

AGREEMENT

between the

PUBLIC SCHOOLS OF PETOSKEY
PETOSKEY, MICHIGAN

and the

NORTHERN MICHIGAN EDUCATION ASSOCIATION

September 1, 1997 to August 31, 2000

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SECTION I

BASIC CONTRACT PROVISIONS

Section 1.1 Agreement

This Agreement entered into this first day of September, 1997, by and between the Board of Education of the Public Schools of Petoskey, Michigan, hereinafter called the "Board" and the Northern Michigan Education Association, MEA/NEA, of Petoskey, hereinafter called the "Association".

Section 1.2 Witnesseth

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

WHEREAS the parties, following extended and deliberate professional negotiations, have reached certain understandings,

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

Section 1.3 Recognition

- A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all teachers, including personnel on tenure or probation, classroom teachers, guidance counselors, librarians, school psychologists, social workers, speech and hearing therapists, teachers of the homebound or hospitalized, but excluding substitute teachers, supervisory and executive personnel, such as the athletic director and all other employees not specifically included within the bargaining unit. The term "teacher", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiation unit as above defined, and references to male teachers shall include female teachers. The term "Board" shall include its officers, members, and delegated agents.

- B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement.**
- C. Nothing contained herein shall be construed to deny or restrict to any teacher rights he/she may have under the Michigan General School Laws. The rights granted to teachers hereunder shall be deemed to be in addition to or equal to those provided elsewhere, by Michigan Law.**
- D. The recognition clause in Section 1.3.A. of this agreement has the sole purpose of identifying the employees or positions which are included and excluded from the bargaining unit represented by the Association.**

Section 1.4 Duration of Agreement

This Agreement shall become effective at 12:01 a.m. on the first day of September 1997, and shall remain in full force through the thirty-first day of August, 2000.

NORTHERN MICHIGAN EDUCATION
ASSOCIATION, MEA/NEA

BY *Daniel V. Bennett*
Chairperson, NMEA

BY *Dave Bowers*
NMEA Staff Coordinator

BY _____
Chief Spokesperson

BY *Paul Van Wagoner*
Chairperson, Negotiating Committee

BY _____
Negotiating Committee Member

BY _____
Negotiating Committee Member

BY _____
Negotiating Committee Member

PETOSKEY BOARD OF EDUCATION

BY *Georgie M. Aldridge*
President

BY *Barbara M. Kutschal*
Secretary

Dated this 28th day of August, 1997.

Section 1.5 Association Dues or Fees and Payroll Deductions

- A. All certified teachers, employed by the District, which positions are contained within the bargaining unit and/or not excluded from the bargaining unit by Section 1.3.A., following thirty (30) days after the effective date of this agreement or thirty (30) days after the commencement of employment shall have deducted from their pay monthly either:
 - 1. Membership dues of the Association (including NMEA, MEA and NEA) or
 - 2. Representation service fees of the Association not to exceed the amount of dues uniformly required of members of the Association.
- B. Teachers may pay Association dues or the representation service fees directly to the Association in lieu of deduction.
- C. The Association shall certify to the Board at the beginning of each school year, the membership of the Association subject to deduction of membership dues and the amount of the monthly Association dues to be deducted. The Board shall provide to the Association a list of teachers employed or to be employed by the Board, along with the full or part time status of each teacher. The Association shall also certify to the Board as soon as the amount is known, the amount of the monthly representation service fees to be deducted. These amounts so certified and deducted shall be forwarded to the Association, within five (5) working days after the end of the month in which the deductions were taken, provided that when a teacher objects to the proper amount of such deduction, the amount of the deduction contested shall be placed in an escrow account as required by law until a determination of the proper amount of the deduction has been determined in the appropriate administrative and/or judicial forums.

The Association agrees to defend, indemnify and hold harmless the Public Schools of Petoskey, its Board of Education, individual school board members, past and present, administrative employees and agents against any and all claims, demands, costs, suits, damages, awards, judgements or other forms of liability, including but not limited to back pay damages and all court or administrative costs that may arise out of or by reason of any action taken by the Board or its agents for the purpose of complying with the terms of this Article. It is specifically and expressly agreed that any payment of any demand arising hereunder shall be made directly from the Association to the demanding party and at no time shall the Board be obligated to pay out any monies arising out of any claims or demands that are brought or made due to this Article. It is expressly understood that the Association has the right

to select counsel, if necessary, for any defense necessary under this Article and shall have the sole discretion regarding the settlement of any claims to which the Association may be responsible.

The Association agrees that it will take no action claiming or supporting the claim that its agreements in this section pertaining to defense, indemnification, and holding harmless are void or unenforceable. Further, in the event that it is ever determined that the Association's agreement to indemnify and/or hold harmless is void or unenforceable, this shall not affect the Association's duty to defend and assume all costs and expenses regarding defense.

- D. Each such teacher and the Association hereby authorize the Board to rely upon and honor certifications of the Association regarding the amounts to be deducted.
- E. The Association shall be responsible for disbursements of MEA and NEA dues paid to it. The dues will be forwarded by the Association to the Treasurers of those organizations.
- F. The Association shall certify to the Board the name of any such teachers, who through a change in their employment status are no longer subject to deductions and shall certify to the Board any new hires who are to be added to the list and the proper amount of such deduction.

1997-98 DISTRICT WIDE CALENDAR

PUBLIC SCHOOLS OF PETOSKEY

Tuesday,	September 2	Teachers Report
Wednesday,	September 3	Students First Day
Wednesday,	October 15	Professional Development Day (No School for Students)
Friday,	November 7	1 st Marking Period Ends
Monday,	November 10	2 nd Marking Period Begins
Thursday,	November 27	Thanksgiving Break
Friday,	November 28	Thanksgiving Break
Wednesday,	December 24	Begins Holiday Break
Monday,	January 5	Return to School
Friday,	January 23	$\frac{1}{2}$ Students $\frac{1}{2}$ Teacher Records 1 st Semester Ends - End of 2 nd Marking Period
Monday,	January 26	2 nd Semester Begins - 3 rd Marking Period Begins
Wednesday,	February 18	Dismiss at 1:00 p.m. - 2 hour Professional Development
Wednesday,	March 11	Dismiss at 1:00 p.m. - 2 hour Professional Development
Thursday,	March 26	End 3 rd Marking Period
Friday,	March 27	Spring Break Begins
Tuesday,	April 7	Return to School
Friday,	April 10	Good Friday ($\frac{1}{2}$ day)
Monday,	May 25	Memorial Day
Tuesday,	June 9	Last Day for Students
•Wednesday,	June 10	Last Day for Teachers

•Required "Snow Day" makeups begin June 10, if necessary.

NOTES:

Wednesday, October 15, Professional Development Day (No School for Students)

First semester ends on Friday, January 23, 1998

FALL PARENT/TEACHER CONFERENCES

<u>Elementary</u>		<u>Middle/High School</u>	
Tuesday, November 18	1:00 - 3:30 p.m. 6:30 - 8:30 p.m.	Thursday, November 20	1:00 - 3:30 p.m. 6:30 - 8:30 p.m.
Thursday, November 20	1:00 - 3:30 p.m.		

WINTER PARENT/TEACHER CONFERENCES

<u>Elementary</u>		<u>Middle/High School</u>	
Tuesday, February 3	1:00 - 3:30 p.m.	Thursday, February 5	1:00 - 3:30 p.m. 6:30 - 8:30 p.m.
Thursday, February 5	1:00 - 3:30 p.m. 6:30 - 8:30 p.m.		

HIGH SCHOOL FINAL EXAMS

January 21, 22, 23, 1998

June 5, 8, 9, 1998

EARLY DISMISSAL DAYS

Wednesday, September 3	Morning Session Only (Grades 1-12) (Kindergarten Classes begin on Thursday, September 4)
Tuesday, November 18	Morning Session Only (Grades a.m. K-5)
Thursday, November 20	Morning Session Only (Grades a.m. K-12)
Friday, January 23	Morning Session Only (Grades a.m. K-12)

1997-98 District Wide Calendar (Continued)

Tuesday, February 3	Morning Session Only (Grades a.m. K-5)
Thursday, February 5	Morning Session Only (Grades a.m. K-12)
*Wednesday, February 18	1:00 p.m. Dismissal (Grades p.m. K-12) (No a.m. Kindergarten)
*Wednesday, March 11	1:00 p.m. Dismissal (Grades p.m. K-12) (No a.m. Kindergarten)
*Friday, April 10 (Good Friday)	Morning Session Only (Grades p.m. K-12) (No a.m. Kindergarten)
*Monday, June 8	Morning Session Only (Grades p.m. K-12) (No a.m. Kindergarten)
*Tuesday, June 9	Morning Session Only (Grades p.m. K-12) (No a.m. Kindergarten)

***On February 18, March 11, April 10, June 8, and June 9, p.m. Kindergarten meets in the morning.**
a.m. Kindergarten does not meet.

