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8/31/98

MASTER AGREEMENT
between the
MONTROSE COMMUNITY SCHOOLS
and the
MONTROSE EDUCATION ASSOCIATION
1995 - 1998

Montrose Community Schools



LABOR AND INDUSTRIAL
RELATIONS COLLECTION
Michigan State University

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MONTROSE COMMUNITY SCHOOL DISTRICT

and

MONTROSE EDUCATION ASSOCIATION

AGREEMENT

This agreement entered into this 1st day of September, 1995 by and between the Board of Education of the Montrose Community School District, Genesee and Saginaw counties, Montrose, Michigan and hereinafter called the "Board", and the Montrose Education Association, hereinafter called the "Association".



ARTICLE 1

Recognition

A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all professional personnel, employed or to be employed by the Board, including personnel on tenure, probation and on per diem appointments, classroom teachers, guidance counselors, librarians, but excluding supervisory and executive personnel and office and clerical employees, custodial staff, cafeteria staff and bus drivers. The term "teacher" when used hereinafter in the Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit.

B. Any teacher who is not a member of the Montrose MEA-NEA or who does not apply for membership within 31 days of commencing teaching duties, shall as a condition of employment pay into the scholarship fund, an amount equivalent to the dues uniformly required of members. Payroll deduction shall be available to all teachers for dues or scholarship fees as the teacher may choose, however, any teacher may choose to pay dues or scholarship fund fees directly. Said sum shall be certified by the Association by September 15 each year. Such authorization shall continue in effect from year to year unless revoked in writing between the start of school and September 30 of any year. Said dues shall be deducted in 16 equal installments beginning in October.

In the event that a teacher shall fail to pay either dues or fees, the Association may after written notice to the delinquent teacher institute suit for collection of the full yearly amount which when received shall be considered as a service fee and not payable into the scholarship fund.

In the event the teacher removes the case from small claims division to general district court it is agreed that the Association and the Board share equally reasonable attorney fees necessarily incurred and the Board will reimburse the Association upon presentation of such account.

Any money deducted pursuant to payroll authorization for dues or scholarship fund shall be remitted to the proper party or account promptly.

The scholarship fund shall be maintained by the Association. The Association and Board shall each appoint two members to the Scholarship Fund Committee to oversee the fund and make recommendations for disbursements. No payments into the scholarship fund shall be required unless an annual report is filed before October 1 of each year by the Montrose Teachers Scholarship Committee.

C. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of the Agreement. Furthermore, the Board agrees not to negotiate with any teacher or group of teachers on any subject included in the Agreement.

ARTICLE 2

Association and Teacher Rights

A. Pursuant to Act 379 of the Public Acts of 1965, 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.

B. The Association and its members shall have the right to use school building facilities at all reasonable hours for meetings, other than regular hours when school is in session. No teacher shall be prevented from wearing insignia, pins, or other identification of membership in the Association either on or off school premises. Bulletin boards and other established media of communication shall be made available to the Association and its members. All such posted media must be signed by an officer of the Association.

C. The Board agrees to furnish to the Association in response to reasonable request from time to time all available information concerning the financial resources of the district, tentative budgetary requirements and allocations 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.

D. The Board may consult with the Association on any new or modified fiscal, budgetary or tax programs, construction programs or major revisions of education policy, which are proposed or under consideration. The Association shall be given opportunity to advise the Board with respect to major programs prior to their final adoption and general publication.

E. Nothing contained herein shall be construed to deny, or restrict to any teacher, rights he/she may have under the Michigan or Federal Constitutions or under Michigan or Federal laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

F. The Association shall be granted six (6) days for Association business. Such days may be applied for only by the Association President and may be used only by a person or persons designated by him/her for the purpose indicated. Any one teacher shall not use more than four (4) days in any one school year. The application shall reasonably explain the necessity for the absence of the teacher and nature of the business. Such teacher or teachers granted leave shall be paid the contractual rate and the Association shall reimburse the district for the cost of a substitute.

ARTICLE 3

Board Rights

The Board retains all powers, rights, authority, duties and responsibilities conferred upon and vested in it by law.

The exercise of such powers, rights, authority, duties and responsibilities and the adoption of policies, rules, regulations and practices in furtherance thereof shall be limited only by the specific and express terms of this agreement and then only to the extent such specific and express terms thereof are in conformance with the law.

ARTICLE 4

Compensation

A. The salaries of teachers covered by this agreement are set forth in Schedule A; which is attached to and incorporated into this agreement. Said salaries shall be paid in 21 or 26 pay periods according to the schedule attached as Schedule E. Selection of payment method or changes in payment method must be made by August 1 for the coming school year.

B. The salary schedule is based upon a weekly teaching load, as hereinafter defined, according to the school calendar. For extra work, not covered by Appendix C, the teacher shall be entitled to appropriate additional compensation. The teacher shall be compensated his/her established hourly rate in addition to his/her base salary for all time spent at any function where attendance is mandatory, excluding probationary tenure act requirements. The hourly rate of any teacher shall be determined by dividing his/her base salary as set forth in Appendix A by the number of contract hours. Voluntary activities shall be compensated at a rate established by the board and publicized prior to the commencement of the activity.

C. Teachers required, in the course of their work, to drive personal automobiles shall be given an allowance at a rate equal to the current IRS mileage allowance rate, effective as of September 1, of each year.

D. Payroll deduction will be provided for tax deferred annuities with a maximum of ten (10) carriers as jointly selected by the parties. New carriers may be added if there are at least five (5) staff members who are enrolling with a carrier, not to exceed a maximum of ten (10) carriers. This shall in no way impair or preclude those programs presently in existence and recognized by the Board. The total cost of the annuity to be paid by the employee. Deductions will be provided for credit union, United Fund and others as agreed upon.

E. A schedule for payment of extra-duty pay and mileage which is not included in regular salary payments will be published at the beginning of each school year. The schedule shall include a final date on which time can be reported for inclusion in the next scheduled pay. There shall be at least four (4) payment dates.

F. Payment for extra-curricular activity shall be either in a lump sum, spread over the season, made in two payments or spread over remaining contract payments by arrangement with the business office; But in no event shall be paid prior to the commencement of the activity. Designation of the above choice must be made no later than three weeks prior to the commencement of the activity. Pay for extra curricular activities if paid in a lump sum may be paid in a separate check or included in one check with the teacher's regular salary provided the capability exists.

ARTICLE 5

Teaching Schedule and Hours

A. The Board recognizes the principle of a normal work week and will so far as possible set work schedules and make professional assignments which can reasonably be completed within such normal work week. The Board will not require teachers regularly to work in excess of such normal work week within or outside of any school building.

B. The normal weekly teaching schedule for each school year in 6-12 grades will be determined by agreement between the building principal (Administration) and the building staff (Association) and will include at least 5 (five) unassigned preparation periods. Such weekly teaching schedules will be re-evaluated at the end of the school year with the building principal (Administration) and the building staff (Association) having the right to bargain any changes. The normal weekly teaching schedule for each year in grades K-5 will be determined by agreement between the building principal (Administration) and the building staff (Association) and will include at least 3 (three) unassigned preparation periods per week of at least 30 minutes duration each. Such weekly teaching schedules will be re-evaluated at the end of the school year with the building principal (Administration) and the building staff (Association) having the right to bargain any changes. No departure from these norms except in the case of emergency, shall be authorized without prior consultation with the Association. Substitution during the preparation period shall be voluntary. The principal may assign if no volunteer is available. Said assignments shall be rotated. (Elementary teachers eligible to receive the three thirty (30) minute preparation periods will be grades K-5.)

C. Grades 6-12

1. Student contact time starts with the tardy bell at 7:40 a.m. Student contact time ends at 2:25 p.m. when the students leave. Teachers are to report 15 (fifteen) minutes before contact time starts.
2. Class hour assignments at the secondary level, before or after the normal stated school day shall be on a voluntary basis. Teachers daily schedule would be adjusted accordingly and would be scheduled in a consecutive block of time.

D. Elementary Grades K-3

Student contact time starts with the tardy bell at 8:40 a.m. and ends when students leave at 3:20 p.m. Teachers are to report 15 (fifteen) minutes before contact time starts.

1. Hours of kindergarten teachers shall be fixed by the principal at the beginning of each semester, but shall in no event exceed the foregoing.

Elementary Grades 4-5

Student contact time starts with the tardy bell at 8:50 a.m. and ends when students leave at 3:30 p.m. Teachers are to report 15 (fifteen) minutes before contact time starts.

E. All teachers shall be provided no less than a thirty (30) minute duty-free lunch period. Building level variations in the thirty (30) minute lunch period may be made provided said changes are approved by a majority of the teachers in the building. The Building Administrator shall work through the Association Building Representatives.

F. A maximum of six staff meetings may be held each year in addition to the meeting held during the first teacher report day and regularly scheduled inservice days. Five days advance notice will be given. Said meeting shall be held on the same day of each month and the day shall be announced at the beginning of each year. Staff meetings shall last no longer than one hour beyond the regularly scheduled student dismissal time.

G. Elementary teachers K-5 will be provided two (2) fifteen (15) minute unassigned preparation periods during recess. The two (2) fifteen (15) minute periods may be combined into one (1) thirty (30) minute period if the affected teachers and the principal agree to the change.

H. If additional contact time is necessary to meet state requirements, the Administration (building principal) and Association (building staff) in agreement, can choose one of four options:

1. Increase the time at the end of the day.
2. Reduce recess minutes.
3. Recess time becomes contact time.
4. Add another student day.

