

PROFESSIONAL EMPLOYMENT  
CONTRACT  
BETWEEN  
BOARD OF EDUCATION  
OF  
FOWLerville COMMUNITY SCHOOLS  
AND  
FOWLerville EDUCATION ASSOCIATION  
2015-2017

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## **PROFESSIONAL EMPLOYMENT CONTRACT**

This Contract entered into this 7th of July, 2015, between the Board of Education of the Fowlerville Community Schools, hereinafter referred to as the "Board" and the Fowlerville Education Association/MEA-NEA, hereinafter referred to as the "Association."

WHEREAS, the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment.

THEREFORE, the purposes of this Agreement are to set forth the wages, salaries, hours and other terms and conditions of employment which shall prevail for the duration of this agreement and to promote orderly and peaceful Employer employee relations for the mutual interest of the Board, the faculty, the Association, and the children who attend the schools in this District. Recognizing that providing a quality education for the children in the Fowlerville District is the aim and obligation of the parties hereto, the Board and the Association for and in consideration of the mutual promises, stipulations, and conditions hereinafter specified, agree to abide by the terms and provisions set forth herein for the duration of this Agreement.

### **ARTICLE I**

#### **RECOGNITION**

Section 1: The Board hereby recognizes the Association as the exclusive bargaining representative as defined in Section II of Act 379 Public Acts of 1965, with respect to wages, hours, terms and conditions of employment for all professional teaching personnel, including personnel on tenure, on probation, and classroom teachers, guidance counselors, librarians, alternative education teachers, but excluding all others such as but not limited to superintendent, principals, substitutes, preschool, adult education and community education program personnel. A teacher acting as athletic director is considered a supervisor and excluded only in his or her position as athletic director.

The Board agrees not to negotiate with any teacher organization other than the Association for the duration of this agreement.

The term "teacher" when used hereinafter in the agreement shall refer to all employees represented by the Association in the bargaining unit as above defined.

### **ARTICLE II**

#### **RIGHTS OF THE BOARD**

Section 1: The Board hereby retains and reserves unto itself all powers, rights and authority conferred upon and invested in it by the school code and the laws of the state, the Constitution of the State of Michigan, and/or the United States. Such rights, etc., shall include, by way of illustration and not by way of limitation, the right to:

- (a) Hire and contract with such duly qualified teachers as may be required.

- (b) The general care and custody of the schools and property of the District, and to make and enforce suitable rules and regulations for the general management of the schools and the preservation of the property of the District.
- (c) Establish and carry on such grades, schools and departments as it shall deem necessary or desirable for the maintenance and improvement of the schools.
- (d) To make reasonable rules and regulations relative to anything whatever necessary for the proper establishment, maintenance, management and carrying on of the schools.
- (e) Determine the services, supplies and equipment necessary to continue its operation and to determine all methods and means of distributing the above and establishing standards of operations, the means, methods and processes of carrying on the work.

Section 2: In meeting such responsibilities the Board acts through its administrative staff. Such responsibilities include without being limited to the establishment of education policies; the construction, acquisition, and maintenance of school buildings and equipment; the evaluation, discipline, promotion, and termination of employees; and the establishment and revision of rules and regulations governing and pertaining to work and conduct of its employees. The Board and administrative staff shall be free to exercise all of its managerial rights and authority.

Section 3: The Association recognizes that the Board has responsibility and authority to manage and direct all the operations and activities of the School District to the full extent authorized by law, provided that such rights and responsibilities shall be limited only by the specific and express terms of this agreement and then only to the extent that such specific and express terms are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

### **ARTICLE III**

#### **ASSOCIATION MEMBERSHIP RIGHTS**

Section 1: The Board specifically recognizes the right of its employees appropriately to invoke the assistance of the Michigan Employment Relations Commission, or a mediator from such public agency.

Section 2: The Association and its members shall have the right to use school building facilities Monday through Friday after completion of required duty time and required meetings to midnight, and weekends, 1:00 p.m. to midnight for meetings. The facilities used shall be scheduled with and approved by the building principal. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association either on or off school premises. Bulletin boards in the faculty planning room, the PA system at times of regular announcements, and the weekly bulletin shall be made available for meeting announcements to the Association and its members. The District will allow the FEA 30 minutes on opening day morning to meet for a general membership meeting. The time will be mutually agreed upon.

Section 3: The Board agrees to make available to the Association, upon request, any and all information which is related to or necessary for the proper processing of grievances or complaints, and that information which the Association is entitled to by law for the purpose of collective bargaining.

Section 4: The Association may use the following school equipment: Instructional computers, typewriters, copy machines, duplicators and AV equipment, with prior approval of the building administrator, at reasonable times when such equipment is not otherwise in use. The Association shall pay the cost of materials and supplies incidental to such use.

Section 5: The Board of Education will provide the FEA with up to one hour on the new employees orientation day.

Section 6: Any teacher employed by the Board may make application for membership in the FEA (which includes membership in the MEA and NEA) according to the MEA membership and Legal Representation policies.

Section 7: Upon appropriate authorization from the bargaining unit member, the Board shall remit within fifteen (15) working days all monies to the appropriate business for annuities, credit union, or other programs approved between the Employer and the Association.

Section 8: The District will consult with the Association as soon as feasible whenever there appears to be compliance problems with teacher qualifications (such as certification, accreditation, and No Child Left Behind Act requirements).

Section 9: The Administration shall, upon request, furnish the Association with a complete list of the membership of each active district-wide committee that has been established, or is required, by provisions of this Professional Employment Contract.

District-Wide Committees:

- ICT – Instructional Consultation Team
- SERHAB (Sex Education Reproductive Health Advisory Board)
- Professional Staff
- Steering Committee
- K-12 School Improvement
- Positive Behavior Support
- Alternative Ed. Advisory Committee

**ARTICLE IV**

**PROFESSIONAL COMPENSATION**

Section 1: The salaries of teachers covered by this agreement are set forth in Appendix A-1, which is attached to and incorporated in this agreement.

Section 2: The Board agrees that in addition to the annual salary of each employee, it will pay a percentage of the individual's gross salary to the Michigan Public School Employees' Retirement System (MPERS) at the rate determined by MPERS.

Section 3: The salary schedule is based upon a normal weekly teaching load, in accordance with the adopted school calendar during normal teaching hours. For extra work required in excess of the recognized teaching responsibilities, the teacher shall be entitled to additional compensation at an hourly rate determined by  $\frac{1}{6}$  of  $\frac{1}{(\text{number of teacher work days})}$  of the teacher's school year contract. The Board shall be entitled in its sole discretion to reschedule any days lost in the event school is closed due to strikes by employees of the Board. The rescheduling of such days shall not entitle employees to additional compensation over and above their regular contracted salary.

Section 4: Teachers shall not be required to report more than four (4) working days prior to the beginning of classes at the beginning of the school year, and the last work day will be the same as the last student day provided all regular teaching duties have been completed. New teachers may be required to report for one additional day for orientation prior to the opening of school. One additional new teacher orientation day may be required provided, however, that except during the week prior to the scheduled opening of school that no new teacher shall be required to be absent from another job, nor absent from any classes in which they may be enrolled.

Section 5: The following legal holidays shall be observed and all schools closed: New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day.

Section 6: Teachers participating, during the school day, in a formal proceeding under the guidance of the Michigan Employment Relations Commission, an arbitration or any other meeting mutually agreed to by the parties shall be released from regular duties without loss of salary.

Participation shall be defined as follows:

(a) Mediation - The Association's bargaining team (not to exceed the number which was involved in negotiations prior to request for mediation), its president and two (2) other members.

(b) Arbitration - Witnesses who actually testify (attempts shall be made to schedule witnesses so that they are released from regular duty only for the time necessary to give testimony). The grievance committee chairperson, the Association president and the building representative who presented the case and/or the teacher which is the subject of the grievance.

(c) Other meetings - Meetings which are mutually agreed upon by the parties.

It is understood and agreed that every attempt shall be made to schedule the above described proceedings at a time when school is not in session.

Section 7: At the beginning of each school year, each teacher shall receive Twenty-six (26) equal amounts payable bi-weekly during the year. Payment for Appendix B positions and Longevity shall be issued in two separate regularly scheduled salary payments.

Section 8: The Board agrees that the Association shall be allowed up to twelve (12) days, with pay, to attend to Association business each year, provided the Association gives the Board at least seven (7) days' notice (or approval of the Superintendent if less than seven (7) days notice) of the person who shall attend and the dates of attendance, and provided further that the Association reimburse the Board for the salary expenses incurred by the Board employing the substitute teacher and the Association unit member's retirement cost.

Section 9: The summer program is a continuation of the school program for the school year ending June 30. Summer school teachers shall be paid according to the salary schedule in Appendix H (step is based on years of summer school teaching experience in the District). Summer school teachers who teach three (3) hours of direct instruction shall be paid the established summer school classroom rate and one additional hour for instructional planning per day. Summer school teachers who teach more or less than three (3) hours of direct instruction shall be paid the established summer school classroom rate, pro-rated, for instructional planning per day. (Summer School instruction using distance learning see Appendix H.) Summer school teachers may be given additional hours for instructional planning, both before and after the summer school program.

Section 10: Credit for experience for new hires shall be evaluated by the Board and credit may be allowed whenever the prior service of the teacher is satisfactory. Experience from another school system will be accepted only if the experience was earned while the teacher had a provisional,

permanent, professional, advanced professional, or continuing certificate. Any teacher commencing service with the District may be credited with previous years of satisfactory teaching experience up to a maximum of five (5) years. Teachers shall be advanced one (1) step on the salary schedule for between one (1) and three (3) years of active military service and two (2) steps for active military service in excess of three (3) years. When a new unit member has been hired, the administration shall send a letter with said terms via US Postal Mail to the member's residence, as well as place a copy of the letter in the member's personnel file.

Section 11: Increments become effective September 1 (or beginning of school year) each year and advancement under the salary schedule shall be automatic as of this date. Teachers who actively worked at least 3/4 of the preceding school year shall be entitled to advance a full step. Teachers who actively worked between 1/4 and less than 3/4 of the preceding school year shall be entitled to advance one-half (1/2) step.

Section 12: Teachers shall be compensated for sponsorship of extracurricular activities only as provided in Appendix B scheduled activities.

Section 13: Teachers may elect, during their contractual work hours, to accept an assignment to substitute for another teacher and shall be paid the hourly rate of \$32.01.

