

AGREEMENT

between

The Clinton Community Schools

Board of Education

and

The Clinton Education Association

07/01/2018 - 06/30/2021

	<u>Page</u>
ARTICLE 1: RECOGNITION	3
ARTICLE 2: RIGHTS OF BOARD	4-5
ARTICLE 3: RIGHTS OF TEACHER	6
ARTICLE 4: RIGHTS OF ASSOCIATION	7
ARTICLE 5: TEACHING HOURS	8-10
ARTICLE 6: SPECIAL STUDENT PROGRAMS	10
ARTICLE 7: TEACHING CONDITIONS	10-14
ARTICLE 8: RESPONSIBLE TEACHING	14
ARTICLE 9: PROFESSIONAL BEHAVIOR	15
ARTICLE 10: SENIORITY	15-16
ARTICLE 11: NEGOTIATION PROCEDURES	16
ARTICLE 12: GRIEVANCE PROCEDURES	16-21
ARTICLE 13: LEAVES OF ABSENCE	21-25
ARTICLE 14: TERMS OF AGREEMENT	26
ARTICLE 15: PROFESSIONAL COMPENSATION	26-28
ARTICLE 16: CALENDAR	28
ARTICLE 17: MISCELLANEOUS PROVISIONS	29-30
ARTICLE 18: INSURANCE PROTECTION	30-34
APPENDIX 19: EMPLOYEE PURCHASE OR RE-PAYMENT OF RETIREMENT SERVICE CREDIT	35
APPENDIX 1: COMPENSATION	36-37
APPENDIX 2: EXTRA WORK SALARY SCHEDULE	38-39
APPENDIX 3: LENGTH OF SCHOOL DAY	40-41
APPENDIX 4 : CALENDAR	42-44

This Agreement entered into on *July 2, 2018* by and between the, Clinton Community Schools hereafter called the "Board", and Hillsdale Lenawee County Education Association, CEA, MEA, NEA, "Association".

The Board has a statutory obligation, pursuant to The Michigan Public Employee Employment Relations Act, as amended, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment.

The parties, following extended and deliberate professional negotiations have reached certain understandings which they desire to confirm in this Agreement,

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE 1: RECOGNITION

- A. The Board recognizes the Association as the sole and exclusive bargaining representative, as defined in Section 11 of the Michigan Public Employment Relations Act, as amended, for all professional personnel under contract with the Board, excluding all administrative personnel and substitute teachers and temporary per-diem teachers, as provided in ARTICLE 16.B., also excluding all adult and/or community education teachers and coaches who are not otherwise in the unit as teachers.

- B. This recognition shall extend for the duration of this Agreement.

ARTICLE 2: RIGHTS OF THE BOARD

- A. All rights which ordinarily vest in and have been exercised by the Board of Education, except those which are clearly and expressly relinquished by the Board, shall continue to vest exclusively in and be exercised exclusively by the Board without prior negotiations with the Association either as to the taking of action under such rights or with respect to the consequence of such action during the term of this Agreement. Such rights shall include by way of illustration and not by way of limitation, the right to:
1. Manage and control the school District's business, the equipment, and the operations and to direct the working forces and affairs of the Employer.
 2. Continue its right of assignment and direction of work to all of its personnel, determine the number of shifts and hours of work and starting times and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement, and the right to establish, modify, or change any work or business hours or days.
 3. Direct the professional personnel, including the right to hire, promote, suspend, layoff, and discharge employees.
 4. Adopt reasonable rules and regulations.
 5. Determine the qualification of employees.
 6. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or sub-divisions, buildings or other facilities.
 7. Determine the placement of operations, service, maintenance or distribution of work, and the source of materials and supplies.
 8. Determine the financial policies, including all accounting practices.
 9. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization provided that the Employer shall not abridge any rights from employees as specifically provided for in this Agreement.
 10. Determine the policy affecting the selection or training of employees, provided that such selection shall be based upon lawful criteria.

11. Determine the educational program, curriculum, and staffing requirements, (including the assignment of bargaining unit work to non- bargaining unit members and the subcontracting of bargaining unit work.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms conform with the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States.

ARTICLE 3: RIGHTS OF THE TEACHER

- A. The Board recognizes its responsibility to continue to give reasonable support and assistance to all teachers with as to the maintenance of control and discipline on school property.
- B. Any case of assault upon a teacher (physical, verbal, cyber or written) shall be promptly reported to the Board through the teacher's immediate supervisor. In the event of unprovoked assault, or if the teacher is complained against or threatened with court action by reason of disciplinary action taken against a student or any other school related behavior, the Board will provide legal counsel to advise the teacher of his/her rights and obligations as to such assault or court action and shall promptly render all reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities to the limits of the school District's liability insurance; provided that:
 - 1. the teacher submits to the Superintendent a written request for the above-described assistance
 - 2. the teacher acted within the scope of Board policy, and
 - 3. the teacher's actions were reasonable and prudent as determined by the Board. The Boards determination shall include a full investigation of the assault and all the conditions surrounding it.
- C. All teachers shall observe rules respecting punishment of students as established by the Board or required by law.
- D. Teachers shall be required to exercise reasonable care with respect to the safety of students and their property.

ARTICLE 4: RIGHTS OF THE ASSOCIATION

A. In addition to the terms of this Agreement and the policies of the Board of Education, the Association is guaranteed all rights established by State Law governing teacher employment, tenure, fair labor practices and recognition, excluding any items which are prohibited subjects of bargaining. Any rights established by State or Federal laws are subject to the exclusive remedy contained in those laws.

B. The bargaining unit and its members shall have the privilege to use school building facilities on the same basis as other community organizations or groups, as governed by Board Policy. Such use shall not violate the Campaign Finance Act or any other law.

C. Bulletin board space in the faculty lounge of each building shall be provided to the Association for the purpose of communication. Such use shall not violate the Campaign Finance Act or any other law.

D. The Association shall be duly advised by the Board of fiscal, budgetary and tax programs affecting the District and the Association shall have the opportunity to discuss this budget with school officials.

E. The Board will furnish, via email to the Association president, and or the District Website the school board meeting agenda and the minutes of all regular and special meetings, with the exception of executive sessions to Association members.

F. The Administrative Council will meet for the purpose of addressing and resolving issues affecting more than one building. The Association representative for each building and the Association President are regular members. Other members include the Superintendent, all other administrators, and may include counselors and middle school and high school athletic directors.

G. The Board will allow three (3) Association days per school year for the President and/or his/her designees. The Association will pay for the cost of substitutes and for the cost of the teacher who is absent including salary, FICA, retirement contribution and insurance.