1998-99 DISTRICT WIDE CALENDAR

PUBLIC SCHOOLS OF PETOSKEY

Tuesday,	September 8	Teachers Report
Wednesday,	September 9	Students First Day
Wednesday,	October 14	Professional Development Day (No School for Students)
Friday,	November 13	1 st Marking Period Ends
Monday,	November 16	2 nd Marking Period Begins
Thursday,	November 26	Thanksgiving Break
Friday,	November 27	Thanksgiving Break
Thursday,	December 24	Begins Holiday Break
Monday,	January 4	Return to School
Friday,	January 22	$\frac{1}{2}$ Students $\frac{1}{2}$ Teacher Records 1 st Semester Ends - End of 2 nd Marking Period
Monday,	January 25	2 nd Semester Begins - 3 rd Marking Period Begins
Wednesday,	February 17	Dismiss at 1:00 p.m. - 2 hour Professional Development
Wednesday,	March 10	Dismiss at 1:00 p.m. - 2 hour Professional Development
Thursday,	April 1	End 3 rd Marking Period
Friday,	April 2	Spring Break Begins
Tuesday,	April 13	Return to School
Monday,	May 31	Memorial Day
Monday,	June 14	Last Day for Students
*Tuesday,	June 15	Last Day for Teachers

*Required "Snow Day" makeups begin June 16, if necessary.

NOTES:

Wednesday, October 14, Professional Development Day (No School for Students)

First semester ends on Friday, January 22, 1999

FALL PARENT/TEACHER CONFERENCES

<u>Elementary</u>		<u>Middle/High School</u>	
Tuesday, November 17	1:00 - 3:30 p.m. 6:30 - 8:30 p.m.	Thursday, November 19	1:00 - 3:30 p.m. 6:30 - 8:30 p.m.
Thursday, November 19	1:00 - 3:30 p.m.		

WINTER PARENT/TEACHER CONFERENCES

<u>Elementary</u>		<u>Middle/High School</u>	
Tuesday, February 2	1:00 - 3:30 p.m.	Thursday, February 4	1:00 - 3:30 p.m. 6:30 - 8:30 p.m.
Thursday, February 4	1:00 - 3:30 p.m. 6:30 - 8:30 p.m.		

HIGH SCHOOL FINAL EXAMS

January 20, 21, 22, 1999

June 10, 11, 14, 1999

EARLY DISMISSAL DAYS

Wednesday, September 9	Morning Session Only (Grades 1-12) (Kindergarten Classes begin on Thursday, September 10)
Tuesday, November 17	Morning Session Only (Grades a.m. K-5)
Thursday, November 19	Morning Session Only (Grades a.m. K-12)
Friday, January 22	Morning Session Only (Grades a.m. K-12)

1998-99 District Wide Calendar (Continued)

Tuesday, February 2	Morning Session Only (Grades a.m. K-5)
*Thursday, February 4	Morning Session Only (Grades p.m. K-12) (No a.m. Kindergarten)
*Wednesday, February 17	1:00 p.m. Dismissal (Grades p.m. K-12) (No a.m. Kindergarten)
*Wednesday, March 10	1:00 p.m. Dismissal (Grades p.m. K-12) (No a.m. Kindergarten)
*Tuesday, June 14	Morning Session Only (Grades p.m. K-12) (No a.m. Kindergarten)

***On February 4, February 17, March 10, and June 14, p.m. Kindergarten meets in the morning.**
a.m. Kindergarten does not meet.

1999-2000 DISTRICT WIDE CALENDAR

PUBLIC SCHOOLS OF PETOSKEY

Tuesday,	September 7	Teachers Report
Wednesday,	September 8	Students First Day
Wednesday,	October 13	Professional Development Day (No School for Students)
Friday,	November 12	1st Marking Period Ends
Monday,	November 15	2nd Marking Period Begins
Thursday,	November 25	Thanksgiving Break
Friday,	November 26	Thanksgiving Break
Friday,	December 24	Begins Holiday Break
Monday,	January 3	Return to School
Friday,	January 21	$\frac{1}{2}$ Students $\frac{1}{2}$ Teacher Records 1st Semester Ends - End of 2nd Marking Period
Monday,	January 24	2nd Semester Begins - 3rd Marking Period Begins
Wednesday,	February 16	Dismiss at 1:00 p.m. - 2 hour Professional Development
Wednesday,	March 8	Dismiss at 1:00 p.m. - 2 hour Professional Development
Thursday,	March 23	End 3rd Marking Period
Friday,	March 24	Spring Break Begins
Tuesday,	April 4	Return to School
Friday,	April 21	Good Friday ($\frac{1}{2}$ day)
Monday,	May 29	Memorial Day
•Monday,	June 12	Last Day for Students/Teachers

•Required "Snow Day" makeups begin June 13, if necessary.

NOTES:

Wednesday, October 13, Professional Development (No School for Students)

First semester ends on Friday, January 21, 2000

FALL PARENT/TEACHER CONFERENCES

<u>Elementary</u>		<u>Middle/High School</u>	
Tuesday, November 16	1:00 - 3:30 p.m. 6:30 - 8:30 p.m.	Thursday, November 18	1:00 - 3:30 p.m. 6:30 - 8:30 p.m.
Thursday, November 18	1:00 - 3:30 p.m.		

WINTER PARENT/TEACHER CONFERENCES

<u>Elementary</u>		<u>Middle/High School</u>	
Tuesday, February 1	1:00 - 3:30 p.m.	Thursday, February 3	1:00 - 3:30 p.m. 6:30 - 8:30 p.m.
Thursday, February 3	1:00 - 3:30 p.m. 6:30 - 8:30 p.m.		

HIGH SCHOOL FINAL EXAMS

January 19, 20, 21, 2000

June 8, 9, 12, 2000

EARLY DISMISSAL DAYS

Wednesday, September 8	Morning Session Only (Grades 1-12) (Kindergarten Classes begin on Thursday, September 9)
Tuesday, November 16	Morning Session Only (Grades a.m. K-5)
Thursday, November 18	Morning Session Only (Grades a.m. K-12)
Friday, January 21	Morning Session Only (Grades a.m. K-12)

1999-2000 District Wide Calendar (Continued)

Tuesday, February 1	Morning Session Only (Grades a.m. K-5)
*Thursday, February 3	Morning Session Only (Grades p.m. K-12) (No a.m. Kindergarten)
*Wednesday, February 16	1:00 p.m. Dismissal (Grades p.m. K-12) (No a.m. Kindergarten)
*Wednesday, March 8	1:00 p.m. Dismissal (Grades p.m. K-12) (No a.m. Kindergarten)
*Friday, April 21 (Good Friday)	Morning Session Only (Grades p.m. K-12) (No a.m. Kindergarten)
*Monday, June 12	Morning Session Only (Grades p.m. K-12) (No a.m. Kindergarten)

***On February 3, February 16, March 8, April 21, and June 12, p.m. Kindergarten meets in the morning.**
a.m. Kindergarten does not meet.

Section 1.7 Professional Grievance Procedure

A. Definitions

1. A "grievance" shall mean an allegation by an identified teacher, or group of teachers, of a violation of the express terms of this Agreement. A "grievance" shall not include any of the following:
 - a. Termination of services or of failure to reemploy any probationary teacher;
 - b. The termination of services or failure to employ or reemploy any teacher to a position on the extracurricular schedule;
 - c. Provided, however, the matters referred to in a and b above may be referred as a grievance up to and including Level Three as set forth in Section E below but shall not be submitted to Level Four.
 - d. It is expressly understood that the grievance procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy (i.e. discharge and/or demotion).
 - e. The grievance procedure shall not apply to any matter for which State or Federal law prescribes a procedure or authorizes a remedy (Civil Rights Act, etc.)
2. The "aggrieved person" is the person making the claim.
3. The term "teacher" includes any individual who is a member of the Bargaining Unit covered by this contract.
4. A "party of interest" is the person 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.

B. Purpose:

1. The primary purpose of this procedure is to secure, at the lowest level possible, solutions to the problems of the parties. 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 or proceeding independently as described in Section E of these procedures.

