

MASTER AGREEMENT

between the

ATHERTON EDUCATION ASSOCIATION

and the

ATHERTON BOARD OF EDUCATION

1993-1996

Atherton Community Schools

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PROFESSIONAL AGREEMENT

This Agreement entered into this 1st day of September, 1993, by and between the Atherton Education Association, a voluntary, Michigan Corporation, hereinafter called the "Association", affiliated with the Michigan Education Association, hereinafter called the "MEA", and the National Education Association, hereinafter called the "NEA", and the School District of Atherton, the City of Burton, Michigan, hereinafter called the "Board". The signatories shall be the sole parties to this Agreement.

WITNESSETH:

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of Atherton is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

WHEREAS, the members of the teaching profession are particularly qualified to advise in formulating policies and programs designed to improve educational standards, and

WHEREAS, the Board has a statutory obligation, pursuant to the Public Employment Relations Act, 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, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement,

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

ARTICLE I
Recognition

A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all certificated or professional personnel whether under contract, on leave, or on a per diem hourly or class rate basis, employed or to be employed by the Board. Such representation shall cover all personnel assigned to newly created professional positions unless the parties agree in advance that such positions are principally supervisory and administrative.

Such representation shall exclude day to day substitutes, superintendent, assistant superintendents, directors of school and community relations, principals, assistant principals, business manager, athletic director, and any other personnel engaged fifty percent of the time in the direct administration and supervision of professional personnel. The term "teacher" when used hereinafter in the Agreement shall refer to all professional employees represented by the Association in the bargaining unit as above defined.

B. The Board agrees not to negotiate with or recognize any teachers' organization other than the Association for the duration of this Agreement.

ARTICLE II Association and Teacher Rights

A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Act or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association, the teacher's participation in any activities of the Association or collective professional negotiations with the Board, or their institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

C. The local Atherton Education Association and its representatives shall have the right to use school buildings at all reasonable after school hours for meetings, provided that when special custodial service is required, the Board may make a reasonable charge therefore, provided that this shall not interfere with or interrupt normal school operations.

D. Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

E. The Association shall have the exclusive right to post notices of activities and matters of Association concern on teacher bulletin boards, at least one of which shall be provided in each school building. The Association may use the district intra-mail service and teacher mail boxes for communications to teachers.

F. The Board agrees to make available to the Association in response to reasonable requests all public information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations (including county allocation board budgets), agendas and minutes of all Board meetings, treasurer's reports, census and membership data, names and addresses of all teachers, salaries paid thereto and educational background, and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievance or complaint.

G. The Board may consult with the Association on any new or modified fiscal, budgetary or tax programs, construction programs, or major revisions of educational policy, which are proposed or under consideration and the Association may be given opportunity to advise the Board with respect to said matters prior to their adoption and/or general publication. The Board shall not submit any proposal for additional operational or building millage without prior consultation with the Association.

H. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, marital status. Membership in the Association shall not be denied to any teacher because of race, creed, sex, marital status, or national origin.

I. The rights granted herein to the Association shall not be granted or extended to any competing labor organization.

J. The Board shall place on the agenda of each regular board meeting as the first or second item for consideration under "new business" any matters brought to its consideration by the Association so long as those matters are made known to the Superintendent's Office six (6) calendar days prior to said regular meeting.

K. The Association shall have a maximum of eleven (11) days total each school year of released time without loss of pay for officers, delegates, committee chairpersons, and/or members to take part in business which pertains to the Association. The Association President shall make all requests in behalf of Association members. The Association shall provide at least five (5) days prior notice. The Association shall pay the substitute fee. Substitutes will be obtained through regular channels.

ARTICLE III

Board Rights and Responsibilities

The Board, on its own behalf and on the behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this contract. This contract shall include by way of illustration and not by way of limitation, the right to:

1. Manage and control the school's business, the equipment, the operations and to direct the working forces and affairs of the Employer, but not in conflict with the specific provisions of this contract.

2. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, assign work to employees, determine the size of the work force and to lay off employees, but not in conflict with the specific provisions of this contract.
3. Determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, and the institution of new and/or improved methods or changes therein, but not in conflict with the specific provisions of this contract.
4. Adopt rules and regulations, but not in conflict with the specific provisions of this contract.
5. Determine the qualifications of employees, but not in conflict with the specific provisions of this contract.
6. Determine the location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, building or other facilities, but not in conflict with the specific provisions of this contract.
7. Determine the placement of operations, production, services, maintenance or distribution of work, and the source of materials and supplies, but not in conflict with the specific provisions of this contract.
8. Determine the financial policies including all accounting procedures, and all matters pertaining to public relations, but not in conflict with the specific provisions of this contract.
9. Determine the size of the management organization, its functions, authority, amount of supervisions and table of organization, but not in conflict with the specific provisions of this contract.
10. Determine the policy affecting the selection of employees, but not in conflict with the specific provisions of this contract.

Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Michigan General School Laws or any other national, state, county, district, or local laws or regulations as they pertain to education.

ARTICLE IV

Professional Dues or Fees and Payroll Deductions

- A. Any teacher who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment authorizing deduction of membership dues in the Association, including the NEA and the MEA. Such authorization shall be in writing each year. The Board shall deduct one-twentieth of such dues from each of the first twenty (20) checks. Deductions for teachers employed after the commencement of the school year shall be appropriately prorated to complete payments by the following June.
- B. With respect to all sums deducted from the employees payroll concerning membership dues, the Board agrees to promptly remit to the treasurer of the Association that portion deducted from the employees' payroll.
- C. Upon proper written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, United Way, voluntary PAC, and any other plans or programs jointly approved by the Association and the Board.
- D. Any teacher who is not a member of the Association in good standing or who does not make application for membership within 30 days from the date of the commencement of teaching duties shall, as a condition of employment, pay a representative benefit fee to the Association in an amount determined annually by an arbitrator. In the event that a teacher shall not pay such Representation Benefit Fee directly to the Association or authorize payment through payroll deductions, as provided in the preceding paragraph A, the Board shall cause the termination of employment of such teacher. The parties expressly recognize that the failure of any teacher to comply with the provisions of this Article is just and reasonable cause for discharge from employment. Since the establishment of said Representation

Benefit Fee is herewith deemed to be the sum required to insure that non members pay their proportionate share of the costs of obtaining and administering the benefits to be received hereunder.

E. The procedure in all cases of discharge for violation of this Article shall be as follows:

1. The Association shall notify the teacher of non-compliance by certified mail, return receipt requested. Said notice shall detail the non-compliance and shall provide ten (10) days for compliance and shall further advise the recipient that a request for discharge may be filed with the Board in the event compliance is not effected.
2. If the teacher fails to comply, the Association may file charges in writing with the Board, and shall request termination of the teacher's employment. A copy of the notice of non-compliance and proof of service shall be attached to said charges.
3. The Board, only upon receipt of said charges and request for termination, shall conduct a hearing on said charges, and to the extent that said teacher is protected by the provisions of the Michigan Tenure of Teachers Act, all proceedings shall be in accordance with said Act. In the event of compliance at any time prior to discharge, charges may be withdrawn. The Association, in the processing of charges, agrees not to discriminate between various persons who may have refused to pay the Professional Dues and/or Representation Benefit Fee.

F. In the event of any action against the Board brought in a court or administrative agency because of its compliance with Article IV of this Agreement, the Association agrees to defend such action, at its own expense and through its counsel, provided:

1. The Board gives timely notice of such action to the Association; and
2. The Board gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate levels.

G. The Association agrees that in any action so defended, it will indemnify and hold harmless the Board from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Board's compliance with Article IV, including voluntary PAC deductions, but excluding any liability for unemployment compensation.

ARTICLE V
Teaching Hours and Class Load

A. The school day for teachers in the senior high and middle school shall be a continuous block of seven hours and fifteen minutes with not less than a thirty-minute duty-free lunch period. The school day for teachers in the elementary schools shall be a continuous block of seven and one-half hours with not less than a forty-five minute duty-free lunch period.

A written reprimand for unexcused tardiness is to be followed with the possibility of docking if unexcused tardiness persists. Teachers, as a rule, shall be permitted to leave 30 minutes after the close of the pupils' regular school day as defined in Board Policy Book. Teachers are encouraged to remain for a sufficient period after the close of the pupils' school day to attend to those matters which properly require attention at that time, including consultations with parents when scheduled directly with the teacher, except that on Fridays or on days preceding holidays or holiday recesses the teacher's day may end at the close of the pupils' day. Teachers may be required to attend no more than two after school or evening functions per year. Notification of dates shall be given no later than the first week of the semester in which the function occurs. Teachers shall have the option of taking three (3) 1/2 hour early dismissal times during the week in which the function occurs or the following week, at the teacher's choice. If a teacher opts to take the 1/2 hour early dismissal time, it can be taken only after the regularly scheduled classroom activity ends.