ARTICLE 5: TEACHING HOURS

- A. Teachers shall report at the appropriate time for their building per Appendix 3 and shall be at their teaching stations not later than ten (10) minutes before the beginning of the school day for students and at the end of the school day shall remain at their teaching stations until the official close of the day for staff, which shall not exceed seven (7) hours and thirty (30) minutes after the staff starting time unless otherwise assigned or directed. In those cases where the schedule demands that a part-time teachers conference period be assigned between academic teaching assignments, the Board will pay the teacher the full conference period but reserves the right to schedule that teacher to other student supervisory or curricular assignments for the remainder of the conference period.
- B. Each staff meeting will be announced at least one (1) week in advance except in an emergency. Staff shall reserve one weekday for administratively-called staff meetings. The building administrator shall implement a consistent schedule using the same weekday throughout the school year except in the case of an emergency. Teachers shall not be required to attend more than one (1) staff meeting per week.
- C. Administratively called staff meetings shall not average more than one (1) hour per week per month. If a staff meeting is scheduled which exceeds one (1) hour, notification must be given to staff via the Faculty Bulletin at least one week in advance.
 - D.
 - 1. Duty-free lunch periods of thirty-five (35) minutes duration shall be provided for all teachers.
 - 2. The Administration will schedule all sections of a grade for recess and lunch period at the same time whenever educationally feasible.
- E. All teachers in the elementary grades, K-5, will be provided with a minimum of two hundred thirty (230) minutes of conference time per week during the school day, when students are in attendance, to be provided in not less than fifteen (15) minute blocks. Each teacher shall be guaranteed at least one fifteen (15) minute block in any given day. A sincere attempt will be made to arrange the schedule so that conference blocks will be longer when and if possible. The beginning and ending time shall not be construed as conference time. All teachers in K-5 shall have two (2) one-half (1/2) days with students at the end of

the second semester to complete responsibilities. Teachers, grades 6-12, shall be provided with no less than 230 minutes of conference time per week. The amount of conference time referenced in this section shall apply during full normal weeks of school, but during any weeks when the schedule is adjusted, it is recognized and agreed that there may be less than the specified conference time.

The traveling teacher between the Elementary and Middle School shall have a minimum of eight (8) minutes travel time between the Middle or Elementary and High School ten (10) minutes of travel time unless travel is scheduled during a conference period or lunch period.

Teachers traveling between Elementary and Middle School to High School and vice versa during the school day due to instructional teaching assignment will receive compensation of \$1.00 per day for mileage. Any teachers traveling between Elementary and Middle School to High School and vice versa during their conference or lunch time due to instructional teaching assignment will receive an additional \$2.00 per day for time compensation. No teacher shall receive more than \$3.00 per day for travel.

If a teacher has more than the normal teaching load (six (6) periods in a seven (7) period day, or the equivalent thereof), thereby not receiving their conference minutes, he/she shall receive additional compensation at the rate of one-seventh (1/7) of his/her basic teaching salary.

In the elementary grades, K-5, a teacher who has a split grade level class will receive an additional \$750.00 stipend per semester.

Teachers in a split grade level classroom will receive an additional thirty (30) minutes per week for planning.

Teachers in a team-taught classroom will receive an additional thirty (30) minutes per week for planning unless these teachers are provided with common planning time.

F. The teachers recognize the educational importance of Parent-Teacher Conferences. When such activities are held after school hours (as set forth in Item A of this Article) and at which attendance is required, compensatory time will be given. If it is mutually determined between the principal and teachers that additional parent conference time is needed then an equal amount of release time and/or monetary remuneration shall be negotiated for all affected teachers.

G. The staff will attend Open House activities and/or other after hours assignments

in conjunction with their building activities, as directed by the Board, not to exceed two such after hour assignments per Contract year. Teachers shall be given the opportunity to select such assignments or to be assigned with two (2) weeks' advance notice.

- H. Teachers will be given two (2) regularly scheduled working days, starting after the marking period ends, to complete report cards in the computer grading program. This two (2) day period will begin the next school day after each nine (9) weeks and end at the end of the second day.
- I. For the end of the school year, grades for all buildings will be due by the end of the last teacher day.
- J. Attendance procedures will comply with State requirements and building procedures as directed by the School Administration

ARTICLE 6: SPECIAL STUDENT PROGRAMS

A. Children who are certified special education students, when mainstreamed, will be placed according to the following criteria:

- 1. Consistent with the Individualized Educational Program.
- 2. Student academic welfare.
- 3. Academic level of instruction.
- 4. Teacher load.
- 5. Even distribution in like classes if scheduling permits.

B. The Administration will inform teachers of known special needs and/or of the conditions of their students as permitted by law.

ARTICLE 7: TEACHING CONDITIONS

A. The availability of optimum school facilities for both students and teachers is desirable to insure the high quality of education that is the goal of both the teacher and the Board. The primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed at insuring that the energy of the teacher is primarily utilized to this end.

B. Appropriate texts, library facilities, maps and globes, laboratory equipment, audio-visual equipment, and similar educational materials are the tools of the teaching

profession. The Administration will confer with the teachers involved for the purpose of selecting educational tools and in an advisory capacity in establishing the instructional budget. The Board shall make every attempt to keep the schools reasonably equipped and maintained and shall expect full cooperation of each teacher and the local Association as a group in properly maintaining all educational tools, equipment and facilities.

C. The Board shall continue, as it presently does, to furnish lounge and restroom facilities for each building. Telephone facilities shall be made available to teachers for their professional use.

D. The Board will furnish teacher aides as follows:

1. K-3, when class size exceeds 24
2. 4-5, when class size exceeds 26

Exceptions to the above class sizes would be, as their nature requires larger number of students such as: band, choir, physical education or special lecture, groups.

A teacher aide shall be defined as:

- a. An adult paid teacher aide.
- b. An adult volunteer teacher aide.
- c. A specially trained paid student aide.

Teacher aides as referenced above shall be supplied at the rate of seventy-five (75) minutes per student per week for all students assigned to a class in excess of class sizes listed above, to be scheduled by the building principal.

The Board shall make a concerted effort during scheduled conference time and before the start of the instructional day to provide time and opportunity for conferences, program planning, etc. between classroom teachers and special education staff so that the best interests of students may be served. Class size shall be considered when special students are mainstreamed into the regular classroom.

E. In secondary grades, 6-12, the Board will pay teachers as follows:

1. Secondary grades 6-12, when average class size per subject exceeds 32, except for Physical Education when class size average exceeds 40 and classes with learning stations where the minimum number of students shall be no greater than the number of stations.