Section 14: Part-Time Teachers - Teachers teaching less than a full load in the junior high school and the high school will receive a salary based on the formula as follows: Teacher salary [Appendix A-1] will be divided by total contractual teacher work days to obtain a daily rate. Then it will be divided by the total minutes of instruction and planning, for the assigned building to calculate a per minute rate. This number is then multiplied by the number of minutes the teacher will be teaching [including supervision and passing time]. This number is then multiplied by the number of days [including professional development, in-service, and parent/teacher conferences] the assignment will be in effect. Part time teachers teaching 1-2 hours will receive 30 minutes preparation time. Part time teachers teaching 3 or more hours will receive same amount of preparation time as a full time teacher.

Section 15: Once teachers have completed credit requirements for advanced certification they will be reimbursed \$75/semester hour for college courses/ continuing education units they take that meet prior administrative approval and that are pertinent to the improvement of their teaching skills or proficiency, or courses taken in a degree-seeking program within the field of education, or courses which relate to an advancement in position in the logical development of an educational career, i.e., educational administration, etc. Proof of such work must be presented by the teacher on or before September 1, for courses completed since September 1 of the previous year.

Section 16:

The teachers' work year is listed below:

<u>Elementary</u>	<u>2015-2016</u>	<u>2016-2017</u>
Student Days	175	180
Welcome Back Work Day	1	1
Conferences (full day)	1	1
Compliance (self-scheduled)	1	1
PD days (4 flex, 1 scheduled)	5	5
<b>TOTAL</b>	<b>183</b>	<b>188</b>



<u>Secondary</u>	2015-2016	2016-2017
Student Days	176	181
Welcome Back Work Day	1	1
Conferences (full day)	0	0
Compliance (self-scheduled)	1	1
PD days (4 flex, 1 scheduled)	5	5
<b>TOTAL</b>	<b>183</b>	<b>188</b>

Teachers do not have to report when school is called off due to inclement weather or other emergency conditions as defined by the State School Aid Act. Such cancelled days and instructional hours not already scheduled in the school year calendar shall be rescheduled to comply with State requirements by adding all such days and instructional hours to the end of the school year. Teachers shall report to work on the rescheduled days and hours.

Section 17: A librarian, at each level, may be required to work two (2) days in advance of the reporting day for teachers at the opening of school each year and may be required to work additional days before the opening of school or past the closing of school as determined appropriate by the Employer to properly file, shelf, catalog, and otherwise prepare for the opening and closing of the buildings. For this, they shall be paid at a rate equal to their per diem pay rate.

Section 18: Testing Out - After students go through the required procedures for consideration of a testing out of a specific class, the administration will contact the teacher, in order of seniority in the department, currently teaching the class for the purpose of providing the appropriate components of the testing out program. Teachers will be compensated for the time needed to provide the appropriate components of the testing out program, including but not limited to preparation, administration, if necessary, and assessment evaluation. The instructor will be compensated at an hourly rate based on the fourth year of the MA track.

Section 19: Mentoring - The District will compensate teachers who volunteer for providing mentoring assistance to teachers during their first three years in classroom teaching assignments or being placed on an IDP. The District and Association will mutually agree on the guidelines and responsibilities for mentors (See Appendix F). Compensation will be paid as a Schedule B position. Experience will begin with the 2001-2002 school year and only one year of experience will be earned per year regardless of the number of teachers mentored.

Section 20: Teachers serving on the Sex Education Reproductive Health Advisory Board will be compensated \$25 per hour for after school SERHAB meetings. A teacher serving as a chairperson will receive 2.5% on Schedule B.

Section 21: Students who are independently completing Michigan Virtual High School courses on-site during the regular school day shall be assigned to the media center. The media specialist will mentor these students without any additional compensation.

**ARTICLE V**  
**LEAVE BENEFITS**

Section 1: Any teacher absent from duty because of personal illness or injury shall be paid his/her full salary for the period of such absence, not to exceed a total of ten (10) sick days in any one year

except where additional sick leave days have been accumulated. Said accumulation shall not exceed one hundred fifty (150) days. The employee will complete and submit an absenteeism report to the building secretary. The days of sick leave shall be credited to the teacher on the first day he/she reports for duty in each school year. At the beginning of each school year each teacher shall be credited with the number of days of sick leave not used during the previous years of service in this school system, subject to the maximum one hundred fifty (150) day accumulation requirement. Sick leave information will be provided to teachers on their paycheck record. Should a special situation arise, the Board may, on petition of the Association, grant additional sick leave to individual employees. (Should the petition not be granted, the Board shall inform the Association, in writing, of the reasons for the decision). Any teacher leaving the school system who has used such sick days in excess of his/her allowance (e.g., at the rate of one (1) day per month) shall have such sick leave pay deducted from his/her final check. Sick leave with pay will be granted to the extent of the employee's unused accumulated sick leave, for the following reasons:

- (a) Personal illness of a nature that prohibits successful fulfillment of duties.
- (b) Quarantine of employee.
- (c) Illness in the immediate family of employee. Limited to: Parents, siblings, spouse, guardian, or child or ward.
- (d) Emergency situations may be handled at the discretion of the superintendent.
- (e) Illness or disability due to pregnancy.
- (f) Sick leave compensated under Worker's Compensation, or other insurance provided by the system shall be administered in the following manner:
  - 1. The teacher shall receive, from the system, the difference between the insurance and his/her regular salary until such time as his/her sick leave day accumulation has been exhausted;
  - 2. The teacher's leave day accumulation shall be charged in the same proportion as the difference in regular salary paid by the District in #1. above computed to the nearest one-half ( $\frac{1}{2}$ ) day.

The Board reserves the right to require a doctor's statement of the member's condition of any illness.

Section 2: Termination - Upon resignation or upon retirement in accordance with the Michigan Public School Retirement Act, or in the event of the death of the employee, any employee with ten (10) calendar years of service or more may redeem up to sixty (60) accumulated sick leave days at the rate of \$45.00 per day. In the event of death, the estate will be paid the money.

The 403(b) Qualified Retirement Plan for Accumulated Sick Leave/Annual Leave-Vacation Pay/Incentive Pay/"Special Pay" (MEA Financial Services) is as follows:

- (a) All employees who are eligible for accumulated sick-leave pay, annual leave-vacation pay, and/or Flat Fee Incentive Pay shall participate in this program.
- (b) All accumulated sick-leave pay, annual leave-vacation, and/or Flat Fee Incentive pay shall be placed in to 403(b) account by the Employer by the timelines listed below.
  - 1. Flat Fee Incentive money shall be placed in the 403(b) account by September 1st
  - 2. Vacation pay and sick leave pay out shall be placed in the 403(b) account on or before July 15th.

- (c) Employees who are 55 years or older by December 31st of the year in which they resign, shall have all amounts from above places in the 403(b) account by the timelines listed above and shall incur no penalty for immediate withdrawal.
- (d) Employees who are less than 55 years old by December 31st of the year in which they resign and take distribution shall be subject to a 10% penalty for any withdrawal prior to age 59.5. To offset this penalty, any employee who is less than 55 years old before December 31st of the year in which they resign, shall receive an additional 2.35% of his/her total deposit added to the 403(b) account.

**Section 3:** Purchase of Sick Days – Teachers who have more than seventy-five (75) accumulated sick days on April 1, 2007 will and thereafter on an annual basis may sell back to the District ten (10) sick days at the rate of \$45 per day which will be subtracted from the employee's total days. The employee will complete necessary paperwork on May 1<sup>st</sup> to payroll in Central Office. Sick day compensation will be paid with longevity in June of the same fiscal year.

**Section 4:** Personal business is an activity of a nature that requires the teacher's presence during the school day and cannot be attended to at another time or day. Personal business leave shall, when possible, be requested in writing five (5) days in advance. Three (3) personal business leave days per year will be granted, providing substitutes are available. A personal leave day shall not be granted for the day preceding or the day following holidays or vacations, and the first and last days of the school year, or three consecutively except with approval of the superintendent. No personal leave shall be granted to a teacher on scheduled in-service days. (The third business day will be charged against the sick leave allowance). The Superintendent may at his/her discretion, limit the number of applications to no more than three (3) per building on any given Friday.

The Superintendent may allow a business day with less than five (5) days' notice in the event of extenuating circumstances and which could not be reasonably known prior to the request. Any unused personal business days shall be accumulated as sick leave days.

**Section 5:** Leave of absence with pay will be granted for each day necessarily lost from work for the following reasons and not be charged against sick leave:

- (a) Death of a spouse, sibling(s), parent(s), step-parents, guardian(s), or children, step-children or ward(s), not to exceed five (5) days. Two (2) days per year may be used per death of employee's grandparents, mother-in-law, father-in-law, grandchild, niece, nephew, aunt, uncle, brother-in-law, or sister-in-law. Other deaths are covered under personal business leave, Section 4 above.
- (b) Emergency situations may be handled at the discretion of the superintendent.
- (c) Conferences, conventions, or visitations to other schools when approved by the administration.

**Section 6:** Any pregnant employee shall notify the superintendent of her pregnancy and expected date of delivery. Upon written request, said employee shall be granted a maternity and child care leave of absence for a period of up to one (1) calendar year, and may use unused accumulated sick leave for the period of physical illness or disability due to pregnancy during said leave. In the event the employee fails to return to work upon the expiration of said leave, she shall be terminated and forfeit any further rights she may have under this agreement or individual employment contract.

- (a) Leaves of absence shall commence at such time as the teacher is unable to continue on active duty due to her disability due to pregnancy, unless the teacher requests an earlier commencement time which is approved by the Board. Pregnancy leaves shall end at the

beginning of the first marking period following the teacher's request to return to work, unless an earlier return is allowed by the Board.

(b) In the event of an adoption of a child, any teacher shall upon written notification to the superintendent be granted a child care leave of absence for a period of up to one (1) calendar year.

(c) At the termination of a leave of absence taken under this section, the teacher shall be returned to a position in the District for which the teacher is certified and qualified.

Section 7: A teacher called for jury duty or called by the Board to give testimony as a witness, not as a defendant, before any judicial or administrative tribunal or in an arbitration, negotiation, mediation, or fact-finding proceeding shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation if necessary to be absent for performance of the regular job for which contracted. The teacher must notify administration immediately upon notification of such duty, to allow replacement or cancellation of such duty. This provision will not be observed if the teacher is called for such duty as an obligation of an elective position, such as but not limited to: township official, etc.

Section 8: Absences not covered in the above items will result in the deduction in the salary equal to 1/(number of teacher work days) of the total salary per year.

Section 9: When a teacher has exhausted all sick leave credits and sickness and accident benefits, he/she shall be eligible for a medical leave of absence without pay of not to exceed twelve (12) months, provided he/she submits medical proof of inability to perform normal teaching duties. During the said twelve (12) month period, the Board may request medical re-certification of inability to perform normal teaching duties. Such leave may be renewable annually upon the request of the teacher.