B. The normal weekly teaching load in Grades 9-12 will depend on whether it is a six-period day, one hour each period, or a seven-period day, 45 minutes each period. On a six-hour day, teachers may be assigned 25 teaching periods per week. On a seven-period day, teachers may be assigned 30 teaching periods per week. Assignment to a supervised study period or a regularly scheduled activity period shall be considered a teaching period for purposes of this Article.

So long as the High School schedule demands that a portion of the High School teachers will be scheduled for 25 minute duty-free lunch periods, as opposed to 30 minute duty-free lunch periods, those teachers so affected shall be given an early dismissal of 25 minutes to be taken at the end of one workday each week. The day designated must be mutually agreed to by the teacher and the principal.

An in-school suspension program which is not conducted during the regular student school day may be staffed by non-certified personnel.

C. The Middle School may have class periods of various time lengths during the seven hour 15 minute day. No teacher shall be assigned more than five preparations in classes in which letter grades are given.

Each Middle School teacher will have a fifty-five (55) minute planning time each day. No Middle School teacher shall have his/her student contact time increased by the change in the length of the class periods.

D. In buildings with no full-time principal, the administrator shall have the reasonable right to designate certificated personnel to be on call for the handling of certificated duties. Those teachers will exchange an equal number of minutes in early teacher dismissal up to thirty (30) minutes.

E. Each elementary teacher shall have one regularly scheduled planning period of at least twenty-five (25) minutes per day free of student supervision within the seven and one-half (7-1/2) hour day. Elementary teachers shall also be free of student supervision during the time(s) when their students are scheduled for Art, Music, and P.E. Assignment to supervision of students during recess periods shall be voluntary and considered extra duty for extra pay.

In cases where supervision is not provided through voluntary action, assignment shall be made on a rotating basis. Payment shall be either at the rate of \$15.00 per hour or an equal number of minutes in early teacher dismissal as mutually agreed upon by the teacher and the principal.

F. Teachers of music, art, and the laboratory sciences, librarians, speech therapists, reading consultants, visiting teachers, counselors and all special education teachers shall be provided with relief and preparation time to the same extent as other teachers in the district.

G. Departure from these norms are to be of an emergency nature. Anything other than emergencies will be discussed with the Association for final agreement. The matter may be processed through the professional grievance procedure hereinafter set forth.

H. The full-time teacher's normal work week shall consist of forty (40) hours excluding a lunch period. This work shall include regular teaching duties, planning and preparation time, faculty meetings, in-service meetings, curriculum meetings, meetings with parents and all other duties and functions which are a contractual part of the teacher's position. The scheduling and assignment of work hours shall be prepared by the building supervisor.

I. Kindergarten teachers who may be required to work an additional evening per semester for parent/teacher conferences will be reimbursed at the hourly rate indicated in the School Improvement article.

J. Any teacher asked to substitute on a planning period shall be paid \$15.00 (fifteen dollars) per hour. Any elementary teacher asked to substitute for another teacher by taking children into the classroom shall receive the fraction of \$15.00 per hour that corresponds to the fraction of the class placed in the classroom. All such duty will be voluntary.

K. In cases where declining enrollment, loss of revenues, or other major changes in conditions cause the Board to consider major changes in any teacher's (s') wages, hours, and working conditions, the Board agrees, upon Association request, to negotiate with the Association as such changes affect the wages, hours, and working conditions of teacher(s). The appropriate remedy for a violation of the above shall be an unfair labor practice charge.

L. Nothing in this Article shall require the Board to keep school open in the event of severe inclement weather or when otherwise prevented by an act of God. When the schools are closed to students due to the above conditions, teachers shall not be required to report for duty.

ARTICLE VI Teaching Conditions

A. The parties recognize that optimum school facilities for both student and teacher 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.

The Board agrees with the philosophy that the pupil/teacher ratio of the same class of all levels, K-12, will be equalized, where possible, as soon as possible after the first official fourth Friday enrollment count or sooner if possible. The recommended maxima is as follows: Class sizes will be equalized at the elementary level as soon as possible after the start of school.

The administration will take action prior to the fourth Friday when a teacher's class exceeds 30 students and is greater than two students between teachers in the same grade between buildings.

1. Kindergarten	25 pupils
2. Elementary Grades	25 pupils
3. Special Classes handicapped, mentally retarded	15 pupils
4. Sight-saving & hearing classes	12 pupils
5. Emotionally disturbed classes	9 pupils

The maximum class size per teacher in the secondary schools shall be recommended as follows:

Art	25 pupils
Business Lab	In accordance with State guidelines
Drafting	25 pupils
English	25 pupils
General Education	25 pupils
Physical Education	40 pupils
Health Education	25 pupils
Homemaking	20 pupils
Hygiene	25 pupils
Industrial Arts	20 pupils
Language	25 pupils
Mathematics	25 pupils
Music	35 pupils
Pool	30 pupils
Science	25 pupils
Social Studies	25 pupils
Typing	30 pupils
Vocational Shops	20 pupils

B. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard texts and questionnaires, and similar materials are the tools of the teaching profession. Further, that efforts shall be continued to seek and use textbooks and supplementary reading materials which correlate directly with the program adopted by all parties and which contain the contribution of minority groups to the history, scientific and social development of the United States. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools.

C. The Board shall make available in each school, exclusively for teacher use during the school day, an adequately furnished nonsmoking lounge/lunchroom, restrooms and lavatory facilities. Provisions for such facilities will be made in all future buildings.

D. Telephone facilities shall be made available to teachers for their reasonable use (local calls only).

- E. The Board agrees at all times to keep the schools reasonably and properly equipped and maintained.
- F. In schools where continuous cafeteria service for teachers is not available, a stove and refrigerator will be available for teachers' use.
- G. Adequate off street, paved parking facilities shall be provided and properly maintained and identified exclusively for teacher use.
- H. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being.
- I. Under no conditions shall a teacher be required to drive a school bus as part of his/her regular assignment.
- J. Teachers are expected to have personal conferences with parents each semester in addition to the usual conferences during American Education Week and/or regularly scheduled open houses. At each scheduled faculty meeting each principal may circulate a form for teachers to indicate the names of parents and students and the nature of the contact (discipline, honors, absenteeism, poor study habits, etc.) To insure privacy for these conferences, a telephone will be installed in each building as follows: Senior high -- audio visual room, Middle School -- professional library; Van Y -- a desk, chair, and writing materials will be provided in the workroom which currently has a telephone.
- K. The parties recognize that students having special physical, mental, and emotional problems may require special education experiences.
- L. Special attention shall be given by the administrators and board where special students are placed in a regular classroom.
- M. In the event that a student with an ongoing or chronic communicable disease is allowed, by policy or by law, to attend school, selected persons within the district shall have knowledge of the student's condition including the principal, school nurse, classroom teacher(s) and other appropriate staff. Such persons shall be notified in advance of the student's placement and/or return to school. The Board will provide the Association, prior to said student's placement and/or return, notice and opportunity to bargain on the impact on the working conditions and health and safety of bargaining unit members.

ARTICLE VII
Professional Qualifications and Assignments

- A. Since pupils are entitled to be taught by teachers who are working within their areas of competence, teachers shall not be assigned, except temporarily and for good cause, outside the scope of their teaching certificates or their major or minor field of study provided that such assigned teacher shall have a valid Michigan teacher's certificate.
- B. ZA ENDORSEMENT - Those teachers who are employed after August 31, 1993, will be required to possess a ZA (Early Childhood Endorsement) on his/her Michigan Teacher Certificate in order to teach in the Kindergarten through third grades. If a staff member hired after August 31, 1993 is "bumped" to a K-3 position due to the elimination of his/her position, and he/she possesses a valid teaching certificate for the assigned area, he/she will be allowed to fill a K-3 position provided he/she makes progress toward the ZA (Early Childhood Endorsement) by completing 6 semester hours of college credit in each succeeding 12 month period. The Board of Education will reimburse teachers for up to 2 credit hours of the six credit hours successfully completed. The provision for Board reimbursed tuition applies only to the ZA endorsement. Teachers hired prior to August 31, 1993 will be "grandparented" in order to fulfill this requirement.
- C. The Board shall, at all times, adhere as closely as possible to the accreditation standards under the State of Michigan and/or the North Central Association pursuant to ARTICLE XV, Section G.

ARTICLE VIII
Vacancies, Promotions, and Transfers

- A. Whenever any vacancy in any professional position in the district shall occur, the Board shall publicize the same by giving written notice of such vacancy to the Association, and provide for appropriate posting in every school building. In addition, posting of vacancies which begin and/or end during contractual holiday recesses and/or summer breaks will also be recorded on the district call in number.