C. Basic Principles:

1. Every teacher shall have the right to present grievances in accordance with these procedures.
2. All discussions shall be kept confidential during procedural stages of the resolution of a grievance, unless prohibited by law.
3. No reprisals of any kind shall be taken by or against the party of interest or any participant in the grievance procedures by reason of such participation.
4. The failure of an administrator at any level to communicate his/her decision to the teacher within the proper time limits, shall permit the teacher to proceed to the next level within the time allowed, had the decision been rendered on time.
5. The failure of a teacher to appeal a decision to the next higher level within the proper time limits shall constitute acceptance of the last written decision and shall bar future action on the particular grievance.
6. 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 the 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 and to state its views at all stages of the grievance processing after Level One.
7. A grievance may be withdrawn at any level without prejudice. However, if, in the judgement of the Association Representative or the Professional Rights and Responsibilities Committee, the grievance affects a group of teachers, the Professional Rights and Responsibilities Committee may process the grievance at the appropriate level, but not to exceed Level Two.
8. The grievance discussed and the decision rendered at all levels shall be in writing on the established form, and shall promptly be transmitted to all parties of interest.
9. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.

10. Forms for filing and processing grievances shall be designed by the Administration and the Professional Rights and Responsibilities Committee, shall be prepared by the Administration, and shall be given appropriate distribution so as to facilitate the operation of the grievance.
11. All parties shall have access to all available information necessary to the determination and processing of the grievance.
12. Notwithstanding the expiration of this Agreement, any claim or grievance arising prior to its expiration or based upon an incident which occurs prior to its expiration may be processed through the grievance procedure until resolution.

D. Structures:

1. There shall be one Association Representative (Building Representative) for each school building to be selected in a manner determined by the Association.
2. The Association shall establish a Professional Rights and Responsibilities Committee, which shall be broadly representative and which shall serve as the Association grievance committee. In the event that any Association Representative or any member of the Professional Rights and Responsibilities Committee is a party in interest to any grievance, he/she shall disqualify himself/herself and a substitute shall be named by the Association.
3. The building principal or supervisor shall be the Administrative representative when the particular grievance arises in that building.
4. The Board hereby designates the Superintendent or his/her designee as its administrative representative when the grievance arises in more than one school building.

E. Procedure:

The number of school days indicated in each level shall be considered as a maximum and every effort shall be made to expedite the process. Time limits may be extended only in writing by mutual consent.

1. Level One:

- a. In the interest of maintaining harmonious relations, a teacher with a grievance shall first meet informally with his/her building principal within ten (10) school days of the alleged violation, misinterpretation

or misapplication of this Agreement, in an effort to solve the problem. If the teacher's concern is not satisfied within five (5) school days of the meeting, he/she may proceed to Step 1.b.

- b. The teacher may submit the grievance in writing on the established form to his/her building principal. The building principal will arrange a conference with the teacher within ten (10) school days of receipt of the grievance. The building principal shall dispose of said grievance in writing on the established form within ten (10) school days of said conference.

2. Level Two:

- a. In the event the teacher is not satisfied with the disposition at Level One, the teacher may file the grievance with the Association's Professional Rights and Responsibilities Committee. Said filing must be in writing on the established form and be within ten (10) school days of the receipt of the disposition made at Level One.
- b. Within ten (10) school days of the receipt of said grievance from the teacher, the Professional Rights and Responsibilities Committee shall:
 - (1) File the grievance in writing on the established form at the Office of the Superintendent of Schools or his designee, if it decides there is a legitimate grievance; or,
 - (2) Notify the teacher in writing if it decides there is not a legitimate grievance. In this event, the teacher may continue to process the grievance by filing the same in writing on the established form at the Office of the Superintendent of Schools, or his designee, within ten (10) school days of receipt of said notification.
- c. Within ten (10) school days from the receipt of the written grievance on the established form, a hearing will be conducted by the Superintendent or his/her designee. Within ten (10) school days after the hearing, the Superintendent or his/her designee shall render a decision in writing.

3. Level Three:

- a. In the event the aggrieved person is not satisfied with the decision at Level Two, he/she may refer the grievance in writing on the established form through the Professional Rights and Responsibilities Committee

to the Board of Education's Review Committee. Said filing must be in writing on the established form and be within ten (10) school days of the receipt of the disposition made at Level Two.

- b. Within ten (10) school days from receipt of the written referral to the Board, its review Committee shall meet with the aggrieved person(s) and representation from the Association's Professional Rights and Responsibilities Committee for the purpose of arriving at a mutually satisfactory solution to the grievance problem. A decision shall be rendered within ten (10) school days after the hearing is conducted.

4. Level Four:

- a. If the Association is not satisfied with the disposition of the grievance by the Board's Review Committee or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration by filing a Demand for Arbitration with the American Arbitration Association within ten (10) school days. The arbitrator shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.
- b. The fees and expenses of the arbitrator and the American Arbitration Association shall be shared equally by the parties.
- c. The powers of the arbitrator are subject to the following limitations:
 - (1) He/she shall have no power to add to, subtract from or modify any of the terms of this agreement.
 - (2) He/she shall have no power to establish salary schedules.
 - (3) He/she shall have no power to change any practices, policies or rules of the board or substitute his judgement for that of this board as to the reasonableness of any such policy, practice, rule or other action taken by the board.
 - (4) He/she shall have no power to decide any questions which under this agreement are within the responsibility of management to decide. In rendering decisions an arbitrator

shall give due regard to the responsibilities of management and shall so construe the agreement that there shall be no interference with such responsibilities except as they may be specifically limited by this agreement.

- (5) He/she shall have no power to interpret State or Federal law.
- (6) After a case on which the arbitrator is employed to rule herein has been referred to him/her, it may not be withdrawn except by mutual consent.
- (7) More than one grievance may not be considered by the arbitrator at the same time except upon the express written mutual consent and then only if they are of similar nature.

Section 1.8 Just Cause

- A. No teacher shall be disciplined (including warnings, reprimands, suspensions, reductions in rank, discharges, or other actions of a disciplinary nature) without just cause. Any such discipline shall be subject to the grievance procedure. The specific grounds forming the basis for disciplinary action will be made available to the teacher and the Association in writing. The nonrenewal of a probationary teacher shall not constitute discipline within the meaning of this section.
- B. A Bargaining Unit Member shall be entitled to have present a representative of the Association during any meeting which leads to disciplinary action. Should disciplinary action likely occur at a given meeting, the teacher shall be advised immediately of said possibility and shall have the right to adjourn the meeting and reconvene within a reasonable time with his or her representative present.
- C. If discharge of a teacher is to be considered because of inadequacies in the teacher's professional work with students, such action must minimally be preceded by:
 - 1. Observations of the inadequacies by more than one administrator through the observation process described elsewhere in the Agreement.
 - 2. Written notice that the teacher must improve and the consequences of failure to do so.

3. Adequate opportunity for the teacher to make improvements.
4. Assistance to help the teacher improve.

Section 1.9 Negotiation Procedures

- A. It is contemplated that matters not specifically covered by this Agreement but of common concern to the parties shall, upon written request, be subject to professional negotiations between them from time to time during the period of this Agreement provided there is mutual consent to enter into such negotiations.
- B. In the event the salary schedule is reopened by mutual consent for negotiation as provided in Section V of the Agreement, the parties will promptly negotiate for the purpose of reaching an agreement upon a revised salary schedule. At least by May 1, of the year of the expiration of this Agreement, the parties will likewise begin negotiations for a new Agreement covering wages, hours, terms and conditions of employment of teachers employed by the Board.
- C. In any negotiations described in this Section, 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. The parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.
- D. The Board agrees to furnish to the Association, in response to written requests, information concerning the financial resources of the district, 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.
- E. The Association will confer with the Superintendent from time to time concerning fiscal tax programs affecting the District and the Association shall, whenever feasible, have the opportunity in advance to consult with the Board with respect thereto prior to general publication.

SECTION II

EMPLOYMENT RELATIONSHIPS

Section 2.1 Vacancies, Promotions, and Transfers

- A.** A vacancy shall be defined as a position without an incumbent because the position is newly created or because the person holding the position has quit, retired, died, or has been discharged and the Board has determined to fill such position.
- B.** 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 through the school news bulletin and shall direct a copy of the posting by registered or certified mail to the Association President and to each laid-off teacher. The Association President and each laid-off teacher shall provide the Administration with his/her current mailing address, including summer mailing address where applicable. Such postings will continue for fourteen (14) calendar days, from the date of postmark of said mailing, before the vacancy can be filled; except in situations as outlined in 2.1.C. below, and except for vacancies which occur after August 1. Any teacher may apply for any vacancy for which he/she is qualified.
- C.** Whenever a vacancy occurs during the school year (i.e. when regular school is in session) the following procedure shall be followed:
 - 1.** Fill the vacancy by recalling a laid-off staff member who is certified and qualified for the vacancy.
 - 2.** Fill the vacancy temporarily until the end of the school year if the vacancy occurs during the school year. In the event such a vacancy is filled temporarily until the end of the school year, it shall subsequently be posted so that interested faculty personnel may apply to be employed in the vacancy effective at the start of the following school year.
- D.** Whenever a vacancy occurs during the normal summer months when regular school is not in session, the following procedure shall be followed:
 - 1.** Teachers with specific interest in possible vacancies will notify the administrative office of their interest, in writing, prior to the last regular week of school and shall include a summer address.