2. Teachers accepting additional students will be provided a stipend for each student over the classroom maximum at a rate of \$100.00 per class period per semester in accordance with the following provisions:

a. Exceptions to the above average class size per subject would be, as their nature requires larger number of students such as: band, choir, experimental or special lecture groups.

b. The Board shall make a concerted effort during scheduled conference time and before the start of the instructional day to provide time and opportunity for conferences, program planning, etc. between classroom teachers and special education staff so that the best interests of students may be served. Class size shall be considered when special students are mainstreamed into the regular classroom.

3. When an overload occurs, the assignment will be as follows:

a. If the student schedule permits, a volunteer will be sought to accept the student beyond the maximum. If there is more than one (1) volunteer, the teacher with the highest seniority will be chosen. The process of asking for volunteers should repeat up to the cap of two (2) students over the class size maximum, as long as there are no other volunteers. If there are other volunteers, student will be assigned to the next most senior volunteer until all volunteers have one (1) student, then the most senior volunteer can get a 2nd student.

b. There will be prorating of the above amounts determined by the number of days exceeding the average class size per subject.

c. For the stipend to be paid, the student(s) must physically be in the teacher's classroom not just on the class roster (e.g. if a special ed. student is on a teacher's roster but does not attend the class, the stipend will not be paid, but if the student begins attending the class causing an overload then the stipend shall be paid.)

F. Before a student can be promoted against the advice of a teacher, a meeting will

be held with the Superintendent, building principals, counselors, teachers and parents. The teacher's input will be of major importance. The final decision rests with the Superintendent. Minutes of such meeting will be placed in the student's file. Should a student be promoted against the advice of a teacher, a letter of dissent may be placed in the student's file.

G. The parties agree that the topics of School Improvement and Inclusive Education/Medically Fragile are of interest to the District and Association.

1. School improvement committee decisions that require a deviation from the Agreement will be permitted only after a properly executed Letter of Agreement between the Association and the Board.

2. The District shall continue to use the IEP process in accordance with Special Education rules and regulations and provide the needed training provided by the Lenawee Intermediate School District. It is in the interest of both parties to jointly establish and implement procedures, guidelines and working conditions to promote the quality of education for special students enrolled in the District as a result of the Inclusive Education initiative. If problems arise, both parties will work cooperatively and the principal and the teacher shall reach agreement. If the principal and the teacher fail to reach agreement, the Superintendent and the Association President shall find a mutually agreeable solution to the problem. In no case shall the District be prevented from fulfilling the requirements of law.

3. The identity and specific medical condition of each medically fragile student will, as allowed by law, be supplied to teachers who have instructional or other supervisory responsibilities for such student at the time that student is assigned to be instructed or supervised by the teacher; providing the condition is significant and the District is aware of the condition. "Medically fragile" is defined as those students who are chronically ill and/or medically and technologically dependent, and/or who have life threatening conditions that may require immediate medical attention by a specially trained lay person or a medical provider. A teacher will not be required to regularly provide medical services for students who have existing medical conditions i.e., diabetes, trachs, shunts, etc.

H For the first three (3) years of his/her employment in classroom teaching, a teacher shall be given one (1) or more mentor teachers. Should not teacher within the District wish to participate as a mentor teacher the District may use college professors, or retired master teachers, who agree to act as a mentor(s) to the teacher. During the first three-year period, the teacher should satisfactorily complete an extensive professional development induction into teaching based on the individualized development plan which shall consist of at least fifteen (15) days of professional

development, the experiencing of effective practices in university-linked professional development schools, and regional seminars conducted by instructional delivery. The District shall not be required to provide release time to the teacher to satisfy the fifteen (15) day professional development requirement mandated by law, shall not provide additional compensation to the teacher for these fifteen days of professional development, and shall not reimburse the teacher for any costs incurred in fulfilling this statutory requirement. The mentor teachers from within the staff shall receive the following stipend per mentee.

First year probation	25 hours	\$500
Second year probation	18 hours	\$360
Third year probation	10 hours	\$200

I. Each teacher shall have the right, upon request to review the content of his/her own personnel file. A representative of the Association may, at the teacher’s request, accompany the teacher in this review.

ARTICLE 8: RESPONSIBLE TEACHING

A. Teachers shall adhere to Board policies, accepted standards of professional educational responsibility, and the legitimate interests of the District as to instruction and expression in the school setting.

ARTICLE 9: PROFESSIONAL BEHAVIOR

A. Teachers are expected to comply with reasonable rules, regulations, and directions from time to time adopted by the Board or its representatives which are not inconsistent with this Agreement, provided that a teacher may reasonably refuse to carry out an order which threatens physical safety or well-being.

ARTICLE 10: SENIORITY

Seniority

- A. The term seniority means the length of continuous teaching service with the Board.
- B. An administrator who has been a teacher in the District and who returns to the teacher bargaining unit shall retain seniority for all years of teaching service to the District.
- C. An administrator who has not been a teacher in the District, but who earns tenure as a teacher by the District shall, when entering the bargaining unit, be granted two (2) years of seniority.
- D. All seniority is lost when employment is severed by resignation, retirement, or termination; however, seniority is retained if severance of employment is due to layoff.
- E. During unpaid leaves of absence granted pursuant to this Agreement, seniority shall not continue to accrue except as specifically required by this Agreement or by law.
- F. Seniority within the District shall be determined by the criteria in the order that follows:
 - 1. Years of continuous service as defined above. The effective date of employment shall be the first date of actual work in the District, excluding extra-duty assignments.
 - 2. Initial date of employment or date of Board action to hire. If more than one teacher has the same date of hire, a lottery mutually organized and participated in by the Association and Administration will be used within sixty (60) days of hire to determine seniority.
 - 3. Part-time teachers teaching one-half (1/2) day schedule or more than one-half (1/2) days schedule shall be treated for seniority purposes the same as full time teachers. Those teaching less than one-half (1/2) schedule shall have their service computed to full time equivalency.
- g. The Board shall prepare the seniority list based on criteria as set forth above and submit a copy of the same to the Association on or before the 30th day of September of each year.

ARTICLE 11: NEGOTIATION PROCEDURES

A. Negotiations between the parties shall begin at least sixty (60) days Before the expiration of this Agreement. If, pursuant to such negotiations, an Agreement on the renewal or modification is not reached before the expiration date, this Agreement shall expire at such expiration date unless it is extended for a particular period or periods by mutual written agreement of the parties.

ARTICLE 12: GRIEVANCE PROCEDURE

A. A grievance is an alleged violation of the expressed terms of this Agreement. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article:

1. The termination of services of or failure to re-employ any probationary teacher.
2. The termination of services or failure to re-employ any teacher to a position on the extra-curricular schedule.
3. Any matter that is prohibited bargaining subjects, matters contained in Article 2 (Board Rights), or matters contained in Board of Education Policy.