Section 10: Teachers may submit requests for leaves of absence without pay to the Board for consideration. Any teacher may request an unpaid professional improvement leave of absence. Such leaves may be taken for the purpose of advanced course work, educational research, educational travel or on the job practical experience in the teacher's field. The requests shall be in writing and shall contain a full explanation of the reasons for the desired leave of absence. The application shall be submitted to the superintendent for recommendation to the Board. The Board shall consider the request and provide an answer granting or denying the leave of absence as requested. The Board may indicate an alternative arrangement for leave of absence in its answer, which the teacher may accept by submission of an amendment to the original application. Subject to lay off and recall provisions of the master agreement, any teacher granted a leave under this section, upon return from the approved leave, shall be assigned to a position for which she/he is certified and qualified. Seniority and wage increments shall not accrue during a leave of absence, subject to Article XI, Section 1. The maximum length of any leave shall not exceed two (2) years and shall be reviewed subject to Board approval on an annual basis.

Section 11: After fifteen (15) years of service in the Fowlerville Community Schools any teacher may request an unpaid personal leave for an entire school year. Such request must be submitted in writing to the superintendent by April 1 for the ensuing school year. The Board will approve one such request per year, provided all conditions are satisfied, on a first come first serve basis by June 1. The Board may approve additional requests in its sole discretion. To be eligible for such leave the Board must be able to replace the teacher with a certified and qualified substitute who meets North Central Accreditation standards and "highly qualified" requirements of the No Child Left Behind Act and implementing state and federal regulations for the year of absence. A teacher granted such a leave will not receive District paid insurance or other benefits during the leave nor will the teacher accrue

seniority during the leave. The teacher will have no right to return during the leave. A teacher on such a leave must confirm his/her intent to return, or not return, to employment in writing by April 1. Upon return from this leave, the teacher shall return to his/her previous teaching level. (K-2, 3-4, 5-6, 7-8, 9-12)

Section 12: Bargaining unit positions vacated by unit members on board-approved leaves of absence that extend beyond one full school year shall be considered vacated for this section. Such leaves shall be subject to annual re-approval, and shall not exceed two (2) consecutive years, per individual member. The District may hire a non-bargaining unit member teacher not to exceed the one full school year. The position shall be posted or eliminated at the District's discretion and filled in accordance with normal posting procedures.

Section 13: Employees may take 12 weeks of family medical leave in accordance with the Family Medical Leave Act (FMLA) and Board Policy. It is the responsibility of the employee to notify the District if three sick or family illness days are used consecutively. The district shall use a rolling year for leaves. Failure of an employee to return from leave on the employee's own volition shall require the employee to reimburse the district for the health insurance premiums paid by the district. Pursuant to the Family and Medical Leave Act of 1993, an employee who has been employed at least 12 months and worked at least 1,250 hours during the prior 12 month period is entitled to 12 work weeks of leave during any 12 month period without pay but with group health insurance coverage maintained for one or more of the following reasons:

- (a) due to the birth of the employee's child in order to care for the child;
- (b) due to the placement of a child with the employee for adoption or foster care;
- (c) due to the need to care for the employee's spouse, child, or parent who has a serious health condition; or
- (d) due to a serious health condition that renders the employee incapable of performing the functions of his or her job.

A "serious health condition" is defined by the law as an illness, injury, impairment, or physical or mental condition that involves (1) in patient care in a hospital, hospice, or residential medical care facility or (2) continuing treatment by a health care provider. Any leave taken under this Contract for the above purposes shall be charged against the teacher's leave entitlement under the Family and Medical Leave Act at the election of either the Board or the teacher. Other conditions of the Family and Medical Leave Act shall apply to leaves in this section.

This shall not reduce any benefits guaranteed by this Agreement, and in addition shall be discussed between the Central Office and the employee.

Section 14: Attendance Incentive: Teachers with perfect attendance will earn an incentive of \$100 per semester (total of 2 per year). An additional \$100 will be earned if perfect attendance is maintained for the entire year (for a potential total of \$300 per year). School Business, Union Business, Jury Duty & Bereavement days are excluded.

## **ARTICLE VI**

### **FRINGE BENEFITS**

The Board shall contribute the following for medical insurance: \$499.36 per month for a single subscriber; \$1,044.31 per month for two-person coverage; and \$1,361.89 per month for full family

coverage. Any costs greater than the above amounts shall be subject to payroll deduction. These amounts shall be adjusted to reflect the statutory caps.

Section 1:

**PLAN A**

The Board shall provide each fulltime employee and dependents with MESSA Pak Plan A for Employees Electing Health Insurance:

1. Choices II Plan
2. ABC 1 Plan – Health Savings Account (HSA) – note that flexible spending account is not available with this choice for the 2015-16 plan year

Long Term Disability	66-2/3% \$4,500 Maximum 60 Work Days Freeze on Offsets Alcoholism/Drug Addiction - 2 Year Mental/Nervous - 2 Year
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Delta Dental	75/75/75/50: \$2000 Annual Maximum/\$1000 Ortho
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Negotiated Life	\$5,000 AD&D
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Vision	BCBS
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Section 2:

**PLAN B**

The Board shall provide each full time employee and dependents with the Plan B for Employees Not Electing Health Insurance:

Cash Payment	\$100 per month up to 29 participants \$200 per month with 30 – 33 participants \$300 per month with 34 or more participants Cash-in-lieu deadline will be consistent with the mid-September open enrollment deadline.
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Long Term Disability	66-2/3% \$4,500 Maximum 60 Work Days Freeze on Offsets Alcoholism/Drug Addiction - 2 Year Mental/Nervous - 2 Year
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Delta Dental	75/75/75/50: \$2,000 Annual Maximum/\$1000 Ortho
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Negotiated Life	\$10,000 AD&D
Vision	BCBS

The Association may propose alternative specifications and insurance carrier, subject to review by the Board.

Section 3: The Board shall provide non-duty related sickness and accident coverage. The Board shall provide the following insurance coverage for full time teachers each year through:

MESSA-PAK: The Board shall provide newly hired teachers, and teachers returning from an unpaid leave of absence for which health insurance was not provided, whose first day of work is after the first of the month, with MESSA – PAK health insurance benefits beginning on the first day of the month following the first day of work, unless otherwise provided by the insurance carrier. Teachers who begin work on the first of the month shall have health insurance benefits provided by the District from that day. Any changes by a teacher during the open enrollment period will become effective according to the insurance carrier rules and procedures.

Section 4: MESSA-PAK hospitalization insurance.

(a) Where more than one (1) member of the same family, i.e., husband and wife, are employed by the Board and are eligible employees for the above specified health insurance coverage, only one (1) of said employees shall be eligible for health insurance coverage. In the event an employee's spouse is employed by someone other than the Board and his/her Employer provides comparable health insurance coverage, the board shall be relieved of any liability for the purchase of health insurance for said employee. Not later than the third Monday of September each year every employee shall certify, in writing, that his/her spouse does not have comparable insurance coverage at his/her place of employment. Any teacher who elects not to take health insurance coverage through the school district shall be entitled to Plan B of MESSA-PAK.

(b) The Board agrees that for teachers who complete the school year, it shall furnish appropriate fringe benefits for the months of July and August under the same conditions and to the same extent as it did for the regular school year. However, teachers retiring effective June 30 will receive paid insurance only through June 30. The District will contribute \$1,000 into the retiree's 401a plan.

(c) The amount contributed by the Board toward the insurance premium for part-time employees shall be prorated in an amount proportional to the time worked.

Section 5: The Board shall provide each full time employee and dependents with the MESSA-PAK Delta Dental program 75/75/75/50 with \$2,000/\$1,000 maximum. This plan includes the fifty (50%) percent orthodontic rider to a lifetime maximum of \$1,000 per insured person.

Section 6: The Board of Education shall provide each full time employee and dependents with MESSA-PAK Vision.

Section 7: An employee shall be eligible for insurance coverage under this contract upon satisfaction of carrier eligibility requirements.

Section 8: The Board of Education shall be the policy holder.

Section 9: Sick Leave Bank

- (a) The Board and Association will cooperate in the establishment of a sick leave bank, personal to the employee, not for family members. All regularly employed professional employees covered by this Agreement shall participate.
- (b) One (1) day of each employee's sick leave will be deposited in the bank each year until the bank is built up to a maximum range of one hundred fifty (150) to one hundred seventy (170) days. No more days will be added to this maximum until the bank is depleted to seventy-five (75) days. The bank will then be built up again to a range of one hundred fifty (150) to one hundred seventy (170) days and the process repeated. Days in excess of one hundred seventy (170) as of July 1, 2013 shall be spent down to the range set forth above.
- (c) Additions will be made to the bank at the beginning of each fiscal year according to the above limitations. Deductions will be made from teachers who have been assigned teaching positions during the month of September for the calendar work year. If the bank is depleted during a fiscal year, teachers will deposit days to rebuild the bank at the rate of one day per staff member. Those teachers who have no days to give at that time will have their days subtracted from the next year's allotment.
- (d) An employee resigning from the District will not be allowed to withdraw contributed days.
- (e) The first twenty-five (25) consecutive school days of illness or disability will not be covered by the bank but must be covered by the person's own accumulated sick leave, workers compensation, or absence without pay.
- (f) Persons withdrawing sick leave days from the bank will not be required to replace these days except as a regular contributing member of the bank.
- (g) The president of the Association shall certify as to the accuracy of the additions of, and deductions from, the bank. Sick bank balance will be furnished to the Association upon request.
- (h) The Association recognizes the responsibility of each member to use sick leave for its intended purpose.
- (i) A maximum of thirty-five (35) days during one school year may be drawn by one individual from the bank up to the employee's eligibility for LTD insurance is paid, whichever is sooner.
- (j) Nothing in this Article shall be construed as placing any obligation on the Board to advance or loan additional sick leave days to the bank should all days be used up in any period or periods of its operation.
- (k) The District will be required to pay sick leave benefits for no more than sixty (60) consecutive days (combined personal and sick bank days) for any specific illness. Any employee covered by this sick leave provision whose illness extends beyond the provision of this section may participate in the long-term disability insurance program if they so qualify. An individual may, however, use his/her personal sick leave days for any unrelated subsequent use of sick leave benefits.

Section 10: The Board will provide teachers with the opportunity to participate in a Flexible Benefit Plan as defined by Internal Revenue Service Regulations Section 125 and the Fowlerville Community School Plan Document which will specify Plan options.



**ARTICLE VII**  
**TEACHING HOURS**

**Section 1:** Teachers in grades 6-12 are expected to be in the classroom or assigned location six (6) minutes before the student day begins and nine (9) minutes after the student day ends.

