

PENTWATER PUBLIC SCHOOL

MASTER AGREEMENT

**2009-2010
School Year**

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PREAMBLE

This Agreement entered into by and between the Pentwater Public School District Board of Education, hereinafter referred to as the "Board" and the Pentwater Education Association, hereinafter referred to as the "Association."

Whereas, the Pentwater School District is governed by its duly elected Board of Education having certain legal rights, authority, duties and obligations under the Revised School Code and other laws pertinent to the operation of the District, and,

Whereas, the Pentwater Education Association is the organization recognized to represent the teaching staff of said District; and,

Whereas, by law the District and the Association are obligated to bargain with regard to terms and conditions of employment;

Now, therefore, in consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

ARTICLE I

RECOGNITION

The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all certified, regularly employed personnel actively engaged in teaching. This shall include a teacher holding a valid teaching certificate issued by the State Board of Education as provided by law who is employed full-time or part-time during the school year as a classroom teacher, special education teacher, counselor, counselor-teacher, or librarian, but shall exclude substitute teachers, superintendent, principal, non-teaching staff Schedule B positions, and all other non-teaching staff of the school district.

The term teacher when used in the Agreement shall refer to all employees represented by the Association in the Bargaining Unit defined above.

ARTICLE II

TEACHER AND ASSOCIATION RIGHTS

The District and Association agree:

- A. To recognize the rights of each teacher actively engaged in teaching to be a member of the "Association" and shall in no way discriminate for or against any member for any lawful activity for or on behalf of said Association. The Association recognizes the right of an individual to choose whether or not to belong to the Association. If an individual should choose not to belong to the Association, the Association would still represent that individual.
- B. Teacher assignments will be predicated upon possession of a valid teaching certificate and, in addition, appropriate qualifications such as a major or minor in the discipline area or taught in the discipline area for two out of the last five school years.
- C. The provisions of this Agreement shall supersede any contrary or inconsistent terms contained in any individual employment contract issued to a teacher. All individual employment contracts for bargaining unit members are expressly subordinate to the terms of this collective bargaining agreement. The Board shall not adopt any policies inconsistent with the provisions of this contract.
- D. Individual teacher contracts associated with this Agreement shall be completed by the administration, issued to each member of the Association, and signed by each member of the Association and a Board representative within thirty (30) days of the witnessing of this Agreement.

ARTICLE III

BOARD RIGHTS

The District and Association mutually agree:

- A. To recognize and not interfere with any powers, rights, duties, obligations or authority imposed by law upon the District or its Board of Education, including without intent to limit the foregoing right:
 - 1. Of management and control of the assets of the District.
 - 2. To hire, determine qualifications, dismiss, demote, promote, transfer, discipline, and direct all employees subject to applicable law and the terms of this Agreement.
 - 3. To establish grades and courses of instruction; special programs; athletic, recreational and social programs for students; adult education programs.
 - 4. To approve means and courses of instruction, selection of textbooks and teaching materials, teaching aids of every kind and nature provided that the Board will consult with affected teachers on the selection of textbooks, teaching materials, and teaching aids.
 - 5. To determine class schedules and the duties, responsibilities and assignment of teachers.

- B. The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules, judgment, and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement.

ARTICLE IV

DUES AND AGENCY SHOP

- A. Any teacher who is a member of the Association, or who has applied for membership may sign and deliver to the Board an assignment authorizing deduction of dues, assessments, and contributions in the Association including the MEA and NEA. Such authorization shall continue in effect from year to year unless revoked in writing by the teacher prior to September 1 of each year. Pursuant to such authorization, the Board shall deduct one-twentieth (1/20) of such dues, assessments, and contributions from the first twenty (20) consecutive salary checks of the teacher beginning in September and ending in June of each year. Any teacher who shall not perform services for any entire month of the school year shall have such dues reduced by one-tenth (1/10) of the yearly dues for each month not worked, except where failure to perform services during any month was the result of the teacher taking any paid leave of absence or sick leave provided in this Agreement. Dues monies deducted by the Board will be promptly transmitted to the Association.
- B. Upon appropriate written authorization from the teacher, the Board will deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, savings bonds, charitable donations, or any other plans or programs jointly approved by the Board and Association.
- C. Sections A and B of this Article shall be effective retroactively to the initial date of this Agreement and all sums payable hereunder shall be determined from said date.
- D. Any teacher who is not a member of the Association in good standing or who does not make application for membership within thirty (30) consecutive days from the date of commencement of teaching duties shall, as a condition of employment, pay a service fee to the Association an amount equivalent to the dues and assessments uniformly required to be paid by members of the Association; provided, however, that the teacher may authorize payroll deduction for such fee in the same manner as provided in Section A of the Article. The parties recognize that failure to comply with this Section is just cause for discharge if so determined by the Tenure Commission or in a court of competent jurisdiction.

- E. The Board recognizes the responsibility of the Association to insure compliance with the provisions of Section D through appropriate action. Should such action involve formal charges under the Tenure Act, an officer of the Association shall be the charging party.
- F. Nothing herein shall be construed as forcing or inducing any member of the bargaining unit to become a member of the Association.
- G. The Association shall indemnify and save the Board harmless against any and all claims, demands, suits, or other forms of liability that may arise out of compliance with this Article provided that such liability is not the result of Board's failure to comply with the procedural aspects of the Tenure Act or this Agreement.

ARTICLE V

TEACHING HOURS AND CLASSLOAD

- A. All teachers shall be entitled to a duty-free, uninterrupted lunch period of thirty (30) minutes.
- B. Elementary teachers shall be entitled to a mid-day duty-free, uninterrupted lunch of at least forty (40) minutes. The elementary instructional day shall begin five (5) minutes prior to the secondary instructional day and end five (5) minutes after the conclusion of the secondary instructional day.
- C. All teachers will report to school at least thirty (30) minutes before the start of the first hour class and leave fifteen (15) minutes after the conclusion of last hour. Teachers will be in their respective rooms and on duty before classes begin. The number of days of school and the normal work day for all teachers shall be consistent with state requirements for pupil instruction time. Teachers will be notified of their teaching days/hours prior to the beginning of the school year.
- D. The normal daily teaching load in the middle and high school (grades 6-12) will be no more than six 50-minute periods out of seven instructional periods. One of the seven periods shall be assigned for preparation time. A teacher will be assigned six academic periods, but at least two of these periods would have to be the same preparation with the following exceptions:
- Board would have the right to make the sixth assignment.
 - Offering of a sixth assignment would be first to most senior staff with necessary certification. If most senior staff member refuses, progress to least senior with necessary certification
 - If most senior takes assignment, teacher would have the option of having Board purchase one year of service credit or taking an additional pay in the amount of 13% of the teacher's base salary in lieu of MPSERS purchase.
 - If only one staff is certified to have a particular sixth assignment, that teacher shall be considered the most senior.
 - If other than the most senior teacher receives a sixth assignment, the teacher will have a year of MPSERS service credit purchased by the district at the completion of the school year or prorated to the portion of the school year the sixth assignment was in place and operational.