2. Should a vacancy occur, the teachers who have expressed an interest in said position shall be contacted by the administrative office and notified of the vacancy.
 3. The teachers so notified shall have the responsibility of contacting the Administrative Office indicating their interest in said position.
- E. Bargaining Unit Members shall be given first opportunity to bid on all vacancies according to Section 2.1.C. and Section 2.1.D. All vacancies shall be filled on the basis of certification(s) and qualification(s).
- F. Special talents or expertise needed on the school district staff should be sought through retraining of existing staff wherever possible.
- G. Since frequent transfers of teachers from one school to another is disruptive of the educational process and interferes with optimum teacher performance, the parties agree that unrequested transfers of teachers are to be minimized. No teacher shall be transferred without prior notification and discussion.
- H. Any teacher who has been or shall be transferred to a supervisory or executive position and shall later return to a teaching status shall be entitled to retain such rights as he/she may have had under this Agreement prior to such transfer to supervisory or executive status.

Section 2.2 Teacher Rights

- A. Pursuant to Act 379 of the Public Acts of 1965, hereinafter referred to as "The Act", the Board hereby agrees that every teacher of the Public Schools of Petoskey shall have the right freely to organize, join and support the Northern Michigan Education Association of Petoskey for the purpose of engaging in collective bargaining or negotiation 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 Act 379 or other laws of Michigan or the Constitutions 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/her membership in the Association, his/her participation in activities of the Association or collective professional negotiations with the Board, or his/her institutions of grievance, complaint or proceeding under this Agreement or otherwise with respect to terms or conditions of employment.

- B.** Notwithstanding their employment, teachers shall be entitled to full rights of citizenship. Religious or political activities of any teacher or the lack thereof shall not be grounds for any discipline or discrimination with respect to the professional employment of such teacher. The private and personal life of any teacher is not within the appropriate concern or attention of the Board as long as it is consistent with the high standards which the teaching profession has set and does not impair his/her ability to function effectively as a teacher in the school.
- C.** The provisions of this Agreement and the wages, hours, terms and conditions of employment shall, within the parameters of the law, be applied without regard to race, creed, religion, sex, color, national origin, marital status, or age.
- D.** A teacher will have the right to review the contents of all records, excluding initial references, of the district pertaining to said teacher, originating after initial employment and to have a representative of the Association accompany him/her in such review.
- E.** The Board specifically recognizes the right of its employees appropriately to invoke the assistance of the Michigan Employment Relations Commission or a mediator from such public agency, as provided in the Act.
- F.** Association members who are employed by the Board shall have the right to use school facilities at reasonable hours for association meetings upon approval by the principal.
- G.** In the event that formal disciplinary action needs to be taken against a teacher, that teacher shall be entitled to have present a representative of the Association.
- H.** Any formal complaint of a serious nature against a teacher by a parent, student, or other person will be promptly called to the attention of the teacher once the investigation has been completed. No such complaint will be included in the teacher's personnel file or used in any disciplinary action unless and until the teacher has been informed of the complaint and the identity of the complainant is made known to the teacher. Complaints shall not be incorporated into the teacher's evaluation unless the teacher has been informed of the complaint. If the material to be placed in the file is illegal or in error, the material will be corrected or expunged from the file, whichever is appropriate. When a teacher is requested to sign material placed in the file, such signature shall be understood to indicate his/her awareness of the material but shall not be interpreted to mean agreement

with the content of the material. For purposes of this section "complainant" shall be defined as a person who will be regarded by the Board as the primary source for the allegation(s) against the teacher.

Section 2.3 Teaching Loads and Assignments

- A. The regular weekly teaching load in the high school will be no more than twenty-five (25) teaching periods or supervised study periods and five (5) unassigned conference periods. The regular weekly teaching load in the middle school will be no more than thirty (30) hours, not including lunch or passing time, but including five (5) unassigned conference periods (of equal duration to teaching periods). The regular daily teaching load in the middle school would be from 8:25 a.m. to 3:10 p.m. or the equivalent each day with 1/2 hour lunch period. The regular daily teaching load in the elementary schools would be from 8:30 a.m. to 3:00 p.m. or the equivalent each day with a forty (40) minute lunch period. The above loads, minutes, and/or lunch periods may be adjusted by mutual agreement between the Board and the Association in order to meet State requirements. The Board and the Association agree that the responsibility for supervising students will be shared among the teachers on an equitable basis in the building concerned. This includes supervision of extra-curricular activities, except that teachers shall not be required to accept positions as high school class advisors unless acceptable applicants are not forthcoming, then the administration may fill the position by appointment. Such appointment shall be on a rotating basis. All teachers shall have a duty-free lunch, the duration of which shall not be less than the lunch period provided for students in that building.
- B. Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be assigned, except temporarily and for good cause, outside the scope of their teaching certificates and their major or minor field of preparation.
- C. All teachers shall be given notice of their tentative teaching schedules for the forthcoming year by mid August. Teachers who will be affected by a change in grade assignments in the elementary school grades and by changes in subject assignment in the secondary school grades will be notified and consulted by their principals as soon as practicable. Such change will be voluntary to the extent practicable. Serious consideration will be given to assign probationary elementary school teachers to the same grade levels unless the teacher requests such change.

- D. In the determination of assignments, the convenience and wishes of the individual teacher will be honored to the extent that these considerations do not conflict with the instructional requirements and best interests of the school system and the pupils as determined by the Board.
- E. All elementary teachers shall have released time to be used for preparation, provided such time shall be when their class is attending art, music or physical education, but shall not include the time before or after classes begin or end. This does not require the Board to provide these special classes and does not require any special classes that are missed to be made-up for any reason.
- F. Each elementary principal will consult with his/her teaching staff members to explore the possibility of shared recess supervision. Recess time shall not exceed twenty (20) minutes and must be supervised.

Section 2.4 Teacher Evaluation

- A. The evaluation of the performance of each teacher in the school system is the responsibility of the administration. Evaluations shall be conducted by the building principal, assistant principal, or other qualified administrator of the school district. Each teacher, upon employment or at the beginning of the school year, whichever is later, shall be apprised in specific terms of the teacher's responsibilities. Teachers will be informed of the criteria upon which they will be evaluated.
- B. It shall be a major administrative responsibility to assist teachers to become oriented to the district and improve instruction through direct observations and evaluation of the teacher's work and providing written evaluation of those observations together with any recommendation the administrator may have for the teacher.
- C. Probationary Teacher
 - 1. If a probationary teacher is employed for at least one (1) full year:
 - a. By November 15, the teacher will be provided with an individualized development plan (IDP) developed by appropriate administrative personnel in consultation with the individual teacher; and

b. The teacher will be provided with at least an annual year-end performance evaluation each year during the teacher's probationary period. The Administrator may perform an evaluation more often if he/she so desires, or if requested by the teacher; and

(1) The annual year-end performance evaluation shall be based on, but is not limited to, at least two (2) classroom observations held at least sixty (60) days apart, unless a shorter interval between the two (2) classroom observations is mutually agreed upon by the teacher and the administration; and

(2) The performance evaluations shall include at least an assessment of the teacher's progress in meeting the goals of his or her individualized development plan (IDP), which will include the checklist and narrative portions of the professional performance review.

D. Tenured Teacher

1. Tenured teachers will be provided with a performance evaluation at least once every three (3) years. The administrator may perform an evaluation more often if he/she so desires, or if requested by the teacher; and

2. If the teacher has received a less than overall satisfactory performance evaluation, the teacher will be provided with an individualized development plan (IDP) developed by appropriate administrative personnel in consultation with the individual teacher; and

3. The performance evaluation required every three (3) years shall be based on, but is not limited to, at least two (2) classroom observations conducted during the period covered by the evaluation and, if the teacher has an individualized development plan (IDP), shall include at least an assessment of the teacher's progress in meeting the goals of his or her individualized development plan (IDP).