I. Teachers are encouraged to remain for a sufficient period after the close of the pupils' school day, not to be less than 5 (five) minutes, to attend to those matters which properly require their attention at that time, including consultation with parents when scheduled. On Friday or on days preceding holidays or vacations, the teachers' day may end when the regular bus leaves. Teachers may leave earlier than the regular scheduled time when approved by the principal.

J. Inclement weather. No teacher shall be required to report to school when school is not in session for children because of hazardous road conditions; these days shall not be charged against the teacher's sick days or personal business days.

ARTICLE 6

Teaching Conditions

The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education that is the goal of both teacher 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 at insuring that the energy of the teacher is primarily utilized to this end.

A. Because the pupil-teacher ratio is an important aspect of an effective educational program, the Board agrees that it will strive to achieve a maximum pupil/teacher load of 25 for grades K-3; 28 for grades 4-6; and 30 for grades 7-12. If a teacher in grades 7-12 has in excess of 180 total student contacts in a day, excluding "VIP", they shall be provided with the assistance of an aide. This is exclusive of traditional large group classes such as study hall, physical education and music. Should the class size of any teacher(s) in grades 7-12 exceed the recommended maximum by three (3) or more students the Board will provide the assistance of an aide. A meeting will be held with the Superintendent or his/her designee, building representative and affected teacher(s) to determine the amount of aide time to be provided. Should the class size of any K-6 teacher(s) exceed the recommended maximum, the Board will provide the assistance of an aide, according to the following:

- | | | |
|----|---|--------------------------------|
| +1 | over the limit: (26, K-3; 29, 4 -6) | 2 hours of aide time per week. |
| +2 | over the limit: (27, K-3; 30, 4-6) | 3 hours of aide time per week. |
| +3 | over the limit: (28, K-3; 31, 4-6) | 4 hours of aide time per week. |
| +4 | or more over the limit: (29+, K-3; 32+, 4 -6) | 5 hours of aide time per week. |

Aide time will be arranged between the building principal and the affected teacher(s). Aide time will be provided after the class size exceeds the stated limits. The Board will make a reasonable effort to provide the aide time within two (2) weeks after the overage has occurred.

Should the Board be faced with the possibility of teacher layoffs, the Association agrees to meet with the Board to discuss the impact of aide time on the proposed layoffs.

B. Special Student Procedures

1. Students identified by teachers as potential special students will be tested/processed in accordance with State and Federal guidelines.
2. Teachers referring and/or receiving students shall be released from regular duties to attend all IEPC meetings regarding students they have referred or are to receive.

3. Students properly tested/processed will be removed from the responsibility of the regular classroom teacher as mutually agreed to by the appropriate affected staff.
4. Students mainstreamed into a regular classroom will be counted when determining the maximum class sizes as stated above. Said students shall be equally distributed amongst appropriate grade level classrooms to the extent possible.

C. The Board will furnish each teacher with a desk in the room he/she has his/her major assignment and a lockable file.

D. The Board agrees at all times to keep the schools reasonably and properly equipped and maintained.

E. Teachers shall be responsible for inventorying of supplies and equipment, duplicating teaching materials, operating audio-visual equipment for their room only. Teachers shall not be required to collect money for insurance, lunches, workbooks, and picture money. No bookkeeping as to milk money will be required.

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

G. The Board shall make available in each school restroom facilities exclusively for teacher use and a primary lounge facility shall be made available in each building.

H. Adequate telephone facilities shall be made available to faculty for their reasonable use.

I. Adequate surfaced parking facilities shall be made available to the faculty for their exclusive use.

J. The private and personal life of any teacher is not within the appropriate concern or attention of the Board within the limits of professional behavior. The provisions of the Agreement and the wages, hours, terms and conditions, of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status or membership in or association with the activities of any employee organization.

K. Teachers shall not be responsible for routine custodial services.

L. Substitute teachers shall be provided when special area teachers are absent. Special area teacher is defined as any teacher who pulls students from a regular classroom for the purpose of providing instruction or remediation.

M. When a teacher is assigned a medically fragile student, the teacher shall not be required to perform routine, scheduled maintenance of a medical appliance or apparatus used by the student to sustain his/her bodily function nor render routine, scheduled care or maintenance of exceptional bodily functions related to the student's impaired condition. The teacher shall be informed and instructed as to emergency measures which may be necessary on occasion due to the student's impaired condition. Upon the request of the teacher, additional training will be provided.

ARTICLE 7

Vacancies, Promotions and Transfers

A. Requests by a teacher for transfer to a different class, building or position shall be made in writing and filed with the superintendent and the Association. The application shall set forth the reasons for transfer, the school, grade or position sought, and the applicant's academic qualifications.

An involuntary transfer will be made only in case of an emergency or to prevent undue disruption of the instructional program. The superintendent shall notify the affected teacher and the Association of the reason for such transfer. If the teacher objects to such transfer for the reason given, the dispute may be resolved through the grievance procedure.

B. A vacancy shall be defined as a position to which no assignment has been made or a new position.

C. The Association recognizes that when vacancies occur during the school year it may be difficult to fill them from within the district without undue disruption to the existing instructional program. If the superintendent so determines, such a vacancy may be filled on a temporary or tentative basis until the end of the current year at which time the position will be considered vacant.

D. The Board declares its support of a policy of filling vacancies from within its own teaching staff. Whenever a vacancy arises or is anticipated, the superintendent shall promptly notify the Association and post notice of same on a bulletin board in each school building for no less than ten (10) work days before the position is filled.

1. When vacancies occur during the normal summer months when regular school is not in session, the following procedure, in addition to the procedures heretofore outlined, shall be followed:
 - a. Teachers with specific interests in possible vacancies will notify the Personnel Office or Director of their interest, in writing, during the last regular week of school and shall include a summer address.

- b. Should a vacancy occur, the teachers who have expressed an interest in said position or a similar position shall be contacted by the Personnel office or Director and notified of the vacancy.
- c. The teachers so notified shall have the responsibility of contacting the Personnel Office or Director indicating their interest in said position within three (3) days of receiving such notification.
- d. Vacancies occurring within one week of the scheduled opening of school may be filled in conformance with Article 7-C.

E. Any teacher who shall be transferred to an administrative or executive position and shall later return to teacher status shall be entitled to retain such rights as he/she may have had under this Agreement prior to such transfer.

ARTICLE 8

Qualifications and Assignments

A. Teachers shall not be assigned outside the scope of their teaching certificates and their major or minor field of study except temporarily and for good cause. Temporary shall be defined for purposes of this article as not to extend beyond the current year. This clause does not pertain to voluntary assignments to fill a teacher's full teaching schedule.

B. All teachers shall be given written notice of their tentative schedules for the forthcoming year no later than the last day of school. In the event that changes in such schedules are necessary, all teachers affected shall be notified promptly and consulted. In no event will changes in teachers' schedules be made later than the 15th of August preceding the commencement of the school year, unless an emergency situation requires same, and the Association shall be so notified in each instance. A tentative class list will be made available at least one week prior to the first day of class.

C. Any assignments in addition to the regular teaching schedule during the regular school year, or summer, including adult academic education courses, driver education, extra duties enumerated in Appendix B and C, and summer school courses, shall not be obligatory but shall be with the consent of the teacher. If the position cannot be filled by qualified district staff, the position shall be opened to other qualified non-bargaining unit members. After all attempts have been made to fill the position, the position may be assigned involuntarily. Such involuntary assignments shall not be made in two consecutive years.

Positions on Appendix B and C which require certification shall be given to teachers regularly employed in the district provided they have the necessary certification. For those positions on Appendix B and C which do not require certification the Board shall establish reasonable minimum qualifications which will be included in the job posting. Said positions shall be given to teachers regularly employed in the district provided they meet the reasonable minimum qualifications.

D. All teachers assigned to extra-duty positions will be evaluated on a yearly basis. Bargaining unit members may be called upon to provide information, critiques, etc., regarding persons working under them to be utilized by the primary evaluator who shall be an administrator.

ARTICLE 9

Leave Pay

Note: Agreed any place the word illness is used in the contract shall be added "or disability."

A. Each year every teacher will receive twelve (12) sick leave days to use for personal illness or disability. Persons ill or disabled at the start of the year will be credited with sick days upon commencement of duties and paid retroactively for days from the start of the school year. Each teacher will contribute one (1) day to sick bank when the total days in common bank falls below 300 days at the beginning of the school year. Teachers will be entitled to an unlimited accumulation of their unused leave days each year.

B. Teachers who are absent because of an injury compensable under the Worker's Compensation Law shall not be charged with a subtraction from sick leave. The insurance company will pay the teacher for loss of time according to their schedule.

C. Common Bank

The purpose of the Common Sick Leave Bank is to assist professional staff members who suffer prolonged illness. Participating faculty members can draw up to thirty (30) working days of sick leave from the bank in one school year by fulfilling these requirements.

1. All personal sick leave must be used before any withdrawal can be made.
2. No withdrawals shall be made before the twenty-first workday after the onset of the illness.
3. A doctor's written statement must be presented at the time of withdrawal confirming need for leave from work.
4. A teacher must have worked more than 90 days of their first year to be eligible for the bank.
5. No teacher shall draw more than 30 days from the common bank during any two (2) consecutive years.

Teachers who are not full-time teachers will participate in the contribution to, and the use of, the sick leave bank on a pro-rated basis.