- If other than the most senior teacher receives a sixth assignment and the teacher has already secured five years of service credit, or is under or in a contract to purchase five years of service credit, the amount of 13% of the teacher's base salary will be paid in lieu of MPSERS purchase.
 - Anytime the cash in lieu of MPSERS credit is used with regard to this article, the cost of the year of service credit or payment to the employee will be reduced by the amount necessary to cover FICA and MPSERS costs so that the cost to the district with either the service credit or cash is more nearly equal.
- E. The normal daily teaching load in the elementary school will be consistent with state requirements for pupil instruction time necessary to obtain state aid funding. Lower and upper elementary recess duty will be assigned to one teacher on a rotation basis.
- F. Specialized instruction ("Specials") from another certified employee or recess periods supervised by another staff member, starting with the dismissal of their students, shall be considered for conference/preparation time. Each elementary teacher shall be entitled to the "average of fifty (50) minutes preparation time per day. Each elementary teacher will be assigned a special each day.
- G. Part-time teachers shall receive pro-rata conference/preparation periods. Part-time teachers shall receive a calendar of workdays including in-service, conference and record days at the beginning of the school year.
- H. Part-time teaching staff will be expected to attend all events attended by full-time teachers. If an event for which full-time teachers are compensated for attendance is scheduled for a date not on the part-time teacher's calendar, the part-time teacher shall receive payment for attendance time based on the percentage of that part-time teacher's regular day. Part-time teachers not present at school events will be responsible for reporting qualified absences in the manner expected of all teachers.

- I. The Board will attempt to equalize the distribution of students within class and subject matter levels. In general, students in any class will be limited to the number of learning stations available; however, exceptions may be made. The Board will endeavor to keep K-5 classes from exceeding thirty (30) students. In the event the Board is unable to limit K-12 class size to thirty (30) students, or under other extenuating circumstances, including the inclusion of special needs students through IEP, the board may assign an aide after consultation with the affected teacher. A teacher may also request assignment of a classroom aide.

- J. An Association officer and/or no more than three members of the Association's designated negotiations team engaged during the school day in negotiations on behalf of the Association with the Board's team or participating in arbitration proceedings shall be released from regular duties without loss of salary so long as this Board of Education or its agents agrees to participate in these proceedings.

ARTICLE VI

TEACHING CONDITIONS AND DUTIES

- A. Teachers shall have readily available lesson plans for three succeeding days. Outlines of weekly lesson plans reflecting material actually covered in the classroom shall be turned in to the administration by the end of each completed week.
- B. Full-time and part-time teachers, at no additional pay, will attend school-community affairs such as an "open house" or commencement, and carry out whatever duties may be assigned to them in keeping with their professional role.
- C. All full-time and part-time teachers are required to attend professional development activities as mutually agreed upon by the Administration and the EA Executive Board in the school calendar. The EA Executive Board and Administration may mutually schedule additional optional professional development time.
- D. Scheduled days and hours of student instruction which are not held because of conditions not within the control of school authorities such as inclement weather, fires, epidemics, mechanical breakdowns, or other health conditions will be mutually rescheduled by the EA Executive Board and the Administration so as to ensure that there is no loss of State Aid incurred by the District and to ensure continuity of student attendance and learning.

- E. Teachers shall attend staff meetings determined by the Administration with input from the EA President. These staff meetings will be scheduled at least 30 days prior to the meeting except for the month of September each year and in emergency situations. At no time shall the total hours of meeting time beyond the regular workday exceed 10 hours per school year.
- F. In an emergency situation, as determined by the Administration and a member of Executive Board of the Pentwater Education Association, an emergency meeting can be called and the membership expected to attend.
- G. Teachers shall be informed of a telephone number they may call before 6:00 a.m. or as soon as possible thereafter to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the Administration to arrange for a substitute teacher.
- H. Each teacher's file shall at all times contain the following information as a minimum: all evaluation reports, copies of employment contracts, teacher certificate and transcript of academic records. Medical reports shall be kept in a separate, confidential file and shall not be released except in accordance with applicable law.

ARTICLE VII

PAID LEAVES OF ABSENCE

A. At the beginning of each school year, each teacher shall be credited with ten (10) leave days to be used as stipulated for the following reasons. The unused portion of such allowance shall accumulate from year to year to a maximum of one hundred twenty (120) days. Paid leaves of absence for part-time teachers shall be prorated in direct proportion to hours and/or days employed.

1. Sick leave: The purpose of these days is to prevent loss of pay to teachers who suffer from illness, disability, or injury. Disability due to pregnancy or childbirth shall be treated as any other illness or disability. Upon evidence that said teacher is not ill, disabled, or injured, pay may be withheld.

A doctor's certificate verifying an illness or injury may be required of each teacher who has been on paid leave for five (5) or more consecutive days, or whenever the administration has reason to believe there has been abuse of paid leave.

2. In the case of work-incapacitating injury or illness, while working for Pentwater Schools, for which the employee is, or may be eligible for work disability benefit under the Michigan Workers Disability Compensation Act, such employee may utilize sick leave credits to the extent of the difference between the Workman's Compensation received and the employee's regular base salary or wage.

In the case of work disabling injury to a teacher caused by an assault upon said teacher, while in the performance of professional duties, the Board will pay the full difference between the Workmen's Compensation and the teacher's regular salary, without charge to sick bank, until the end of the school year or ninety (90) days, whichever comes first.