E. The professional staff evaluation process will be administered in the following manner:

1. Probationary and tenure teachers will be evaluated by the administration and self through the utilization of the professional staff evaluation process.

2. Formal observations shall not occur prior to October 1, nor later than May 15, of a school year. The instruments of evaluation used shall include ratings of "Needs Improvement" and "Good".
 3. The building administrator(s) evaluation and the self-evaluation shall be sent to the administration building and placed in the personnel records by the end of the school year.
 4. A teacher who disagrees with an evaluation or recommendation made by this evaluation procedure may submit a written answer which shall be attached to the file copy of the evaluation in question.
 5. The evaluation process shall be continuously reviewed by the administration and members of the teaching staff selected by the association.
 6. It shall be the responsibility of the Board to train the administrators in the use of the evaluation system. No administrator will be permitted to conduct an evaluation of a teacher without said training.
 7. In the case of a dismissal of a teacher, it is agreed by the Board and the Association that the only instrument to be used in any proceeding will be that of the Administration (consistent with Section 1.8.C.1.).
- F. All formal monitoring or observation of the work of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address of audio systems and similar surveillance devices shall be strictly prohibited.
- G. Standardized test results of academic progress of students shall not be used in anyway as evaluative of the quality of a teacher's service or fitness for retention. Any review of the success rate of program or performance objectives as provided in the special education code and vocational education code or for other subject areas or disciplines shall not be utilized to evaluate the quality of a teacher's service or fitness for retention.
- H. A formal observation of the teacher shall be for not less than one class period or the duration of a particular learning activity.
- I. Within ten (10) work days of the second observation, the administrator shall prepare a draft of a written report and hold a post-observation conference with the teacher to discuss the draft. Within ten (10) work days of the conference, the administrator shall prepare and submit a final written report and recommendation to the teacher. If the administrator believes a teacher

is doing unacceptable work, the reasons shall be set forth in specific terms. Identification of the specific ways in which the teacher is to improve and the assistance to be given by the Administration shall be set forth in the report. In subsequent evaluation reports, the Administration shall specifically state if, and/or when such improvement has occurred. Failure to note such improvement shall be interpreted to mean that adequate improvement has taken place.

- J. No observation shall unduly interfere with the normal teaching-learning process.
- K. All teachers shall set forth goals as provided in the performance review goals form. The goals set forth therein will not be a part of the evaluation process.

Section 2.5 Reduction in Personnel, Recall, Seniority

- A. The parties hereto acknowledge, appreciate, and agree that it is within the sole discretion of the Board of Education to reduce, terminate, modify and/or suspend any and all educational programs or activities because of student enrollment, financial ability, interest, and/or demands, the existence or merits of which shall be determined by the Board of Education.
- B. In order to promote an orderly reduction in personnel when the educational program and activities are curtailed, the following procedure will be followed:
 - 1. Probationary employees will be laid off first in the following order:
 - a. First year probationary teachers--provided that there is another teacher who has greater seniority and is certified and qualified to perform the services of the first year teacher.
 - b. Second year probationary teachers--provided that there is another teacher who has greater seniority, whose position has been curtailed, and who is certified and qualified to perform the services of the probationary teacher.
 - c. Third year probationary teachers -- provided that there is another teacher who has greater seniority, whose position has been curtailed, and who is certified and qualified to perform the services of the probationary teacher.

- d. **Fourth year probationary teachers -- provided that there is another teacher who has greater seniority, whose position has been curtailed, and who is certified and qualified to perform the services of the probationary teacher.**
- 2. **In the event tenure teachers must be laid off, lay off will be on the basis of seniority and qualification within certification as approved by the Michigan Department of Education.**
 - a. **secondly, be determined by degrees held,**
 - b. **thirdly, be hours earned beyond certification, and**
 - c. **finally, by teaching experience in other school districts.**
- C. **It is expressly understood that the Association shall have a right to review the layoff list prior to notification of the individuals to be laid off. In the event of a dispute concerning the layoff list, the Association shall have the right to file a written grievance thereon within not more than six (6) business days after the termination of the meeting requesting review of the list. In the event a grievance is not filed within that time limit, this shall constitute conclusive evidence that the Association agrees with the layoff list.**
- D. **The Board shall endeavor to give at least thirty (30) days notice of layoff to individual teachers involved.**
- E. **It is further agreed that any layoff pursuant to this Section shall automatically terminate the individual employment contract of laid off teachers and shall suspend for the duration of the layoff, the Board's obligation to pay salary or fringe benefits and any laid off teacher's individual or supplemental employment contract as well as all benefits under this Collective Bargaining Agreement. Changes in a teacher's certification and qualifications while on layoff shall not affect the teacher's status during the layoff. However, the Board of Education shall give no less than thirty (30) day notice to a teacher who is to be laid off.**
- F. **A laid off teacher may continue his/her health, dental and life insurance benefits by paying monthly the normal per subscriber group rate premium for such benefits as stipulated by the insurance carrier.**
- G. **Teachers on layoff shall be recalled in order of greatest seniority, provided the more senior teacher(s) is certified and qualified for the vacancy or vacancies to be filled. A laid off teacher shall remain on the recall list for three (3) years from the date of layoff. No new teachers shall be employed**

by the Board while there are teachers of the district who are laid off and whose name is still on the recall list, unless there are no laid off teachers with proper certification and qualifications to fill any vacancy which may arise.

- H. Notice of recall shall be sent by certified or registered mail to the teacher's last known address. It shall be the responsibility of the teacher to keep the Board informed of his/her current address. The Board's obligations regarding recall of a teacher shall be fully satisfied if the notice of recall is sent to the teacher's last known address. The teacher will have ten (10) days to indicate his/her desire to accept or reject an offer of recall, and the ten (10) days shall commence running on the date the notice of recall is received. In the event a teacher does not respond within the ten (10) day period, the teacher shall forfeit his/her rights to the position and his/her name shall be placed at the bottom of the seniority (recall) list. A laid off teacher employed under contract by another school district may refuse recall; however, if the teacher is offered a position for the next school year the teacher's refusal of the offer shall constitute the teacher's resignation and employment shall automatically terminate.
- I. Seniority shall be determined by the total length of service with the Petoskey Board of Education beginning with the effective date of the person's most recent employment, not the date on which the Board approved the appointment.
- J. Seniority shall be maintained when teachers are on approved leave (military, study, parental (maternity), health, or Association leave).
- K. All seniority is lost when employment is severed by resignation, retirement, discharge for cause. Laid off teachers shall retain all seniority accumulated as of the effective date of layoff, but shall not continue to accrue seniority while on layoff status. In accordance with Section 2.5.G., a laid off teacher shall lose his/her seniority if not recalled with three (3) years from the date of layoff.
- L. No later than thirty (30) days following the ratification of this Agreement, and by every October 1st thereafter, the Board shall prepare a seniority list and provide it to the Association.

Section 2.6 Rights of Board

- A.** There is reserved exclusively to the Board all responsibilities, powers, rights, and authority vested in it by the laws and constitutions of Michigan and the United States or which have heretofore been properly exercised by it, excepting where expressly and in specific terms limited by the provisions of the Agreement.
- B.** It is agreed that the Board retains the right, among others, to establish and equitably enforce reasonable rules and personnel policies relating to the duties and responsibilities of teachers and their working conditions which are not inconsistent with the provisions of this Agreement or violative of law. The Board agrees, however, that prior to the effective date of any such rules or personnel policies established by it related to hours, wages, and working conditions of teachers, it shall give the Association reasonable notice of any proposed rule or policy. Such notification shall be given to afford the Association the opportunity to consult with the Board's representatives as to the same before its effective date. The parties agree that emergency situations may arise where prior notification and consultation are not possible.
- C.** Yearly update copies of these rules and personnel policies will be made available in the central office of each school building.

Section 2.7 Curriculum Advisory Council

- A.** There is hereby established a Curriculum Advisory Council to coordinate the work of the professional staff in improving the school curriculum.
- B.** The Superintendent of Schools or his/her designee will serve as the chairperson of the Curriculum Advisory Council.
- C.** The Council will be made up of teachers, administrators, and six (6) non-staff citizens appointed by the Board of Education. Administrators on the council will include the Superintendent of Schools or his/her designee (as chairperson), high school principal, assistant high school principal/vocational director, the Community Education Director, the Middle School Principal, the elementary principals, the Principal of St. Francis School, and a member of the St. Francis teaching staff. The teachers on the council shall consist of thirteen (13) and will be selected from, but not limited to, staff representatives from the standing curriculum committees. Each school will be represented on the council. The selection of teachers to the council will be governed by the curriculum advisory council's by-laws.