**Section 2:** The parties recognize that the work week in education cannot be interpreted literally. The teacher is required, in addition to the regular classroom assignment, to make a careful daily preparation, to attend parent-teacher conferences and will normally be expected to attend not more than two (2) staff meetings per month, no longer than one (1) hour in duration, which the building principal may use for building specific business, school improvement, as well as other purposes. In the event of an emergency situation which requires immediate communication, the building administration may schedule a short meeting. Teachers are also encouraged to attend the high school commencement ceremony, performances of the students in plays, concerts, athletic activities and other extracurricular activities. District-scheduled school business will not be scheduled to conflict with parent-teacher conferences. Staff who are absent for more than three hours on a conference day will be charged a full days absence. Staff who are absent three hours or less on a conference day will be charged a half days absence.

**Section 3:** The School Calendar shall be Appendix D of this agreement.

**Section 4:** All teachers shall be entitled to a duty-free uninterrupted lunch period. The lunch period shall be a minimum of thirty (30) minutes each day.

**Section 5:** The general schedules of the elementary, junior high school, and high school shall be set forth in Appendix C.

**ARTICLE VIII**  
**TEACHING ASSIGNMENTS**

**Section 1:** Teachers who will be affected by a change in grade assignments in the elementary and middle school grades and by changes in subject/grade assignments in the junior high school, high school, and alternative education programs will be notified and consulted by their principals as soon as practical. A high school teacher or a junior high teacher (for as long as the junior high is on a six (6) period day) assigned more than three (3) class preparations if teaching five (5) class periods, or more than four (4) class preparations if teaching six (6) class periods per semester and a class load of more than seventy-nine (79) students per day; a junior high school teacher assigned more than four (4) class preparations if teaching six (6) class periods and a class load of more than ninety-nine (99) students per day; will be paid an additional two hundred dollars (\$200.00) per semester for each prep over the specified limit. The junior high school guidelines will apply to a teacher assigned to both the high school and junior high school. For the purposes of this section, in team teaching situations special education teachers may only count identified special education students towards their class load total. If the present building grade level configuration should change Section 1 of this Article shall be renegotiated.

**Section 2:** Vacancies in regular teaching positions shall be posted on the website and sent via email to staff at least six (6) days in advance of the filling of said vacancy, except in situations which call for immediate filling of the position within thirty (30) days before or after the opening day of school.

Section 3: Annual Teaching Assignment Preference Forms: All teachers will have an opportunity annually to express their preference for transfers in building assignments, grade level, and/or subject area. Requests by a teacher for such transfers shall be made annually in writing using the form in Appendix I and filed with the principal and superintendent each year by February 28th. The application shall set forth the reasons for the transfer, the school, grade, or position desired, and the applicant's qualifications and signature. If the application indicates a desire to transfer to a new building, a copy will be filed with the administrator of that building.

## **ARTICLE IX**

### **TEACHING CONDITIONS**

Section 1: The parties recognize that optimum school facilities for both students and teachers are desirable to insure the high quality of education that is the goal of both the Association and the Board. It is also acknowledged that 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 toward insuring that the energy of the teacher is primarily utilized to this end. All teachers are to be under the supervision of the District Administration.

Section 2: Under no conditions shall a teacher be required to drive a school bus as part of his/her regular assignment.

Section 3: During the school day, teachers shall use preparation time for professional employee work-related purposes and for attending to legitimate personal work-place needs.

Section 4: The Board recognizes that appropriate multi-ethnic texts, library reference facilities, maps, globes, laboratory equipment, audiovisual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. The parties will confer from time to time for the purpose of improving the selection and use of such education tools and the Board undertakes promptly to implement all joint decisions thereon made by the representative of the Board and the Association. The board agrees at all times to keep the school reasonably equipped and maintained.

(a) A media program, with libraries in each school, based upon the storage and retrieval of printed and audiovisual forms of communication, maintained by the Board and professionally staffed with at least one Media Specialist per level (K-5 and 6-12), shall be charged with the responsibility of implementing, enriching, and supporting the educational programs of the schools. This subsection shall be renegotiated should the present building or grade level configuration change.

(b) This media program should strive to meet the criteria presented in the North Central Association of Colleges and Secondary Schools' "POLICIES AND CRITERIA FOR THE APPROVAL OF SECONDARY SCHOOLS," and as presented in the American Association of School Librarians' "STANDARDS FOR SCHOOL MEDIA PROGRAMS."

(c) The Board shall provide necessary in-service programs and continuing assistance to all staff members in the proper utilization of the materials center and in the screening and use of instructional materials. The Association shall assist the Board in development and implementation of this provision.

Section 5: The Board and the Association mutually recognize the importance of continuous use of adequate teaching reference material in maintaining a high level of professional performance. In

furtherance of that recognition, the Board shall provide a professional library in the District as a part of the total media program.

Section 6: The Board agrees to make available in each school adequate typing, duplicating, stencil, and mimeograph facilities, existing copying machines and clerical personnel to aid teachers in the preparation of instructional materials.

Section 7: The Board shall make available in each school, other than alternative education program buildings, adequate lunchroom, rest room and lavatory facilities for teacher use and at least one (1) room, appropriately furnished, which shall be reserved for use as a faculty planning room in which smoking shall not be permitted. Provision for such facilities will be made in all future buildings.

Section 8: A telephone shall be made available to teachers for their reasonable use in the faculty planning room. A private area where teachers can make phone calls will be available in each building. Toll calls will be charged to the teacher if not related to school business. A record sheet will be posted near each phone. A teacher shall sign his/her name and record the number called for each personal toll call made.

Section 9: In schools where continuous cafeteria service for teachers is not available, a vending machine for beverages may be installed at the request of the Association, the profits to be used for the existing Teachers Recreational Fund.

Section 10: Adequate parking facilities shall be made available to teachers for their use and posted for use by school employees only during regular working hours.

Section 11: The Board shall provide:

- (a) A separate convenient lockable file cabinet or filing area for each teacher.
- (b) At least one (1) desk per teacher with a lockable drawer space which is available to the teacher during his/her conference time.
- (c) Suitable closet space in each room to store coats, overshoes, and personal articles.
- (d) Adequate chalkboard and/or whiteboard space in every classroom.
- (e) Copies, exclusively for each teacher's use, of all texts used in each of the courses he/she is to teach.
- (f) A dictionary acceptable for the grade level being taught in every classroom.
- (g) Adequate storage space in each classroom for instructional materials.
- (h) Adequate attendance books, paper, pencils, pens, chalk, erasers, printer ink, batteries, data projector bulbs, and other such material required in daily teaching responsibility.
- (i) Building administrators are encouraged to communicate the disposition of all purchase requisitions submitted by teachers within two (2) weeks of their submission.

Section 12: Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well being.

Section 13: K-12 School Improvement Committee: The Board, administration, teachers, and Association recognize the necessity of maintaining ongoing District-wide school improvement plans and importance of continued recognition of quality educational services and facilities as a fundamental priority and shared goal of the parties.

The Board recognizes that the terms and conditions of this collective bargaining agreement will govern with respect to wages, hours, and other conditions of employment and that those terms shall

not be altered or modified through the school improvement process, absent written mutual agreement and ratification by the parties.

To the extent any proposed element of the District's school improvement plan conflicts with the terms of the master agreement, the identified provisions may be subject to renegotiations at the request of the Board. Any amendments to the agreement will be subject to ratification by the parties.

Each teacher shall have equal opportunity to participate in the building level school improvement process. Involvement shall be voluntary and shall not require additional compensation. The K-12 School Improvement Committee composition shall be consistent with Section 1277 of the Revised School Code.

Section 14: A District School Improvement Committee will be established for the purpose of creating, monitoring, and measuring the school and district improvement plans. This committee will meet four to seven times annually. It will be made up of one central office administrator, one administrator from each building, two to three school improvement team members from each school, department leaders, and elementary grade level chairs. The department leaders and grade level chairs may not be required for all meetings.

One chair for each grade level for K-6. If a grade is split between two buildings with at least three (3) sections per building, each building will have a chair.

Junior High School and High School Departments (12)

One chair for each building in the following departments:

Math	Science
English	Business/Computer Ed./CTE
Social Studies	Special Education

K-12 Departments (5)

World Language	
Fine Arts	Physical Education
Media	Counseling

K-5 Department (1)

Special Education
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Section 15: Teacher Rights -

(a) If the teacher disagrees with the evaluation, he/she may submit, within ten (10) work days, a written reply which shall be attached to the original.

(b) A teacher will have the right to review the contents of all records of the District pertaining to said teacher, originating after original employment and to have a representative of the Association accompany him/her in such review.

(c) No material originating after original employment shall be placed in his/her personnel file unless the teacher has had an opportunity to review the material. The teacher shall submit a written notation regarding any material, and the same shall be attached to the file copy of the material in question within ten (10) days. If the teacher believes that material to be placed in his/her file is inappropriate or in error, it shall be corrected, provided cause is shown by the

teacher, whereupon the material shall be corrected or expunged from the file. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the material, nor that the evaluation procedure was properly utilized.

(d) If any action is to be taken as a result of a complaint by any parent or if a record is to be made of the complaint, the teacher shall be so informed as soon as feasible by whomever is taking the action.

(e) A teacher shall at all times be entitled to have present a representative of the Association when he/she is being reprimanded, warned or disciplined for any infraction of the rules or delinquency in professional performance. When request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present, but shall not be delayed more than one (1) school day.

Section 16: The Board and FEA mutually agree that they shall establish maximum class size, at all levels, except alternative education programs and will attempt to maintain balanced class size at all levels.

(a) In order for a class to be included in the final master schedule, 50% of the contract maximum size is required unless the parties mutually agree to an exception.

(b) For grades 6-12 a meeting may be requested by the association to be held with building principal(s), association officer(s), and assistant superintendent or superintendent prior to finalizing master schedule to review master schedule.

(c) At the secondary level, imbalances of more than 6 students in the same hour of the same course will not occur.

(d) The class size maximum applies to all courses except those outlined in subsection (i) below. Effective at the September count date the classroom maximum shall be:

Grade Level	Maximum
K	25
1-2	26
3-4	28
5-6	29
7-12	32

(e) With the exception of subsection (i) below, teachers with class sizes over the established maximum at the September count date will be provided a stipend for each student over the classroom maximum according to the following schedule:

Grades K - 5 = \$600 per semester

Grade 6 Self-contained = \$600 per semester

Grade 6 Electives (all courses except band, choir, and PE) = \$120 per class per semester

Grades 7-12 = \$120 per class per semester

In order for the stipend to be paid the student(s) must physically be in the teacher's classroom the majority of the days for the semester. In respect to 9-week elective courses, class attendance for the two 9-week courses comprising a semester will be averaged to determine if there is an overload stipend to be paid.