3. Absence of a teacher caused by an illness or injury of family members shall be deducted from the teacher's accumulated sick leave. A doctor's certificate which verifies the family member's illness or injury may be required whenever the Board believes this provision has been abused. Pay may be withheld if the administration has reason to believe this provision has been abused.
- B. Leaves of absence with full pay not chargeable against the teacher's allowance shall be granted for the following reasons:
1. A maximum of three (3) days for a death in the immediate family, which refers to children, spouse, parents, brothers, sisters, grandparents or other persons living in the same household as the employed. Leave for other close persons shall be up to the approval of the administration.
 2. Visitation at other schools or for attending educational conferences or conventions, when approved by the administration.
 3. A teacher shall be granted two (2) personal leave days annually. Unused personal leave days may accumulate to a maximum of four (4). These days shall not be used the day before or the day following a scheduled school holiday.
 4. Jury duty - When a teacher is called for jury service, any juror fee derived from jury duty (i.e., not the reimbursed expenses) must be paid to the school, or the teacher will forfeit regular pay for that time.
 5. Court appearance as a witness or required attendance at any proceedings when said teacher is subpoenaed to testify on behalf of the school or in connection with their employment as long as the teacher is not the charging party against the Board.
- C. The Superintendent, by October 1 of each school year, will provide each teacher with a written statement setting forth the total leave days accumulated by that teacher as stated in Article VII (A & A-1).

- D. Employees of the Pentwater School System will be reimbursed for all unused sick leave over 120 days at the rate of \$75.00 per day at the end of each school year. Unused personal days in excess of four shall be added to the sick leave of each teacher at the end of the school year; this sick leave accrues to 120 days maximum. In the event a teacher has exhausted all sick leave, other teachers on the staff may donate days from accumulated sick leave to the teacher in need. The teacher in need shall receive one half (1/2) of a sick day for each day donated. The teacher receiving the days may receive a maximum of ten (10) days per school year and shall not owe at any one time any more than ten (10) borrowed days. The teacher receiving the sick days shall pay them back to the Board by having two (2) days per year reduced from the allocated ten (10) days per year. The teacher may request to have more than 2 days per year reduced from the allocated ten. The teacher receiving the days will also provide the Board of Education with a written commitment to reimburse the district for the per diem salary if he/she leaves the district before the borrowed sick days are repaid.
- E. Sabbatical leave may be approved by the Board of Education in accordance with Revised School Code.

ARTICLE VIII

UNPAID LEAVES OF ABSENCE

- A. Request for leave or anticipated leave of absence shall be submitted in writing to the Superintendent of Schools as soon as possible prior to the effective date of leave. The Superintendent shall submit such request to the Board of Education at the next regular meeting following the date of application. The following leaves may be granted.
1. Illness leave
 2. Exchange teacher leave
 3. Extended leave
 4. Fellowship, internship, scholarships
 5. Advance education leave
 6. Maternity, paternity, child adoption leave

All leaves shall be without pay and without sick leave accumulation and/or any other job-related benefits, except as specifically authorized by the Board of Education at the time the leave is approved. Leave of absence shall not be granted when other gainful employment is the purpose. The granting or denial of an unpaid leave of absence shall be discretionary with the Board in 1 through 5; 6 shall be granted.

- B. Return to duty from leave of absence is subject to the following conditions.
1. Satisfactory evidence of physical and or/mental health may be required before the teacher is returned to duty.
 2. If a teacher is on leave for one semester or less, he/she will be restored to the assignment from which leave was taken, if the assignment remains in existence. If the position is no longer in existence, that teacher will be restored to an assignment for which he/she is certified and qualified and for which he/she possesses seniority. If the leave exceeds one (1) semester, the teacher will be restored to an assignment for which he/she is certified and qualified and for which he/she possesses seniority.

3. For all employees whose leave shall terminate at the beginning of a school year, a letter of availability must reach the superintendent no later than the preceding April 1. For all employees whose leaves shall terminate at times other than the beginning of a school year, such letter of availability must reach the superintendent no later than thirty (30) days preceding the termination date of the leave. Failure to comply with this provision shall be interpreted as a resignation of employment.
 4. Upon return from leave, the teacher's unused sick leave benefits and seniority which had been accumulated prior to leave will be restored.
- C. Shorter extended leaves of absence for periods of less than one semester may be granted by the Superintendent of Schools under such conditions as may be prescribed by the Board of Education.
- D. Up to twelve (12) Association unpaid leave days shall be granted annually to teachers who are officers in the Pentwater Education Association. (Officers shall mean president, vice-president, secretary-treasurer, representative assembly delegate and negotiator.)
- E. Time limit on Leaves of Absence:
1. Leaves are not to exceed one year from the beginning of the semester after they are granted.
 2. Teachers, after termination of leave, shall be returned to a teaching position as soon as possible, but not later than the beginning of the next school semester. Teachers must present themselves for service at termination of leave or employment by the school district will be terminated.
- F. Family and Medical Leave Act (FMLA, See Board Policy 4430.01)
An unpaid leave of absence of up to twelve (12) weeks during any twelve (12) month period shall be granted to any bargaining unit member in accordance with the Family and Medical Leave Act (FMLA) for any of the following purposes:

1. the birth or care of a new born child
2. the adoption or foster care of a child
3. the care of a spouse, son, daughter, or parent if such individual has a serious health condition

Such FMLA leave will run concurrently with any leave as per items #1-3.

To be eligible for a leave of absence, the bargaining unit member must meet the eligibility requirement set forth in the FMLA and FMLA regulations. Where permitted by the FMLA, an employee shall have the option to take FMLA leave on an intermittent or reduced schedule. Where permitted by the FMLA, an employee may choose to substitute paid personal leave and/or sick leave for FMLA unpaid leave.

In accordance with the FMLA, the Board shall continue group health plan benefits during FMLA. This shall not be construed as a waiver of the Board's right to recoup premium payments from employees where permitted by the FMLA or as an agreement to provide benefits greater than what would have been provided if the employee was not on FMLA leave.

FMLA leave of absence shall be subject to and administered in accordance with the FMLA and FMLA regulations. Limitations found under section 108 of the FMLA –“Special rules concerning employees of local educational agencies”—shall apply. The Board reserves all rights granted to school districts under the FMLA, such as, but not limited to, the right to substitute paid leave for unpaid FMLA leave, to require medical verification of illness, to require a certificate of fitness as a condition for the bargaining unit member's return to work and to require the twelve (12) weeks of FMLA leave to be aggregated in accordance with the FMLA for bargaining unit members who are married. If the reason for the FMLA leave is foreseeable, the teacher must provide at least thirty (30) days advance notice of the FMLA leave. All other notice must be provided as soon as it becomes practical.