The Board shall have the discretion to add, substitute or delete administrative members to the Council. If the number of administrators is increased or decreased, the number of teachers on the Council will be increased or decreased the same.

- D. The Council shall make recommendations and advise the Superintendent of Schools on such matters of curriculum and instruction as falls within the scope of their deliberations.
- E. The Council is empowered to appoint and arrange meetings for joint professional and citizen sub-committees to study and report on the subject assigned to it. On completion of study and report said sub-committee shall be considered dissolved and once dissolved no sub-committee shall be reactivated except by consent of the members of the Council.
- F. The Board of Education shall provide for secretarial assistance to the Council.
- G. Meetings shall be held once a month at a time mutually agreed upon.

Section 2.8 Mentor Teachers:

- A. Mentor Teachers shall be provided (for three years) as an advisor/resource person to new/novice teachers (less than three years of full time teaching experience). Teachers with three or more years of teaching experience shall be provided a mentor for at least one year. Additional mentor years beyond the first year shall be at the option of the administration.
 - 1. Mentor teachers shall be tenure teachers.
 - 2. The mentor teacher shall serve on a voluntary basis and shall work with probationary teachers from a related area of expertise, responsibility or experience.
 - 3. The mentor teacher may have released time if approved by his/her principal to observe or otherwise be available to the probationary teacher assigned.
 - 4. The mentor teacher shall not be expected to act in an evaluative, disciplinary or supervisory capacity over a probationary teacher. The mentor teacher shall not be required to provide information for use in such administrative functions regarding the probationary teacher assigned. The function of mentoring shall not be included in the mentor teacher's evaluation. Complaints against a mentor teacher are subject to Section 2.2.H.

5. The mentor teacher shall assist the probationary teacher in planning with the administration fifteen (15) days of professional development within the first three (3) years of employment of the probationary teacher.
6. Mentor teacher positions are not tenured positions, and are yearly appointments. If there are no Bargaining Unit Members qualified for the job, or if Bargaining Unit Members who apply are not qualified for the job, the manner in which the position will be filled is at the sole discretion of the Board.

B. Mentor Teachers shall be paid:

First Year - \$300
Third Year - \$100

Second Year - \$200
Fourth Year - \$-0-

SECTION III

TEACHING CONDITIONS

Section 3.1 Protection of Teachers

- A. 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. The Board further recognizes that the teacher may not fairly be expected to be charged with responsibility for psychotherapy. The teacher should meet responsibility for discipline in the classroom and wherever practicable throughout the school. The Board will take reasonable steps to relieve the teacher of responsibilities with respect to such pupils that require particular attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, however, such steps shall not be in conflict with applicable law or Section 3.5, *infra*.
- B. 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 render all reasonable non-economic assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.
- C. If a teacher is required to be absent to attend court proceedings or meet with law enforcement and/or judicial authorities as the result of such as assault, the teacher shall be provided with paid leave to do so.
- D. Teachers are expected to exercise reasonable care with respect to the safety of students and property. The Board will provide, without cost to the teacher, public liability coverage through a blanket policy of not less than \$100,000 for each incident to protect teachers if sued for not exercising reasonable care.

Section 3.2 Teaching Hours

- A. The teacher's normal working hours in the appropriate school district building shall be twenty (20) minutes before the scheduled start of the school day to one-half hour after school closing.

1. Unless permission is granted by the principal, teachers shall leave school no earlier than one half-hour after school closing.
 2. Since the administration allows students into all district buildings prior to the start of classes each day (at a time the administration considers appropriate for that building), and since each teacher's time in the building prior to the scheduled start of the school day for students is working time, teachers may be assigned duties during that time by the administration (examples of such duties would be hall supervision or supervision of students considered to be in detention).
- B. The Board recognizes the principle of a standard workweek as outlined in Section 2.3.A., and will, so far as possible, set work schedules and make professional assignments which can reasonably be completed within such standard workweek. The Board will not require teachers regularly to work in excess of such a standard workweek within or outside of any school building; however, a teacher's outside preparation time is not included within the standard workweek. A teacher shall attend all regularly scheduled professional meetings (i.e. building meetings, parent-teacher organization meetings, and other curriculum committee meetings), unless permission not to attend is granted by the building principal. All teachers shall attend and participate in two full evening parent conferences each school year.
- C. It is expressly understood by both parties that teachers shall not be required to report for work on days in which school has been canceled (due to inclement weather, fires, epidemics, mechanical breakdown, health conditions or other similar reasons). It is also expressly understood that on days in which school is canceled while in session (due to inclement weather or the other reasons cited above) that teachers may leave fifteen (15) minutes after students have boarded their buses. The Board shall not alter the school calendar to make up these days unless required to do so to satisfy any requirement of the State Board of Education, to satisfy any state or federal law or regulation, or to receive full state aid. Snow days will be made up on consecutive week days following the last scheduled school day. The teachers shall work on make up days without extra compensation.

Section 3.3 Class Size

- A. 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.
- B. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered wherever practical and recommend that the Board and the Association work toward a goal of not to exceed twenty-five (25) pupils per elementary classroom and will try to equalize all classes at a grade level. At the secondary level it is recommended that the Board and Association work toward a goal of thirty-two (32) pupils per academic class and forty (40) pupils per music class, study hall, and physical education activity class. Furthermore, vocational and special education programs will be staffed within the requirements of the Michigan Department of Education. Enrollment in special classrooms, i.e., labs, home economics, art, etc., should be within the parameters for which the room was designed. In establishing the class sizes, one of the criterion that will be considered is the placement of special education students.
- C. Prior to the opening of the school year, the building administration will be available to meet with any teacher and/or department head for the purpose of exploring possible alternatives for meeting the goals of 3.3.B.

Section 3.4 School Equipment and Instructional Materials

- A. The Board recognizes that appropriate texts, reproducible student materials, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. The administration and teachers may confer from time to time for the purpose of improving the selection and use of such educational tools and for the purpose of improving the school curriculum. The administration and teachers are encouraged to confer prior to the submission of requisitions. The administration and Board will confer upon the recommendations and if in agreement, will promptly implement the decisions.
- B. The Board agrees at all times to make reasonable efforts to keep the schools reasonably and properly equipped and maintained.

- C. The Board shall have the discretion to authorize aides in the school whenever the Board believes teachers should be relieved of certain non-professional duties. The aides may handle inventorying of supplies and equipment, duplication of teaching materials, operating audio-visual equipment, collecting monies for milk and lunch, and similar non-professional responsibilities.
- D. Under no conditions shall a teacher be required to drive a school bus as part of his/her regular assignment.
- E. The Board shall make available in each school: lunchroom, restroom, and lavatory facilities exclusively for adult use.
- F. Telephone facilities shall be made available to teachers for reasonable use. Personal long-distance calls shall be excluded.
- G. Adequate parking facilities shall be made available to teachers.
- H. The Board agrees at all times to maintain an adequate list of substitute teachers insofar as possible. Teachers shall be informed of a telephone number which they may call before 7:00 a.m. 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. It shall be the responsibility of the teacher to notify the building administrator of his/her availability for work before the close of the school day prior to his/her return.

Section 3.5 Least Restrictive Environment and Medically Fragile Students

- A. The parties acknowledge that the policy of least restrictive environment is legally mandated. It is also recognized that the extent to which any individual handicapped student should participate in regular education programs and services involves consideration of that student's unique needs as determined by an Individual Educational Planning Committee (IEPC). It is further acknowledged and recognized that the general education classroom teachers and appropriate special education teachers, together with the administration, are jointly responsible for implementation of the IEP and for attending to the educational needs of special education students assigned to the teacher's class. Teachers agree to cooperate in the delivery of special education and related services as those terms are defined in 34 CFR 300.13.
- B. If delivery of related school health services is necessary to provide a student with a free appropriate public education, as mandated by the Individuals with Disabilities Education Act, those functions shall be performed by a qualified person. Where clean intermittent catheterization, nasal suctioning,

tracheotomy care and similar procedures are necessary to maintain a student in the classroom, appropriate training will be provided to each teacher (prior to the placement of that special education pupil in the teacher's room, when practicable). This training shall include an explanation of procedure(s) for delivery of the school health service, identification of the appropriate persons to whom performance of that function may be permissibly delegated, the extent and availability of supervision for performance of the procedures and the authority for alteration, modification, or termination of the procedures.

However, when such services are necessary, they shall be performed by the school nurse whenever practicable.