Teachers are required to apply for the position in writing. No vacancy shall be filled except in case of emergency on a temporary basis, until such vacancy shall have been posted for at least 8 days (i.e., Monday through Monday.)

B. Any administrator who is laid off due to a decrease in the numbers of administrative positions in the district shall return to the bargaining unit with full seniority credit for all teaching and administrative service in the district.

Any administrator who is removed from his/her position by reasons other than a decrease in the number of administrative positions or who resigns his/her administrative position shall return to the bargaining unit with full seniority for all teaching and administrative service in the district earned prior to Friday, January 26, 1979.

ARTICLE IX Leave Pay

A. At the beginning of each school year each teacher shall be credited with twelve (12) days of leave, the unused portion of which shall accumulate from year to year, not to exceed 65 days (ninety (90) days for those teachers grandfathered in 1970-71). The leave days may be taken by a teacher for the following reasons and subject to the following conditions:

1. Personal illness or disability, the teacher may use all or any portion of the leave to recover from the teacher's own illness or disability, which shall include childbirth and complications of pregnancy. In case of excessive absences, the Board of Education shall have the right to have an examination by an agreed to physician.
2. Death or illness in the immediate family which includes parents, spouse, parents of spouse, brothers, sisters, children, grandparents and grandchildren. The Board is to have discretionary authority in unusual cases.

Effective September 1, 1987 for all sick days that an employee would have accumulated over 65 days, the district shall credit the employee with a \$20.00 credit per sick day. The \$20.00 shall be paid to employee upon retirement or resignation from the Atherton Schools.

B. Two (2) days per year personal leave may be granted by obtaining written approval of the Principal and the Superintendent. A personal business day will only be granted for a full day unless internal coverage is arranged and approved by the Principal. Personal days are not accumulative as personal days, however, they will not be deducted from sick leave. At the end of each school year, a teacher's unused personal days shall be added to his/her accumulated sick days.

C. A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability, up to one year and the leave may be renewed each year upon written request by the teacher.

D. A teacher called for jury duty shall be compensated for the difference between teaching pay and the pay received for the performance of such obligation.

ARTICLE X Sabbatical Leave

Professional study - an instructional employee who has been employed under contract for three (3) years or more, upon written request, may be granted a leave of absence for study for one year without salary but with insurance benefits provided; however, the Board shall not be held liable for death or injuries sustained by any teacher while on a sabbatical leave. Written request must be submitted by March 1 preceding the September in which leave would begin. Said leave would not become effective until leave agreed to. Upon return, said teacher will be given his/her former position or a position mutually agreed upon by both parties. In the event that his/her former position is no longer part of the curriculum, he/she will be given a position in the system that has been agreed upon by both parties.

ARTICLE XI Unpaid Leaves of Absence

A. A leave of absence shall be granted to any teacher, upon application, for the purpose of participating in exchange teaching programs in other school districts, states, territories or countries; foreign or military teaching programs; the Peace Corps, Teachers' Corps or Job Corps as a full-time participant in such program; or a cultural travel or work program related to his/her professional responsibilities; provided said teacher states his/her intention to return to the school system.

B. A leave of absence may be granted to any teacher, upon application, for the purpose of engaging in study at an accredited college or university reasonably related to his/her professional responsibilities.

C. A leave of absence shall be granted to any teacher, upon application, for the purpose of serving as an officer of the Association or on its staff.

D. A leave of absence shall be granted to any teacher for the purpose of child care.

E. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States.

F. A voluntary personal leave of absence may be granted to a teacher not affected by a lay-off in the event that a reduction in staff is deemed necessary subject to the following restrictions:

1. Application must be made to the Superintendent by May 15 for the following school year. The leave will be granted only from the end of the teacher's contract year to the end of the next teacher contract year.
 2. The Board must be able to fill the position of the teacher requesting the leave with a teacher currently on the staff, thereby preventing a teacher with less seniority being laid-off.
 3. Once the leave is granted, the agreement regarding the leave is binding to both parties.
 4. At the time the leave expires, the teacher shall be returned to the position he/she held or, in cases of further reduction of staff, he/she shall be subject to the provisions of Article XV. Additional volunteer personal leaves may be granted to the teacher who requests such and meets the criteria for the leave.
 5. A teacher shall receive no insurance benefits at Board expense, but may elect to continue insurance benefits by paying the premium at the Superintendent's office. This section is contingent upon approval by the respective insurance carrier.
 6. The employer shall have the sole discretion in the granting of such a leave.
- G.1. Duration of leaves shall be up to one year. A teacher may apply for a one-year extension subject to Board approval.
2. Leaves of absence under this Article shall commence at the beginning of a semester unless agreed to by the Board except those which commence at the end of a disability period.

RETURN PROCEDURE

I. Upon return from such leaves, a teacher shall be placed at the same position on the salary schedule as he/she would have taught in the system during such period to a maximum of one year.

J. Teachers on leave shall notify the Board by certified mail not less than forty-five (45) school working days prior to the expiration of such leave (for example, a teacher returning to work on September 1 must notify the employer by April 1) of their intent to return to employment, request to extend the leave, or terminate employment.

K. Provided there is an opening, a teacher returning from a leave shall be returned to the same position he/she had when said leave commenced or if it does not exist, to a position of like nature.

L. The Board shall notify the teacher, by certified mail, of an available position. Failure to accept within 15 calendar days of receipt of such notice of an available position for which the teacher is certified, or failure to notify the Superintendent pursuant to Article XI, Section J, shall be just cause for termination and loss of all seniority of the Board's obligation to that teacher. Action to terminate employment shall not commence for a period of five (5) days after written notification to the Association President of the teacher's failure to comply with this Article. The fifteen (15) days may be waived if there are less than twenty (20) days until the start of school; provided, however, in no case shall it be less than ten (10) days.

M. Teachers on approved leaves of absence shall retain all seniority accrued prior to the beginning of the leave.

ARTICLE XII
Academic Freedom

The parties seek to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, and to instill appreciation of the values of the individual personality. Therefore, the standards of professional responsibility as set forth in the Code of Ethics of the Education Profession will be a safeguard to the legitimate interests of the schools and its teachers.

ARTICLE XIII
Teacher Evaluation and Progress

A. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, closed circuit television, public address or audio systems, and similar surveillance devices shall be strictly prohibited.

B. Each teacher shall have the right upon request to review the contents of his/her own personnel file. A representative of the Association may be requested to accompany the teacher in such review.

C. The Teaching Evaluation Booklet adopted September, 1993 will be used in its entirety.

- D. 1. Copies of the evaluation booklet will be distributed on the opening day of school with a short presentation by the Superintendent.
2. Non-tenure teachers will be provided with a written copy of the teacher's evaluation at least three times during the school year, not later than January 15, February 15, and March 15. Tenure teachers shall be provided with a written copy of the teacher's evaluation completed a minimum of every three years; not later than May 15 of that year.
3. The evaluator will go over the written evaluations orally with the teacher not more than two (2) weeks after the observations are finished.
4. The evaluation of a teacher's performance shall include classroom visitation. The evaluator will cause as little disruption as possible in the classroom and will attempt to stay for the entire lesson.
5. If a teacher feels an evaluation is unfair, that teacher has the opportunity within two (2) weeks to put that objection in writing, have a conference with the evaluator, have the evaluator sign that the evaluator has seen the reply, and have it attached to the written evaluation.
6. A teacher shall be entitled, upon request, to have an Association representative present at the conference.

E. Areas of evaluation that administrators may use:

1. Living up to the Master Contract Agreement.
2. Meeting written directives as to time schedules for grades, attendance reports, written instructions from the building administrators. All such directives will be in

F. Before a probationary teacher is discharged for incompetency he/she shall have in writing.

1. Notice of his/her deficiency with reasonable specificity (by way of illustration and not limitation, the following are stipulated by the parties as having reasonable specificity:
 - a. Any individual charge held to have been valid for the dismissal of a tenure teacher by the State Tenure Commission,
 - b. any sub-topic listed in the teacher evaluation booklet.)

2. Reasonable specific suggestions for improvement. (It is acknowledged by the parties that because of the skilled and integrated nature of education, suggestions for improvement are useful for diagnosis of a problem; however, even if a teacher faithfully implements all suggestions, he/she still may be incompetent.)

3. The monitoring that will occur and the date by which the deficiency must be corrected.

4. The consequences of failure to correct the deficiency.

G. Teachers will be informed that their signature on the evaluation means only that they have seen the evaluation results and shall not be interpreted to mean agreement with the content. (As per page 16 B of the Evaluation Form adopted June, 1972.)