ARTICLE IX

TEACHER PROTECTION

- A. Any case of alleged assault upon a member of the Association will be reported to the Superintendent. If, after investigation, the Superintendent determines that the Association member has been assaulted, the Board shall be promptly notified of the alleged assault. Under Section 1311a of the Revised School Code, if a pupil enrolled in grade 6 or above commits a physical assault against a teacher (or other school employee), then the student will be disciplined according to Board Policy. If legal action arises, the Board will provide legal counsel to advise the teacher of the teacher's rights and obligations with respect to such assault and will render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement authorities.
- B. If any teacher is sued by reason of disciplinary action taken by the teacher against a student, the Board shall provide legal counsel and render all necessary assistance to the teacher's defense. In the event that the teacher shall be found guilty of misconduct or in violation of the law, and the teacher has not complied with the administrative policies set forth in the teacher's guide, or in this Agreement, the teacher shall reimburse the Board for any expense incurred on the teacher's behalf.
- C. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against a teacher if found innocent of such misconduct.
- D. Teacher discipline, discharge and reduction in compensation shall be for just cause.
- E. An adverse evaluation shall not be considered a reprimand, but reprimands resulting from adverse evaluations shall be grievable. In the event that the teacher feels that the evaluation was incomplete or unjust, those objections may be put in writing and attached to the evaluation report to be placed in the teacher's evaluation file

- F. Bargaining Unit Members will have the right to review the contents of their personnel file. Should a request be made for personnel file information under the Freedom of Information Act, the employer will notify the teacher within two (2) business days of the request.
- G. Written complaints with merit which are made against a teacher by a parent, student or other person will be brought to the teacher's prompt attention. No complaint or other negative document shall be placed in the teacher's personnel file without the teacher having the opportunity to review and sign the document. The teacher's signature does not necessarily indicate agreement with the complaint or document.
- H. Medically Fragile Students Any Bargaining Unit Member who the employer anticipates may be required to provide emergency health services shall be provided appropriate training by an individual approved by the student's health care provider regarding the acts involved in the emergency health services.

The employer will pay costs associated with training.

- I. The Board will reimburse teachers, in the amount of actual cash value not to exceed \$200, for damage, destruction, or theft of the teacher's personal property of a kind normally worn or used, while the teacher is on duty in the school or on school-approved duties involving pupil supervision, when the same has not been caused by the negligence of the teacher.

This obligation shall not encompass wear, tear, or gradual deterioration of property or loss of money; nor shall this obligation extend to loss, damage or destruction of a teacher's personal property while left unattended in any automobile parked on school premises; nor shall this obligation extend to any loss or damage to a motor vehicle of a teacher.

Provided, this obligation shall extend only to that portion of any loss not covered by insurance taken out by the teacher and will be payable only after the teacher has first exhausted all possibilities of collecting for such loss under private insurance; if any, the Board of Education with the mutual consultation with the effected individual, shall determine the actual cash value of any loss sustained and covered by this provision.

ARTICLE X

TEACHER EVALUATION

- A. Self-evaluation is important in the growth and improvement of every individual. The goal of this evaluation is the steady growth of each teacher toward excellence in teaching.

- B. The evaluation and the performance of each teacher in the school system is the responsibility of the Administration. In such evaluations, monitoring and observations of teachers shall be conducted with the full knowledge of said teacher.

- C. Evaluations shall be conducted by the Principal, Superintendent, or other administrator. At least one (1) written review of the teacher's job performance shall be based on at least thirty (30) consecutive minutes of classroom observation with a student or class of students, not to exclude other areas of assessment found in the Teacher Evaluation Form (see Appendix A). The actual time when the evaluation begins and ends should be noted on the evaluation.
 - 1. If a teacher is working outside the teacher's major, minor, or area of certification, the written evaluation will so note.

 - 2. If a teacher receives an unsatisfactory evaluation, the administration shall specify what is unsatisfactory and provide support and assistance to improve performance. An Individual Development Plan (IDP) shall be written to address the unsatisfactory performance (see Appendix B for IDP Form).

 - 3. Test results of the academic progress of students are not designed or intended for the evaluation of a teacher's performance.

4. Observation reports/notes that are to become a part of the written evaluation shall be shared with the teacher in writing within three work days. A conference between the teacher and supervising administrator may be convened at the request of either party to discuss the content of the report. The teacher's signature on the observation report will not be construed as agreement with the contents of the report.
- D. The evaluation instrument is found in Appendix A.
- E. The performance of all teachers shall be evaluated in writing as follows:
1. Probationary teachers shall be evaluated in writing at least two (2) times each year; one on or before December 1, and again on or before March 15. A personal meeting will be held within ten (10) teacher work days thereafter to review the job performance of the probationary teacher.
 2. By May 1, each tenure teacher shall be evaluated in writing. A conference between the teacher and supervising administrator may be convened at the request of either party to discuss the content of the evaluation.
- F. Two (2) copies of the written evaluations shall be submitted to the teacher, one (1) to be signed and returned to the Administration and the other to be retained by the teacher. A teacher's signature on an evaluation will not be construed as agreement with the contents of the evaluation, unless the teacher otherwise indicates.

ARTICLE XI

GRIEVANCE PROCEDURE

- A. A grievance shall be defined as an alleged violation arising under and during the term of this Agreement and filed prior to the expiration of this Agreement. Should a teacher, teachers, or the Association feel there has been violation of this Agreement, an attempt shall be made first to discuss the matter (alleged violation) with the Principal in an effort to bring satisfactory resolution to the alleged violation. An Association representative may be present if requested by the grievant.

If no resolution is gained, then within 15 teacher work days of the alleged violation, the “grievance procedure” may be officially started by using the grievance form found in Appendix C.

When processing grievances, teacher work days shall be defined as Monday through Friday except for holidays and breaks in the “school year calendar”. Summers shall not be considered as a break in the school year calendar.