The Association will appoint a person who shall consult with the Superintendent prior to his ruling on request for days from the sick leave bank.

D. Each teacher shall be allowed three(3) days, of his/her sick leave allowance in Section A above, to be used for:

1995-96	One personal day and two business days.
1996-97	Two personal days and one business day.
1997-98	Three personal days.

A personal day may be used for any personal business without explanation. A business day is to be used only for purposes requiring the teacher's absence from school to attend a matter which cannot be attended to except during school hours. The reason shall be stated.

When a teacher who has exhausted personal and business days is confronted with an extreme personal emergency otherwise qualifying for business day use, he/she may upon application to the Superintendent be granted an additional paid day deductible from his/her accrued sick days.

When a personal or business day is proposed to be taken, notice shall be given to the designated administrator at least forty-eight (48) hours prior to said day.

Emergency requests for personal or business days, based upon urgent and unforeseen circumstances, may be made within the forty-eight (48) hour period. Such request may also be made under such circumstances as to particular calendar periods when business days may not regularly be taken. Such request will not be denied without substantial reasons.

Personal or business days may not be taken, except as qualified above, two days before or immediately following vacations, the beginning of a semester, or during the five (5) school days prior to the last regularly scheduled class or at the commencement of the school year. They may not be used in conjunction with comp time.

ARTICLE 10

Leaves of Absence

A. Any teacher whose personal illness extends beyond the period compensated under Article 9 shall be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness. Fringe benefit coverage will continue as long as paid sick leave continues. Upon return from leave, a teacher shall be assigned to the same position, if available, or a substantially equivalent position.

B. Leave of absence with pay chargeable against the teacher's sick leave allowance shall be granted for the following reasons:

1. A maximum of five (5) days per school year to care for illness or injury of immediate family.
2. One day when emergency illness in the family requires a teacher to make arrangements for necessary medical or nursing care. The administration may request the teacher to present documentation.

3. Time necessary for special medical and dental appointments when such appointments cannot be made at other times.
4. A maximum of five (5) days per school year for a death in the immediate family.
5. Any other emergency is to be approved by the Superintendent.
6. Immediate family is defined as spouse, children, foster children, grandchildren, parent or equivalent, mothers-in-law, fathers-in-law, brother, brothers-in-law, sister, sisters-in-law, grandparents of either spouse or any family member residing in the household.
7. An employee may take one day per year to attend or participate in a funeral.

In the event of the death of a person not interpreted as "immediate family" and whose relationship to the teacher poses an unusual circumstance, leave may be granted at the discretion of the superintendent or his/her designee.

C. Leaves of absence with pay not chargeable against the teacher's allowance shall be granted for the following reasons:

1. When a teacher is called for jury duty. The teacher will return any per diem allowances, less expenses, to the Board.
2. Court appearances as a witness in any case connected with the teacher's employment, or the school, except when the teacher is the plaintiff.
3. For the funeral of a student or staff member, the Association and the Administration will jointly work out details to provide for representation by the school.
4. Time necessary to take Selective Service examination.
5. Teachers participating in authorized school activities during the normally scheduled school day shall not be charged with any leave time.
6. Time necessary for attendance at approved professional conferences or school visitations.

D. Child Care Leaves: (Without Pay)

1. Child care leaves shall be granted to parents of children for the remainder of the school year under the following circumstances:
 - a. New born infants or in preparation for an anticipated birth.
 - b. Crippling or terminal accidents or illnesses.
2. A teacher adopting a child will upon proper application receive similar leave which shall commence upon the legal establishment of a parental relationship.

E. Leave of absence will be granted up to two (2) years to any teacher who joins any Governmental Service Program as a full-time participant in such program. Any period so served shall be treated as time taught for purposes of the salary schedule set forth in Appendix A of the Agreement, provided such participation is of a nature substantially equivalent to teaching experience.

F. Teachers who are officers of the Association or are appointed to its staff will upon proper application, be given leave of absence without pay for the purpose of performing duties for the Association, up to two (2) years.

G. The Board shall grant a leave of absence without pay to any teacher to campaign for, or serve in, a public office up to two (2) years.

H. Sabbatical Leave

1. Teachers possessing a Michigan Life or Permanent, Continuing or Professional Education Teaching Certificate and who have been employed for seven (7) consecutive years in the district may be granted a sabbatical leave by the Board for one (1) year.
2. During said Sabbatical Leave, the teacher shall be considered to be in the employ of the Board. He/she may be paid 1/2 his/her full annual salary but under no circumstances shall his total salary exceed his/her full annual salary.
3. A teacher, upon return from Sabbatical Leave, shall be restored to his/her former position or to a position of like nature and status shall be placed to the same position on the salary schedule as he/she would have been had he/she taught in the district during such period, and shall be in the employ of the District for at least one (1) year or refund the money.
4. Qualifications for Sabbatical Leave shall be determined by the Board and acceptable to the Association.

I. Educational leaves, without pay, may be requested not to exceed one year. Proper application must be made by March 1st of any year to insure time for Board review of application. Letter of intent to return at end of leave must be received by the Board prior to March 1st of the year prior to return or reemployment agreements are terminated. Such leaves will be taken without cost to the Board.

J. Upon proper and timely application, an eligible employee will be granted a qualified leave of absence as required under the Family and Medical Leave Act of 1993 (29 USC 2601) for a total period of up to twelve (12) weeks per year.

A twelve month period commencing with the application for leave will be utilized in all cases by the Board in assessing the amount of time an eligible employee has available for qualified leaves under the Act.

The Board will require an employee to utilize available paid leave time (e.g., sick leave, etc.) and such time will be utilized in computing available time off under the Act.

In general, intermittent and reduced schedules will be approved with mutual agreement between the employee and the Board. Proper consideration when medically necessary will be given as required by law in such instances and alternate assignment(s) may be instituted by the Board.

In the event an employee and his/her spouse are employed by the district, whether within or outside of the bargaining unit, an aggregate of twelve (12) weeks will be provided, unless the leave time is attributable to a serious health condition that makes the employee unable to perform the functions of his/her position. In such instances, the total amount of time for each spouse will not exceed twelve (12) weeks for all leaves covered by the Act.

Insurance benefit payments will continue for an employee absent on a qualified leave under this section.

In the event this article or other portions of this agreement extend greater benefits to an eligible employee in relationship to qualified leaves, the provisions of the agreement shall prevail.

Alleged violations of this section are not subject to the grievance procedure beyond the Board level. Failure to return to work at the end of an approved leave of absence will be considered a voluntary resignation. The Board will require the employee to repay insurance premiums paid if failure to return is due to reasons other than that of the initial request.

K. All leaves must be applied for in writing or be of such a nature to cause written notice to be impractical. Appropriate forms will be made available with provision for a response to the teacher as to the disposition of the application.

L. When teachers are on layoff or a layoff is imminent, an on-staff teacher may apply for a leave of absence for a period of up to one (1) year. Also a teacher on layoff who is recalled may make such application for leave. This leave is for the specific purpose of providing an employment opportunity to a teacher to be laid-off or one on lay off and on that basis will be granted upon application. Such leave, however, will not be granted if it necessitates the hiring of a new teacher. Voluntary transfers to accomplish the purpose of this provision will be encouraged.

M. Confirmation of return from leave, or request for an extension of leave, must be given by April 15th or thirty (30) days prior to its expiration, whichever occurs first. Request for extension of leave will be treated as an original request. The Board shall not be obligated to extend any leave beyond a period of two (2) years. Any extension of a leave beyond two (2) years shall be at the Board's discretion.

N. Upon return from leaves granted under this article and/or State or Federal mandates, said teacher shall be returned to a position substantially equivalent to the position held at the time said leave commenced. If a substantially equivalent position does not exist the teacher shall be returned to a position for which they are certified and may occupy in accordance with their seniority as defined in Article 16.

ARTICLE 11

INSURANCE

A. The Board will secure and maintain in force and effect, without cost to the teachers, a policy of public liability insurance, covering all teachers in the performance of their duties under which each teacher will be afforded such coverage in the amount of \$1,000,000 for any one accident.

In addition the Board will also provide a motor vehicle policy that protects the teacher when he/she is transporting students on a school related trip in a car not owned by the school. This policy shall protect the teacher for \$100,000 per student and \$300,000 per accident maximum.

B. Whenever any claim is made or any civil action is commenced against any teacher for injuries to persons or property and while acting within the scope of his authority, the Board will furnish the services of the school attorney to advise the teacher as to the claim and to appear for and represent the teacher in the action and the Board may compromise, settle and pay such claim before or after the commencement of any civil action.

C. The Board shall offer to all teachers and their eligible dependents the options listed below. Teachers may select MESSA-Pak Plan A, MESSA-Pak Plan B or beginning in the 1996-97 school year, the Board may offer a Plan C option. Prior to the 1996-97 school year, the parties shall mutually agree to the options contained in Plan C and all such options shall be subject to the rules and regulations of the underwriter.

Plan A - For employees electing health insurance

Super Care 1	Includes \$5,000 AD&D Basic Term Life
Long Term Disability	66 2/3% 90 Calendar days - Modified fill Maternity coverage Pre-existing condition coverage \$4,000 maximum monthly benefit Freeze on offsets Alcohol/Drug - same as any other illness Mental/Nervous - same as any other illness Own occupation - 2 years
Delta Dental Plan	80/80/80 \$1,500 (\$1,000 maximum for Class I & II)
Negotiated Life	\$45,000 with AD&D
Vision	VSP-3

Plan B - For employees not electing health insurance

Long Term Disability	66 2/3%	Same as Plan A
Delta Dental Plan	80/80/80:	\$2,000 (\$1,000 maximum for Class I & II)
Negotiated Life	\$50,000	with AD&D
Vision	VSP-3+	

D. Those teachers not taking health insurance shall receive one hundred twenty (\$120) dollars per month to apply towards MESSA options or approved tax deferred annuities.