ARTICLE XIV
Professional Behavior

A. Teachers are expected to comply with reasonable rules, regulations, and directives adopted by the Board or its representatives, including teaching the required body of knowledge, identified as the core curriculum, which are not inconsistent with the provisions of this Agreement, provided that a teacher may reasonably refuse to carry out an order which threatens physical safety or well-being or is professionally demeaning.

B. The Board recognizes that the Association supports professional behavior and dress. The parties recognize that 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. Alleged breaches of discipline or deficiencies shall be promptly reported to the offending teacher. The Association will attempt to assist the teacher in the correction.

C. 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 discipline or delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present. In a conference between a teacher and an administrator that may lead to the discipline of that teacher, the above provisions are applicable.

D. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such discipline, reprimand or reduction in rank, compensation or advantage, including adverse evaluation of teacher performance or violation of professional ethics asserted by the Board or any agent or representative thereof shall be subject to the professional grievance negotiations procedure thereafter set forth. All information forming the basis for disciplinary action will be made available to the teacher and the Association.

E. A teacher shall receive a copy of any disciplinary action that is to be placed in his/her personnel file and may respond, in writing, within ten (10) school days from the receipt of such materials. A teacher shall be advised that written warnings and reprimands may be placed in the teacher's personnel file.

ARTICLE XV

Reduction in Personnel and Annexation, Consolidation or Other Reorganization of the District

A. In the event that this district shall be combined with one or more districts, the board will use its best efforts to assure the continued recognition of the Association and the continued employment of its members in such consolidated district.

B. No later than thirty (30) days following the ratification of this agreement, the Administration shall prepare a seniority list. Seniority is defined as length of service within the bargaining unit. All teachers shall be ranked on the list in the order of their effective date of employment as determined by the date the original, individual contract was signed. In the circumstances of more than one individual having the same effective date of employment, employment determination will be by alphabetical order, by surname on date of hire.

C. The seniority list shall be published and posted in all buildings of the district by October 15 of each school year. Revisions and updates of the seniority list shall also be published and posted as they are made. A copy of the seniority list and subsequent revisions and updates shall be forwarded to the Association.

D. All seniority is lost when employment is severed by resignation, retirement, discharge for cause; however, seniority is retained if severance of employment is due to layoff. In the cases of layoff, teachers so affected shall retain all seniority accumulated as of the effective date of layoff.

E. Layoff shall be defined as necessary reduction in the work force beyond normal attrition due to decreased student enrollment or shortage of revenues.

F. In the event of or need to lay off due to decreased student enrollment or shortage of revenues, the Board will not lay off teachers having valid contracts during the school year. Layoffs will be effectuated at the start of the following new school year. In cases where a teacher is to be laid off pursuant to a necessary reduction in work force, a reasonable attempt shall be made to notify said teacher of layoff at least sixty (60) days prior to the end of the current school year. The sixty-day prior notice may be waived for just cause in cases of unforeseen emergencies.

G. Layoffs, when necessitated, shall be effectuated in the following manner: The administration shall develop, following consultation with the Association, the educational program for the forthcoming school year, identifying the staffing needs for each building including grade levels, subjects, special education, and the number and title of each other position including traveling teachers. The list of district staff positions shall be published and posted in each building with a copy to the Association. Such list shall be published and posted prior to the implementation of any layoff.

Beginning with the first name on the seniority list, each individual shall be placed in an assignment in the following order of priority:

- (1) Current assignment; if not available then,
 - * (2) Current grade/department in another building; if not available then,
 - * (3) Another grade/department in their current building, if not available then,
 - * (4) Another grade/department in another building.
- (5) If no vacancy is available in any grade/department for which the individual is certified, in any building, the individual will then be laid off. Written notification in accordance with the timelines herein provided will be forwarded to the affected teacher and the Association.

*If a choice of building, grade or department is possible, the teacher's choice shall be honored.

Qualifications for placement in position shall be based on the valid state teaching certificate(s) or license(s) held by the affected teacher.

In addition, accreditation standards under the State of Michigan and/or North Central Association, must, if required, be met as follows:

1. A staff member who may be "grandparented" in her/his position pursuant to the accrediting agency will be allowed to keep her/his current assignment.
2. Pursuant to the accrediting agency, a faculty member who does not meet accreditation standards, is not "grandparented" and wishes to be considered for another position must agree, in writing, during the posting period, to take the required hour/courses (at her/his own expense) within the time allotted.
3. Failure to comply with the previous agreed upon course of study will be grounds for dismissal.
4. The qualifications criteria contained in this section, if required, supersedes any other language to the contrary contained in this collective bargaining agreement.
5. The Atherton School District will not be allowed to lose its legally required or district desired accreditation status.

H. Teachers who are laid off or are on the recall list will be eligible for recall to a position for which they are certified for four (4) years. Those whose names appear on the recall list as of June 11, 1993, are eligible for recall until June 11, 1997.

I. Laid off teachers shall be recalled to the first vacancy for which they are certified in reverse order of layoff. All laid off teachers shall be recalled immediately upon the resolution of any crisis which may have precipitated the reduction in staff.

J. A laid off teacher shall be considered laid off until reinstated in the district. Refusal of an offer from the Board of a (full-time or the same fraction of a full-time position held prior to the layoff) position for which the laid off teacher is certified, or failure to respond within fifteen (15) days of the receipt of a written offer of a position made by the Board shall be cause for termination and loss of all seniority of the Board's obligation to that teacher. The fifteen (15) days may be waived if there are less than twenty (20) days until the start of school; provided, however, in no case shall it be less than ten (10) days.

K. Notifications of a recall shall be in writing with a copy to the Association. The notification shall be sent by certified mail to the teacher's last known address. It shall be the responsibility of each teacher to notify the Board of any change in address.

L. Recalled teachers shall be entitled to all sickness and leave benefits as provided herein. Utilization of such benefits or an existing necessity for utilization of such benefits shall not be considered proper reason for failure to recall or reinstate.

M. A laid off teacher may upon application be granted priority status on the district substitute teacher list.

N. A laid off teacher may continue health, dental, and life insurance benefits by paying monthly the normal subscriber group rate premium for such benefits by the Board for ninety (90) days. The Superintendent's office will then assist the teacher to get on direct billing.

O. Both parties agree that first-year probationary positions may be terminated by either party upon thirty (30) day written notice to the other party.

ARTICLE XVI
No Strike Clause

A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled by our grievance procedures, the parties have removed the basic cause of work interruption during the period of this Agreement. The Association accordingly agrees that it will not, during the period of this Agreement, directly or indirectly, engage in or assist in any strike, as defined by Section I of the Public Employment Relations Act.

B. The Association shall refrain from giving any aid, encouragement, or support of any sort whatever to members who are violating the provisions of this section.

ARTICLE XVII
School Calendar

For the terms of this Agreement, school calendars shall be as set forth in Appendix A.

ARTICLE XVIII
Professional Compensation

A. The basic salaries of teachers covered by this Agreement are set forth in Appendix B which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the designated periods.

B. All teachers shall be given a maximum of five (5) years credit on the Salary Schedule set forth in Appendix B for full years of outside teaching experience in any school district in the State of Michigan or other teaching experience in a school district accredited by a recognized accrediting agency. All teachers not at the top of the salary schedule and presently employed effective this salary contract date will be placed on the updated salary schedule. There shall be no retroactivity prior to effective contract date.

C. A teacher's hourly rate is to be determined by dividing his/her annual regular salary by the number of hours he/she teaches per day times the number of days for which he/she is contracted.

D. Teachers involved in voluntary extra duty assignments as set forth in Appendix B-1 which is attached to and incorporated in this Agreement shall be compensated in accordance with the provisions of this Agreement without deviation. (Floats shall not be assigned to a teacher.)

E. Teachers required in the course of their work to drive personal automobiles from one school building to another shall receive a car allowance at current board rate.

Teachers who are regularly assigned to work in more than one building are entitled to a stipend of \$100 per year, to be paid at the end of the school year. Bargaining unit members who previously received mileage for traveling between buildings will continue to receive the mileage allowance.

F. All teachers may elect to have their pay in twenty-one (21) or twenty-six (26) installments. After the first pay a teacher may not change their election of either the 21 or 26 pay installment

ARTICLE XIX Insurance Protection

Pursuant to the authority set forth in Section 617 of the School Code of 1955, as amended, the Board agrees to furnish to all teachers the following insurance protection:

A. 1. The Board shall provide group life insurance protection with an accidental Death and Disability rider to be paid to the teacher's designated beneficiary in the amount of \$40,000.

2. The Board will also provide long-term disability (66 2/3 salary after ninety (90) calendar days continuous absence, with maximum of \$3,000.00)

B. The Board shall make payment of insurance premiums for each employee to provide insurance coverage for the full twelve-month period commencing September 1st and ending August 31st.