- C. Teachers shall not be required to dispense or administer medication to students, unless there is a written parental (guardian) request and written instructions from a physician. The teacher shall comply with the instructions of the physician and shall administer medication in the presence of an adult.
- D. On a case-by-case basis, the Superintendent or his/her designee will determine what training and other support should be provided to a teacher who will be providing instructional or other services to a handicapped student.
- E. The Board shall provide, at Board expense, liability insurance coverage in the amount of one million dollars (\$1,000,000) on each teacher for duties performed pursuant to this section. If the Board fails to provide said insurance coverage, the teacher shall be indemnified and held harmless by the Board for the performance of such services under the circumstances and conditions set forth herein.
- F. Teachers shall be expected to attend Individual Educational Planning Committee (IEPC) meetings to which they are invited. Those teachers invited to the meeting will be given at least 24 hours notice of the time of the meeting when such notice is practicable. An administrator or his/her designee will be present at the IEPC meeting(s). When the Administration provides appropriate training to teachers, as determined by the Superintendent or his/her designee, the Administration will consult with the teacher(s) involved regarding the training schedule.
- G. For the purposes of this article, the term "School Health Services", shall mean any act or function constituting the "Practice of Medicine" within the meaning of section 17001 of the Public Health Code (MCL 333.17001).

SECTION IV

LEAVES-OF-ABSENCE

Section 4.1 Illness, Disability and Family Care

- A.** All teachers absent from duty because they are physically unable to work due to personal illness, which shall include, in part, all disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery, shall be allowed full pay for each day absent up to a total of eleven (11) days per school year, accumulative to 170 days. No more than thirty (30) days per pregnancy can be used for maternity purposes against the teacher's accumulated total of Personal Business Days and Illness, Disability and Family Care Days unless the teacher is physically unable to work due to personal illness. The Board, at its sole discretion, may grant an extension of sick leave in unusual circumstances.

- 1.** Four (4) days from the allocation of eleven (11) days in Section 4.1.A. above, may be used for death in the immediate family. Members of the immediate family shall be defined as spouse, mother, father, legal guardian, children and their spouse, brothers, sisters, and spouse, grandparents and grandchildren as well as the same members of the spouses' family. Any requests for absence beyond four (4) days due to death in the immediate family must be submitted to the Superintendent of Schools and, if granted, would be chargeable against the teacher's accumulated allowance for illness, disability, and family care.

No day beyond the four (4) days noted above will be granted by the Superintendent unless all personal business days have been used, and not merely scheduled, by the teacher.

- 2.** A total of eight (8) days per school year may be allowed from the teacher's accumulated allowance for illness, disability and family care in Section 4.1.A. above, for an emergency illness in the immediate family. Any request for absence beyond those days set forth above, due to illness in the immediate family, must be submitted to the Superintendent of Schools and, if granted, would be chargeable against the teacher's accumulated allowance for illness, disability, and family care. No day beyond those days set forth above will be granted by the Superintendent unless all personal business days have been used, and not merely scheduled, by the teacher.

3. If a teacher requests an extension of sick leave due to unusual circumstances, the Board, or its designee, at its sole discretion, may require the teacher to submit a statement in writing from the teacher's Medical Doctor indicating the teacher is physically unable to work due to personal illness.
 4. The sick leave of eleven (11) days per year, accumulative to 170 days, referred to in Section 4.1.A. above, shall be deducted only at the commencement of each school year and shall not exceed 170 days at that date. Sick days used during that school year shall be deducted from said 170 total.
- B. Any teacher who is absent because of an injury or disease compensable under the Michigan Workers' Compensation Law, shall be permitted to use any of his/her accumulated sick days to make up the difference between the allowance under the Workers' Compensation Law and his/her regular net salary.
- 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 the illness or disability, up to one (1) year, and the leave may be renewed each year upon written request by the teacher. The Board may agree to continue to provide the health insurance benefits and other insurance benefits provided for by this Collective Bargaining Agreement for the duration of said leave. Upon return from such leave, if the teacher continues to be qualified and health permits, the teacher shall be assigned to the same position, if available, or a substantially equivalent position.

Section 4.2 Personal Business Leave

- A. At the beginning of each school year each Bargaining Unit Member shall be credited with two (2) personal business days. Unused days may accumulate to a maximum of three (3) days. At the end of the school year, unused personal business days may be added to the teacher's accumulated days for illness, disability and family care. The following conditions shall apply:
1. Persons requesting such leave must do so at least forty-eight (48) hours in advance on a form provided by the Board. Waiver of forty-eight (48) hour notice shall be at the discretion of the principal.

2. No more than seven (7) such leaves may be granted on any single day; except nine (9) such leaves may be granted for November 15 of each year. Leaves shall be granted in order of receipt thereof.
3. Personal leave day(s) will not be granted for the records' day at the conclusion of the first semester of the school year, or on the day before or after a school holiday, or on the day before or after a vacation period, or on a day before or after other school recess.

Section 4.3 Leaves of Absence

- A. The following leaves of absence with pay not chargeable against the teacher's allowance shall be granted for the following reasons:
 1. Absence when a teacher is called for jury service. On such days the teacher will be paid the difference between the amount received and his/her regular salary.
 2. Court appearance as a witness for the Board in any case connected with the teacher's employment or the school or whenever a teacher is subpoenaed to attend any proceeding as a witness. On such days the teacher will be paid the difference between the amount received and his/her regular salary. This shall not apply to a labor-related dispute where the teacher is subpoenaed to testify on behalf of the Association or against the school district.
 3. Visitation at other schools or for attending approved educational conferences or conventions as approved by the Superintendent of Schools.
- B. The following leaves of absence with pay not chargeable against the teacher's allowance may be granted if approved beforehand by the Superintendent of Schools for the following reasons:
 1. Absence when a teacher is required to fulfill the responsibilities of a civil office or position. On such days the teacher must reimburse the school district the amount of money equal to the cost of a substitute teacher.

2. Court appearance as a witness for the Association in any case connected with the teacher's employment or the school or for any other reason, whether subpoenaed or not. On such days, the teacher must reimburse the school district the amount of money equal to the cost of a substitute teacher.

Section 4.4 Unpaid Leaves

- A. The following leaves of absence without pay, when approved by the Superintendent, may be granted upon application for the following purposes:
 1. Study related to the teacher's certification. No less than twelve (12) semester hours of graduate level course work at an approved university must be taken and passed successfully during the year of absence, if the teacher is to maintain the right to return to employment in the district.
 2. Study to meet eligibility requirements for certification other than that held by the teacher or for advanced degree. No less than twelve (12) semester hours of graduate level course work at an approved university must be taken and passed successfully during the year of absence, if the teacher is to maintain the right to return to employment in the district.
 3. Study, research or special teaching assignment involving advantage to the school system.
 4. Infant child leave without pay at the request of said teacher. This request must be presented in writing by July 1, prior to the beginning of the next school year. The teacher shall be entitled to return from such leave at the beginning of the school year within fifteen (15) months following the birth or adoption date of the child. A request to return should be made in writing before March 1, of the year in which the teacher wishes to return.
 5. Professional and Association Leave. Teachers who are officers of the State or National Association or are appointed to its staff, upon proper application, will be given leave of absence for one (1) year without pay for the purpose of performing duties for the Association.
- B. After a teacher has been employed at least seven (7) consecutive years by the Board of Education, and at the end of each additional period of seven (7) or more consecutive years of employment, the teacher may be granted a

sabbatical leave of absence without pay (not to exceed two (2) semesters at one time), when approved by the Superintendent, upon application for the following purposes:

1. Study related to the teacher's certification. No less than twelve (12) semester hours of graduate level course work at an approved university must be taken and passed successfully during the year of absence, if the teacher is to maintain the right to return to employment in the district.
2. Study to meet eligibility requirements for certification other than that held by the teacher or for advanced degree. No less than twelve (12) semester hours of graduate level course work at an approved university must be taken and passed successfully during the year of absence, if the teacher is to maintain the right to return to employment in the district.
3. Study, research or special teaching assignment involving advantage to the school system.

Upon return from a sabbatical leave, a teacher shall be restored to his/her position held prior to the sabbatical leave or a position of like nature, seniority, status, and pay. During the sabbatical the teacher shall be considered to be in the employ of the board, shall have a contract, but shall not receive any pay nor any benefits (however, the teacher may maintain his/her insurance benefits by paying same through the school's business office). The Board shall not be liable for death or injuries sustained by the teacher while on sabbatical leave.

If the teacher satisfies the requirements of the Michigan Public School Employee's Retirement Board, MSPERS may permit the teacher, at the teacher's cost, to purchase service credit for the duration of the sabbatical leave.