(f) In the case that a student(s) is/are added after the September count date to a class above the classroom maximum, a volunteer will be sought to accept the student. If there is more than one volunteer, the building Principal will make the final selection. For additional students added, the process will repeat until each teacher has added one student.

(g) Except as provided in subsection (i) of this section, class sizes shall not exceed the following maximum including overload students:

Grade Level	Overload Maximum
K	27
1-2	28
3-4	29
5-6	30
7-12	35

(h) The district agrees to follow Michigan rules and regulation concerning special education services and to consult with the FEA and affected teacher(s) prior to submission of any waiver or other deviation from the rules and regulations. When the District uses an emergency waiver above the caseload size cap established by the Michigan Administrative Rules for Special Education (MARSE), affected teachers will be paid an overload stipend of \$600 per semester.

(i) K-5 specials (social studies, science, library/technology, music, PE) or traditionally large classes at the secondary level (band, choir, PE) with facilities designed to accommodate large numbers of students may deviate from these conditions.

Additional students (beyond the homeroom roster) will not be added to the K-5 specials classroom roster.

(j) The number of students assigned shall not exceed the number of learning stations in the room for the following: science, business/technology and language labs.

(k) Any general education core academic classroom that has more than eight (8) special education students shall be assigned a special education co-teacher.

Section 17: In the event a general education teacher requires assistance with and/or for a special needs student, the teacher will first consult with the building special education case coordinator. If this does not resolve the problem, the teacher may request a meeting with his/her principal, or designee, and the special education case coordinator. The meeting with the principal, or designee, will be held no later than five (5) school days (unless not feasible) after the request. Options available for assistance will be reviewed at the meeting and a plan of action will be developed by the principal or designee no later than five (5) school days (unless not feasible) from the date of the meeting. Article IX, Section 17 protocol will be published in each building teacher handbook.

Section 18: Any teacher who is assigned a student and believes that student's individual educational plan (I.E.P.) does not meet that student's needs, may request a staffing meeting, which will include the teacher and principal or designee, for a re-evaluation of the student's plan.

## **ARTICLE X**

### **LAY-OFF - RECALL - REDUCTION**

**Section 1:** The Board shall give written notice of recall from layoff to teachers by sending a registered letter to said staff member at his/her last known address. It shall be the responsibility of each staff member to notify the Board of any change in address. The staff member's address, as it appears on the Board records, shall be conclusive when used in connection with layoffs, recalls or other notice to the staff member. If the teacher fails to notify the Board within ten (10) days from the date of receipt of the letter, unless an extension is granted in writing by the Board, said staff member shall be considered a voluntary quit.

**Section 2:** Teachers shall inform the superintendent in writing of any contemplated changes in certification or majors or minors by May 1, of each year.

## **ARTICLE XI**

### **SENIORITY**

**Section 1:** Continuous teaching service shall be measured from the effective date of hire (i.e., the first day the teacher reported for work as a bargaining unit member) and shall be defined to mean the amount of time the individual has been continuously employed by the District in a regular teaching capacity. Time spent on medical leave, layoff status, or disability will not be construed as a break in continuous service, and seniority during such period shall accrue. Up to one year seniority shall be granted for a child care leave. Seniority and wage increments shall not accrue during time spent on personal unpaid leave, professional improvement leave, or while serving the District in a non-bargaining unit capacity.

**Section 2:** A teacher seniority list shall be maintained by the District and certified by the Association. Teachers shall be ranked in order of seniority. Accompanying the name of each teacher shall be a listing of the teacher's certification and endorsements. Said seniority list shall be presented to the Association annually during the month of November for review. Corrections shall be brought to the attention of the administration within thirty (30) days thereafter.

**Section 3:** In the event two (2) or more teachers have the same effective date of hire, the last four (4) digits of their social security numbers, beginning with the highest number first, shall determine their ranking on the seniority list.

## **ARTICLE XII**

### **PROTECTION OF TEACHERS**

**Section 1:** Since the teacher's authority and effectiveness in the classroom is undermined when students discover that there is insufficient administrative backing and support of the teacher, the Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Board will take reasonable steps to provide appropriate services for the student and to remove, when appropriate, the student from the regular classroom.

Section 2: The Board recognizes its responsibility to continue to give administrative backing and support to its teachers, although each teacher bears the primary responsibility for maintaining proper control and discipline in the classroom. The teachers recognize that all disciplinary actions and methods invoked by them shall be reasonable and just, and in accordance with established Board policy. Recognizing the importance of maintaining a safe environment, a joint voluntary building committee may be established to develop and monitor an effective system of school wide positive behavior support strategies which may include alternative education programming within the buildings. The committee will meet as needed.

Section 3: The Board will provide liability insurance for teachers to protect them from a complaint or suit against the teacher by reason of action taken by the teacher while performing his/her duties within the scope of Board policy.

Section 4: Any cases of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities. The Board shall not be obligated to provide legal defense in criminal proceedings.

Section 5: The Board will reimburse teachers for any proven theft, or malicious damage or destruction of clothing or personal property of the teachers while on duty in the school or on the school premises, providing there is not negligence on the part of the teacher. Such reimbursement shall be limited to the amount not reimbursed by any insurance the teacher may have. This provision shall not apply to the theft of money.

Section 6: Time lost by a teacher in connection with any civil or criminal action against a student shall not be charged against the teacher provided the teacher was not at fault.

Section 7: A teacher may, at all times, use such force as necessary to protect himself/herself, a fellow teacher or administrator, or a student from attack, physical abuse, or injury.

### **ARTICLE XIII**

#### **PROFESSIONAL BEHAVIOR**

Section 1: The Association recognizes that abuses of sick leave or other leave, chronic tardiness or absence, willful deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession and create undesirable conditions in the school building.

### **ARTICLE XIV**

#### **NEGOTIATION PROCEDURES**

Section 1: It is contemplated that matters not specifically covered by this Agreement but of common concern to the parties shall be subject to professional negotiations between them from time to time during the period of this contract by mutual agreement. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary public information, and otherwise constructively considering and resolving any such matters.



Section 2: At least sixty (60) days prior to the expiration of this Agreement, the parties will begin negotiations for a new Agreement covering wages, hours, terms, and conditions of employment of teachers employed by the Board.

Section 3: In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the School District. It is recognized that no final agreement between the parties may be executed without ratification by the Board of Education and by the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining subject only to such ultimate ratification.

Section 4: If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Board or take any other lawful measures it may deem appropriate.

## **ARTICLE XV**

### **GRIEVANCE PROCEDURE**

Section 1: A grievance shall be defined as an alleged violation, misinterpretation, or misapplication of this Agreement or written Board policies affecting working conditions of the teacher. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article:

- (a) The termination of services or failure to re-employ any teacher.
- (b) Any matter covered by the Michigan Teacher Tenure Act, including those areas where the Tenure Act prescribes a procedure or authorizes a remedy such as discharge and/or demotion.
- (c) The discipline, evaluation or layoff/recall of a teacher.
- (d) Any prohibited subjects of bargaining.

Should a teacher/Association feel that there has been a violation, he/she will take the following steps:

Step 1: The teacher/Association with or without a designated representative, shall discuss the grievance with the principal informally within five (5) work days of the alleged violation and, if not resolved, shall file a written grievance with the principal within fifteen (15) work days of the alleged violation and discuss the written grievance with the principal within five (5) work days after the grievance is filed. If no satisfactory conclusion is reached within five (5) work days following the discussion of the written grievance with the principal, the teacher/Association shall submit the written grievance within five (5) work days of the discussion with the principal to Step 2. A grievance which is not within the scope of a building principal's authority may be filed initially at Step 2. The written grievance, as required herein, shall contain the following:

- (1) it shall be signed by the grievant(s)/Association;
- (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 or written Board policy alleged to have been violated;
- (5) it shall contain the date of the alleged violation;
- (6) it shall specify the relief requested;

(7) it shall indicate approval or disapproval by the Association.

Step 2: The superintendent or his/her designated agent shall arrange a meeting with the grievant and/or the designated Association representative at the option of the grievant within ten (10) work days after receipt of the grievance to discuss the grievance. Within ten (10) work days of the discussion, the superintendent or his/her designated agent shall render his/her decision in writing, transmitting a copy of the same to all parties involved. If the decision of the superintendent is unsatisfactory to the grievant/Association the grievant/Association may appeal same to the Board of Education 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 within ten (10) attendance days of receipt of the superintendent's decision.

Step 3: Upon proper application as specified in Step 2, the Board shall allow the teacher/grievant and/or his/her Association representative an opportunity to be heard at a meeting of the Board within twenty (20) work days of notification of appeal to this step. The Board shall render its decision, in writing, within fifteen (15) work days of the meeting. 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 the representative of the Association.

Step 4: If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration provided the submission is made in writing to the superintendent within ten (10) work days after receipt of the Board's answer. If the grievance is timely submitted to arbitration, an arbitrator shall be selected in the following manner:

- (1) The parties shall meet within ten (10) working days of the submission to arbitration for the purpose of selecting a mutually agreeable arbitrator. If the parties cannot agree within five (5) work days then:
- (2) The arbitrator shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding.
- (3) The Board and the Association shall not be permitted to assert in such arbitration proceeding any ground, or rely on any evidence not previously disclosed to the other party. The arbitrator shall have no authority to change, alter, modify or add to the terms and provisions of this Agreement. Both parties agree to be bound by the award of the arbitrator to the extent the award was within the scope of his/her authority. The fees and expenses of the arbitrator, including the filing fee, shall be shared equally.

Section 2: Failure to appeal a decision at any level within the specified time limits shall be deemed an acceptance of the decision at that level.

Section 3: The teacher/Association will have the right to withdraw a grievance at any level without prejudice to the Association or other teachers.

Section 4: A grievance may not be processed past Step 3 without approval and endorsement of the Association.

Section 5: The time limits provided in this Article shall be strictly observed, but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship of any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

Section 6: Notwithstanding the expiration of this Agreement, any claim or grievance arising there under may be processed through the grievance procedure until resolution.

Section 7: The Association will have on file, in the office of the superintendent, the names of the Association representative in each building.

Section 8: Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without the intervention of the Association, if the adjustment is not inconsistent with terms of this agreement, provided the Association has been given opportunity to be present at such adjustment.

## **ARTICLE XVI**

### **MISCELLANEOUS PROVISIONS**

Section 1: The Board agrees, at all times, to maintain an adequate list of qualified substitute teachers. Teachers shall be informed of a telephone number they should call at least one (1) hour prior to reporting time to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the administrator to arrange for a substitute teacher.