C. The Board agrees to provide without cost to each teacher MESSA Delta Dental Care Program for each member of the bargaining unit and their eligible dependents according to the following:

Plan C-01	All employees who are covered by an employer paid dental insurance plan with internal and external coordination of benefits.
-----------	--

Class I/II/III
50/50/50

Plan E-007 Program	All other employees.
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Class I/II/III 80/80/80	Class III coverage shall have a maximum of \$1300.00
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D. The Board shall provide without cost to the employee, the following insurance protection for a full twelve-month period.

Health Insurance: The employee may elect full family MESSA Super Care I or HMO protection for the employee and his/her eligible dependents including sponsored dependents as defined by the carrier and its underwriter. For teachers electing the Super Care I coverage, the Board shall reimburse deductible and prescription deductible by separate check within two weeks after first enrollment on the first pay date in January each calendar year thereafter in the amount of \$150 for Full Family or Self & Dependent coverage and \$75 for Single Subscriber coverage for the 1993-94 school year.

For teachers electing the Super Care I coverage, the Board shall reimburse one-half the deductible in the 1994-95 school year and no reimbursement in the 1995-96 school year. For the 1994-95 school year, the deductible reimbursement will be by separate check within two weeks after the first enrollment and on the first pay date in January.

For teachers who elect the board approved alternative health care provider; i.e., HMO, the board agrees to pay 50% of the difference between the current applicable monthly alternative health care provider premium and the current applicable monthly MESSA Super Care I premium into a Board approved tax sheltered annuity provided the alternative health care premium is less than the MESSA premium.

Teachers who elect not to take health insurance shall have a tax-deferred annuity of \$110, paid monthly into the Board approved carrier of their choice.

E. Vision Insurance: The Board will provide VSP III for all bargaining unit members and their dependents.

F. New employees who work less than full time shall receive a pro-rata contribution towards the cost of fringe benefits. (For example an employee working .6 would receive a 60% subsidy towards the cost of insurance.) If an employee does not pay her/his portion of the benefit subsidy, the district shall not be obligated to pay its portion.

ARTICLE XX

Special and Student Teaching Assignments

A. Assignments to fill vacancies for the Adult Education, Driver Education, Alternative Education, Summer School programs and coaching positions will be made by the Board of Education on the basis of preference to qualified bargaining unit members. Should the board decide to hire an individual outside the bargaining unit, its reason for not hiring the inside applicant shall not be arbitrary or capricious.

B. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall be informed of a telephone number they may call before 7:00 a.m. (6:30 a.m. at the high school) 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. Substitutes shall be paid for a regular teaching day the sum as per Appendix B. Teachers who do not call their principal at the above designated number and time shall be subject to a dock of half day (4 hours) following a warning and a reprimand for failure to do so.

C. Supervisory teachers of student teachers shall be tenured teachers possessing academic preparation who voluntarily accept the assignment and they shall be known as "supervisory master teachers". The parties recognize that "supervisory master teachers" are not supervisory teachers under Public Act 379 of 1965.

D. Supervisory Master Teachers shall work directly with the University Program Coordinator, assist in developing extensive opportunities for the intern teachers and student teacher to observe and practice the arts and skills of the profession.

E. The Association agrees to accept intern teachers and student teachers as honorary members during their internship period and include them in appropriate meetings and activities of the Association.

F. The Board agrees to provide intern teachers and student teachers with a copy of the most recent accrediting report, texts, guides, building policies, and a copy of this Agreement to assist them during this period.

G. Monies appropriated to the school district for the intern teacher and the student teacher will be paid directly to the Master Teacher.

H. The supervisory Master Teacher shall file a written report and evaluation with the University Coordinator and the administration with a copy to the intern teacher or student teacher as the University requires.

ARTICLE XXI

Student Discipline and Teacher Protection

A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of conduct 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 relieve the teacher of responsibilities with respect to such pupil.

B. It is recognized that discipline problems are less likely to occur in classes where a high level of student interest is maintained. It is likewise recognized that when discipline problems occur, they may most constructively be dealt with by encouragement, praise and emphasis upon the child's desirable characteristics. A teacher must use discretionary force and only when it is necessary to protect himself/herself from attack or to prevent injury to another student.

C. Procedure for suspension of students from school shall be distributed to students, teachers and parents each year. School authorities will endeavor to achieve correction of student misbehavior through counseling and interviews with the child and his/her parents when warranted. Other measures, short of suspension, will first be exhausted.

D. Any case 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.

E. A written statement by the Board governing use of corporal punishment of students shall be publicized to all teachers no later than the first week of each school year. In the absence of a published school district policy, teacher shall be free to employ such means of corporal punishment as they shall in their discretion regard as reasonable.

ARTICLE XXII Student Rights

A. The education of all children shall be based on the precept that high education is dependent upon providing for a stimulation of the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. To accomplish this, the Board and the Association agree that the students of the district can expect:

- A free and undistorted view of subject matter with varying points of view.
- The inclusion of all students regardless of race, color, creed or national origin in the opportunity to participate or benefit under any program not the granting of any discriminatory consideration or advantage.
- That all confidential information obtained in the course of professional service not be disclosed unless disclosure serves professional purposes or is required by law.

B. No student shall be permanently excluded from attending school in the district for disciplinary reasons without advising the parents or guardians of the child for the reasons therefore and according a fair hearing if requested. At such hearing, the student may be represented by an attorney and may present evidence and examine or cross-examine witnesses. Before any permanent expulsion of a student, the approval of the Superintendent shall be obtained.

ARTICLE XXIII
Professional Grievance Procedure

1. A "grievance" is a complaint that there is evidence of a violation misinterpretation or misapplication of provisions as stated in this agreement. No grievance exists if another form is chosen (i.e., Tenure Commission, MERC, EEOC, Civil Rights Commission, etc.)

2. The "aggrieved person" is the person or persons making the complaint, or the Association.

3. The term "teacher" includes any individual or group, who is a member of the bargaining unit covered by this contract, or the Association.

4. A "party of interest" is the person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.

5. The term "days" shall mean school days except after the end of the school year in which case it shall mean week days.

A. In the event that a teacher believes there is a basis for a grievance he/she shall first discuss the alleged grievance with his/her building principal either personally or accompanied by his/her Association representative.

B. If, as a result of the informal discussion with the building principal, a grievance still exists, he/she may invoke the formal grievance procedure through the Association on a form signed by the grievant and a representative of the Association, which form shall be available from the Association representative in each building. A copy of the grievance form shall be delivered to the principal. If the grievance involves more than one school building, it may be filed with the Superintendent or a representative designated by him/her.

C. PURPOSE: The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the grievance, as filed. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure. Nothing contained herein shall be construed as limiting the right of any teacher with a grievance to discuss the matter informally with any appropriate member of the administration.

D. STRUCTURE: Levels of Grievance Procedure:

1. Level One ... The principal of the respective school in which the grievant serves.
2. Level Two ... Superintendent of Schools or designated representative.
3. Level Three ..Board of Education or its designated agent.
4. Level Four ...Arbitration

E. PROCEDURE: The number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits may be extended by mutual consent. If the grievance is filed on or after June 1st, the time limits may be reduced in order to effect a solution prior to the end of the school year, or as soon thereafter as is practicable.

F. PROCEDURE OF GRIEVANCE STEPS:

1. Level One - A teacher with an alleged grievance shall file, in writing, a formal grievance form as provided by the Association to his/her respective principal or immediate supervisor. The aggrieved person may have representation of the Association present at the time of the grievance meeting, if so requested by the teacher.

The grievance must be instigated within ten (10) school days following the alleged violation of the Agreement.

2. Level Two - In the event that the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) school days after presentation, he/she may file the grievance with the Superintendent of Schools. The grievant shall have representation of the Association present at the grievance meeting.

The aggrieved must process Level Two within five (5) school days after receiving disposition of Level One.

3. Level Three - If no agreement has been reached at Level Two or no decision rendered within ten (10) school days, the aggrieved person may refer the grievance to a committee of the Board of Education.

The aggrieved person shall file Level Three within five (5) school days after receiving disposition of Level Two.

4. Level Four - In the event the grievant is not satisfied with the decision rendered at Level Three, the Association may file for arbitration under the rules of the American Arbitration Association within 20 days.

The Decision of the Arbitrator shall be binding on both parties. The Board or the Association shall not be permitted to assert in such arbitration on any grounds or to rely on any evidence not previously disclosed to the other party in writing.

Teachers who are parties to an arbitration hearing shall suffer no loss of pay or fringe benefits by virtue of their appearance at such a hearing.

