session Day – Memorial Day
May 26-29	Full Session Days
June 2-3	End Semester – ½ Days Students
June 3	End of Marking Period

Professional Development day #5 will be before or after school per the contract, article 6 section I.

## APPENDIX B

### FOREST AREA COMMUNITY SCHOOLS TEACHER EVALUATION INSTRUMENT

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Teacher Name \_\_\_\_\_

Date \_\_\_\_\_

#### PHILOSOPHY

The philosophy of teacher evaluation at Forest Area Schools shall be to improve instruction. This philosophy shall encompass the following:

1. To improve teacher performance.
2. To assist in making staff assignments and tenure decisions.
3. To let the individual teacher know exactly what is expected of him or her and the degree to which the evaluator feels the teacher is meeting those expectations.
4. To provide information for the development of in service programs.
5. To determine if the established curriculum is being implemented.
6. To provide a record of performance for each teacher.
7. To provide for administrative accountability.

#### PRESENT STATUS

\_\_\_\_\_ 1st year probation  
\_\_\_\_\_ 2nd year probation  
\_\_\_\_\_ 3rd year probation  
\_\_\_\_\_ 4th year probation  
\_\_\_\_\_ Tenure

#### TEACHING EFFECTIVENESS

1. Demonstrates a knowledge of subject matter
2. Plans each lesson thoroughly
3. Challenges student's abilities
4. Promotes good work habits
5. Provides appropriate assessment

\_\_\_\_\_ Acceptable Performance

\_\_\_\_\_ Unacceptable Performance

#### COMMENTS:

RELATIONSHIPS WITH STUDENTS

- 1. Promotes an environment of mutual respect
- 2. Uses appropriate discipline and respects the rights and dignity of students
- 3. Recognizes the various student developmental stages
- 4. Is approachable

\_\_\_\_\_Acceptable Performance      \_\_\_\_\_Unacceptable Performance

COMMENTS:

PERSONAL CHARACTERISTICS

- 1. Has a positive attitude
- 2. Sets a good example in the school environment
- 3. Is well groomed
- 4. Exercises self-control
- 5. Receptive to professional development

\_\_\_\_\_Acceptable Performance      \_\_\_\_\_Unacceptable Performance

COMMENTS:

MANAGEMENT SKILLS

- 1. Maintains effective student discipline
- 2. Keeps proper records
- 3. Provides a safe learning environment
- 4. Displays effective communication skills

\_\_\_\_\_Acceptable Performance      \_\_\_\_\_Unacceptable Performance

COMMENTS:

RELATIONSHIPS WITH SCHOOL/COMMUNITY

1. Cooperates with others
2. Contributes positively to school/community relationships
3. Involves parents and when feasible community resources in activities
4. Constructively shares any ideas for improvement of education in the district
5. Communicates effectively and appropriately
6. Displays a positive school image

\_\_\_\_\_Acceptable Performance      \_\_\_\_\_Unacceptable Performance

COMMENTS:

It is expressly understood by the parties that in order to be marked "unacceptable performance" in any of the major areas by an evaluator that the person being evaluated must be rated unacceptable in a majority of the sub areas mentioned.

A formal conference was held on \_\_\_\_\_, with the individual performing the evaluation. I understand that I have seven (7) work days to study and prepare a written response to this evaluation, which will become a part of this evaluation. I also understand that my signature below does not necessarily mean that I agree with the evaluation.

Signed comments are (are not) attached by \_\_\_\_\_

Teacher's Signature\_\_\_\_\_ Date\_\_\_\_\_

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

**APPENDIX C**

**INDIVIDUALIZED DEVELOPMENT PLAN**

Evaluator(s): \_\_\_\_\_

Teacher: \_\_\_\_\_

Assignment: \_\_\_\_\_ School Year: \_\_\_\_\_

Evaluation Status: \_\_\_\_\_

1<sup>st</sup> year probation: \_\_\_\_\_ 2<sup>nd</sup> year probation: \_\_\_\_\_  
3<sup>rd</sup> year probation: \_\_\_\_\_ 4<sup>th</sup> year probation: \_\_\_\_\_  
Tenure: \_\_\_\_\_

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Date	Nature of IDP Contract	Evaluator's Initials	Teacher's Initials
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Consulted with the teacher in developing the IDP: \_\_\_\_\_  
Date

Provided the IDP to the teacher: \_\_\_\_\_  
(Date)

The major topic areas include:

- Teaching Effectiveness
- Relationships with students
- Personal Characteristics
- Management Skills
- Relationships with School/Community

Final evaluation information related to IDP will be included in the narrative summaries (teacher performance, goals and feedback). Information on this page (and a copy of the IDP as provided to the teacher) will become a part of the final evaluation document to be placed in the teacher's personnel file.

Evaluator(s): \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