Teachers may submit the name of a qualified substitute teacher appearing on the Board's list of substitute teachers which he/she prefers to substitute in his/her absence. The administrator will consider such request. If the administrator concurs and the preferred substitute teacher is available, such teacher shall be offered the position.

Teachers are encouraged to submit written evaluations of the performance of substitute teachers to the building principal.

Section 2: This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts theretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be a legal contract between the Board and the Association. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall be void except to the extent permitted by law, but all other provisions or application shall continue in full force and effect.

Section 3: Copies of this Agreement shall be printed and supplied to all teachers now employed or hereafter employed by the Board upon request.

Section 4: No agreement or understanding contrary to this collective bargaining agreement, nor any alteration, variation, waiver, or modification of any of the terms or conditions contained herein shall be binding upon the parties hereto unless such agreement, understanding, alteration, variation, waiver, or modification is executed in writing between the parties. It is further understood and agreed that this contract constitutes the sole, only and entire agreement between the parties hereto and cancels and supersedes any other agreement, understandings and arrangement heretofore existing.

Section 5: Employees must properly execute and personally deliver the authorization to the Business Office for direct deposit. The Board agrees to deposit the specified sum(s) into one or two designated banking institutions.

Section 6: If an emergency financial manager is appointed by the state under PA 4 of 2011, Fiscal Accountability Act, the emergency manager may reject, modify, or terminate the collective bargaining

agreement in his/her sole discretion. This authority is a prohibited subject of bargaining under the Public Employment Relations Act (PERA).

## **ARTICLE XVII**

### **CONTINUITY OF OPERATION**

Section 1: The Board and the Association subscribe to the principle that differences shall be resolved by appropriate and peaceful means, without interruption of the school program. Accordingly, the Association agrees that during the term of this agreement, it will not direct, instigate, participate in, encourage or support any strike against the Board.

**ARTICLE XVIII**  
**DURATION OF AGREEMENT**

This Agreement shall be effective upon ratification by both parties. This Agreement shall be in effect from July 7, 2015 through June 30, 2017. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

FOWLerville EDUCATION ASSOCIATION

Carrie DeLuca 7-8-15  
Date

Candra G. Gill 7-8-15  
Date

FOWLerville BOARD OF EDUCATION

Michael D Brown 7/21/15  
Date

Shirley M. Burkhardt 7/23/15  
Date

**APPENDIX A-1**

The following shall be the schedule of basic teacher salaries for the school year 2015-2016. Lane changes and steps will occur. An increase of 2.25% is included for Step 11 only.

Step	2015-2016 BA	2015-2016 MA	2015-2016 MA+
1	\$34,104	\$35,948	\$36,409
1.5	\$35,133	\$37,081	\$37,568
2	\$36,159	\$38,212	\$38,723
2.5	\$37,266	\$39,409	\$39,943
3	\$38,370	\$40,593	\$41,149
3.5	\$39,482	\$41,802	\$42,379
4	\$40,593	\$43,019	\$43,621
4.5	\$41,704	\$44,230	\$44,862
5	\$42,813	\$45,442	\$46,104
5.5	\$43,927	\$46,659	\$47,345
6	\$45,029	\$47,869	\$48,577
6.5	\$46,141	\$49,077	\$49,810
7	\$47,251	\$50,290	\$51,049
7.5	\$48,383	\$51,500	\$52,278
8	\$49,507	\$52,698	\$53,492
8.5	\$50,621	\$53,919	\$54,747
9	\$51,733	\$55,139	\$55,986
9.5	\$52,831	\$56,346	\$57,232
10	\$53,923	\$57,560	\$58,470
10.5	\$55,071	\$58,777	\$59,491
11	\$ 63,110	\$ 67,273	\$68,315

In 2015-16, one additional step will be given to teachers who are on the list mutually agreed upon by FEA and administration related to experience pay.

A full financial reopener will occur for year two (2016/17). It will take into account the total financial picture and bottom line of the District. The District will not pay any increase in insurance until such time as the financial reopener is settled. Any new insurance increase will be deducted from employee checks after July 1, 2016.

**APPENDIX A-2**

**LONGEVITY**

2015-2017

12-15 Years	\$2,005.00
16-20 Years	\$2,555.00
21-25 Years	\$3,050.00
26-28 Years	\$3,650.00
29+ Years	\$3,850.00

Experience payment due in June of each school year:

1 <sup>st</sup> step, 1 <sup>st</sup> year on salary schedule	\$350 lump sum payment
Years 2-10 on salary schedule	\$300 lump sum payment

**APPENDIX B**

**ACTIVITY SALARIES**

In addition to the basic teacher salary as provided in the foregoing, there shall be paid the following sum after the successful completion of the activity and recommendation of immediate supervisor. Percentages are applied to the Bachelor's First Year.

1.	High School Instrumental Music		12%
	Assistant Instrumental Music		6%
2.	Faculty Sponsors		
a.	Yearbook	- High School	4%
		- Junior High School	2%
b.	Student Council	- High School (2)	8%
		- Junior High School	3%

c.	Senior Class (2)	5%
d.	Junior Class (2)	4%
e.	Sophomore Class (2)	3%
f.	Freshmen Class (2)	3%
g.	National Honor Society	3%
h.	Department/Grade Level Chair	2.5%
i.	NCA -Building Chair	3%
j.	SADD (2)	4%
k.	French Club	2%
l.	Spanish Club	2%
m.	Gifted & Talented Coordinator (4)	10%
n.	Pom-pon	3%
o.	Consumer Home Economics/Student Leadership	1.5%
p.	Engineering Club	1.5%
q.	VICA Leadership Club	1.5%
r.	Middle School Honors Choir	3%
s.	Mentor (per mentee) 1 <sup>st</sup> year	1 ½ %
	Mentor (per mentee) 2 <sup>nd</sup> /3 <sup>rd</sup> year	1%
t.	K-12 SERHAB Committee Chairperson	2.5%
3.	Director of Play (Per Play)	3%
4.	Kreeger Honors Choir	3%
5.	Forensics Coach	5%
6.	Quiz Bowl	3%
7.	Chess Coach	5%
8.	Mock Trial	1.5%
9.	BPA	1.5%
10.	Science Olympiad	1.5%
11.	Junior High School Intramurals	15%
12.	Elementary and Junior High Extra Curricular Activities	

Each Elementary and Junior High building principal, in conjunction with the building staff and with approval of central office, may expend any portion of the designated stipend per year for extra curricular activity sponsors:

Smith, Kreeger, Junior High \$1,800



In addition to the above percentages, \$50 for each year of experience in the activity up to and including six (6) years.

13. Athletics - in addition to the following percentages, \$100.00 for each year of coaching experience in that sport up to and including six (6) years. Credit for experience in another District may be granted upon recommendation of the administration.

a.	Head Football Coach	13%
	(6) Assistant Coaches *	42%
b.	Head Boys Basketball Coach	13%
	(4) Assistant Coaches *	23%
c.	Head Baseball Coach	8%
	Assistant Coach	6%
d.	Head Boys Track Coach	8%
	Assistant Coach	5%
	Head Junior High School Track Coach	4.5%
	Junior High School Assistant Coach (if necessary)	3%
e.	Head Boys Cross Country Coach	7%
	Head Girls Cross Country Coach	7%
	Junior High School Cross Country	3%
f.	Head Wrestling Coach	13%
	Assistant Coach	8%
	Associate Coach (If more than 35 wrestlers)	5%
	Head Junior High School Wrestling Coach	4.5%
	Junior High School Assistant Coach (if necessary)	3%
g.	Golf Coach	8%
	JV Golf Coach	3%
h.	Cheerleading (per season) Fall Sponsor will do Spring tryouts as part of the per season compensation.	
	Head Cheerleading Coach	8%
	(2) Assistant Coaches	6%
	(2) Junior High School Assistant Coaches (if necessary)	3%
i.	Head Girls Basketball Coach	13%
	(4) Assistant Coaches *	23%
j.	Head Girls Track Coach	8%
	Assistant Coach	5%

	Head Junior High School Track Coach	4.5%
	Junior High School Assistant Coach (if necessary)	3%
k.	Head Volleyball Coach	13%
	(4) Assistant Coaches *	23%
l.	Head Softball Coach	8%
	Assistant Coach	6%
m.	Head Boys Soccer Coach	8%
	Assistant Coach	6%
n.	Head Girls Soccer Coach	8%
	Assistant Coach	6%
o.	Head Boys Tennis Coach	8%
	Head Girls Tennis Coach	8%
	Boys JV Tennis Coach	3%
	Girls JV Tennis Coach	3%
14.	Junior High School Athletic Director	10%
15.	Teachers who are assigned on a voluntary basis to supervise students during lunch periods will be paid at the pro rata rate of \$40 per hour.	

\* The High School Athletic Director and the Principal will allocate the percentages based upon the recommendation of the head coach.

When a Schedule B position is voluntarily divided, the maximum total years experience for the position will be six (6) years. If the shared position exceeds six (6) years in combined experience the combined experience will be prorated.

Whenever a number of positions is in parenthesis, the percentage is shared equally unless otherwise indicated.

All extracurricular assignments are nontenured positions and no individual shall have an assurance of re-employment in any extracurricular position from one year to the next. The Board of Education shall fill vacant Appendix B extracurricular positions on an annual basis. High School instrumental music shall be a required assignment for the high school instrumental music teacher unless that extracurricular activity is eliminated by the Board.

**APPENDIX C**  
**TEACHING HOURS**

**Section 1:** The elementary teacher schedule will be: 8:36 a.m. to 3:39 p.m. for 2015-16 and from 8:39 a.m. to 3:34 p.m. for 2016-17. The teachers shall have the first eleven (11) minutes during the work day for preparation, meetings called or approved by the administration, conferences and/or specialized instruction to students. The first eleven (11) minutes of the work day shall not be counted as part of the guaranteed 180 minutes of preparation time.

Teachers will be provided no less than 780 minutes every twenty (20) work days, and no less than 180 minutes per full week for preparation during student contact time. The first eleven (11) minutes of the work day shall not be counted as part of the guaranteed 780 minutes every twenty (20) work days. During time when students receive instruction by special teachers (e.g., music, physical education, counselor, media specialists, etc.) the regular classroom teacher will use such time as preparation time, as defined elsewhere in this contract.

**Section 2:** The junior high school and the high school teacher schedule will be: from 7:24 a.m. to 2:27 p.m. for 2015-16 and 7:24a.m. to 2:19 p.m. in 2016-17. Each classroom teacher shall be assigned no more than five (5) teaching periods and will be assigned preparation time of not less than one (1) normal class period in duration.