The grievance procedure shall not apply to any decisions concerning the discharge or discipline of an individual employee, whose employment is regulated by the Teachers' Tenure Act or the impact of those decisions on the individual employee or bargaining unit whose areas in which the Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion).

B. The Association shall designate one (1) representative per building to handle grievances when requested by the grievant. The Board designates the principal of each building to act as its representative at Level One and the Superintendent or his designated representative to act at Level Two.

C. The term "days" means those days in which school is in session. During the

summer recess the term "days" means business days Monday through Friday.

D. Written grievances as required herein shall:

1. Be signed by the grievant or grievants;
2. Be specific;
3. Contain a synopsis of the facts giving rise to the alleged violation;
4. Cite each section or subsections of this Agreement alleged to have been violated;
5. Contain the date of the alleged violation;
6. 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 to be wronged by an alleged violation of the express provisions of this Agreement 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 - All Level Two filings shall contain an endorsement stating the approval or disapproval of the Association. A copy of the written grievance shall be filed with the Superintendent or his designee. If the Superintendent is unavailable, the time limitations on appealing to Level Two shall be met by delivery to the Superintendent's secretary of a written copy of the grievance signed by the grievant and attested to by an officer of the Association. The letter must be filed within five (5) days of failure to reach satisfaction of the grievance at Level One. Within five (5) days of receipt of the grievance, the Superintendent or his designee agent shall arrange a meeting with the grievant and/or the designated Association representative at the option of the grievant to discuss the grievance. Within (5) days of the discussion the Superintendent or his designee shall render his decision in writing, transmitting a copy of the same to the

grievant, the Association secretary, 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 grievant may appeal to the Board by filing a written grievance along with the decision of the Superintendent with the officer of the Board in charge of drawing up the agenda for the Board's meeting not less than five (5) days before the next regularly scheduled Board meeting.

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

A copy of the Board's written decision shall be forwarded to the Superintendent for permanent filing, the building principal for the building in which the grievance arose, the grievant, and the secretary 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. The arbitrator will be selected in accordance with the rules of the American Arbitration Association and the arbitration shall be held in accordance with the Michigan Uniform Arbitration Act.
2. Neither party may raise a new defense or ground at Level Four not previously raised or disclosed at other written levels. New evidence is allowable at Level Four if it pertains to the original defense. Each party shall submit to the other party not less than three (3) days before the hearing a prehearing statement alleging facts, grounds and defenses which will 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, conclusive and binding on employees, the Board and the Association; except as noted with the

Michigan Uniform Arbitration Act; and subject to the right of the Board or the Association to judicial review, any lawful decision of the arbitrator shall be placed into effect.

4. Powers of the arbitrator are subject to the following limitations:
 - a. The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
 - b. The arbitrator shall have no power to establish or change salary and extracurricular schedules.
 - c. Responsibility of management is an adherence the Board strongly recommends in the Master Agreement. The Board wants the arbitrator to 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 the Agreement.
 - d. The arbitrator shall not hear any grievance previously barred from the scope of the grievance procedure.
 - e. The arbitrator shall not have the power to interpret the law.
 - f. He/she shall have no power to change any practice, policy or rule of the Board, nor substitute his/her judgment for that of the Board as to the reasonableness of any such practice, policy rule or any action taken by the Board.
 - g. The arbitrator shall have no authority to issue a decision on the merits of a prohibited or illegal bargaining subject. If the arbitrability of any grievance is disputed, the arbitrator shall have no jurisdiction to render a decision on the merits until he/she has first made a ruling on the arbitrability issue. By stipulation of the parties of the grievance, the arbitrator may concurrently hear both the jurisdictional issues and the merits of that dispute in the same proceeding. If the arbitrator determines that he/she is without jurisdiction to rule, the matter shall be dismissed with decision on the merits.
5. After a grievance which the arbitrator is empowered to rule hereunder has been referred, the grievance may not be withdrawn by either party except by mutual consent.

6. 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 the grievances are of similar nature.
7. The cost of the arbitrator shall be borne equally by the parties except each party shall assume its own costs for representation including any expense of witnesses.

F. Should a teacher fail to institute a grievance within the time limits specified, the grievance will not be processed. Should a teacher 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/her employment), all further proceedings on a previously instituted grievance shall be barred.

G. The Association shall have no right to initiate a grievance involving the right of a teacher or group of teachers without his/her or their express 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 held at their assigned duty stations unless mutually agreed upon.

I. Where no financial loss has been caused by the action of the Board complained of, the Board shall be under no obligation to make monetary adjustments and the arbitrator shall have no power to order one.

J. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or non-occurrence of the event on which the grievance is based.

K. Any back pay award shall be reduced by any other compensation received during the time the teacher would have otherwise been working for the District including any unemployment compensation received. There is to be no "double dipping".

L. Notwithstanding any other provision in this Agreement, the employer

shall have no obligation to arbitrate any grievance after the expiration of this Agreement. The Employer, however, shall arbitrate grievances arising during the term of this Agreement for which a timely grievance was filed before the Agreement's expiration.

ARTICLE 13: LEAVES OF ABSENCE

A. Leave Days

All regularly employed certified personnel shall be allowed sick leave for illness, injury or disability, excluding worker's compensation claims, at the rate of eleven (11) days per year, accumulative to one hundred five (105) days with full pay. These days shall be credited to the teacher at the beginning of the school year, but the days are earned on a prorated basis of one (1) day per month on the last day of each month from August through May, and in June on the last day of school. To earn days, a teacher must be working or be on a paid leave. If a teacher exhausts his/her accumulated sick leave, he/she shall be placed on an unpaid leave of absence. However, at the end of each school year (and when a teacher leaves the employ of the District or when a teacher is placed on an unpaid leave of absence), any teacher having exhausted all sick leave and having used more sick leave days than have been totally earned, shall be liable to the District for those unearned days and have the value of such used but unearned days deducted from any compensation to which the teacher may otherwise be entitled under the Contract.

Four (4) of these eleven (11) days may be used for personal days. Additional personal days may be granted with the approval of the Superintendent and the Superintendent's decision shall not be grievable. Personal days are for attending to personal affairs which cannot be reasonably handled outside of the work day. The Administration reserves the right to control the number of absences that may be granted on any given day. The teacher requesting a personal day leave must make application to the Superintendent as early as possible, but in no case less than twenty-four (24) hours before the date of absence, except in cases of emergency. The administration may require verification of reason for absence when abuse of the leave policy may be indicated. Should an individual request two (2) or more personal days on successive teacher required work days the individual must meet with the Superintendent to determine whether or not to grant. The decision shall not be grievable.