E. By mutual agreement or in the event the IRS changes the tax status of "Cash In Lieu Of" health benefits, the Association and Board will meet as soon as possible to discuss how to resolve the issue.

F. Insurance coverage shall be for a full twelve (12) month period concurrent with the contract year. (September 1 - August 31)

ARTICLE 12

Teacher Evaluation

A. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.

B. Each teacher shall have the right upon request to review the contents of his/her own local personnel file. A representative of the Association may be requested to accompany the teacher in such a review. However, the Placement Credentials from College or University files are not subject to perusal. Any objectionable material may be expunged through the grievance procedure.

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. The presence of an Association representative is optional to the teacher. 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.

D. Teachers without previous tenure from a Board of Education in the State of Michigan shall be required to serve a four year probationary period. Teachers who have received tenure from a Board of Education in the State of Michigan may be required to serve a two year probationary period. The principal shall designate a voluntary mentor(s) during the new teacher's first fifteen working days to assist the teacher in developing professional competencies and effectiveness. Notwithstanding any other provisions of the master contract, the time spent by new teachers with mentors, in professional development activities and the time spent in relationship to an individual development plan, shall not require additional compensation beyond that provided in Schedule C.

E. Objectives

The objectives for evaluation of teachers are:

1. To serve the students in the Montrose Community Schools with the best teaching staff possible.
2. To help the teachers grow in professional effectiveness and competency.
3. To recommend competent non-tenure teachers for tenure.
4. To serve as one basis for discharge of teachers.

F. Evaluators

Teachers are evaluated by the following personnel:

1. The appropriate principal or assistant principal evaluates teachers (full and part-time) assigned to a particular school. The evaluation reports are the responsibility of the principal.
2. The Superintendent or his/her designee, evaluates teachers (full or part-time) not assigned permanently to any specific school (as: music, art, speech, etc.)
3. The appropriate principal and/or designee are referred to as the "evaluator" throughout this procedure.

G. Each teacher, upon employment or at the beginning of the school year, whichever is later, shall be apprised of the specific criteria upon which he/she will be evaluated.

H. A teacher will normally be informed in advance of the day on which an observation is to occur, in order that the objectives or purposes of the class being observed may be discussed in advance between the parties. Informal observations may occur, without prior notice. However, written procedures are outlined herein, pursuant to such observations shall be followed if the observer chooses to create a written record of the observation.

I. Each observation will be made in person for a minimum of thirty consecutive minutes.

J. All evaluations shall be reduced to writing and a copy given to the teacher within five (5) school days of the observation. If the teacher disagrees with the evaluation, he/she may submit a written answer which shall be attached to the file copy of the evaluation in question within five (5) school days after receiving said evaluation.

K. If an evaluator finds a teacher lacking, the reasons therefore shall be set forth in specific terms, as shall an identification of the specific ways in which the teacher is to improve and what assistance may be available from the administrator and other staff members. In the subsequent evaluation reports, the evaluation shall note change or lack of any previous negative comments.

L. Each evaluation of a teacher shall be followed by a personal conference between the teacher and his/her evaluator within ten (10) school days of the observation for purposes of clarifying the written evaluation report.

M. The Board retains all rights granted to it by the Teachers Tenure Act.

N. Probationary teachers shall be observed for the purposes of evaluation as required by law.

O. Tenure teachers shall be evaluated by either choice 1 or choice 2 below. The tenure teacher shall make his/her decision as to which choice he/she wishes to use during the first two (2) weeks of each school year.

Choice 1- The teacher shall be evaluated every year using the procedures set forth in sections A through M of this article.

- Choice 2-
- A. The teacher shall be evaluated every other year using the procedures set forth in sections A through M of this article.
 - B. On the years when the teacher is not being evaluated he/she shall be required to submit, in writing to his/her evaluator, two (2) or more goals which he/she wishes to accomplish during the school year. The teacher will share their goals with the evaluator by September 30 of each school year. The teacher will share with the evaluator progress toward said goals by May 31 of each school year.
 - C. The parties agree that the goals referred to in section B above shall not be used as the basis of any evaluation.
 - D. If a teacher selects this choice the evaluator will have discretion to decide if the evaluation or the goal setting process will be used during the first year.

- E. A teacher whose previous evaluation had deficiencies noted under section K of this article will not be eligible to select Choice 2. A teacher who selected Choice 2 and had deficiencies noted under section K of this article will be subject to evaluation the following year.

ARTICLE 13

Student Discipline and Teacher Protection

A. Since the teacher's authority and effectiveness in his/her classroom are undermined when students discover that there is insufficient administrative backing and support of the teacher, the Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Board will take reasonable steps to relieve the teacher of the responsibilities with respect to such pupils and refer to appropriate professional persons or agencies.

B. It is recognized that discipline problems are less likely to occur in classes which are well taught and 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 may use such reasonable force only as is necessary to:

1. Protect himself/herself from attack or to prevent injury to a student,
2. Obtain possession of a weapon or other dangerous objects,
3. To protect property from physical damage.

C. A teacher may temporarily remove a pupil from class when the severity of the offense, the persistence of the misbehavior or the disruptive affect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal as promptly as his/her teaching obligation will allow, full particulars of the incident. The principal shall make the final decision.

D. Any attack or threat on a teacher or his/her home by a student from the school system shall be brought to the attention of the principal and the case be investigated at once. The teacher shall be given legal assistance by the Board if the investigation reveals the incident to be a result of school duties.

E. No action shall be taken upon any written complaint by a parent of a student directed toward a teacher, nor shall any notice thereof be included in said teacher's personnel file unless such matter is promptly reported in writing to the teacher concerned.

F. No teacher shall be disciplined without just cause. Whether a particular act is disciplinary in nature is subject to the grievance procedure. All information forming the basis for disciplinary action will be made available to the teacher and the Association.

G. Teachers shall exercise reasonable care with respect to the safety of pupils and property, but shall not be individually liable for actions of others resulting in damage or loss to person or property, unless the teacher's negligence can be proven in a court of law.

H. Time lost by the teacher in connection with any incident mentioned in the Article shall not be charged against the teacher.

ARTICLE 14

Negotiation Procedures

A. It is contemplated that new matters not specifically covered by this Agreement or considered by the parties in the negotiation of this agreement but of common concern to the parties shall be subject to professional negotiations between them from time to time during the period of this agreement upon request by either party to the other. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information and otherwise constructively considering and resolving any such matters.

B. Prior to expiration of this Agreement, upon request of either party, negotiations will be undertaken for an agreement covering the next school year.

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

ARTICLE 15

Grievance Procedure

A. Definitions:

1. A "grievance" is an alleged violation or misinterpretation of the terms of this agreement or the written Board policies as they relate to wages, hours and working conditions.
2. The "aggrieved person" is the person or persons making the claim.

3. The term "teacher" is inclusive of any individual or group who is a member of the bargaining unit covered by this contract.
4. A "party of interest" is a 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 calendar days.

B. Purpose: The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the problems of the parties. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure.

C. Nothing contained herein shall prevent any individual teacher from discussing problems informally with a member of the Administration or having any grievance adjusted without the intervention of the Association. Said adjustment shall be consistent with the terms of this Agreement and the Association shall be given an opportunity to be present at said adjustment.

D. Structure:

1. The Association will designate a grievance representative for each building.
2. The Association will appoint a grievance committee and inform the Board as to its membership.
3. The Building Principal shall be the Administrative representative at the building level.
4. The Superintendent shall be the Administrative representative when a grievance arises in more than one building.

E. Procedure:

1. The number of days indicated at each level should be considered as maximum. Time limits may be extended by mutual written consent.
2. A teacher with a grievance must initiate the grievance procedure within fourteen (14) days of the occurrence thereof or within fourteen (14) days of the reasonable discovery thereof by using the following procedure.

Level One

The teacher shall discuss the grievance with the principal individually, together with his/her Association representative or through the Association representative.

Informal discussion at Level 1 shall be completed within seven (7) days. If unresolved, the grievance may be reduced to writing and filed with the principal within seven (7) days. The principal shall make answer in writing within seven (7) days thereafter.

Level Two

If the grievant is not satisfied with the disposition of his/her grievance at Level One, he/she may, within seven (7) days of receipt of the Level One answer, file the grievance with the Association Grievance Committee.

If the Association Grievance Committee decides to process the grievance it shall, within seven (7) days of receipt of said grievance, file the grievance with the Superintendent.

Within seven (7) days from receipt of the grievance, the Superintendent shall meet with the Association Grievance Committee. His/her decision will be rendered within five (5) days of the meeting.

Level Three

If the grievance is not resolved at Level Two, the grievance may be advanced to the Board's Review Committee by the Association Grievance Committee. The Board's Committee shall meet with the Association Committee within seven (7) days from receipt of the grievance and a decision shall be rendered within seven (7) days after the next Board meeting or within thirty (30) days after the meeting between the Association Grievance Committee and the Board's Review Committee.

Level Four

If the Level Three disposition of the grievance is not satisfactory, the Association may within fourteen (14) calendar days of receipt of the Level Three decision request that the matter be submitted to binding arbitration.

