

LETTER OF UNDERSTANDING

Recommendations of the Joint Scheduling Committee

Background Information:

1. The parties entered into an collective bargaining agreement (CBA) which covers the time period of July 1, 2016 through June 30, 2019.

2. Article 16(K) of the CBA provides:
"The parties shall establish a Joint Committee for the purpose of reviewing and making recommendations about scheduling efficiencies and planning time at the elementary, middle and high schools. The Joint Committee will be comprised of up to 8 representatives from each party. The committee will work with a facilitator with expertise in school scheduling. The charge of the committee is to obtain at least \$750,000 in scheduling efficiencies, with a goal of \$1,000,000 in scheduling efficiencies. The committee shall submit their recommendations to the parties on or before December 31, 2016. Any recommendations of the committee will require ratification by the BHEA and approval by the Board of Education. If the scheduling efficiencies are achieved and approved by the BHEA and Board of Education, the changes will be implemented for the 2017-18 school year. The target date for ratification and approval of the Board of Education is January 31, 2017.

If at least \$750,000 in scheduling efficiencies are approved by the respective parties, in the 2018-2019 school year, full steps will be provided on the salary schedule (instead of half steps) and a \$1500 off schedule bonus (instead of \$1000) shall be paid to teachers at the top of the salary schedule"

3. The Joint Scheduling Committee submitted its recommendation on December 6, 2016. The recommendation contained a 6.0 to 9.0 reduction in teacher FTE over a two year period of time (2017-18 and 2018-19). However, the recommendation included reductions at middle and elementary school that were going to be difficult to implement, and may not be in the best interests in the school programs.

4. The Joint Scheduling Committee met on January 10, 2017 and revised the committee's recommendations. A copy is attached. The parties have agreed to implement the revised Joint Scheduling Committee's recommendation.

Agreement:

THEREFORE, the parties agree to the following:

- A. Full time high school teachers will teach 6 of 8 periods, plus an Advisory period.**
(Currently, most full time teacher teach 6 of 8 periods, but the Advisory class is included in the 8 periods). The Advisory period will meet one time per week for approximately 72 minutes. The current contract language addressing high school class size (**Article**

14(D)) will remain unchanged. However, the Advisory student caseload will count as $\frac{1}{3}$ of the class, not the full class.

B. In the 2017-18 and 2018-19 school years, two instructional days will be half days instead of full days. The half days at the elementary level will be used for team planning. The two half days at middle school and high school will be used to support building and district needs. The 2017-18 and 2018-19 school calendars will be revised to reflect the following as half days for students:

- **2017-18 school year:** October 9, 2017 and February 5, 2018
- **2018-19 school year:** October 15, 2018 and February 11, 2019

High School: Late starts/early releases at the high school level will be considered for building planning.

C. Article 13(D)(2)(c)--The elementary team planning time (21 hours) will be accounted for as follows:

- 3 hours on the first day of school ($\frac{1}{2}$ day at elementary). (This is the current schedule).
- 6 hours on the two half days added for the 2017-18 and 2018-19 school years.
- 12 hours covered by substitutes. (This is the current schedule).
- In addition, the opportunity for elementary team planning outside of the school day with compensation at the curriculum rate, instead of half day release, is an option. However, the full team must attend, the team planning must take place Monday through Friday in a district building.

D. The scheduling changes at the high school will be implemented over a 2 school year period of time. The target numbers for reduction at the high school are:

- 2017-18: 4.0 to 5.0 reduction
- 2018-19: 1.0 to 2.0 reduction

Advisory Coordinator positions: Four advisory coordinator positions at the high school (one for each grade level) will be eliminated effective with the 2017-18 school year.

E. Article 13(D)(1)(e)(4): Block Schedule--Eight Period Day, is revised to include the following effective in the 2017-18 school years:

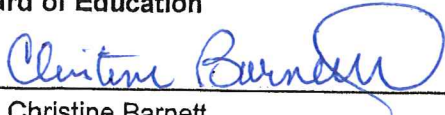
Effective with the 2017-18 and 2018-19 school years, the high schools will have an eight (8) period day, plus an advisory period. Teachers will teach six academic periods and one advisory period. The advisory period will meet one time per week. For student caseload purposes, the advisory student caseload will count as $\frac{1}{3}$ of a class. (For example, if the advisory class has 21 students, the student caseload would be 7 students). The revised contract language is attached.