After the teacher has reached the maximum accumulation of sick leave - personal leave, the Board will annually at the close of the school year, pay into a Board paid, employee designated 403b special pay plan for the teacher at a total compensation cost to the District of forty-five dollars (\$45.00) per day for all accumulated sick leave - business

leave days that exceed one hundred five (105). Unused days accumulate as sick leave days (not as business days).

B. Parental/Child Care

An unpaid leave of absence of up to one year shall be granted to any (male or female) bargaining unit employee for the purpose of care of their child.

Said leave shall commence on the date agreed to by the employer and the employee. It is further provided that:

1. A pregnant bargaining unit employee may commence said child care leave before, or subsequent to, the birth of her child at her option. A child care leave of absence up to one (1) year may be available to the bargaining unit employee on termination of her disability sick leave benefits, at the option of the employee. The employee may request early termination of the leave any time after the birth of the child or in the event of the child's death and provided she is physically able to perform her essential job functions.
2. Application to the Superintendent shall be made thirty (30) calendar days before the expected beginning of the leave.

C. Family and Medical Leave Act

The Family and Medical Leave Act of 1993 will be followed.

D. Personal Disability

An employee who, because of illness, disability (including maternity), or accident, is physically unable to report to work, and has exhausted all means of allowable compensation from the Board, shall be granted an unpaid leave of absence without benefits for disability period up to twelve (12) months, provided the employee notifies the Board of the necessity therefore, and provided further that the employee supplies the Board with a statement from his/her medical or osteopathic doctor of the necessity and length of time for such absences and for the continuation of such absence including return to work when the same is requested by the Board. The unpaid leave of absence shall be for a period of up to one (1) year subject to renewal at the discretion of the Board. Any such leave will run concurrently with the FMLA leave.

E. Family Disability

Unpaid leaves of absence shall be granted for up to one (1) year for physical or mental illness, prolonged serious illness in the employee's immediate family, which includes husband, wife, children, parents, or parent-in-law subject to renewal at the discretion of the Board. Any such leave will run concurrently with the FMLA leave.

F. Emergency Leave

Death in the immediate family -- A teacher shall be granted up to five (5) days leave for death in the immediate family. Immediate family shall include spouse, children, parents-in-law or parents, grandparents, grandchildren, and siblings. Absence to attend a funeral of any other near relative or friend, or additional time for travel or other emergency factors may be granted with the approval of the Superintendent. Days taken under this section are deductible from the teacher's sick leave.

In the event of serious or critical illness in the immediate family (as defined above) which requires the presence of the teacher, a reasonable amount of lost time shall be allowed without loss of pay (but, deductible from sick leave). Any such leave will run concurrently with the FMLA leave.

G. Professional Leave

1. The Board may grant up to one (1) year unpaid leave for professional improvement.

The Board may grant one (1) year unpaid leave of absence for work in an educational setting.

2. Professional improvement is defined as full time study (twelve semester hours or more) at an accredited college or university, or extended national or world travel.
3. A leave of absence may be requested if the teacher has been employed by the District for at least five (5) years.
4. All salary and fringe benefits shall be frozen while on leave. No benefits are paid by the Board while the teacher is on leave. Upon return, the teacher will be paid the same salary which he/she was being paid before the leave began. A teacher on leave of absence may continue membership in group health insurance programs, provided the reimbursement is made to the Board for the total premium.

5. The Board of Education reserves the right to approve or disapprove all

leaves of absence. All requests will be in writing.

6. Seniority shall apply in the approval of leaves of absence, the only exception being the receipt of scholarships, which are available only during specified periods, in which case said scholarships are to be given precedence over seniority.

H. General Leave of Absence

1. The Board may grant up to one (1) year unpaid leave of absence for general reasons.
2. A leave of absence may be requested if the teacher has been in the system at least five (5) years.
3. All salary and fringe benefits shall be frozen while on leave. No benefits are paid by the school while the teacher is on leave. Upon return, the teacher will be paid the same salary which he/she was being paid before the leave began. A teacher on leave of absence may continue membership in group health insurance programs, provided the reimbursement is made to the Board for the total premium.
4. The Board reserves the right to approve or disapprove all leaves of absence. All requests will be in writing.

I. Policies Governing Leave

1. After each absence it will be necessary to file a report to the office of the Superintendent before pay for leave can be made.
2. A statement of sick leave and personal leave account shall be presented to each teacher annually by the Superintendent via the Employee Access Center (EAC).
3. Absence for emergency leave shall be deducted from accumulated sick leave.
4. For teacher illness or disability, the Board may require a teacher to provide written verification of illness or disability and the Board reserves the right to require a teacher to submit to a physical or mental examination by a physician or psychiatrist/psychologist selected

by the Board to determine the teacher's ability to perform the essential functions of his/her job.

5. A teacher who is on medical leave must keep the Administration informed of his/her medical progress (condition) and inform the Board of an anticipated date to return to work. Medical verification should be available.
6. It is imperative that the teacher inform the Administration of absence and the reason for the absence as soon as possible, but not later than 6:15 a.m. with the exception of an emergency situation. Once a teacher has reported unavailability, it is the Administration's responsibility to arrange for a substitute teacher.
7. Sick leave pay will only be paid for work days missed during the actual effectiveness of the individual teacher contract. Sick days or personal days shall not be deducted for school closing due to inclement weather, with the exception of extended leave.

J. Conferences

Teacher conferences may be approved by the Administration. They will be allocated to teachers impartially and on the basis of teacher need.

K. Jury Duty

A teacher called for jury duty shall notify the building principal as soon as possible. A teacher who serves on jury duty shall be paid at the regular daily rate for each day that the teacher is required to be absent because of jury duty. However, any compensation (excluding mileage and meals) received by the teacher for jury duty shall be remitted by the teacher to the District. On any day that a teacher's jury duty obligations cease before 1:00 p.m., the teacher shall immediately report to his/her regular teaching assignment.

ARTICLE 14: TERMS OF THE AGREEMENT

A. The terms of this Agreement are effective upon ratification; and shall remain in effect through June 30, 2021. In the spring of 2020, the contract shall be re-opened for the purpose of bargaining wages. Should state law change regarding student days

the calendar portion of the contract will be reopened upon mutual agreement between the Association and the District.

B. Individual teacher contracts shall be expressly made subject to and consistent with the terms of this Agreement and Board Policy. This shall include teachers hired to replace a teacher on leave, provided the leave is of 150 days or more in duration during a school year.