The parties will attempt to select an arbitrator by mutual agreement. If they cannot agree on an arbitrator within ten (10) days after notice is given, he/she shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration hearing. The arbitrator shall have no power to alter, add to or subtract from the terms of this agreement. The arbitrator shall render his/her decision in writing and shall set forth his/her findings, reasons and conclusions on the issues submitted. The decision shall be final to the extent such conforms to the restrictions placed upon him.

Neither party shall be permitted to assert in such arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party.

The expenses of the arbitrator under this article shall be divided equally between the Board and the Association.

F. Miscellaneous

1. Any party of interest may be represented at all meetings and hearings at any level of the grievance procedure by another teacher or another person. Provided, however, that any teacher may in no event be represented by an officer, agent, or other representative of any organization other than the Association. Provided further, when a teacher is not represented by the Association, the Association shall have the right to be present to state its views at all stages of the grievance processing.
2. The arbitrator may make monetary awards where appropriate.
3. Any grievance not appealed within the time limits set forth above shall be considered settled on the basis of the last decision. If an answer to the grievance is not received within the time limits set forth above, it may automatically be appealed to the next level.
4. Matters within the jurisdiction of the Tenure Commission shall not be subject to the grievance procedure.
5. The dismissal of a probationary teacher may be subject to the grievance procedure through Level Three, but not including Level Four.

ARTICLE 16

Seniority Layoff and Recall

A. Before the Board makes any reduction of staff, it will first consult with the Association regarding the effects of such reduction.

B. Should it become necessary to reduce staff, the following procedure will be used:

1. Seniority shall be defined as non-terminated years of teaching in Montrose from the first day of work.
 - a. Seniority shall be granted in increments of 1/2 year. Half or more of days worked in any semester shall result in 1/2 year credit.
 - b. Paid leave days shall be considered work days.
 - c. Teachers working less than a full day shall receive seniority on the basis of 1/2 year credit for each 450 hours or major fraction taught.
 - d. Any bargaining unit member who becomes an administrator shall have their seniority credits frozen.
 - e. Any administrator who shall move to a bargaining unit position, and has no frozen seniority, shall be given seniority credit at the next highest increment above any probationary teacher.
 - f. Only the following leaves will accrue seniority: Voluntary staff reduction, sabbatical and disability. All other leaves are excluded from seniority accumulation.

2. Probationary employees will be laid off first, according to their seniority, with the lowest seniority teacher to be laid off first provided there are teachers in the district certified to perform the services of those probationary teachers. When seniority within certification is equal, the Board will consider in this order:

- a. First day of work.
- b. Majors and minors.
- c. Professional growth (graduate credits)
- d. Evaluations

3. In the event tenure teachers must be laid off, said layoff will be on the basis of district seniority with the lowest seniority teachers to be laid off first provided there are teachers in the district certified to perform the duties of the teacher to be laid off when seniority within certification is equal, the Board will consider in this order:

- a. First day of work.
- b. Majors and minors.
- c. Professional growth (graduate credits)
- d. Evaluations

4. A seniority list of all teachers will be prepared by the Board and verified by the Association. If the Association has not registered an objection with the Board to the seniority list within thirty (30) days of issuance, the list shall be presumed accurate.

C. Under the 1986 Cobra provisions, laid-off individuals or dependents are allowed to pay premiums to continue insurance through the school for a period of eighteen (18) months.

D. Teachers shall be offered recall in inverse order of layoff for positions for which they are certified and the teacher shall notify the district of intent within three (3) working days of receipt of notice. Criteria to be applied as in B-2 above.

E. During said layoff, such teacher's seniority shall remain unbroken but shall not accumulate, and his earned rights under the terms of the master agreement at time of layoff shall be reinstated at time of recall.

F. The district will be required to keep a teacher on the laidoff/recall list for a maximum of three years.

ARTICLE 17

Miscellaneous Provisions

A. Teachers shall be informed of a telephone number they can call to report unavailability for work. The Board shall provide an answering machine or other similar device so that calls may be received at any time. Teachers must call at least one (1) hour before their scheduled starting time, but in no case later than 6:30 a.m., except in case of emergency. If a teacher fails to report unavailability for work by the stated time, he/she shall forfeit the cost of substitute pay for that day.

B. This agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

C. Copies of this Agreement shall be printed, the cost shall be shared equally by the Board and the Association and presented to all teachers now employed by the Board and hereafter employed by the Board.

D. If any provision of the 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 provisions or applications shall continue in full force and effect.

E. The Board endorses the concept of using only full-time teachers. If the Board determines that it is necessary to have a less than full-time position they shall first discuss the matter with the Association.

ARTICLE 18

Duration of Agreement

This agreement shall be effective as of September 1, 1995 and continue in effect until August 31, 1998.

Montrose Education Association

Montrose Board of Education

Merian A. Foote

David Swanski

Joseph W. Gaherty

Conan Yeasts

Ronald K. Sager

Julie Cook

Bonnie D. Stone

Joseph Rupp

Kathleen S. Horton

Michael O'Sullivan

Patricia L. Whitford, Pres.

Ed House

Diana Stroh

W. David Taylor, Sec.

SCHEDULE A:

SALARY SCHEDULE

A. Longevity: Any teacher with fifteen (15) years total teaching experience credit which includes at least ten (10) years in Montrose shall receive an additional five hundred (\$500) dollars per year. An additional five hundred (\$500) dollars will be paid each year after twenty (20) years, an additional five hundred (\$500) dollars will be paid each year after twenty-five (25) years and an additional five hundred (\$500) dollars will be paid each year after thirty years. (Note: Total per year after thirty (30) years is two thousand dollars (\$2000).

B. Experience Credit: Seven (7) years credit for service in other schools may be accepted. Experience credit will be awarded in half-year increments. Full credit will be given for previous service in the District.

C. Military Service Credit: Service credit will be granted in accordance with State and Federal Law. All military service credit granted under previous contracts will remain in effect.

D. Experience credit increments shall be credited at the beginning of each school year. Increments for educational advancement shall be credited at the beginning of each semester.

E. After thirty (30) consecutive working days on the same assignment, the substitute will be placed on the regular salary schedule. Said substitute will be considered a member of the bargaining unit upon being placed on the regular salary schedule and shall receive fringe benefits in accordance with State Law.

F. One-half (1/2) year increments will be granted for fifty (50) day service in a semester (not retroactive before this contract or applicable to substitutes.)

G. Teachers working weeks in addition to the calendar as specified in Appendix D shall be paid at the regular contract rate.

H. Any teacher leaving the Montrose School system with 10 or more years of service in Montrose shall receive as a severance benefit, payment of thirty dollars for each unused sick day. In the event of said employee's death, his/her beneficiary as indicated on the teacher's school term life policy shall receive this accrued sick leave benefit.

I. Early retirement plans may be considered and agreed to by the Association and the Board.

SALARY SCHEDULE

1995-96

STEP	BA	BA+18*	MA	MA +15	MA +30
0	25691	26976	28325	29742	31229
1	26976	28325	29742	31229	32789
2	28325	29742	31229	32789	34429
3	29742	31229	32789	34429	36149
4	31229	32789	34429	36149	37957
5	32789	34429	36149	37957	39856
6	34429	36149	37957	39856	41848
7		37957	39856	41848	43941
8		39856	41848	43941	46139
9		41848	43941	46139	48444
10		43941	46139	48444	50866
11		46139	48444	50866	53409

1996-97

STEP	BA	BA+18*	MA	MA +15	MA +30
0	26462	27785	29175	30635	32165
1	27785	29175	30635	32165	33773
2	29175	30635	32165	33773	35462
3	30635	32165	33773	35462	37233
4	32165	33773	35462	37233	39095
5	33773	35462	37233	39095	41052
6	35462	37233	39095	41052	43103
7		39095	41052	43103	45259
8		41052	43103	45259	47523
9		43103	45259	47523	49897
10		45259	47523	49897	52391
11		47523	49897	52391	55011

1997-98

STEP	BA	BA+18*	MA	MA +15	MA +30
0	27256	28619	30050	31554	33130
1	28619	30050	31554	33130	34786
2	30050	31554	33130	34786	36525
3	31554	33130	34786	36525	38350
4	33130	34786	36525	38350	40268
5	34786	36525	38350	40268	42283
6	36525	38350	40268	42283	44396
7		40268	42283	44396	46617
8		42283	44396	46617	48949
9		44396	46617	48949	51394
10		46617	48949	51394	53963
11		48949	51394	53963	56661

*Those teachers who received their permanent certificate with less than eighteen (18) hours will be placed on the BA+18 salary schedule.

SCHEDULE B
EXTRA PAY FOR ATHLETICS

All percentages are based on the years of experience in the specific activity.