**Section 3:** Media specialists will be provided with preparation time as mutually scheduled with the building principal with the media center remaining open.

**Section 4:** The Board shall have the right to modify the above times not to exceed five (5) minutes either way to accommodate busing schedules or for other reasons provided the total work day is not increased.

**Section 5:** Student grades for report cards must be submitted by midnight of the work day following the marking period end. Year-end grades are due no later than midnight of the last scheduled work day for secondary.

## APPENDIX D

### CALENDAR



### FOWLerville COMMUNITY SCHOOLS 2015-2016 TEACHER ACADEMIC CALENDAR

August 31 – Monday	Teacher Work Day
September 1 – Tuesday	Teacher Professional Learning Day
September 7 – Monday	K-6 <sup>th</sup> Open House, 5:00-7:30 p.m.
September 8 – Tuesday	LABOR DAY
	First Student Day
October 26 – Monday	Staff Compliance Deadline at Midnight
October 28 – Wednesday	K-5 <sup>th</sup> Full Day
	6-12 <sup>th</sup> Full Day – P/T Conferences 5:00-7:30 p.m.
October 29 – Thursday	K-5 <sup>th</sup> Full Day
	6-12 <sup>th</sup> ½ Day – P/T Conferences 1:00-4:00 p.m. & 5:00-7:30 p.m.
November 6 – Friday	End of 1 <sup>st</sup> Marking Period for 6-12 <sup>th</sup>
November 13 – Friday	End of 1 <sup>st</sup> Trimester for K-5 <sup>th</sup>
November 18 – Wednesday	K-5 <sup>th</sup> Full Day – P/T Conferences 5:00-7:30 p.m.
	6-12 <sup>th</sup> Full Day
November 19 – Thursday	K-5 <sup>th</sup> No School – P/T Conferences 9:00-Noon & 1:00-3:30 p.m.
	6-12 <sup>th</sup> Full Day
November 25 – 29	THANKSGIVING RECESS
December 21 – January 3	WINTER RECESS
January 4 – Monday	School Resumes
January 18 – Monday	K-12 <sup>th</sup> NO SCHOOL
January 21 – Thursday	K-5 <sup>th</sup> Full Day
	6-12 <sup>th</sup> ½ Day, 6-12 <sup>th</sup> Teacher ½ Work Day
January 22 – Friday	End of 2 <sup>nd</sup> Marking Period for 6-12 <sup>th</sup>
	K-6 <sup>th</sup> ½ Day (K-6 <sup>th</sup> -p.m. Educators' Open House Adjustment)
	7-12 <sup>th</sup> ½ Day, 7-12 <sup>th</sup> Teacher ½ Work Day
February 15 – Monday	PRESIDENTS' DAY RECESS
February 26 – Friday	End of 2 <sup>nd</sup> Trimester for K-5 <sup>th</sup>
March 3 – Thursday	K-12 <sup>th</sup> ½ Day – Conferences 1:00-4:00 p.m. & 5:00-7:30 p.m.
March 25 – April 3	SPRING RECESS
April 8 – Friday	End of 3 <sup>rd</sup> Marking Period for 6-12 <sup>th</sup>
May 30 – Monday	MEMORIAL DAY RECESS
June 5 – Sunday	Graduation Class of 2016
June 9 – Thursday	K-11 <sup>th</sup> 1/2 Day, 6-11 <sup>th</sup> Exams, Teacher ½ Work Day
June 10 – Friday	K-11 <sup>th</sup> 1/2 Day, 6-11 <sup>th</sup> Exams, Last Student Day K-11 <sup>th</sup> , Teacher ½ Work Day

Student Starting & Ending Times:  
Smith & Kreeger 8:50 a.m.-3:38 p.m.  
FHS & FJHS 7:30 a.m.-2:18 p.m.

Half Day Student Dismissal Times:  
K-5 Grade – 12:29 p.m.  
6-12 Grade – 10:57 a.m.

Teacher Starting/Ending Times:  
Elementary: 8:39 a.m.-3:42 p.m.  
Secondary: 7:24 a.m.-2:27 p.m.

Professional Learning Hours:  
For all teachers is 8:00 a.m.-2:30 p.m.  
with a 30 minute lunch.



## FOWLERVILLE COMMUNITY SCHOOLS 2016-2017 TEACHER ACADEMIC CALENDAR

August 29 – Monday August 30 – Tuesday	Teacher Work Day Teacher Professional Learning Day K-6 <sup>th</sup> Open House, 5:00-7:30 p.m.
September 5 – Monday September 6 – Tuesday	LABOR DAY First Student Day
October 24 – Monday October 26 – Wednesday	Staff Compliance Deadline at Midnight K-5 <sup>th</sup> Full Day 6-12 <sup>th</sup> Full Day – P/T Conferences 5:00-7:30 p.m.
October 27 – Thursday	K-5 <sup>th</sup> Full Day 6-12 <sup>th</sup> 1/2 Day – P/T Conferences 1:00-4:00 p.m. & 5:00-7:30 p.m.
November 4 – Friday November 11 – Friday November 16 – Wednesday	End of 1 <sup>st</sup> Marking Period for 6-12 <sup>th</sup> End of 1 <sup>st</sup> Trimester for K-5 <sup>th</sup> K-5 <sup>th</sup> Full Day – P/T Conferences 5:00-7:30 p.m. 6-12 <sup>th</sup> Full Day
November 17 – Thursday	K-5 <sup>th</sup> No School – P/T Conferences 9:00-Noon & 1:00-3:30 p.m. 6-12 <sup>th</sup> Full Day
November 23 – 27	THANKSGIVING RECESS
December 22 – January 3	WINTER RECESS
January 4 – Wednesday January 16 – Monday January 26 – Thursday	School Resumes K-12 <sup>th</sup> NO SCHOOL K-5 <sup>th</sup> Full Day 6-12 <sup>th</sup> 1/2 Day, 6-12 <sup>th</sup> Teacher 1/2 Work Day
January 27 – Friday	End of 2 <sup>nd</sup> Marking Period for 6-12 <sup>th</sup> K-6 <sup>th</sup> 1/2 Day (K-6 <sup>th</sup> -p.m. Educators' Open House Adjustment) 7-12 <sup>th</sup> 1/2 Day, 7-12 <sup>th</sup> Teacher 1/2 Work Day
February 20 – Monday	PRESIDENTS' DAY RECESS
March 10 – Friday March 16 – Thursday	End of 2 <sup>nd</sup> Trimester for K-5 <sup>th</sup> K-12 <sup>th</sup> 1/2 Day – Conferences 1:00-4:00 p.m. & 5:00-7:30 p.m.
April 7 – Friday April 10 – 17	End of 3 <sup>rd</sup> Marking Period SPRING RECESS
May 29 – Monday	MEMORIAL DAY RECESS
June 4 – Sunday June 13 – Tuesday June 14 – Wednesday	Graduation Class of 2017 K-11 <sup>th</sup> 1/2 Day, 6-11 <sup>th</sup> Exams, Teacher 1/2 Work Day K-11 <sup>th</sup> 1/2 Day, 6-11 <sup>th</sup> Exams, Last Student Day K-11 <sup>th</sup> , Teacher 1/2 Work Day

Student Starting & Ending Times:  
Smith & Kreeger 8:50 a.m.-3:30 p.m.  
FHS & FJHS 7:30 a.m.-2:10 p.m.

Half Day Student Dismissal Times:  
K-5 Grade – 12:00 p.m.  
6-12 Grade – 10:40 a.m.

Teacher Starting/Ending Times:  
Elementary: 8:39 a.m.-3:34 p.m.  
Secondary: 7:24 a.m.-2:19 p.m.

Professional Learning Hours:  
For all teachers is 8:00 a.m.-2:30 p.m.  
with a 30 minute lunch.

**APPENDIX E**  
**FLAT FEE INCENTIVE SCHEDULE**

General Guidelines

1. This Flat Fee Incentive Program (FFIP) is limited to Fowlerville Education Association members who are employed by Fowlerville Community Schools and who meet the eligibility requirements set forth below.
2. To be eligible for the FFIP an employee must:
  - A. Be an employee with at least five (5) years of service in this school District.
  - B. Be actively employed by the Fowlerville Community Schools in good standing and cannot be on layoff or on leave of absence.
3. The employee must submit his/her written notification of resignation at the end of the current school year, and a fully executed Waiver and Release of Claim, a copy of which is attached, to the Superintendent's office by 4:00 p.m. January 31 of the year the employee intends to resign.
4. The School Board shall not take action to accept the resignation prior to the first regular School Board meeting in February or no later than the last regular School Board meeting in February. Employees who apply for the FFIP may withdraw their resignation by providing a written notice to the superintendent's office, at any time prior to formal Board approval. If the employee does not withdraw his/her resignation by the date of Board action, such resignation shall become irrevocable.
5. In consideration of the Employee's resignation, the Fowlerville Community Schools Board shall provide and the Employee shall choose, one of the following two options:

**OPTION A**

A lump sum payment of the total due, not to exceed \$15,000 on or before September 1 of the year the employee resigns. This payment is in addition to any other benefits provided under the collective bargaining agreement between the Fowlerville Community Schools and the Fowlerville Education Association.

**OPTION B**

Twelve (12) or fifteen (15) equal monthly payments of the total due will be made on or about the first day of each month beginning on September 1, of the year the employee resigns thereafter until paid in full. These payments are in addition to any other benefits provided under the collective bargaining agreement between the Fowlerville Community Schools and the Fowlerville Education Association.

6. Regardless of which option the employee chooses, it is expressly understood that the payments are subject to applicable state and federal withholding taxes. Therefore, it is strongly recommended that the employee consult with an attorney or other tax advisor to determine the tax consequences. It is further understood that the Fowlerville Community Schools and the Fowlerville Education Association makes no representations as to the tax consequences or liabilities that may occur as a result of an employee selecting Option A or Option B above.

7. Any teacher opting for the Voluntary Incentive Plan will not be eligible for this FFIP any year the Voluntary Incentive Plan is offered.

## **FLAT FEE INCENTIVE SCHEDULE**

Teachers will receive credit for each year of service according to the following schedule:

\$750.00 for every year taught in Fowlerville.

\$500.00 for every year taught in another school District.

Total Incentive payment shall not exceed \$15,000.00.

Employees who are eligible for the flat fee incentive as of June 30, 2002, will continue to be eligible for the flat fee incentive at a prorated basis. The total flat fee incentive amount will be decreased by the additional longevity received above the 2000-2001 longevity amounts.