C. Individual teacher's contracts of employment terminate for those people who are laid off.

D. Any teacher who is laid off and/or collects unemployment compensation during the summer recess and is recalled to employment by October 1 of the following year shall have one-hundred (100%) of the unemployment compensation received counted as part of the employee's salary for the ensuing school year so that the salary paid during the school year is reduced by one-hundred (100%) of the amount of unemployment compensation paid for the period between the last day of school and the first day of the following school year. Therefore, a teacher who is laid off in the spring, collect unemployment in the summer, and then is called back in the fall, must pay the unemployment compensation to the District. There is no "double-dipping".

ARTICLE 15: PROFESSIONAL COMPENSATION

A. The basic wages of teachers covered by this Agreement are referenced in Appendix 1.

B. Credit for teaching experience outside the school District shall be determined by the Board.

C. The pay scale for extra work assignments for certified personnel shall be established at percentages based on the scale in Appendix II.

D. The guidance counselor(s) shall be paid at their regular rates for the number of days they work in addition to the school year. The Certified School Library Media Specialist will be under the same condition as the guidance counselors. Additional work days shall be determined by the Superintendent.

Teachers of the following summer programs, tutorial, computer, and elementary remedial programs, shall be paid at a cost to the district of twenty-five dollars (\$25.00) per hour for the duration of this Agreement.

Teachers who volunteer and are approved to cover lunch duty (during their lunch period) shall be paid at a total compensation cost to the district of fifteen dollars (\$15.00).

E. In a situation where a substitute teacher cannot reasonably be obtained and after volunteers have been sought, a classroom teacher shall serve as a substitute teacher during the teachers conference period, upon request of the building principal. Teachers in this involuntary situation shall be rotated in assignment. A teacher substituting during his/her conference period shall be paid at a total compensation cost to the District of twenty-five dollars (\$25.00) per period. Any calls from a teacher after 7:30 a.m. will result in the Board following this procedure.

F. Salary will be spread over twenty-six (26) equal pays, payable over a twelve (12) month period.

Teachers are to complete and submit the proper Board provided form to the payroll office no later than the end of the in-service day preceding the first day of school for students.

Payroll deductions shall be made in twenty-six (26) equal installments. Payroll deductions for the Payroll deductions shall include: United Fund, tax-deferred annuities, Credit Union or any other deductions which are authorized in writing by the teacher and approved by the Board in advance. Transmittals shall be made on each payroll date. The Board shall limit the number to of tax deferred annuities to the companies presently being used: Consolidated Financial (Great American), Gleaner, Hantz, M3 Investment Services (Legend Equities Corporation), Paradigm-Prudential, Valic. Once a tax deferred annuity company is eliminated, it shall not be considered unless ten (10) or more members bring forward a request to add the company. Notwithstanding any past practice to the contrary, Political Action Contributions (PACs) shall not be payroll deducted unless legally permissible.

G. Separation pay at the rate of \$45.00 per day for all unused sick leave to become effective after a teacher has been employed by the district five (5) years and a minimum of ten (10) days of unused sick leave,, will be paid into a Board designated 403-B special pay plan on leaving employment with the District. Individuals who have been in the system for at least five (5) years and with less than ten (10) days of unused sick leave will be paid at a total compensation cost to the District of forty- five dollars (\$45.00) per day in their final pay.

H. The Board will support a teacher’s acquisition of additional coursework after earning a BA degree which leads to continued certification (BA + 18 credit hours.) A teacher who enrolls with prior approval of the Superintendent in a course related to her/his instructional responsibilities shall have tuition reimbursed according to the following: a. One-half (1/2) of the tuition costs to be paid upon successful completion of each approved course. b. the remaining one-half (1/2) of the tuition costs to be paid upon successful completion of the approved courses and the teacher’s acquisition of continued certification. c. Reimbursement of the tuition payments shall be limited to nine (9) credit hours per year (July 1 to June 30) and limited to \$150.00 per credit hour. No tuition reimbursement will be made for weekend, online, or video classes without specific prior approval of the Superintendent.

I. All salary payments shall be distributed through electronic direct deposits to a financial institution of the employee’s choice. One salary payment for each pay period will be transmitted at no charge. Any split payments or additional transactions will be allowed but will result in a \$1.00 (one dollar) fee per transaction. All charges will be automatically deducted from the employees’ pay. Payroll and leave information are available on the Employee Access Center (EAC) therefore no hard copies will be distributed.

J. Payroll deductions shall be available for all MESSA programs.

ARTICLE 16: CALENDAR

A. Both parties agree that to the extent they are required by law, they shall negotiate the school calendar. The school calendar shall be set forth in Appendix 4.

B. The school calendar shall be coordinated with the Lenawee Intermediate School calendar.

C. The school calendar consist of the following for each year:

<u>Year</u>	<u>Instructional Days</u>	<u>Professional Development Full Days</u>	<u>Total</u>
2018-2019	181	5	186
2019-2020	181	5	186
2020-2021	181	5	186

The total annual salary of each member of this Association is based on an annual

Agreement consisting of the total workdays specified above.

If the agreed on school year is required to be extended or there is a modification in the agreed on school calendar because of Section 101, (4) Items 2 or 3, of the State School Aid Act (Act of God Days), Bargaining Unit Employee required to work on a day or days not specified on the official school calendar in this Agreement shall do so with no additional compensation. Teachers will not be required to report and shall receive their regular pay for scheduled days of student instruction which are not held because of conditions not within the control of school authorities, such as inclement weather, fires, epidemics, or health conditions as defined by county and/or state health authorities.

D. If school is closed because of conditions not within the control of school authorities and teachers are not required to report, teachers will make up all previously scheduled days/hours to meet State student instructional requirements. Days/hours beyond those previously scheduled needed to meet State student instructional requirements will be added to the end of the school year without additional compensation.

ARTICLE 17: 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 statement to this Agreement.

B. This Agreement shall supersede any rules, resolutions, regulations, or practices of the Board, which shall be contrary to or inconsistent with this Agreement.

C. If any provision of this Agreement or an application of this Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

D. Copies of this Agreement shall be emailed to all bargaining unit employees and placed on the district website.

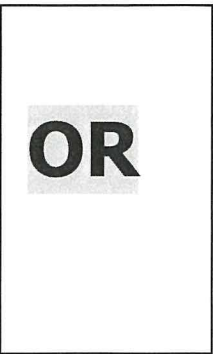
E. An Emergency Manager appointed under the Financial Stability Act is authorized to reject, modify, or terminate this Agreement as provided in that Act.