Differentials

Football:

1 Head Coach	11%
1 Varsity Assistant Coach	7%
1 Junior Varsity Coach	7%
3 Assistant Coaches	6%

Basketball: (Male)

1 Head Coach	11%
1 Junior Varsity Coach	7%
1 Freshman Coach	5%

Basketball: (Female)

1 Head Coach	11%
1 Junior Varsity Coach	7%
1 Freshman Coach	5%

Wrestling:

1 Head Coach	9%
2 Assistant Coaches	6%

Baseball:

1 Head Coach	7%
2 Assistant Coaches	5%

Softball:

1 Head Coach	7%
1 Assistant Coach	5%

Track: (Male)

1 Head Coach	7%
1 Assistant Coach	5%

Cross Country:

1 Head Coach	6%
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Middle School Sports:

7th & 8th Grade - 4% per sport per coach unless otherwise noted
6th Grade - 3% per sport per coach

Boys 7th & 8th

1 Track - 3%
2 Football
2 Basketball
2 Wrestling - 3%
2 Baseball - 3%

Girls 7th & 8th

2 Basketball
2 Softball - 3%
1 Volleyball
1 Track - 3%

Boys 6th

1 Basketball
1 Wrestling

Girls 6th

1 Basketball
1 Softball

4th & 5th

2 Basketball - 4% (Boys and Girls)

Cheerleaders:

High School

Football, Basketball & Wrestling- 3% per sport
Middle School - 3% per sport

Track: (Female)

1 Head Coach	7%
1 Assistant Coach	5%

Volleyball:

1 Head Coach	7%
1 Assistant Coach	5%

Soccer

1 Head Coach	7%
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Off-Season Programs:

2% These programs will be approved or rejected by the athletic director within 10 days of application. Proposal shall be made in writing and written approval granted before any program can begin. Proposals shall relate directly to existing varsity programs. The AD will have authority to limit the number of programs based on the contribution of the off-season program to the regular program. Every attempt will be made to equally distribute requests.

SCHEDULE C

EXTRA PAY FOR EXTRA WORK

All percentages are based on the years of experience in the specific activity unless noted.

Differentials

Debate & Forensics	2%
High School Drama Director	6%/4%
Director will be expected to direct a talent show and either a Musical paid at 6% or a Drama paid at 4%.	
Middle School Drama Director	5%/3%
Direction of Musical paid at 5%, Drama at 3%.	
High School/ Middle School Vocal Director (Alternating Years)	1 1/2 % of base
High School/ Middle School Musical Director (Alternating Years)	1 1/2 % of base
High School Concert Band	9%
High School Competitive Marching Band	4%
High School Jazz Band	1%
Middle School Jazz Band	1%
Middle School Concert Band	4%
High School Quiz Bowl	4%
Middle School Quiz Bowl	4%
Yearbook Advisor	3% of step
Student Council Advisor	2% of base
Sr. Sponsor (2)	2% of base
Jr. Sponsor (2)	2% of base
Sophomore Sponsor (1)	1 1/2% of base + 1/2% for fundraiser
Freshman Sponsor (1)	1 1/2% of base + 1/2% for fundraiser
8th Grade Sponsor (1)	1% of base + 1/2% for fundraiser
7th Grade Sponsor (1)	1% of base + 1/2% for fundraiser
6th Grade Sponsor (1)	1% of base + 1/2% for fundraiser
5th Grade Sponsor (1)	1% of base + 1/2% for fundraiser
4th Grade Sponsor (1)	1% of base + 1/2% for fundraiser
*Department Chairs	2% of base
BLT Chairs	2% of base
Special Olympics Sponsor	2% of base
Safety Patrol	2% of base
Elementary Music Director	2% of base
Teaching without conference period	Hourly proration on step of salary
Middle School Yearbook	4%
Approved Club Sponsor	2% of base
High School Choir	2% of base
Middle School Choir	2% of base
Driver Education	.069% of base
Driver Education Coordinator	3% of base
Work at Athletic Events	.077% of base 1 event .1% of base 2 events
Approved Curriculum Committee Chairs	2% of base
Sub during conference Period or Elem. subbing for Spec. Area Teacher	.077% or 1 hour comp. time (Comp time will accumulate and will be equally distributed.)

*Departments at the High School will, every two years, recommend from among its members a chairperson to the principal by May 1st. The final selection of the Chairperson shall be the responsibility of the building principal.

- A. The numbers of positions indicated in each extra pay area are suggestions only. In exercising its discretion as to the operation and the staffing of such activities the Board may consider participation and financial resources.
- B. If one person fills both the head and assistant coaching positions simultaneously, the individual will be paid the full head coaching rate and one-half the assistant rate.
- C. The parties recognize that it is not necessary that a teacher be restricted in his/her extra-pay (Schedule B) assignment to only the building of his/her teaching assignment but such is recognized as a valid and important factor in selection.
- D. Two or more teachers may share the duties of a schedule B or C activity provided all details as to the specific duties of each party and the amount or reimbursement are reduced to writing and approved by the Superintendent or his/her designee and signed by all parties. A copy of any agreement to share assignments will be forwarded to the Association.
- E. Mentor Teacher Compensation
 - 1st Year \$300.00
 - 2nd Year \$200.00
 - 3rd Year \$100.00

A yearly plan will be developed by the new teacher and Mentor and shared with the principal each September. This plan should include at least 2 (two) formal meetings or visits each month by the mentor and the new teacher.

SCHEDULE D

CALENDARS

NOTES: Additional in-service sessions of up to one-half of the instructional day will be scheduled by mutual agreement of the MEA and the Board.

Early release from Parent-Teacher Conferences (not charged against instructional time) will be made for required, scheduled school functions only. (Not practices or school events.)

Exceptions may be granted at the Building Principal's discretion in special circumstances, providing equitable conference time is made available to parents and teachers. Early release will be required, if possible.

SNOW DAY MAKE-UP

Should days in addition to those contained in the calendar above be necessary to meet the minimum state required number of days, the parties will meet prior to the start of the school year to make necessary arrangements. Student make-up days will commence the first week after the last regularly scheduled student day. Other options may be explored with mutual agreement. Teacher work day(s) will be scheduled the first weekday immediately following the last student day.

SCHEDULE D 1995-96 CALENDAR

Aug.	24	Teachers Report
	25	Professional Development
	28	First day (half day) for students
Sept.	04	No School - Labor Day
Oct.	06	End of first six week period
	18	Gr 9-12 No School P/T Conf
	19	Gr 6-8 No School P/T Conf
	27	Gr K-5 Half day
	27	End of first quarter marking period
Nov.	02	Gr 4-5 No School P/T Conf
	02	Gr K-3 Evening P/T Conf
	03	Gr K-3 No School AM P/T Conf
	17	End of second six week marking period
	23/24	No School - Thanksgiving
Dec.	21	K-12 Half day
	22	No School - Winter vacation starts
Jan.	01	No School
	02	Classes resume
	11	Gr 6-12 Half day - exams
	12	K-12 Half day - Gr 6-12 exams
	12	End of first semester
	15	No School - Professional Development/Martin Luther King
Feb.	16/19	No School - Mid-winter break
Mar.	01	End of fourth six week marking period
	13	Gr 9-12 No School P/T Conf
	14	Gr 6-8 No School P/T Conf
	22	Gr K-5 Half day
	22	End of third quarter marking period
	28	Gr 4-5 No School P/T Conf
	28	Gr K-3 evening P/T Conf
	29	Gr K-3 No School AM P/T Conf
Apr.	05	No School - Spring vacation starts
	15	Classes resume
	19	End of fifth six week marking period
May	27	No School - Memorial Day
June	03	Gr 6-12 Half day - exams
	04	K-12 Half day - Gr 6-12 exams
	05	Teacher Records day.

1995-96 MONTHLY STUDENT AND TEACHER DAYS

<u>Month</u>	<u># Student Days</u>	<u># Teacher Days</u>
Aug.	04	06
Sept.	20	20
Oct. (Grades 6-12/Grades K-5)	21/22	22/22
Nov. (Grades 6-12/Grades K-5)	20/19	20/20
Dec.	15	15
Jan.	21	22
Feb.	19	19
Mar.	20	21
Apr.	16	16
May	22	22
June	<u>02</u>	<u>03</u>
TOTAL	180	186

1995-96 HALF DAYS

		<u>K-3</u>	<u>4-5</u>	<u>6-8</u>	<u>9-12</u>
Aug. 28	First day of school	X	X	X	X
Oct. 27	End of first quarter	X	X		
Dec. 21	Start of vacation	X	X	X	X
Jan. 11	Gr 6-12 exams			X	X
Jan. 12	Gr 6-12 exams/end of semester	X	X	X	X
Mar. 22	End of third quarter	X	X		
June 03	Gr 6-12 exams			X	X
June 04	Gr 6-12 exams/end of semester	X	X	X	X

1995-96 MARKING PERIODS

<u>Grades 6-12</u>			<u>Grades K-5</u>		
1st Six Weeks	Oct. 06	29 days	1st Quarter	Oct. 27	44 days
2nd Six Weeks	Nov. 17	29 days			
Semester	Jan. 12	31 days	Semester	Jan. 12	45 days
4th Six Weeks	Mar. 01	32 days	3rd Quarter	Mar. 22	47 days
5th Six Weeks	Apr. 19	28 days			
Semester	June 04	<u>31 days</u>	Semester	June 04	<u>44 days</u>
	TOTAL	180 days		TOTAL	180 days

1995-96 PARENT/TEACHER CONFERENCES

Gr 9-12	No School	October 18	March 13
Gr 6-8	No School	October 19	March 14
Gr 4-5	No School	November 02	March 28
Gr K-3	Evening conf	November 02	March 28
Gr K-3	No School- AM Conf	November 03	March 29

1995-96 TEACHER DAYS/PROFESSIONAL DEVELOPMENT

No Students

Aug. 24 Aug. 25 Jan. 15 June 05

1995 - 1996 SCHOOL YEAR

Student T.
Days 1)