- B. ARBITRATION:
1. The arbitrator shall be selected by the following process: The names of three (3) arbitrators shall be selected by mutual agreement. The selection of the individual arbitrator for a grievance shall be made by each party crossing out one arbitrator. The remaining arbitrator will serve during the arbitration process.
 2. If an arbitrator becomes unavailable or no longer acceptable to either party, a replacement will be mutually selected.
 3. All arbitrators shall follow American Arbitration Association rules and procedures.
 4. The Association and the Administration shall equally share in the cost of the arbitration.

- C. Neither party may raise new facts at arbitration not previously raised or disclosed at other written levels. The parties shall meet not less than three (3) work days prior to the hearing in a final attempt to settle the grievance prior to arbitration.
- D. The decision of the arbitrator shall be final and conclusive and binding upon employees, the Board and the Association and may be enforced/reviewed in a court of competent jurisdiction.
 - 1. Powers of the arbitrator are subject to the following limitations:
 - a. The arbitrator shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.
 - b. The arbitrator shall have no power to establish or revise salary schedules.
 - c. The arbitrator shall have no power to change any practice, policy or rule of the Board so long as such matters are not in violation with the provisions of the Agreement.
 - d. The arbitrator shall have no power to interpret state or federal law.
 - e. The arbitrator shall not hear any grievance barred from the scope of the Grievance Procedure.
 - f. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or non-occurrence of the event upon which the grievance is based.
 - 2. Should a grievant fail to institute a grievance within the time limits specified, the grievance will not be processed. Should a grievant fail to appeal a decision within the limits specified, or a teacher leave the employ of the Board, (except a claim involving a remedy directly benefiting the teacher regardless of employment), all further proceedings on a previously instituted grievance shall be barred.

3. All preparation, filing, presentation or consideration of grievances shall be held at times other than when a grievant or a participating Association representative are to be at their assigned duty stations unless mutually agreed upon.
4. In the event a grievance is filed after May 15 of any year, 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.
5. Notwithstanding the expiration of the Agreement, any claim or grievance arising thereunder may be processed through the Grievance Procedure until resolution.
6. Failure to re-employ any teacher to a position on the extra-curricular schedule shall not be the basis of any grievance filed under the procedure outlined in this Article.
7. If a teacher demands a hearing under the Michigan Teacher Tenure Act, any grievance arbitration filed related to the teacher's demotion or discharge shall be deemed immediately dismissed.

ARTICLE XII

VACANCIES AND TRANSFERS

- A. A vacancy is defined as a newly created position or a vacant bargaining unit position which the Board decides to fill.
- B. Whenever any vacancy in any teaching position or teaching assignment shall occur, each teacher shall be notified in writing of such vacancy, and any teacher may apply for such vacancy. At the end of ten (10) days following the date of notification/posting, the Board has the right to fill the vacancy with the most qualified candidate. In filling such vacancy, the Board agrees to give due weight to the professional background and qualifications of all applicants, and the length of time each has been in the school system.
- C. Teachers who will be affected by a change in grade assignments in the elementary grades or a change in course assignment in the junior high or senior high school will be notified and consulted as soon as practical and prior to June 15. If the Board finds it necessary to make a change in teaching assignment after June 15, they shall accept the resignation of any teacher involved in this drastic change without imposing the tenure forfeitures penalties set forth in Article V, Section 1 of the Teachers Tenure Act.

ARTICLE XIII

REDUCTION IN PERSONNEL AND RECALL

- A. The Association recognizes the exclusive right of the Board to determine if a reduction in personnel is necessary due to a decrease in students, educational revisions or budgetary or financial considerations. The following procedure shall be followed:
1. Probationary teachers shall be laid off first on the basis of certification and seniority, unless there is no tenured teacher qualified and certified to fill the necessary staff positions.
 2. After laying off probationary teachers, tenured teachers with the least seniority within their certification will be laid off.
 3. The Board will notify teachers in writing as early as possible, but not less than twenty-five (25) days prior to the effective date of layoff.
 4. Whenever reasonably possible, teachers will be notified of a potential, or actual, layoff.
- B. Seniority shall be computed from the first date of continuous employment and shall be defined to mean the amount of time continuously employed as a member of the Pentwater teaching staff. Time spent on leave or layoff shall not be considered as a break in continuous service but seniority shall not continue to accrue.
- C. The district shall prepare and present to the Association a current seniority list of all of the teaching staff members prior to October 30 of each school year. Accompanying the name of each teacher on the list, shall be first date of continuous employment. No person other than a member of the bargaining unit shall accrue seniority within the bargaining unit.

Teachers who are laid off will be recalled in reverse order to layoff to fill vacancies as they arise. The Board shall give written notice of recall from layoff by sending a registered or certified letter or telegram to said teacher at the last known address. It shall be the responsibility of faculty personnel to notify the Board of any change in address. The teacher's address as it appears on the teacher's personnel information sheet form

shall be conclusive when used in connection with layoffs, recall, or other notice to the teacher. If a teacher fails to report to work within ten (10) calendar days from the date of mailing, unless an extension is granted in writing by the Board, said teacher shall be considered as a voluntary quit and shall thereby terminate the individual employment contract and any other employment relationship with the Board.

- D. No new teachers shall be employed by the Board while there are teachers of the district who are laid-off unless there are no laid-off teachers who are certified and qualified to fill the vacancy or teachers on layoff refuse a part-time position. The Board and the Association shall work together to adjust staff assignments so as to insure that the most senior teacher(s) on layoff has certification to fill vacant position(s).

Refusal or acceptance of a position within the school district that is less than full time shall not affect a teacher's recall rights to a full time position.

- E. It is further agreed that any layoff pursuant to this Article shall automatically terminate the individual employment contract of all laid-off non-tenure teachers and tenure teachers and shall suspend for the duration of the layoff the Board's obligation to pay salary or fringe benefits for any laid-off teacher's individual or supplemental employment contract as well as all benefits under this collective bargaining Agreement.

ARTICLE XIV

SCHOOL CALENDAR

- A. The school calendar shall consist of the number of student days/hours and professional development days as required by state law. The use of the professional development days shall be mutually agreed upon by the EA Executive Board and the administration. The professional development content shall be in compliance with the Guidelines for Professional Development, Michigan Department of Education.
- B. The parties agree to examine the calendar annually with the thought of coordinating the calendar with other area districts. Any change in Article XIV must be mutually agreed to by the Association and the Administration.
- C. The calendar shall provide for the following holidays:
 - 1. Friday before Labor Day (if required by law)
 - 2. Labor Day
 - 3. Two (2) days at Thanksgiving
 - 4. Two (2) weeks at Christmas
 - 5. New Year's Day
 - 6. One (1) week spring break to be the first full week of April in coordination with the Mason-Lake I.S.D.
 - 7. Memorial Day
- D. The calendar will be developed so that spring break will be the first full week of April unless in conflict with MLISD school year spring break.