## **APPENDIX F**

### **MENTOR GUIDELINES**

Participation as a mentor teacher is voluntary. The purpose of a mentor is to assist, inform, and coach probationary teachers in the rights, responsibilities and ethics of the teaching profession. The following shall apply to mentoring:

1. Qualified staff will submit their intentions to become mentors by June 1 of each school year. The list of names will be maintained until the teacher requests removal from said list.
2. Regarding appointments, the following will apply:
  - a. Appointments shall be for three (3) years unless either party requests a change, or their building principal decides it is in the best interests of the parties.
  - b. Mentors will have no involvement in the evaluation process and the relationship will be collaborative and confidential.
  - c. A mentor can have up to two (2) probationary teachers if desired.
3. Mentoring Responsibilities:
  - a. It is understood that time between the mentor and the probationary teacher will necessarily take place weekly beyond the normal working day to establish a collaborative relationship. A minimum of 25 hours per school year in the mentee's first year; 18 hours in the mentee's second year; and 10 hours in the mentee's third year is required of an on-staff mentor and the mentor shall keep a log of the time devoted to this process for confirmation to the Administration. The log will be submitted to the building principal throughout the school year as mentoring is conducted and must be submitted by May 15 each year for payment of the mentor stipend. Any time spent together before or after the normal school year shall be at the option of the mentor and probationary teacher. Time commitments may change due to revision of state mandates.
  - b. The mentor will provide instructional support for the assigned probationary teacher(s) as needed. The minimum of mentor/probationary teacher contacts should be 8 per semester with no less than 1 contact per month.

The contacts will include the following activities:

Individual conferencing 2-5

Classroom observations (at least 2 per year the first year, and at least 1 in year 2 and 3).

Research shows that the eight most common problems for beginning teachers include:

- classroom discipline
- planning lessons and class work
- motivating students
- dealing with students' individual differences
- evaluating student work
- dealing with students' personal problems
- relating to parents
- coping with a lack of instructional resources

It is expected that each of these topics will be reviewed with the probationary teacher during the individual conferences or in-services provided by the mentor teacher.

4. The mentor teachers from within the staff shall receive the following Schedule B stipend per mentee:

First year probation/IDP – 25 hours – 1 ½ %  
Second Year probation/IDP – 20 hours – 1%  
Third year probation/IDP – 20 hours – 1%

Tenure teachers hired from another District may request a mentor for one year and the mentor will receive the same pay as second year probation 1%. Probationary teachers hired from another school district will combine total mentor experience not to exceed three (3) years. All probationary teachers new to the District will have a mentor for at least one (1) year.

## **APPENDIX G**

### **TEACHER JOB SHARING**

**Job Sharing** Job Sharing shall refer to two (2) or more experienced bargaining unit members sharing one (1) full-time position.

- A. **Purpose:** Two or more experienced bargaining unit members, at their request, pair up for the purpose of sharing common teaching assignments. This voluntary pairing shall not occur if the pairing results in the involuntary layoff or involuntary transfer of a fulltime teacher. It shall not occur if it prevents the recall of a laid off teacher. The application for Job Sharing shall be approved or disapproved in writing by the Superintendent within thirty (30) days of the application.
- B. **Application:** The teachers shall notify the District and the Association by April 1 of each year explaining their working arrangement and indicate their desire to job share. Once teachers have submitted their plan, they may not deviate from it unless they have the Superintendent's approval. Alternate days of instruction will be discouraged. Job sharing schedules currently taking place during the 05-06 school year will be grandfathered.



- C. Pairing: The teachers who have jointly agreed to work together must be certified and “Highly Qualified” under No Child Left Behind. The job sharing arrangement shall be for one year, renewable at the option of both teachers, subject to approval of the Superintendent.
- D. Responsibilities: Responsibilities of an assignment by two job sharers may be divided and/or allocated to a plan by the job sharers, with approval by the District. This shall include but not limited to attendance at regular staff meetings, District meetings, etc. The teachers are required to attend full-day in-services or special training days such as testing, training, curriculum work shops, and grade level meetings which are required of fulltime teachers if appropriate. Stipends will be paid to teachers who are required to attend a full day.
- E. Compensation/Fringe Benefits: Compensation shall be determined by each teacher’s step and column of salary schedule, prorated. Each teacher will gain one year of seniority and will move up one half (1/2) step on the salary schedule for each year worked at the job sharing position. Insurance, personal business days, and sick days will be prorated to the percentage of the day worked. If the job sharing teachers each work a half day, their benefits will be calculated at a fifty percent level for example. The teachers may contribute any additional amounts necessary to pay the premium costs for insurance.
- F. Approval: The Superintendent and job sharing teachers will meet in person to review their proposal with agreement by the building principal. After review of the accepted proposal, the job sharing teachers and Superintendent will sign and date the agreement.
- G. Parent Letters/Friday Folders will be a shared responsibility of both teachers.
- H. Report Cards: Each teacher is responsible for marking their portion of the report card. Social habits/citizenship will be a combined effort of both teachers.
- I. Communication: Teachers will set aside time to discuss any parent comments, absence and tardy concerns, unit topics, discipline problems, and necessary communication.

The following JOB SHARE Teachers during the 2005-2006 school year will be grandfathered and will move up a full step for each year job shared:

Dorothy Prawat and Barbara Sinke.

**APPENDIX H**

**ALTERNATIVE EDUCATION PROGRAM**

The parties mutually recognize that in programs that use distance learning instruction via a certified teacher and the internet, such as the Fowlerville Online Learning Academy, or programs that utilize educational software/internet to deliver content, such as credit recovery, and certain summer school classes, the role of the adult supervisor will be classified as either an on-site proctor or mentor. As such, the parties agree that the following conditions shall apply to on-site proctors and mentors within such programs.

**Section 1: Proctors:**

Each program class period that utilizes educational software/internet to deliver course content shall have a certified district teacher acting in the capacity of “on-site proctor” (proctor). Such proctors shall be certified teachers employed by the board with knowledge of computers and the internet and continuing to participate in professional development pertaining to addressing the issues of learning on-line.

- a. Responsibilities of proctors shall include: Maintaining order in the classroom, monitoring the students’ work, giving assistance to student(s) as needed, tutoring the students as needed, and administering assessments that are part of the course. The proctor shall not be responsible for creating lesson plans, creating or grading tests or assignments.
- b. Cancellation of instruction due to technical problems shall not result in the loss of compensation.
- c. Bargaining unit members assigned to proctor positions during the regular school day in an alternative education program shall be placed on the regular salary schedule (Appendix A).
- d. Bargaining unit members who are assigned a proctor position outside of the regular school day, in addition to their regular teaching duties shall be compensated according to the following hourly salary schedule.

Step	BA Per Hour	MA Per hour
1 <sup>st</sup> year	\$26.86	\$28.92
2 <sup>nd</sup> year	\$27.88	\$29.95
3 <sup>rd</sup> year	\$28.92	\$30.99
4 <sup>th</sup> year	\$29.95	\$32.01
5 <sup>th</sup> year	\$30.99	\$33.05

**Section 2:** A proctor shall be assigned for every one hundred (100) students enrolled in the alternative education program.

**Section 3:** Before and after the summer school operates, proctors will work three (3) additional hours.

**Section 4: Mentors:**

Each program that includes distance learning instruction via an off-site certified teacher and the internet will utilize mentors. Such mentors shall be employed by the board with knowledge of computers and the internet and may be required to participate in professional development pertaining to addressing the issues of learning on-line.

- a. Responsibilities of mentors shall include: Monitoring the students' work and progress in each course, giving assistance to student(s) as needed, tutoring the students as needed, maintaining a positive working relationship and tutoring environment with students either on or off site, corresponding with the program teacher providing instruction, tracking attendance and administering assessments that are part of the course. The mentor shall not be responsible for creating lesson plans, creating or grading tests or assignments.
- b. Mentors shall be compensated according to the salary schedule outlined in Section 1 d above.

**APPENDIX I**

FOWLerville COMMUNITY SCHOOLS  
ANNUAL PREFERENCE FORM  
TEACHING ASSIGNMENTS  
FOR THE 20-\_\_-20\_\_ SCHOOL YEAR

Teacher Name (Printed) \_\_\_\_\_  
Assignment Request: \_\_\_\_\_  
Building \_\_\_\_\_  
Grade \_\_\_\_\_  
Subject \_\_\_\_\_

If this request would require a transfer, please note reasons for this request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please forward a copy to: \_\_\_\_ Smith \_\_\_\_ Kreeger \_\_\_\_ JHS \_\_\_\_ FHS

Qualifications for new position:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

**Please return to building principal by February 28, 20\_\_.**

**APPENDIX J**  
**LETTERS OF AGREEMENT**

The parties shall have the authority to set forth agreements during the life of the contract in written Letters of Agreement. The Letter of Agreement shall be subject to approval by the FEA Representative Council. The attached Letter of Agreement form shall be used.

**Letter of Agreement  
between the  
Fowlerville Community Schools  
and the  
Fowlerville Education Association**

The parties agree to the following regarding \_\_\_\_\_:

- 1)
- 2)
- 3)

This Letter of Agreement may not be modified without the written consent of both parties. This agreement will expire when the contract expires and may only be extended by mutual agreement.

=====

Signature Indicating Tentative Letter of Agreement Has Been Reached:

\_\_\_\_\_  
For the Board                      Date                      For the Association                      Date

=====

Signature Indicating the FEA Representative Council and School District Have Approved the Agreement:

\_\_\_\_\_  
For the Board                      Date                      For the Association                      Date

## LETTER OF AGREEMENT

This Letter of Agreement is entered into by and between the Fowlerville Community Schools Board of Education, and the Fowlerville Education Association MEA/NEA.

After discussion with the transportation director regarding the start and end times for the elementary day contained within the 2015-2017 contract, the District will be shifting the elementary day by three (3) minutes, per appendix C section 4, to provide for enough time for the busses to conclude the secondary run and safely return to the District to pick up the elementary students.

Current Start and End Times for the 2015-2016 School Year:

Elementary student day – Full: 8:47-3:35, Half: 8:47-12:26 Teacher day – 8:36-3:39

Proposed Start and End Times for the 2015-2016 School Year:

Elementary student day – Full: 8:50-3:38, Half: 8:50-12:29 Teacher day – 8:39-3:42

This Letter of Agreement shall not constitute a precedent or past practice for any purpose and will expire June 30, 2016.

-----  
Signature Indicating Tentative Letter of Agreement Has Been Reached:



For the Board

7-14-15

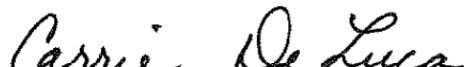
Date



District Representative

7-14-15

Date



For the Association

8.4.15

Date



For the Association

8.4.15

Date