JULY 1995										
S	M	T	W	TH	F	S	Jul. 4 Independence Day			
						1				
2	3	4	5	6	7	8				
9	10	11	12	13	14	15				
16	17	18	19	20	21	22				
23	24	25	26	27	28	29				
30	31									

AUGUST 1995										
S	M	T	W	TH	F	S	Aug. 24 - Teachers Report			
		1	2	3	4	5	Aug. 25 - Professional Development	04	0.	
6	7	8	9	10	11	12				
13	14	15	16	17	18	19	Aug. 28 - First day (half) for students			
20	21	22	23	24	25	26				
27	28	29	30	31						

SEPTEMBER 1995										
S	M	T	W	TH	F	S	Sept. 04 - No School - Labor Day			
					1	2		20	21	
3	4	5	6	7	8	9				
10	11	12	13	14	15	16				
17	18	19	20	21	22	23				
24	25	26	27	28	29	30				

OCTOBER 1995							Student Days	Teacher Days
S	M	T	W	TH	F	S		
							Oct. 06 - End of first six week period	Gr 6 - 12
1	2	3	4	5	6)	7	Oct. 18 - Gr 9-12 No School P/T Conf	21 22
8	9	10	11	12	13	14	Oct. 19 - Gr 6-8 No School P/T Conf	
15	16	17	18	19	20	21	Oct. 27 - Gr K-5 Half day	GrK -5
22	23	24	25	26	27]	28	Oct. 27 - End of first quarter	22 22
29	30	31						

NOVEMBER 1995							Student Days	Teacher Days
S	M	T	W	TH	F	S		
			1	2	3	4	Nov. 02 - Gr 4-5 No School P/T Conf	Gr 6 - 12
5	6	7	8	9	10	11	Nov. 02 - Gr K-3 Evening P/T Conf	20 20
12	13	14	15	16	17)	18	Nov. 03 - Gr K-3 No School AM Conf	Gr k - 5
19	20	21	22	23	24	25	Nov. 17-End of second six week period	19 20
26	27	28	29	30			Nov. 23/24 - No School	

DECEMBER 1995							Student Days	Teacher Days
S	M	T	W	TH	F	S		
							Dec. 21 - K - 12 Half day	15 15
					1	2	Dec. 22 - Winter Vacation starts	
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

JANUARY 1996							Student Days	Teacher Days	
S	M	T	W	TH	F	S	Jan. 01 - New Year - No School	21	22
—	1	2	3	4	5	6	Jan. 02 - Classes resume		
7	8	9	10	11	12	13	Jan. 11 - Gr 6-12 Half day - exams		
14	15	16	17	18	19	20	Jan. 12 - Gr K-12 Half day - (exams)		
21	22	23	24	25	26	27	Jan. 12 - End of semester		
28	29	30	31				Jan. 15 - No School - Professional Dev		

FEBRUARY 1996							Student Days	Teacher Days	
S	M	T	W	TH	F	S	Feb. 16 - No School - Mid-winter break	19	19
				1	2	3	Feb. 19 - No School - Mid-winter break		
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29					

MARCH 1996							Student Days	Teacher Days	
S	M	T	W	TH	F	S	Mar. 01 - End of fourth six week period	Gr 6	- 12
					1	2	Mar. 13 - Gr 9-12 No School P/T Conf	20	21
3	4	5	6	7	8	9	Mar. 14 - Gr 6-8 No School P/T Conf		
							Mar. 22 - Gr K-5 Half day		
10	11	12	13	14	15	16	Mar. 22 - End of third quarter	Gr k	-5
17	18	19	20	21	22	23	Mar. 28 - Gr 4-5 No School P/T Conf	20	21
24	25	26	27	28	29	30	Mar. 28 - Gr K-3 evening P/T Conf		
31							Mar. 29 - Gr K-3 No School AM Conf		

APRIL 1996							Student Days	Teacher Days	
S	M	T	W	TH	F	S	Apr. 05 - No School - Spring vacation Apr. 15 - Classes resume Apr. 19 - End of fifth six week period	16	16
	1	2	3	4	5	6			
7	8	9	10	11	12	13			
14	15	16	17	18	19	20			
21	22	23	24	25	26	27			
28	29	30							

MAY 1996							Student Days	Teacher Days	
S	M	T	W	TH	F	S	May 27 - No School - Memorial Day	22	22
			1	2	3	4			
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28	29	30	31				

JUNE 1996							Student Days	Teacher Days	
S	M	T	W	TH	F	S	June 03 - Gr 6-12 Half day - exams June 04 - K-12 Half day (exams) June 05 - Teacher Records day. Teachers may leave as soon as their work is finished and they have completed checkout.	02	03
						1			
2	3	4	5	6	7	8			
9	10	11	12	13	14	15			
16	17	18	19	20	21	22			
23	24	25	26	27	28	29			
30									

TOTAL 180 186

SCHEDULE D 1996-97 CALENDAR

Aug.	21	Teachers Report
	22	Professional Development
	23	Professional Development
	26	First day (half day) for students
Sept.	02	No School - Labor Day
Oct.	04	End of first six week period
	16	Gr 9-12 No School P/T Conf
	17	Gr 6-8 No School P/T Conf
	25	Gr K-5 Half day
	25	End of first quarter marking period
Nov.	07	Gr 4-5 No School P/T Conf
	07	Gr K-3 Evening P/T Conf
	08	Gr K-3 No School AM P/T Conf
	15	End of second six week marking period
	28/29	No School - Thanksgiving
Dec.	20	K-12 Half day
	21	No School - Winter vacation starts
Jan.	01,02,03	No School
	06	Classes resume
	16	Gr 6-12 Half day - exams
	17	K-12 Half day - Gr 6-12 exams
	17	End of first semester
	20	No School - Professional Development/Martin Luther King
	Feb.	17
Mar.	07	End of fourth six week marking period
	12	Gr 9-12 No School P/T Conf
	13	Gr 6-8 No School P/T Conf
	27	Gr K-5 Half day
	27	End of third quarter marking period
	28	No School - Spring vacation
Apr.	07	Classes resume
	10	Gr 4-5 No School P/T Conf
	10	Gr K-3 evening P/T Conf
	11	Gr K-3 No School AM P/T Conf
	25	End of fifth six week marking period
May	26	No School - Memorial Day
June	04	Gr 6-12 Half day - exams
	05	K-12 Half day - Gr 6-12 exams
	06	Teacher Records day.

1996-97 MONTHLY STUDENT AND TEACHER DAYS

<u>Month</u>	<u># Student Days</u>	<u># Teacher Days</u>
Aug.	05	08
Sept.	20	20
Oct. (Grades 6-12/Grades K-5)	22/23	23/23
Nov. (Grades 6-12/Grades K-5)	19/18	19/19
Dec.	15	15
Jan.	19	20
Feb.	19	19
Mar. (Grades 6-12/Grades K-5)	18/19	19/19
Apr. (Grades 6-12/Grades K-5)	18/17	18/18
May	21	21
June	<u>04</u>	<u>05</u>
TOTAL	180	187

1996-97 HALF DAYS

	<u>K-3</u>	<u>4-5</u>	<u>6-8</u>	<u>9-12</u>
Aug. 26 First day of school	X	X	X	X
Oct. 25 End of first quarter	X	X		
Dec. 20 Start of vacation	X	X	X	X
Jan. 16 Gr 6-12 exams			X	X
Jan. 17 Gr 6-12 exams/end of semester	X	X	X	X
Mar. 27 End of third quarter	X	X		
June 04 Gr 6-12 exams			X	X
June 05 Gr 6-12 exams/end of semester	X	X	X	X

1996-97 MARKING PERIODS

<u>Grades 6-12</u>			<u>Grades K-5</u>		
1st Six Weeks	Oct. 04	29 days	1st Quarter	Oct. 25	44 days
2nd Six Weeks	Nov. 15	29 days			
Semester	Jan. 17	33 days	Semester	Jan. 17	47 days
4th Six Weeks	Mar. 07	33 days	3rd Quarter	Mar. 27	47 days
5th Six Weeks	Apr. 25	28 days			
Semester	June 05	<u>28 days</u>	Semester	June 05	<u>42 days</u>
	TOTAL	180 days		TOTAL	180 days

1996-97 PARENT/TEACHER CONFERENCES

Gr 9-12	No School	October 16	March 12
Gr 6-8	No School	October 17	March 13
Gr 4-5	No School	November 07	April 10
Gr K-3	Evening conf	November 07	April 10
Gr K-3	No School- AM Conf	November 08	April 11

1996-97 TEACHER DAYS/PROFESSIONAL DEVELOPMENT

No Students

Aug. 21 Aug. 22 Aug. 23 Jan. 20 June 06

1996 - 1997 SCHOOL YEAR

JULY 1996							Student Days	Teacher Days
S	M	T	W	TH	F	S	Jul. 4 Independence Day	
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31					

AUGUST 1996							Student Days	Teacher Days
S	M	T	W	TH	F	S	Aug. 21 - Teachers Report Aug. 22 - Professional Development Aug. 23 - Professional Development Aug. 26 - First day (half) for students	05 08
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

SEPTEMBER 1996							Student Days	Teacher Days
S	M	T	W	TH	F	S	Sept. 2 Labor Day	20 20
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30							

OCTOBER 1996							Student Days	Teacher Days	
S	M	T	W	TH	F	S	Oct. 04 - End of first six week period	Gr 6	-12
		1	2	3	4)	5	Oct. 16 - Gr 9-12 No School P/T Conf	22	23
6	7	8	9	10	11	12	Oct. 17 - Gr 6-8 No school P/T Conf		
13	14	15	16	17	18	19	Oct. 25 - End of first quarter	Gr k	- 5
20	21	22	23	24	25]	26	Oct. 25 - K-5 Half Day	23	23
27	28	29	30	31					