See 2009-2010 calendar on page 30.

PENTWATER PUBLIC SCHOOLS CALENDAR FOR THE 2009-10 SCHOOL YEAR

September 1, 2009 – ISD Professional Development
September 2, 2009 – Professional Development at Pentwater School
September 8, 2009 –Half day for students; half day Professional Development
September , 2009—Open House
November 23 & 24, 2009 –Conferences, partial day for students
November 25, 2009-- NO SCHOOL
November 26 & 27, 2009—Thanksgiving break
December 23, 2009 –January 4, 2010—Holiday break
January 4, 2010—Return to school
January 20, 21, 22, 2010 —Exam days, partial days for students
March 24 & 25, 2010—Conferences, partial day for students
March 26, 2010--NO SCHOOL
March 29—April 4, 2010—Spring Break
April 5, 2010—Return to school
May 28, 2010—Graduation
May 31, 2010—NO SCHOOL --Memorial Day
May 28, June 1 & 2—Exams days, partial days for students
June 2, 2010—Last day for students and teachers

The 2009-10 calendar will include professional development meetings to be held during the school year. Each session will be 2 hours in length except September 2nd which will be 3 hours:

September 2, 2009	January , 2010
September 8, 2009	February , 2010
October , 2009	March , 2010
November , 2009	April
December , 2009	May 2010

In addition, each instructor will be responsible for meeting for one hour per month in Professional Learning Communities. Dates will be determined by individual groups.

The 2009-10 calendar provides for a regular school day to be 379 minutes in length.

ARTICLE XV

NEGOTIATIONS AND MISCELLANEOUS PROVISIONS

- A. 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 null and void except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. Each party shall have the right to invoke the assistance of the Michigan Employment Relations Commission.
- C. This Agreement constitutes the entire agreement between the parties. This Agreement is subject to amendment, alteration, or additions, only by a subsequent written agreement between, and executed by, the district and the Association. The waiver of any breach, term or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

ARTICLE XVI

INSURANCE BENEFITS

MEDICAL/DENTAL/VISION/LIFE

The Board shall pay 90% and the employee will pay 10% of the premium for MESSA PAK (Medical, Dental, Vision & Life) benefits. The employer shall provide a cash option in lieu of electing the health benefit. The cash amount shall be the Board's cost of a single subscriber coverage for the medical care package.* The employer shall formally adopt a qualified plan document pursuant to section 125 of the Internal Revenue Service Code.

MESSA PAK included:

Super Care 1, **\$5/10** Rx Co-pay, \$100/\$200 Deductible
\$10,000 W AD&D
VSP 2
Dental: 70/60 - \$1200 maximum, 60 ortho - \$1100 life time max

* Teachers electing an annuity using any portion, or all, of the cash amount in lieu of health benefits shall do so by following the required payroll procedure and filling out a salary reduction agreement.

ARTICLE XVII

PROFESSIONAL COMPENSATION

- A. A new teacher in Pentwater Public Schools may be given credit for prior teaching experience on the existing teacher salary schedule. The Board may grant up to, but not exceed, accumulated years of teaching experience. Teaching experience shall be accumulated teaching experience under a valid certificate computed from the date the teacher has a valid teaching certificate issued by any state in the United States of America. Teaching service in the Pentwater Public Schools, regardless of the certificate held, shall be counted the same as regular service.
- B. Salary schedule increments shall be effective the first day of the semester following the teacher's anniversary date.
- C. Payment for additional graduate credit in the teacher's area of certification or teaching areas approved by the Board shall be made effective the first day of the semester, once proof of additional semester hours of credit is submitted. Graduate degrees earned shall also follow this same procedure.
- D. A seventh assignment in grades 6 through 12 will be paid for at 16 2/3% of the individual teacher's base salary.
- E. Per diem shall be defined as 1/Xth of annual salary where X equals the number of teacher work days in the individual teachers' contract.
- F. Part-time employees covered by this Agreement shall receive pro-rata professional compensation and benefits. Salary calculation would be prorated based on the number of days and hours worked by a part-time teacher in comparison to the numbers of days and hours worked by a full-time teacher.

- G. Staff members working with Board or Administration approval beyond the contractual work days performing (related, comparable) teaching duties, shall be paid at their per diem rate. Working these days shall not be obligatory nor a criteria for evaluation or assessment of one's performance. (Summer school programs such as Title I, Special Education, etc. shall be excluded.)

- H. Longevity: Those employees having completed fifteen (15) or more years of accrued service to the Pentwater Public Schools shall be eligible for longevity pay. Longevity pay shall be reported as part of yearly salary.

Longevity Payments:

16th through 20th year of employment--
\$350

21st through 25th year of employment--
\$450

26th through 30th year of employment--
\$550

31st and beyond years of employment--
\$650

2008-09 3.00%

	B.A.	B.A. + 20	M.A.	M.A. + 20
Base	\$34,162	\$35,220	\$36,430	\$37,261
1	\$35,826	\$37,109	\$38,395	\$39,074
2	\$37,412	\$38,924	\$40,360	\$41,041
3	\$39,074	\$40,813	\$42,325	\$43,006
4	\$40,813	\$42,930	\$44,290	\$45,198
5	\$42,854	\$44,894	\$46,405	\$47,163
6	\$44,894	\$46,860	\$48,523	\$49,278
7	\$46,633	\$48,825	\$50,715	\$51,319
8	\$48,825	\$50,715	\$52,604	\$53,511
9	\$50,866	\$52,755	\$54,797	\$55,552
10	\$53,134	\$54,797	\$56,837	\$57,670
11	\$55,174	\$56,687	\$59,029	\$59,635