ARTICLE 18: INSURANCE PROTECTION

A. So long as the teacher remains employed, and consistent with this agreement, the Board shall provide to the teacher one the following insurance Paks for a full twelve (12) month period, beginning July 1 through June 30 for the teacher and his/her eligible dependents:

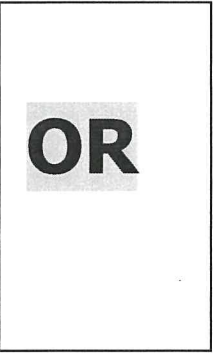
PAK A

Medical	Choices II
IN Deductible	\$500/\$1000
Out of Network	\$1000/\$2000
OV/UC/ER Co-pay	\$20/\$25/\$50
RX Co-pay	Saver RX
Long Term Disability	66 ² / ₃ (sixty-six and two-thirds) 90 calendar day modified fill \$6,000 MAX
Dental	100/80/80 Annual Maximum \$1,500 Orthodontic Lifetime Maximum \$1,500
Negotiated Life	\$45,000 AD & D
Vision	VSP – 2 Silver



PAK B - for employees not needing health insurance

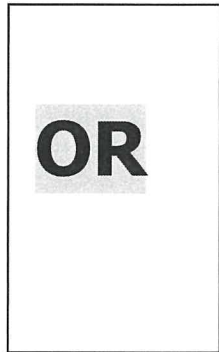
Long Term Disability	66 ² / ₃ (sixty-six and two-thirds)	
	90 calendar day modified fill	
	\$6,000 MAX	
	Dental	100/80/80
	Annual Maximum \$1,500	
	Orthodontic Lifetime Maximum \$1,500	
Negotiated Life	\$50,000 AD & D	
Vision	VSP – 2 Silver	



PAK C

Medical	HSA ABC Plan 1
In Network deductible	\$1,300/\$2,600

Out of Network \$2,600/\$5,200
 OV/UC/ER Co-pay \$0/\$0/\$0 (after deductible has been met)
 RX Co-pay ABC Rx
 Long Term Disability 66²/₃%
 90 Calendar day modified fill
 \$6,000 MAX
 Dental 100/80/80
 Annual Max \$1,500
 Orthodontic Lifetime Maximum \$1,500
 Negotiated Life \$45,000 AD & D
 Vision VSP – 2 Silver



PAK D

HSA ABC Plan 2
 In Network - \$2,000/\$4,000
 Out of Network - \$4,000/\$8,000
 OV/UC/ER Co-pay \$0/\$0/\$0 (after deductible has been met)
 RX Co-pay ABC Rx
 Long Term Disability 66²/₃%
 90 Calendar day modified fill
 \$6,000 MAX

Dental 100/80/80
Annual Max \$1,500
Orthodontic Lifetime Maximum \$1,500

Negotiated Life \$45,000 AD & D

Vision VSP – 2 Silver

PAK E

MESSA Choices

In Network \$500/\$100

Coinsurance 20%

OC/UC/ER \$20/\$25/\$50

rX SRX Mail

Each bargaining unit employee must elect to be covered by either *PAK A*, *PAK B*, or *PAK C* or *PAK D* or *Pak E* as specified above.

- The Board of Education shall not be obligated to pay more than the monthly pro-rated “hard cap” amounts established pursuant to Public Act 152 of 2011 for medical/health insurance coverage only which are currently:

Full family

\$17,892.36 a year

Two-Person

\$13,720.07 a year

Single Person

\$6,560.52 a year

- Any amount over the “hard cap” amount per month will be automatically deducted from the employee’s pay. The employee’s contribution will be spread over 24 pays as equally as feasible. Should an employee lack the funds necessary to pay their portion of insurance contributions, the employee shall provide the funds directly to the business office no later than the first day of the month that the payment is due.

- The Board’s payment toward insurance for part time employees will be pro-rated

and the employee's portion will be automatically payroll deducted.

- Unless otherwise specified by law or the terms of the policy then in effect, eligible bargaining unit employees shall receive insurance as of the 1st day of the 1st full month following employment. If an employee does not remain in service during the entire benefit plan year (i.e. unpaid leave of absence, retires, or terminates his/her employment with the school district) the health benefit coverages will terminate at the end of the calendar month. Any pre-payment made by the Board toward the payment of medical benefit plan costs for an eligible employee is subject to recoupment by the Board

B. Teachers selecting Plan B (in lieu of health care) shall be given a three-hundred (\$300.00) dollar monthly stipend on the conditions that (1) the employee voluntarily and in writing opts out of the health benefits coverage available under Plan A; and (2) provides documentation to the Board that the employee has other health coverage that meets the minimum value and coverage of the Affordable Care Act.

C. Should the District become obligated by state or federal law to contribute to or participate in a governmentally sponsored insurance program or provide different health insurance, or pay more toward health insurance for full or part-time employees, the parties will meet to negotiate over the impact of such changes. All insurance herein shall comply with Public Act 152 of 2011, the Patient Protection and Affordable Care Act, and the IRS Code, including any requirements to avoid taxes, fees, or penalties, which might otherwise be incurred by the district. If a plan fails to comply the Board and Association will mutually agree upon changes to bring the plan(s) into compliance.

D. A person employed 50% or less of the contracted school day is not eligible for cash-in-lieu.

**Article 19: Employee Purchase or Re-Payment of
Retirement Service Credit**

A. The Internal Revenue Service (IRS) and the Michigan Public School Employees Retirement System (MPSERS) permits employees, through pre-tax payroll deduction procedures, to: (1) Redeposit contributions previously withdrawn by the MPSERS member (plus interest) and, when full repayment is made before termination of employment, the previously forfeited service is reinstated in full; and/or: (2) Purchase permissive service credit (such as Universal Buy-In credit, maternity/paternity/child care, non-public school teaching, military active duty, and sabbatical leave of absence). FICA taxes are, however, due on these pre-tax employee payroll deductions. These actions must comply with IRS and ORS Procedures.

B. It is expressly understood that employees do not have the option of choosing to receive the authorized amounts deducted for the above-referenced purpose(s) directly, in lieu of having them transmitted to MPSERS by the Board.