NOVEMBER 1996							Student Days	Teacher Days	
S	M	T	W	TH	F	S	Nov. 07 - Gr 4-5 No School P/T Conf	Gr 6	- 12
					1	2	Nov. 07 - Gr K-3 Evening P/T Conf	19	19
3	4	5	6	7	8	9	Nov. 08 - Gr K-3 No School AM Conf		
10	11	12	13	14	15)	16	Nov. 15-End of second six week period	Gr k	- 5
17	18	19	20	21	22	23	Nov. 28/29 No School	18	19
24	25	26	27	28	29	30			

DECEMBER 1996							Student Days	Teacher Days	
S	M	T	W	TH	F	S	Dec. 20 - K-12 Half day	15	15
1	2	3	4	5	6	7	Dec. 21 - Winter vacation starts		
8	9	10	11	12	13	14			
15	16	17	18	19	20	21			
22	23	24	25	26	27	28			
29	30	31							

JANUARY 1997							Student Days	Teacher Days
S	M	T	W	TH	F	S		
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	31			
Jan. 01-02-03 - No School								
Jan. 06 - Classes resume							19	20
Jan. 16 - Gr 6-12 Half day - exams								
Jan. 17 - Gr K-12 Half day - (exams)								
Jan. 17 - End of semester								
Jan. 20 - No School - Professional Dev								

FEBRUARY 1997							Student Days	Teacher Days
S	M	T	W	TH	F	S		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28			
Feb. 17 - No School Mid-winter break							19	19

MARCH 1997							Student Days	Teacher Days
S	M	T	W	TH	F	S		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							
Mar. 07 - End of fourth six week period							Gr 6	- 12
Mar. 12 - Gr 9-12 No School P/T Conf							18	19
Mar. 13 - Gr 6-8 No School P/T Conf								
Mar. 27 - Gr K-5 Half day								
Mar. 27 - End of third quarter							Gr k	- 5
Mar. 28 - No School - Spring vacation							19	19

APRIL 1997							Student Days	Teacher Days
							Apr. 07 - Classes resume	Gr 6 - 12
<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>S</u>	Apr. 10 - Gr 4-5 No School P/T Conf	18
		1	2	3	4	5	Apr. 10 - Gr K-3 evening P/T Conf	
6	7	8	9	10	11	12	Apr. 11 - Gr K-3 No School AM Conf	Gr k - 5
13	14	15	16	17	18	19	Apr. 25 - End of fifth six week period	17
20	21	22	23	24	25	26		18
27	28	29	30					

MAY 1997							Student Days	Teacher Days
							May 26 - No School - Memorial Day	21
<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>S</u>		21
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

JUNE 1997							Student Days	Teacher Days
							June 04 - Gr 6-12 Half day - exams	04
<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>S</u>	June 05 - K-12 Half day (exams)	
1	2	3	4	5	6	7	June 06 - Teacher Records day.	
8	9	10	11	12	13	14	Teachers may leave as soon as their	
15	16	17	18	19	20	21	work is finished and they have	
22	23	24	25	26	27	28	completed checkout.	
29	30							

TOTAL **180** **187**

1997-98 SCHOOL CALENDAR

Both parties agree to work cooperatively to set a calendar for the 1997-98 school year prior to April 1, 1997. At this time, it is agreed that the contract would contain a minimum of 180 student days and 187 teacher days.

**SCHEDULE E
PAY DATES**

PAY #	1995 - 1996	1996 - 1997	1997 - 1998
1	September 1	August 30	August 29
2	September 15	September 13	September 12
3	September 29	September 27	September 26
4	October 13	October 11	October 10
5	October 27	October 25	October 24
6	November 10	November 8	November 7
7	November 24	November 22	November 21
8	December 8	December 6	December 5
9	December 22	December 20	December 19
10	January 5	January 3	January 2
11	January 19	January 17	January 16
12	February 2	January 31	January 30
13	February 16	February 14	February 13
14	March 1	February 28	February 27
15	March 15	March 14	March 13
16	March 29	March 28	March 27
17	April 12	April 11	April 10
18	April 26	April 25	April 24
19	May 10	May 9	May 8
20	May 24	May 23	May 22
21	June 7	June 6	June 5
22	June 21	June 20	June 19
23	July 5	July 4	July 3
24	July 19	July 18	July 17
25	August 2	August 1	July 31
26	August 16	August 15	August 14

SCHEDULE F

JOB SHARING AGREEMENT

The Board reserves its right to determine whether individual employees will be permitted to participate in job sharing. Once the decision has been made to permit job sharing, then the following procedures and employment conditions will control.

1. The Job Sharing Agreement will be for the contractual year (as noted below.) In order to continue in the program, the employee must re-apply for the next contractual year.
2. The employee reserves the right to return to full-time service the following year. Said return shall be to the position previously held or a position within their certification.
3. Daily work schedules shall be determined jointly between the job sharing participants and the administration.
4. Reimbursement shall consist of the prorated payment of salary, retirement and insurance premiums, subject to carrier restrictions.
5. This agreement shall apply to voluntary less than full-time assignments either elementary or secondary.
6. In the case that one party is unable to fulfill this agreement, the remaining party shall have first option to assume the position on a full-time basis or to remain on part-time.
7. Requests for renewal of a job sharing agreement must be filed by April 15.
8. New requests for a job sharing agreement must be filed by August 1.

School Year

Percentage of Time Worked

Name

Job Sharing Partner

Placement

The conditions as outlined above are acceptable.

Date

Board of Education

Date

Employee

SCHEDULE G

COMP TIME

- A. Comp time is earned by substituting for another teacher during a teacher's conference period or before or after school. Elementary teachers will be awarded comp time when scheduled school wide activities requiring their being with their students conflicts with their regularly scheduled planning time (during gym, music, recesses.) This comp time will be able to accumulate in increments of 1/4 hours and 1/2 hours.
- B. No more than thirty (30) hours of comp time may be used in any one school year.
- C. Teachers have the option of accumulating comp time from one year to the next or being reimbursed at the contracted rate, which is currently .077% of base per hour, at the end of the year if they do not use their comp time. As of September 1, 1995, all periods in excess of five days will be paid off at twenty-five (\$25.00) dollars per period. At this time only, a teacher may request that any or all remaining comp time be also paid off at twenty-five (\$25.00) dollars per period. As of September 1, 1996, all periods in excess of 2 days will be paid off at the contractual rate. After the 1996/97 school year, a maximum of 2 days of comp time may be carried over into the subsequent year. A teacher may also elect to roll unused comp time into their sick bank.
- D. Comp time may be used on an hourly basis if the class can be covered by a teacher within the district. If a substitute teacher is required, comp time must be used in half (1/2) day increments.

Comp time may be used at any time with the following exceptions:

1. It may not be used during the last five (5) days of the school year.
2. No more than two teachers per building at a time may be using comp time immediately before or after a vacation period. No more than five (5) teachers district wide. If more than the allowed number of teachers request use of comp time before or after holidays or vacation days, the teachers who have extended holidays or vacations with comp time most recently shall have their requests denied.
3. Teachers may use comp time no more than two (2) consecutive days at a time.
4. Comp days (not hours) requested within forty-eight (48) hours of intended use may be denied or granted by the Superintendent.
5. Comp time to be distributed as evenly among teachers as possible.
6. Comp time may not be used on inservice or parent/teacher conference days.
7. Comp time may not be used in conjunction with business or personal days.

SCHEDULE H

INDEPENDENT STUDY

PURPOSE

Due to the size of the student body in Montrose, it is sometimes not possible to offer classes which will provide higher level learning opportunities to the students. It is the desire of the Association and the Board to attempt to meet this need through a program of Independent Study. To this end, it is agreed as follows:

CONDITIONS

1. A student must secure an application from the counselor and get administrative approval before starting independent study. This application must be submitted no later than the week of the semester prior to the desired independent study. The counselor shall determine an appropriate staff member to meet the needs of the student and shall approach the staff member with the opportunity to supervise the independent study. The staff member shall have full rights to deny the sponsorship.
2. No more than five (5) Independent Study students may be assigned to a teacher at any one time.
3. In order to avoid disruption of the teacher's regular classes, every effort will be made to assign Independent Study students during a teachers preparation period.
4. The teacher working with an Independent Study student will be solely responsible for determining the goals and evaluating the performance of the student.
5. Teachers working with Independent Study students will be paid two hundred (\$200) dollars per student, per semester.
6. Student requests for independent studies will be distributed among the appropriately certified teachers as fairly as possible.
7. Selected students from the 11th and 12th grades will be permitted to do independent study in some field that they are particularly interested in. This is in addition to their regular classes. To participate in independent study, a student must have an overall average of at least a "C" with an average of at least a "B" in the field of special interest. The student must have an advisor who will meet with him/her at least once a week. Studies must be completed by the end of the semester in which they are started. Students will earn credit comparable to any class which meets for one semester.
8. Priority status will be given first to students who meet the above criteria and their course of study is not being offered in the master schedule. Second priority goes to senior students who meet the above criteria and have a scheduling conflict in the master schedule. After the above two priorities have been met, we will consider other student requests. Teachers will accept Independent Study students on a voluntary basis only working through the guidance counseling staff.