2009-10 2.00%

	B.A.	B.A. + 20	M.A.	M.A. + 20
Base	\$34,845	\$35,924	\$37,159	\$38,006
1	\$36,543	\$37,851	\$39,163	\$39,855
2	\$38,160	\$39,702	\$41,167	\$41,862
3	\$39,855	\$41,629	\$43,172	\$43,866
4	\$41,629	\$43,789	\$45,176	\$46,102
5	\$43,711	\$45,792	\$47,333	\$48,106
6	\$45,792	\$47,797	\$49,493	\$50,264
7	\$47,566	\$49,802	\$51,729	\$52,345
8	\$49,802	\$51,729	\$53,656	\$54,581
9	\$51,883	\$53,810	\$55,893	\$56,663
10	\$54,197	\$55,893	\$57,974	\$58,823
11	\$56,277	\$57,821	\$60,210	\$60,828

ARTICLE XVIII

EXTRA CURRICULAR POSITIONS

- A. During the regular school year, any assignment in addition to the normal teaching schedule, such as but not limited to those listed in this Article, shall be covered by a separate individual contract. The administration will have the right to fill the positions from within or from outside the bargaining unit and to assign individuals to these positions based upon many factors, including membership in the Association. These assignments shall not be obligatory. Tenure status does not accrue in these assignments. It is understood that the annual reappointment to these positions shall be completely at the discretion of the Board. Extra curricular positions will be recommended to the board for contract renewal or non-renewal at the first board meeting following the end of their season or commitment. Only positions not approved for renewal by the board will be posted.
- B. Once officially appointed by the Board, the Board reserves the right to hire or terminate the services of any person in an extra-curricular position for just cause.
- C. Salary for the following positions will be set as a percentage of the BA scale based on the following (retroactive):
 - 1. B.A. base for the first year in that position at Pentwater.
 - 2. B.A. Step 1 for the second year in that position at Pentwater.
 - 3. B.A. Step 2 for the third year or more in that position at Pentwater.
 - 4. B.A. Step 3 for the fourth year or more in that position at Pentwater.
 - 5. B.A. Step 4 for the fifth year or more in that position at Pentwater

Schedule B

Band	8.5% (Dan Root grandfathered at 10.5%)
Varsity Basketball	8.5%
J.V. Basketball	6.0%
Baseball	8.0%
Baseball Asst. (if 25 or more players)	3.5%
Softball	8.0%
Softball Asst. (if 25 or more players)	3.5%
Volleyball	8.0%
JV Volleyball	6.0%
Freshman Volleyball	3.0%
Yearbook	3.0% when part of a class, otherwise - 5.0%
Cross Country	5.0%
Track (Combined)	5.0%
Golf	5.0%
Soccer	8.0%
Cheer	5.0%
MS Basketball	4.0%
MS Cheerleading	2.0%
MS Track	4.0%
MS Volleyball	2.0%
National Honor Society	2.0%
Odyssey of the Mind	2.0%
Quiz Bowl	2.0%
French Club	2.0%

D. Salaries for the following positions will be set at a percentage of the BA base:

Intramurals	2.0%		
(A minimum of 4 activities--8 months, average 2 times a year)			
Pep Squad	2.0%		
Ski Club Advisor	2.0%		
Safety Patrol	1.5%		
HS Student Council	2.5%		
MS Student Council	2.5%		
Elementary Basketball	2.5%		
Class Advisors			
12 th	2.5%	8 th	1.0%
11 th	2.5%	7 th	1.0%
10 th	1.5%	6 th	1.0%
9 th	1.5%		

E. Additional extra-curricular positions salary rates will be negotiated by the Association and the Board of Education.

F. The Board may add other sports or extra curricular activities as student

needs and demands warrant.

ARTICLE XIX

MENTOR TEACHERS

- A. A mentor teacher shall be defined as a Master Teacher as identified in section 1526 of the School Code and shall perform the duties of a Master Teacher as specified in the code. The Board shall have a right to assign such non-tenured teachers with a mentor(s). Mentor teachers shall receive an annual stipend of \$600.
- B. The intent of appointing the mentor teacher is to insure the district's compliance with Section 1526 of the School Code.
- C. The purpose of appointing a mentor teacher is to acclimate the new teacher and to provide necessary assistance toward the goal of quality instruction. The Board may make available reasonable time so the Mentor Teacher may work with the Mentee in his/her assignment during the regular work day.
- D. No bargaining unit member shall be required to be a Mentor Teacher.

Note: The parties interpret Article X, Paragraphs B & C, to mean the Mentor Teacher shall not be included in the evaluation of the Mentee.

ARTICLE XX

DURATION OF AGREEMENT

This Agreement shall become effective, with ratification by both parties, on September 1, 2009 and shall continue in effect through August 31, 2010.

In witness whereof, the parties have executed this Agreement by their duly authorized representatives the date and the year written below.

BOARD OF EDUCATION OF
PENTWATER PUBLIC SCHOOL DISTRICT

By _____ President

By _____ Secretary

PENTWATER EDUCATION ASSOCIATION

By _____ President

By _____ Secretary

Date of Ratification:

BOARD: July 20, 2009

EDUCATION ASSOCIATION:

APPENDIX A

PENTWATER PUBLIC SCHOOLS
Evaluation of Teacher Effectiveness
(this evaluation instrument to be reviewed by committee)

Pentwater Public Schools
Teacher Evaluation

Teacher: _____

Grade/Subject: _____ Date(s) of Observation _____

Date of Meeting: _____ Evaluator: _____

Probationary/Tenure (Circle one)

Purpose of Evaluation

The evaluation process is designed to be a collaborative effort to facilitate professional growth. Any evaluation tool will only be effective when positive relationships and open lines of communication exist between the evaluator and the person being evaluated.

Evaluation Procedures

Evaluations shall be conducted by the Principal, Superintendent, or other administrator. At least one written review of the teacher's job performance shall be based upon at least thirty (30) consecutive minutes of classroom observation or length of contact period with a student or class of students. See Master Agreement for further details regarding the evaluation process.

Probationary teachers shall be evaluated in writing at least two times each year. Tenured teachers shall be evaluated once per year.

Ratings

Items are to be marked as follows:

1. Exemplary
2. Satisfactory
3. Needs improvement
4. Unsatisfactory

Any item marked 3 (Needs improvement) or 4 (Unsatisfactory) must be accompanied by an explanatory note. Items marked 1 (Exemplary) or 2 (Satisfactory) **may** be accompanied by an explanatory note.