5. Limitations of Arbitration:

- A. The Arbitrator shall have no power to add or subtract from, disregard, alter or modify any terms of this Agreement.
- B. The Arbitrator shall have no power to rule on any of the following:
 1. The termination of services of or failure to re-employ any probationary teacher, except for failure to follow the procedures outlined in Article XIII of this Agreement.
 2. The placing of a non-tenure teacher on a third year of probation.

6. MISCELLANEOUS:

1. A grievance may be withdrawn at any level without prejudice or record. However, if, in the judgment of the Association representative, the grievance affects a group of teachers, the Association may process the grievance at the appropriate level.
2. The grievance discussed and the decision rendered at LEVEL ONE shall both be placed in writing upon request of either party. Decisions rendered at all other levels shall be in writing and shall promptly be transmitted to all parties of interest.
3. No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reasons of such participation.
4. All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the participants.
5. Forms for filing and processing grievances shall be designed by the Superintendent and the Association, shall be prepared by the Superintendent, and shall be given appropriate distribution so as to facilitate the operation of the grievance procedure.

6. Access shall be made available to all parties, places and records for all information necessary to the determination and processing of the grievance.

7. The cost of the arbitrator shall be shared equally by the parties.

ARTICLE XXIV Negotiation Procedures

A. Representatives of the Board and the Association's committee will meet on one mutually agreed upon day each month prior to the regularly scheduled Board of Education meeting for the purpose of reviewing the administration of the contract, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.

B. All meetings between the parties will regularly be scheduled to take place as promptly as possible at times when the teachers involved are free from assigned instructional responsibilities unless otherwise mutually agreed.

C. Between April 1 and April 15, the parties shall initiate negotiations for the purpose of entering into a successor agreement for the forthcoming year.

D. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.

E. There shall be three signed copies of the final agreement for the purpose of record. One retained by the Board, one by the Association, and one by the Superintendent.

ARTICLE XXV School Improvement

District and building school improvement team representatives serve on a voluntary basis. Minimally, representation on the team shall be determined by P.A. 335. Teams establish their own ground rules and plans to implement P.A. 335 and school accreditation.

The board is committed to continuous inservice and professional staff development in support of the school improvement process. The board will establish funding for the school improvement teams.

As in the past, the Administration will send participants to in-service and other meetings during school time. The teacher(s) will continue to receive their regular pay rate and the Board of Education will hire necessary substitute teachers.

For approved activities beyond the regularly scheduled school day, the Atherton Board of Education will compensate teachers at the rate of \$18 per hour. If and when the rate of pay in ARTICLE V-J of the Master Agreement is increased, pay for this process shall be increased accordingly with that figure as a minimum. Payments are to be made at the end of each semester. Prior approval of the building administrator and accounting of time for reimbursement by the Principal's Office are required.

It must be understood that under no circumstances shall any comments or decisions in improvement meetings be construed as official union positions and nothing shall be construed to change, amend, delete or substitute for any part of the Master Agreement. No decisions made shall change working conditions bargained, intent in bargaining or practices regarding implementation of same.

Any desired changes should be proposed in a special formal request to bargain forwarded to the Association President, agreed to by the Association's Bargaining Team, and ratified by the general membership.

ARTICLE XXVI Miscellaneous Provisions

- A. The Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.
- B. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board. All teachers covered under this Agreement who participate in the production of tapes, publications or other produced educational material shall retain residual rights should they be copywritten or sold by the district.
- C. If any provisions 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 not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- D. Copies of this Agreement titled "Professional Agreement between the Atherton School District and Atherton Education Association" shall be printed at the expense of the Board within 30 days after the Agreement is signed and presented to all teachers now employed, hereafter employed, or considered for employment by the Board. Further, that the Board shall furnish copies of the Master Agreement to the Association for its use.

E. If the Atherton Board of Education makes application or receives an application for a Charter/Academy School, the Board will provide timely notice to the Atherton Education Association.

ARTICLE XXVII

The BLT's (Building Level Teams) will evaluate the information voice mail system's effectiveness at the end of the 1992-93 school year. Staff will be required to maintain appropriate current information on the voice mail system.

ARTICLE XXVIII
Duration of Agreement

This Agreement shall be effective as of September 1, 1993, and shall continue until the 31st day of August, 1996.

The salary schedules attached to this document are for the 1993-94, 1994-95 and 1995-96 school years.

This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

EDUCATION ASSOCIATION

BOARD OF EDUCATION

BY *Dennis M. Bell*
Its President

Robert D. Olson Jr.
Its President

BY *Sandra J. Supplehorn*
Its Secretary

Roger Foutel
Its Secretary

BY *Laura Paige*
Chief Negotiator

Paul J. De...
Member

BY *Kathy Thomas*
Negotiating Committee

William B. Zolats
Member

BY *Nancy J. Arnold*
Negotiating Committee

Letta Sigelby
Member

Member
Duncan J. W...
Member

APPENDIX A
1993-94, 1994-95 and 1995-96 School Calendars

When conditions not within the control of the Board, such as but not limited to, severe storms, fires, epidemics or health conditions, or an Employer directive results in the closing of a school or other facility of the Employer, bargaining unit members shall be excused from reporting to duty without loss of pay. Days when school is closed due to unforeseen conditions not within the control of school authorities shall not be rescheduled except to the minimum required by law. Said make-up days shall be added consecutively to the end of the instructional year. Make up of instructional days shall be only as necessary for the school district to satisfy legal requirements on a building by building basis rather than district-wide basis as permitted by law. Bargaining unit members are required to work the make-up days, and shall not receive an increase in salary above the contracted amount. Should an instructional day be rescheduled and insufficient students attend to count it as a day of instruction, teachers will not be obligated to attend a subsequent rescheduling of the instructional day except for additional per diem pay.

1993-94						SCHOOL CALENDAR		Student Days	Work Days
Month	M	T	W	T	F				
August	23	24	25	26	27	6 + 1	Orientation	(7)	
	30	31							
September			1	2	3	21		(21)	
	6	7	8	9	10	6th - Labor Day			
	13	14	15	16	17				
	20	21	22	23	24				
	27	28	29	30					
October					1	21		(21)	
	4	5	6	7	8				
	11	12	13	14	15				
	18	19	20	21	22				
	25	26	27	28	29				

Atherton Education Association

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November	1	2	3	4	5	19 + 1 Inservice	(20)
	8	9	10	11	12	24 - Inservice	
	15	16	17	18	19	(8:00 - 12 Noon)	
	22	23	24	25	26	25-26 Thanksgiving	
December			1	2	3	13	(13)
	6	7	8	9	10	20-31 Christmas	
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30	31		
January	3	4	5	6	7	19 + 1	(20)
	10	11	12	13	14	14 - Semester Break	
	17	18	19	20	21	17 - Martin Luther King	
	24	25	26	27	28		
	31						
February		1	2	3	4	18	(18)
	7	8	9	10	11		
	14	15	16	17	18	18-21 President Weekend	
	21	22	23	24	25		
	28						
March		1	2	3	4	23	(23)
	7	8	9	10	11		
	14	15	16	17	18		
	21	22	23	24	25		
	28	29	30	31			
April					1	15	(15)
	4	5	6	7	8		
	11	12	13	14	15	1-8 Spring Break	
	18	19	20	21	22		
	25	26	27	28	29		
May	2	3	4	5	6	21	(21)
	9	10	11	12	13	30 - Memorial Day	
	16	17	18	19	20		
	23	24	25	26	27		
	30	31					
June			1	2	3	5 + 1 Record Day	(6)
	6	7	8	9	10		

Holidays
 Vacation period, Holiday, or
 other non-working days
 Non-Student Day

181 Student Days
 184-1/2 Teacher Days

1994-95
SCHOOL CALENDAR

					Student Days	Work Days
August	1 22 29	T 23 30	W 24 31	T 25	F 26	7 + 1 Orientation (8)
September	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30	21 5th - Labor Day (21)
October	3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	21 (21)
November	7 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 24	4 11 18 25	19 + 1 Inservice (20) 23rd - Inservice (8:00 A.M - 12 Noon) 24th-25th Thanksgiving
December	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30	12 19th-30th Christmas (12)
January	2 9 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	19 + 1 (20) 2nd - Holiday 16th - Martin Luther King 17th - Record Day
February	6 13 20 27	7 14 21 28	1 8 15 22	2 9 16 23	3 10 17 24	18 17th-20th Presidents' Weekend (18)

1994-95 Calendar

March			1	2	3	23	(23)
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30	31		
April	3	4	5	6	7	14	(14)
	10	11	12	13	14	14th - 21st Spring Break	
	17	18	19	20	21		
	24	25	26	27	28		
May	1	2	3	4	5	22	(22)
	8	9	10	11	12	29th - Memorial Day	
	15	16	17	18	19		
	22	23	24	25	26		
	29	30	31				
June				1	2	5 + 1 Record Day	(6)
	5	6	7	8	9	7th - Last student day	
	12	13	14	15	16	8th - Last teacher day	