F. Elementary Teacher Preparation Time: The current contract language addressing teacher preparation time at the elementary level provides for a minimum average of 5

hours of preparation time per normal work week, with a goal to provide an average of 5 and ½ hour per normal week. The current contract language is unchanged. However, elementary building administrators will revisit scheduling practices to move toward 330 minutes of preparation time across buildings for elementary teachers per normal work week.

- G. **2018-19 Salary Schedule:** In the 2018-19 school year, full steps will be provided on the salary schedule (instead of half steps) and a \$1500 off-schedule bonus (instead of \$1000) shall be paid to teachers at the top of the salary schedule. **(Article 16(H)(2) and 16(H)(3)(d)).**

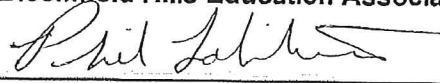
Board of Education



By: Christine Barnett
Assistant Superintendent for Human Resources
and Labor Relations

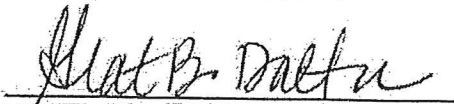
Date: 2/24/17

Bloomfield Hills Education Association



By: Phil Laliberte
Interim President

Date: 2/24/2017



By: Grat Dalton
Executive Director

Date: 2/23/2017

Article 13(D)(1)(e)4-Teaching Load

e. High School

(1) Six Period Day:

In the high school, there will be a five-period teaching assignment in a six-period day.

(2) Seven Period Day:

In a seven-period high school day there will be a five-period teaching assignment. In the seven-period day each full-time teacher will have an additional 25-minute daily assignment for the school year or a fifty-minute daily assignment for one semester.

Duty Assignment:

The twenty-five (25) minute assignment for full-time teachers will be professional in nature, i.e., departmental labs, department head responsibilities, advanced placement responsibilities, G.T. coordination, curriculum development and/or special projects. These examples are not all inclusive. The Association acknowledges that teachers have a responsibility to regulate student conduct and protect all students on school property. Because of this necessity, principals may have supervisory assignments for which teachers may volunteer as their twenty-five minute assignment. If there are not enough volunteers, these assignments will be rotated among the available teachers during the semester and/or year.

Full-time teachers may request a fifty-minute duty assignment in lieu of the twenty-five minute assignment. Requests must be made to the principal by May 1.

(3) Block Schedule - Seven Period Day:

High school teachers teaching in the block schedule will teach six (6) out of seven (7) block classes, not to exceed class size maximum per Article 14.

(4) Block Schedule – Eight Period Day

Effective with the ~~2012-13~~ **2017-18** school year, the high schools will have an eight (8) period day. The teaching schedule will consist of the following over the normal two-day block schedule:

- Teachers will teach ~~five (5)~~ **six (6)** academic periods and one advisory period. ~~or at the option of administration, the teachers will teach six (6) academic periods.~~
- **The advisory period will meet once per week. For student caseload purposes, the advisory student caseload will count as 1/3 of a class. (For example, if the advisory class has 21 students the student caseload would be 7 students)**
- Teachers will have one 90 minute individual preparation period over the normal two-day block schedule and one flexible preparation period. However, all teachers will not necessarily have a preparation period every day.
- The use of the flexible preparation period will be determined by administration, after consultation with the teacher.

- See Appendix F regarding the administrative guidelines for the block schedule, including the use of the flexible preparation period. The guidelines in Appendix F are not part of the contract.

f. Creative Arts and Instrumental Music Teachers

Creative arts teachers in the areas of elementary art, vocal music and physical education shall have no more than twenty-six hours (26) and forty minutes of instruction assigned during the normal school week. (Teaching responsibilities includes time between classes.)

Scheduling considerations will be given to those teachers who are assigned more than two buildings. Every attempt will be made to have creative arts teachers in no more than two buildings and instrumental music teachers in no more than four buildings.