Classroom Management

- | | | |
|-------|--|---------|
| A. | Establishes clear expectations. | 1 2 3 4 |
| <hr/> | | |
| <hr/> | | |
| B. | Understands and enforces rules as set forth in student handbook. | 1 2 3 4 |
| <hr/> | | |
| <hr/> | | |
| C. | Participates in building-wide supervision of students. | 1 2 3 4 |
| <hr/> | | |
| <hr/> | | |

Instruction

- A. Demonstrates knowledge of subject matter. 1 2 3 4

- B. Makes long term plans and organizes daily plans. 1 2 3 4

- C. Uses a variety of instructional materials and strategies. 1 2 3 4

- D. Challenges students at all ability levels. 1 2 3 4

- E. Demonstrates command of spoken language. 1 2 3 4

- F. Demonstrates command of written language. 1 2 3 4

- G. Adheres to Board adopted curriculum. 1 2 3 4

- H. Uses instructional time wisely. 1 2 3 4

Professional responsibilities

- A. Is punctual. 1 2 3 4

- B. Is responsible for use and care of school materials, equipment, and facilities. 1 2 3 4

- | | | |
|-------|---|---------|
| C. | Works effectively with colleagues. | 1 2 3 4 |
| <hr/> | | |
| <hr/> | | |
| D. | Communicates effectively with parents. | 1 2 3 4 |
| <hr/> | | |
| <hr/> | | |
| E. | Communicates with principal in accordance with district policy. | 1 2 3 4 |
| <hr/> | | |
| <hr/> | | |
| F. | Maintains timely and accurate records. | 1 2 3 4 |
| <hr/> | | |
| <hr/> | | |
| G. | Demonstrates ethical conduct in contacts with students, staff, and community. | 1 2 3 4 |
| <hr/> | | |
| <hr/> | | |

General comments and observations of evaluator (optional):

Teacher response (optional):

THIS SPACE PROVIDED FOR EITHER VALIDATION OR REBUTTAL.

The total evaluation is:

_____ Satisfactory _____ Unsatisfactory

Recommended action on contractual status
(probationary teacher):

- Tenure
- 2nd year probation
- 3rd year probation
- Contract renewal not recommended

Signature of Evaluator

Signature of Teacher

*The presence of the evaluatee's signature shall indicate that the evaluatee has reviewed the report, is familiar with the report, and that a conference regarding the report has taken place. The evaluatee's signature does not necessarily imply agreement with the evaluation.

APPENDIX B

Pentwater Public School
600 E. Park Street - Pentwater, Michigan 49449
*Telephone (231) 869-4100 * FAX (231) 869-4535*

INDIVIDUAL DEVELOPMENT/PROFESSIONAL DEVELOPMENT
PLAN

Teacher_____	Status: Probationary____	Tenure_____
Administrator/Supervisor _____		
Position_____	Date Plan Was Prepared_____	
Date(s) of Review: _____		
(See Observation/Review Report Forms)		

1. Describe the activity to be improved.
2. Give the reasons why the improvement is required.
3. Give the specific steps to be taken to correct the behavior.
4. Describe the assistance available from the administrator and/or other resource.
5. Give the date by which improvement must be shown.

6. Give the criteria for determining adequate progress.

7. Give the final evaluation

Mutually Developed By:

Administrator/Supervisor Signature: _____

Date: _____

Teacher Signature: _____

Date: _____

NOTE: The teacher's signature does not necessarily indicate agreement but, rather, that a conference has been held on the date indicated. It is further understood that the teacher has the right to attach a letter of personal comment to this form within 30 days of this IDP. (Signatures include acknowledgment of items set forth on all other pages, the total number of which is indicated below.)

_____ Additional forms attached
(number of attached forms: _____)

Pentwater Public School
600 E. Park Street - Pentwater, Michigan 49449
*Telephone (231) 869-4100 * FAX (231) 869-4535*

Classroom Teacher Individual Development Plan

OBSERVATION/REVIEW REPORT

Teacher _____	Status: Probationary__	Tenure__
Administrator/Supervisor _____		
Position _____	Date Plan Was Prepared _____	
Date of this Observation: ____/____/____		

Activity _____ to be Improved:

Progress: _____

Activity _____ to be Improved:

Progress: _____

(Additional Page(s) added if necessary)

Administrator/Supervisor Signature: _____ Date:

Teacher Signature: _____

APPENDIX C

**PENTWATER PUBLIC SCHOOL
GRIEVANCE REPORT FORM**

Grievance # _____ Distribution : 1. Superintendent
2. Principal
3. Association
4. Teacher

NAME _____ **OF**
GRIEVANT: _____

ASSIGNMENT: _____

1. Date on which Cause of Grievance Occurred: _____
(This report to be filed within 15 teacher work days of occurrence of grievance.)

2. a)Statement _____ of
Grievance: _____

b)Contract Provision Violated: _____

c) _____ Relief _____ Sought:

Date report filed: _____ Signature of Filing Party: _____

3. Date Received by Principal or Designee: _____ Signature: _____

4. Disposition _____ by _____ Principal:

Date: _____ Signature: _____
(This response to be made within 10 teacher work days after receipt of report.)

5. Date Received by Grievant and/or Association: _____

Signature: _____

6. Position of Grievant and/or Association: _____

Date: _____ Signature: _____
(This response to be made within 10 teacher work days after receipt of disposition.)

7. Date Received by Superintendent or Designee: _____

Signature: _____

8. Date of hearing between Superintendent, Grievant and Assn. Rep. _____
(Hearing must be held within 10 teacher workdays after receipt of position.)

9. _____ Disposition by Superintendent:

Date: _____ Signature: _____

(This response to be made within 10 teacher work days from hearing.)

10. Date Received by Grievant and/or Association: _____

Signature: _____

11. Position of Grievant and/or Association:

Date: _____ Signature: _____

(This response to be made within 10 teacher work days from receipt of disposition.)

12. Date Received by Board of Education or Designee: _____

Signature: _____

13. Date of Board Hearing (not later than the next regularly scheduled Board Meeting): _____

14. Disposition by Board: _____

Date: _____ Signature: _____

(This response to be made within 10 teacher work days from date of Board Hearing)

15. Date Received by Grievant and/or Association: _____

Signature: _____

16. Position of Grievant and/or Association: _____

Date: _____ Signature: _____

(This response to be made within 10 teacher work days from receipt of disposition.)

17. Date submitted to Binding Arbitration: _____

18. Decision of Arbitrator: _____

—

Date: _____ Signature: _____