181 Student Days
184-1/2 Teacher Days

- - Holidays
- ~~□~~ - Vacation period, Holiday, or other non-working days
- ⊘ - Non-Student Day

ATHERTON COMMUNITY SCHOOLS

1995-96 Calendar

August					September					October							
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
$\frac{7}{6}$	21	22	\triangle 23	24	25	$\frac{20}{20}$	\circ 4	5	6	7	8	$\frac{22}{22}$	2	3	4	5	6
	28	29	30	31		11	12	13	14	15		9	10	11	12	13	
						18	19	20	21	22		16	17	18	19	20	
						25	26	27	28	29		23	24	25	26	27	
												30	31				

November					December					January							
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
$\frac{20}{19}$					$\frac{14}{14}$					$\frac{21}{20}$	\circ 1						
	6	7	8	9	10		4	5	6	7	8		\circ 8	\triangle 9	10	11	12
	13	14	15	16	17		11	12	13	14	15		\circ 15	\triangle 16	17	18	19
	20	21	\triangle 22	\circ 23	\circ 24		18	19	20	\circ 21	\circ 22		22	23	24	25	26
	27	28	29	30		\circ 25	\circ 26	\circ 27	\circ 28	\circ 29		29	30	31			

February					March					April							
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
$\frac{19}{19}$					$\frac{21}{21}$					$\frac{16}{16}$							
	5	6	7	8	9		4	5	6	7	8		\circ 8	\circ 9	\circ 10	\circ 11	\circ 12
	12	13	14	15	\circ 16		11	12	13	14	15		15	16	17	18	19
	\circ 19	20	21	22	23		18	19	20	21	22		22	23	24	25	26
	26	27	28	29		25	26	27	28	29		29	30				

May					June						
M	T	W	T	F	M	T	W	T	F		
$\frac{21}{21}$					$\frac{5}{4}$						
	6	7	8	9	10		3	4	5	6	\triangle 7
	13	14	15	16	17		10	11	12	13	14
	20	21	22	23	24						
	\circ 27	\circ 28	29	30	31						

Teachers 185.5
Students 182

90 = 1st
92 = 2nd

Teacher day - No students

No school for teachers or students

8-24 First Student Day
6-6 Last Student Day
8-23 First Teacher Day
6-7 Last Teacher Day

September 4 - Labor Day
November 23 - Thanksgiving
December 25 - Christmas
January 1 - New Year's Day
January 15 - M.L. King, Jr.
April 5 - Good Friday
May 27 - Memorial Day

- \triangle - Teacher work day - no student attendance
 \circ - Vacation. No students or staff.

PAY DATES	1993-94	1994-95	1995-96
SEPTEMBER	3 17	2 16 30	1 15 29
OCTOBER	1 15 29	14 28	13 27
NOVEMBER	12 26	11 25	10 24
DECEMBER	10 24	9 23	8 22
JANUARY	7 21	6 20	5 19
FEBRUARY	4 18	3 17	2 16
MARCH	4 18	3 17 31	1 15 29
APRIL	1 15 29	14 28	12 26
MAY	13 27	12 26	10 24
<u>JUNE (21 PAYS)</u>	<u>10 24</u>	<u>9 23</u>	<u>7 21</u>
JULY	8 22	7 21	5 19
AUGUST (26 PAYS)	5 19	4 18	2 16

ATHERTON COMMUNITY SCHOOLS
1993-94 SALARY SCHEDULE

	Steps	4 BA	4-1/2 BA+15	5 MA	5-1/2 MA + 15
0	1	24,000	25,261	26,587	27,982
1	2	25,261	26,587	27,982	29,452
2	3	26,587	27,982	29,452	30,998
3	4	27,982	29,452	30,998	32,625
4	5	29,452	30,998	32,625	34,338
5	6	30,998	32,625	34,338	36,140
6	7	32,625	34,338	36,240	38,037
7	8	34,338	36,240	38,037	40,034
8	9	36,240	38,037	40,034	42,136
9	10	38,037	40,034	42,136	44,348
10	11	40,034	42,136	44,348	46,675

Professional Development Incentive

Teachers who are on the 11th step of the salary schedule are eligible to receive annually a maximum of \$500 to attend two preapproved workshops at \$250 for each workshop. The Board will pay the registration fees. The class must be successfully completed and must not be taken during school time. The teacher will be required to implement ideas learned at the workshop(s) no later than the next semester. The building principal is to be aware of the idea that will be implemented in the classroom. Payment for attending the workshop will be made at the end of the semester in which the class was taken if the appropriate documentation has been submitted. Any decision regarding the approval of such workshops shall be neither arbitrary nor capricious.

- An additional 15 hours after the BA degree has been received will add a second educational step to the schedule.
- An additional 30 semester hours after the MA degree has been received or an MA degree will add a third educational step to the salary schedule.
- An additional 15 semester hours received after the MA degree has been received will be the fourth educational step to the salary schedule.

1993-94 Salary Schedule

- A. This salary schedule shall remain in force for the 1993-94 school year.
- B. Half years of service (not consecutive) in the Atherton system shall be cumulative to full years on the salary schedule.
- C. A maximum of five (5) years of experience in school systems other than the Atherton system will be applied in determining a teacher's salary.
- D. Recalled teachers will be granted up to 5 years outside experience plus any teacher experience at Atherton at the point of recall for the purposes of the salary schedule.

ATHERTON COMMUNITY SCHOOLS

1994-95 Salary Schedule

Years Exp	Steps	BA 4	BA + 15 4-1/2	MA 5	MA + 15 5-1/2
0	1	24,720	26,019	27,385	28,821
1	2	26,019	27,385	28,821	30,336
2	3	27,385	28,821	30,336	31,928
3	4	28,821	30,336	31,928	33,604
4	5	30,336	31,928	33,604	35,368
5	6	31,928	33,604	35,368	37,224
6	7	33,604	35,368	37,224	39,178
7	8	35,368	37,224	39,178	41,235
8	9	37,224	39,178	41,235	43,400
9	10	39,178	41,235	43,400	45,678
10	11	41,235	43,400	45,678	48,075

Professional Development Incentive

Teachers who are on the 11th step of the salary schedule are eligible to receive annually a maximum of \$500 to attend two preapproved workshops at \$250 for each workshop. The Board will pay the registration fees. The class must be successfully completed and must not be taken during school time. The teacher will be required to implement ideas learned at the workshop(s) no later than the next semester. The building principal is to be aware of the idea that will be implemented in the classroom. Payment for attending the workshop will be made at the end of the semester in which the class was taken if the appropriate documentation has been submitted. Any decision regarding the approval of such workshops shall be neither arbitrary nor capricious.

- An additional 15 hours after the BA degree has been received will add a second educational step to the schedule.

- An additional 30 semester hours after the BA degree has been received or an MA degree will add a third educational step to the salary schedule.

- An additional 15 semester hours received after the MA degree has been received will be the fourth educational step to the salary schedule.

- A. This salary schedule shall remain in force for the 1994-95 school year.
- B. Half years of service (not consecutive) in the Atherton system shall be cumulative to full years on the salary schedule.
- C. A maximum of five (5) years of experience in school systems other than the Atherton system will be applied in determining a teacher's salary.
- D. Recalled teachers will be granted up to 5 years outside experience plus any teaching experience at Atherton at the point of recall for the purposes of the salary schedule.

1995-96 SALARY SCHEDULE

Years Exp	Steps	BA 4	BA + 15 4-1/2	MA 5	MA + 15 5-1/2
0	1	25,462	26,800	28,207	29,686
1	2	26,800	28,207	29,686	31,246
2	3	28,207	29,686	31,246	32,886
3	4	29,686	31,246	32,886	34,612
4	5	31,246	32,886	34,612	36,429
5	6	32,886	34,612	36,429	38,341
6	7	34,612	36,429	38,341	40,353
7	8	36,429	38,341	40,353	42,472
8	9	38,341	40,353	42,472	44,702
9	10	40,353	42,472	44,702	47,048
10	11	42,472	44,702	47,048	49,517

Professional Development Incentive

Teachers who are on the 11th step of the salary schedule are eligible to receive annually a maximum of \$500 to attend two preapproved workshops at \$250 for each workshop. The Board will pay the registration fees. The class must be successfully completed and must not be taken during school time. The teachers will be required to implement ideas learned at the workshop(s) no later than the next semester. The building principal is to be aware of the idea that will be implemented in the classroom. Payment for attending the workshop will be made at the end of the semester in which the the class was taken if the appropriate documentation has been submitted. Any decision regarding the approval of such workshops shall be neither arbitrary nor capricious.