APPENDIX -1

Teacher compensation shall be no less than a minimum of *Thirty Eight Thousand Dollars (\$38,000)* subject to the following conditions:

- The teacher compensation contained herein shall be in addition to wages provided in accordance with the District's performance based compensation plan.
- Teacher compensation for newly hired teachers shall be determined by the Board of Education in its discretion, but shall be no less than the minimum of *Thirty Eight Thousand Dollars (\$38,000)*
- Upon provision of official transcripts to the central office, those teachers who successfully complete a BA+18 shall receive an increase in pay of One Thousand Five Hundred Dollars (\$1,500.00) *on schedule* to their salary per full semester worked during applicable school years so long as the teacher maintains an effective evaluation rating or better. A teacher shall forfeit the BA+18 pay increase in any year where the teacher received an ineffective or minimally effective rating on their prior year's evaluation or is subject to an Individualized Development Plan.
- Upon provision of official transcripts to the central office, those teachers who successfully complete a Master's Degree, shall receive an additional increase in pay of Two Thousand Five Hundred Dollars (\$2,500.00) *on schedule* to their salary per full semester worked during applicable school years so long as the teacher maintains an effective evaluation rating or better. A teacher shall forfeit the Master's Degree pay increase in any year where the teacher received an ineffective or minimally effective rating on their prior year's evaluation or is subject to an Individualized Development Plan.
- Upon provision of official transcripts to the central office, those teachers who successfully complete a MA+15, shall receive an additional increase in pay of One Thousand Five Hundred Dollars (\$1,500.00) *off schedule bonus* to their salary per full semester worked during applicable school years so long as the teacher maintains an effective evaluation rating or better. A teacher shall forfeit the MA+15 pay increase in any year where the teacher received an ineffective or

minimally effective rating on their prior year's evaluation or is subject to an Individualized Development Plan.

- Upon provision of official transcripts to the central office, those teachers who successfully complete a Specialist Degree or MA+30, shall receive an additional increase in pay of Two Thousand Five Hundred Dollars (\$2,500.00) *off schedule bonus* to their salary per full semester worked during applicable school years so long as the teacher maintains an effective evaluation rating or better. A teacher shall forfeit the Specialist Degree or MA+30 pay increase in any year where the teacher received an ineffective or minimally effective rating on their prior year's evaluation or is subject to an Individualized Development Plan.

2018-2019, 2019-2020 Wages

All compensation is tied to teacher performance. Raises will be rewarded to teachers who achieve "Highly Effective" and "Effective" ratings on their prior evaluation cycle.

2018-2019	2019-2020	2020-2021
Base increase from \$35,725 to \$38,000 (\$2275) on schedule	Base Pay \$38,000	Base pay \$38,000
Teachers between \$36,000 and \$50,000 will earn an increase of \$2100 on schedule	All teachers earn a \$760 on schedule increase AND IF Enrollment exceeds 1150 all teachers earn an additional \$380 on schedule	Subject to negotiations
Teachers between \$50,001 and \$59,500 will earn an increase of \$1550 on schedule		
Teachers from \$59,501 or above will earn an increase of \$1000 on schedule		

APPENDIX 2

Community Schools Extra Work Pay Schedule

<i>Elementary Robotics</i>	1%	
Play Director	2%	
Musicals	2%	
<i>Youth Choir/Lady Reds</i>	3%	
Marching Band	10%	
Middle School Game Manager	8%	
National Honor Society	2%	
Safety Patrol	2%	
Science Olympiad	1% per grade level	<i>instructor</i>
<i>Quiz Bowl</i>	1%	
Spanish Club Advisor	2%	
School Improvement Chairperson	6%	
Student Council Advisor		
High School	4%	
Middle School	2%	
Elementary School	1%	
12 th Grade Advisor	2%	
11 th Grade Advisor	2%	
10 th Grade Advisor	.5%	
9 th Grade Advisor	.5%	
Yearbook		
High School	7%	(1% if offered as a Class)
Middle School	3%	If not offered as a Class
Cheerleading – Competitive Cheer	8%	
Sideline Cheer	5%	
Baseball		
Head Coach	10%	0 - \$38,000
J.V. Coach	6%	1 - \$40,000
		2 - \$42,000
		3 - \$44,000
Basketball		
Head Coach (Boys & Girls)	12%	4 - \$46,000
J.V. Coach (Boys & Girls)	8%	5 - \$48,000
8 th Grade Coach (Boys & Girls)	6%	6 - \$50,000
7 th Grade Coach (Boys & Girls)	6%	7 - \$52,000
		8 - \$54,000
		9 - \$56,000
		10 - \$58,000

Cross Country	
Head Coach	10%
High School Asst. Coach	6% <i>If numbers warrant, AD discretion</i>
Middle School Coach (coed)	6%
Football	
Head Coach	12%
<i>HS</i> Asst. Coach (2 coaches)	9%
J.V. Coach	8%
J.V. Asst Coach	6%
8th Grade Coach	7%
7th Grade Coach	7%
<i>MS</i> Asst. Coach (2 coaches)	5% <i>If numbers warrant, AD discretion</i>
Golf	
Head Coach	8%
Soccer	
Head Coach	10%
Asst. Coach	5%
Softball	
Head Coach	10%
J.V. Coach	6%
Track	
Head Coach	11%
Asst. Coach	7%
M.S. Coach	7%
Volleyball	
Head Coach	10%
J.V. Coach	6%
8th Grade Coach	5%
7th Grade Coach	5%
Wrestling	
Head Coach	12%
<i>HS</i> Asst. Coach	6%
J.V. Coach	6%
M.S. Coach	6%
<i>MS</i> Asst. Coach	5% <i>If numbers warrant, AD discretion</i>

APPENDIX 3

	<u>Elementary School</u>	<u>Middle School</u>	<u>High School</u>
Teachers Report	7:40 a.m.	7:40 a.m.	7:40 a.m.
Students Arrive	7:45 a.m.	7:45 a.m.	7:45 a.m.
Class Begins	8:00 a.m.	8:00 a.m.	7:50 a.m.
Student Dismissal	<i>3:00 p.m.</i>	<i>3:00 p.m.</i>	<i>2:50 p.m.</i>
Teacher Day Ends	3:10 p.m.	3:10 p.m.	3:10 p.m.

The above schedule applies on normal full student days but would be adjusted on delayed start days for Professional Development or due to weather, parent-teacher conference days, exam days, etc.

HALF DAYS

	<u>Elementary School</u>	<u>Middle School</u>	<u>High School</u>
Teachers Report	7:40 a.m.	7:40 a.m.	7:40 a.m.
Students Arrive	7:45 a.m.	7:45 a.m.	7:45 a.m.
Class Begins	8:00 a.m.	8:00 a.m.	7:50 a.m.
Student Dismissal	<i>11:30 a.m.</i>	<i>11:30 a.m.</i>	<i>11:20 a.m.</i>

EARLY RELEASE DAYS

	<u>Elementary School</u>	<u>Middle School</u>	<u>High School</u>
Teachers Report	7:40 a.m.	7:40 a.m.	7:40 a.m.
Students Arrive	7:45 a.m.	7:45 a.m.	7:45 a.m.
Class Begins	8:00 a.m.	8:00 a.m.	7:50 a.m.
Student Dismissal	<i>1:00 p.m.</i>	<i>1:00 p.m.</i>	<i>12:50 p.m.</i>