- An additional 15 hours after the BA degree has been received will add second educational step to the schedule.
 - An additional 30 semester hours after the BA degree has been received or an MA degree will add a third educational step to the salary schedule.
 - An additional 15 semester hours received after the MA degree has been received will be the fourth educational step to the salary schedule.
- A. This salary schedule shall remain in force for the 1995-96 school year.
 - B. Half years of service (not consecutive) in the Atherton system shall be cumulative to full years on the salary schedule.
 - C. A maximum of five (5) years of experience in school systems other than the Atherton system will be applied in determining a teacher's salary.
 - D. Recalled teachers will be granted up to 5 years outside experience plus any teaching experience at Atherton at the point of recall for the purposes of the salary schedule.

For the 1995-96 contract year if the MESSA Health rate increase for 7/1-6/30/96 is more than 7% above the 1994-95 year rate, any increase over 7%, the 3% salary increase for 1995-96 will be decreased by 1/10 for each % over 7%. Accordingly, if the rate for 1995-96 decreases by more than 7%, the 3% salary increase for 1995-96 will be increased by 1/10 for each percent over 7%.

APPENDIX B-1
 ATHERTON BOARD OF EDUCATION PAYROLL INFORMATION
 Extra Work and Sports Schedule

	<u>% of Base</u>
I. Continuous Pay as part of regular yearly pay and/or special programs:	
1. Choir (4-12)	8%
2. Elementary Choir	2%
3. Band (5-12)	12%
4. Yearbook (Sr/MS)	2%
5. Newspaper (Sr/MS)	2%
6. Audio-Visual - High School	2%
7. Audio-Visual - Middle School	2%
8. Co-op (all co op) 1/6 of contract when a seven hour day is necessary	
9. Special Education @ \$500 each (If employed prior to 9/1/73)	
10. Driver Training (per student state reimbursement)	
11. Summer School Teachers (Adult Education hourly rate)	
II. To be paid at the end of each sport's season	
1. Assistant Varsity Football	8%
2. Assistant Varsity Football	8%
3. Varsity Football	13%
4. Junior Varsity Football	8%
5. Assistant Junior Varsity Football	7%
6. Head Freshman Football	6%
7. Assistant Freshman Football	5.5%
8. Middle School Head Football	5%
9. Assistant Middle School Football	5%
10. Cross Country	8%
11. 7th Grade girls basketball	5%
12. 7th Grade boys basketball	5%
13. 8th Grade girls basketball	5%
14. 8th Grade boys basketball	5%
15. Golf	6%
16. Varsity girls basketball	13%
17. Junior varsity girls basketball	8%
18. Varsity boys basketball	13%
19. Junior Varsity boys basketball	8%
20. Assistant basketball	6%
21. Freshman basketball	6%
22. Wrestling	12%
22. Assistant wrestling	6%
23. Varsity volleyball	13%

24. Junior varsity volleyball	8%
25. 7th grade volleyball	5%
26. 8th grade volleyball	5%
27. Varsity baseball	8%
28. Junior varsity baseball	6%
29. High school track	9.5%
30. Assistant High School track	5.5%
31. Varsity softball	8%
32. Junior Varsity softball	6%
33. Middle School softball	4%
34. Middle School baseball	4%
35. Middle School track-boys & girls combined	4%
36. Varsity tennis	8%
37. Assistant Coach Tennis	6%
37. Middle School boys track	4%
38. Middle School girls track	4%

III. To be paid in the Spring

1. Senior High cheerleaders	5%
2. Middle School Cheerleaders	3%
3. National Honor Society (Sr./M.S.)	2%
4. Senior Class sponsor	2%
5. Junior Class sponsor	4%
6. Sophomore class sponsor	2%
7. Freshman class sponsor	2%
8. Student Council (Sr./M.S.)	2%

IV. To be paid after Final Program

1. Director, High School Play	4%
2. Director of Choral Musical	2%
3. Director, Middle School Play	4%
4. Quiz Bowl - H.S.	4%
5. Quiz Bowl - M.S.	3%
6. Academic Games - M.S.	4%
7. Newspaper (summer)	1%
8. Yearbook (summer)	1%
9. Spelling Bee	1%
10. 5/6 Book Bowl	3%
11. Science Fair	1%
12. Student Council (M.S./H.S.)	3%
13. Chess Club Middle School	2%
14. SADD - High School	2%
15. SADD - Middle School	2%
16. Captain's Club - H.S.	2%

LETTER OF UNDERSTANDING
(1)

Teachers are invited to participate in discussions regarding the type of information voice mail system to be implemented for the 1992-93 school year.

The Learning Line will again be in effect for the 1993-94 school year.

LETTER OF UNDERSTANDING
(2)

Family and Medical Leave Act (1993)

The parties recognize the implementation of the Family and Medical Leave Act effective August 5, 1993 and will comply with the terms of the Act. It is understood that the incorporation of this section in the Agreement to recognize and comply with the Act is to supplement the terms of this Agreement and its benefits and in no way will be used to subtract any benefits from the terms of the Agreement. An arbitrator is limited to the interpretation of the contract language only

LETTER OF UNDERSTANDING
between the
Atherton Education Association
and the
Atherton Board of Education

The undersigned parties have agreed to establish a Joint Class Size Committee consisting of an equal number of representatives from the Board of Education and the Atherton Education Association to study all issues brought before them regarding class size problems and concerns.

Each party shall select its own representatives to serve on the Committee.

The Committee shall meet at least twice each semester at mutually acceptable dates, times and locations and shall be Co-Chaired by one representative from the Board and one representative from the AEA. The Co-Chairs will be appointed by the Committee members and may be rotated at the Committee's discretion.

Attendance and minutes will be kept of all meetings. The Committee shall operate by consensus and shall make final recommendations to the negotiating teams by no later than April 1, 1996 to allow implementation of these recommendations by August 1996.

The negotiating teams have the authority to accept, modify or reject any recommendations from the Joint Class Size Committee.

Committee recommendations accepted and/or modified by the negotiating teams will be brought before the Board of Education and the AEA membership for final approval.

Denise M. Bell
Atherton Education Association

Robert D. Obeng, President
Atherton Board of Education

Date January 4, 1995

January 12, 1995

MENTOR/MENTEE TEACHERS

(To become ARTICLE XXVI in successor agreement.)

1. A Mentor Teacher shall be defined as a Master Teacher as identified in section 1526 of the School Code and perform the duties of a Master Teacher as specified in the code.
2. Each bargaining unit member in his/her first three or four years in the classroom shall be assigned a Mentor Teacher by the Administration with the consultation of the Association. Mentor Teachers shall be available to provide professional support, instruction, and guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources and information in a non-threatening collegial fashion. Because the purpose of the mentor/mentee match is to acclimate the mentee and to provide necessary assistance toward the end of quality instruction, the Board and the Association agree the relationship shall be confidential and shall not be a matter included in the evaluation of the mentor or mentee. However, nothing in this agreement is to be construed to limit the responsibility of Staff to meet legal obligations to report suspected criminal offenses and/or testify regarding inappropriate behavior by a fellow staff member.
3. The mentor teacher shall be knowledgeable in their content area, in educational best practice and in the district's instructional program. Mentors shall preferably have at least three years of teaching experience in Atherton and five years of total teaching experience. If an insufficient number of tenured members of the bargaining unit volunteer to be Mentor Teachers, the Board may assign a certified educator from outside the bargaining unit.
4. The Administration shall notify the Association when a Mentor Teacher is matched with a probationary teacher (Mentee).
5. The mentee shall be assigned to one (1) mentor teacher at a time.
6. A mentor teacher shall be assigned to only one (1) mentee at a time.
7. The mentor teacher assignment shall be for one (1) year, subject to review by the mentor teacher and mentee after ninety (90) working days. The appointment may be renewed in succeeding years. Mentorship is voluntary and may be discontinued at the option of either party. In the event that a change of mentors is necessary, a new person will be assigned as soon as practicable.

8. Suggested standards for release time for the mentor and the mentee will be the configuration of up to a half day per marking period for the first year, and up to a half day every semester for the 2nd and 3rd years. Requests for additional released time shall be submitted to the building principal. It is also understood that time for discussions and feedback between the Mentor Teacher and the probationary teacher will necessarily take place weekly beyond the normal working day to establish this collaborative relationship. Time commitments beyond this minimum may be subject to revision due to state mandates.

9. Professional development training required by law or regulation may occur during the regular work day and work year. However, satisfying such professional development requirements is the sole responsibility of the probationary teacher and may require training beyond the contractual work day or work year.

10. The stipend will be paid to the Mentor for the Mentee as follows:

Year 1 of Mentee	\$300
Year 2 of Mentee	200
Year 3 of Mentee	100
Year 4 <u>If needed</u>	100