- C. Leaves of absence shall be granted to any teacher who shall be inducted or recalled for military duty to any branch of the armed forces of the United States. Teachers on military leave shall be given the benefit of any increments which would have been credited to them had they remained in active service to the school system, provided they return before or at the opening of the school year following discharge.

- D. Family and medical leave in accordance with the Family and Medical Leave Act of 1993. This section shall not be construed as limiting the right of a teacher to elect to substitute paid leave for unpaid leave in accordance with Section 102 (d) (2) of the Family and Medical Leave Act of 1993.

Section 4.5 Association Days

The Association shall be granted a total of five (5) days at the beginning of each school year to be divided up among its officers and/or representatives to attend Association meetings, seminars or workshops. The Association shall give notice of not less than twenty-four (24) hours prior to use of any of said five (5) days, however not less than 1/2 day can be taken at any time.

SECTION V

COMPENSATION & BENEFITS

Section 5.1 Insurance Protection

- A. Each Bargaining Unit Member shall apply for MESSA PAK insurance Plan A or Plan B as set forth below. The Board shall provide for each member, one hundred percent of the annual cost thereof as billed to the Board.
1. MESSA PAK - Plan A
 - a. Delta Dental (Plan B with Orthodontic Rider 04)
 - b. Negotiated Term Life (\$20,000 with AD & D)
 - c. Vision (VSP-2)
 - d. Health (Super Care I with Board paying the deductibles as set forth in attached letter of agreement)
 - e. Long Term Disability (60% Plan 1)
\$2,500 maximum, 90 calendar days, modified fill freeze on offsets
Alcohol, drug addictions (2 years)
Mental, nervous (2 years)
 2. MESSA PAK - Plan B
 - a. Delta Dental (Plan B with Orthodontic Rider 04)
 - b. Negotiated Term Life (\$20,000 with AD & D)
 - c. Vision (VSP-2)
 - d. Long Term Disability (60% Plan 1)
\$2,500 maximum, 90 calendar days, modified fill freeze on offsets Alcohol, drug addictions (2 years)
Mental, nervous (2 years)
- B. If both husband and wife are Bargaining Unit Members, only one shall apply for coverage under A-1 above.
- C. If both husband and wife are Bargaining Unit Members, the member not applying for coverage under A-1 above, and any other member not applying for coverage under A-1 above, shall receive from the employer a cash payment equal to the Super Care I single subscriber premium (however, any Bargaining Unit Member receiving Super Med II premium for this purpose as of February 1, 1994, shall be grandparented and shall continue to receive

the premium at the Super Med II rate for the duration of his/her employment or until changed by contract, whichever first occurs). The cash payment received may be applied as follows:

1. Cash added to annual salary
2. Applied to the district flexible benefits plan (cafeteria) subject to the terms of the plan
3. Purchase of MEA's Fixed Option programs as determined by the Association (executed pursuant to a salary reduction agreement)
4. Purchase of any of MESSA variable options (executed pursuant to a salary reduction agreement)

D. The employer shall formally adopt a flexible benefits plan which complies with Section 125 of the internal revenue code.

1. The plan will become effective not more than ninety (90) calendar days from the ratification of this Agreement. Benefits currently being provided to bargaining unit member employees shall continue as is until the newly negotiated benefits program is in effect.
2. The plan shall be developed by a company acceptable to the association and the board and shall be subject to final approval by both parties.
3. All cost relating to the implementation and administration of benefits under this shall be borne by the employer.
4. Any amounts exceeding the employer subsidy share may be payroll deducted.

Section 5.2 Salary Schedule

1997-98

A.	Step	BA	BA+20	MA	MA+15	ED.S.
	0	29,356	29,989	31,904	31,972	33,854
	1	30,630	31,191	33,177	33,790	35,207
	2	32,717	33,371	35,495	36,154	37,673
	3	34,031	34,706	36,916	37,598	39,177
	4	35,387	36,096	38,394	39,104	40,745
	5	36,801	37,534	39,931	40,666	42,378
	6	38,272	39,036	41,522	42,295	44,074
	7	39,812	40,599	43,188	43,983	45,833
	8	41,400	42,223	44,914	45,746	47,669
	9	43,056	43,912	46,712	47,591	49,572
	10	44,774	45,665	48,579	49,482	51,557
	14	47,246	48,187	51,262	52,204	54,398
	18	49,093	50,076	53,259	54,252	56,526

1998-99

A.	Step	BA	BA+20	MA	MA+15	ED.S.
	0	29,944	30,589	32,541	32,611	34,530
	1	31,243	31,814	33,841	34,467	35,911
	2	33,372	34,039	36,206	36,877	38,426
	3	34,710	35,400	37,655	38,350	39,960
	4	36,095	36,818	39,161	39,886	41,561
	5	37,538	38,285	40,728	41,480	43,224
	6	39,037	39,817	42,352	43,140	44,955
	7	40,608	41,410	44,051	44,862	46,750
	8	42,227	43,067	45,813	46,660	48,621
	9	43,917	44,789	47,646	48,542	50,564
	10	45,670	46,579	49,550	50,472	52,588
	14	48,190	49,151	52,287	53,249	55,486
	18	50,073	51,077	54,325	55,337	57,657

1999-2000

A.	Step	BA	BA+20	MA	MA+15	ED.S.
	0	30,543	31,201	33,192	33,263	35,221
	1	31,868	32,451	34,518	35,156	36,629
	2	34,039	34,721	36,930	37,614	39,194
	3	35,405	36,109	38,408	39,117	40,759
	4	36,817	37,555	39,944	40,684	42,392
	5	38,288	39,051	41,543	42,310	44,089
	6	39,817	40,613	43,199	44,003	45,854
	7	41,421	42,238	44,932	45,760	47,684
	8	43,072	43,928	46,729	47,594	49,594
	9	44,795	45,686	48,599	49,513	51,575
	10	46,585	47,510	50,541	51,481	53,640
	14	49,154	50,134	53,332	54,313	56,595
	18	51,074	52,099	55,412	56,444	58,810

B. No deviation to this Master Salary Schedule will be implemented unless otherwise specified in the Master Agreement.

C. Non-degree teachers who were employed as teachers prior to September 1, 1978, will be paid 98% of the appropriate step for the B.A. degree of the above salary schedule through Step 18. Non-degree teachers hired on September 1, 1978, or thereafter are to be paid 90% of the B.A. degree in the above salary schedule through Step 10, and shall not be paid beyond Step 10 of the above schedule.

D. In order to receive the 14th and 18th year increments, teachers must have earned at least five (5) semester hours of graduate credit from a college or university during the previous four (4) year period. Any credits earned before

September 1, 1990, toward these increments that were not graduate credit hours are grandfathered in and will be counted in the calculation. Failure to do so will result in the teacher being retained on his/her present salary step until credit is earned. Credit earned and approved prior to September 1, 1987, by the former committee of two (2) teachers and two (2) administrators will count toward the fulfillment of this requirement for the 14th and 18th year increments.

- E. Credits for BA plus 20 and MA plus 15 must have been earned after receiving a provisional certificate or its equivalent, provided further that five (5) hours have been earned since June, 1967. Further, credits for MA plus 15 must be graduate credits. Any credits earned before September 1, 1990, toward the MA plus 15 that were not graduate credit hours are grandfathered in and will be counted in this calculation. The same credits may not be applied toward longevity and the BA plus 20 and MA plus 15 column.
- F. Credit on the salary schedule for prior teaching experience may be allowed up to ten (10) years at the initial time of employment. In circumstances where other work experience is required for certification, five (5) years of credit may be allowed at the initial time of employment, but the total credit granted for teaching experience plus other work experience required for certification will not exceed ten (10) years. Additional remuneration shall be made at 1/6 the rate of the teacher's salary when a teacher is assigned a regular class for the year during his/her preparation period.
- G. Once documentation for additional credits has been provided by the teacher, adjustments required in salary will be made by the school district within thirty (30) work days.
- H. Teachers who work part-time will be prorated accordingly when incrementing them to the next higher step in the salary schedule (i.e. if a teacher works a 50% schedule, then the teacher will only earn half a step for incrementing to the next higher step; likewise a one-third part-time teacher would only earn one-third of a step for incrementing to the next higher step; likewise if a teacher works and is paid for less than a full year, for example if on unpaid leave for two months and teaches eight (8) months, then the teacher receives 8/10^{ths} of a step for incrementing to the next higher step; or, if a teacher comes in late, for example mid-year, then the teacher will receive a proportionate increase based on the number of months worked compared to ten (10) months.
- I. Part-time contracted teachers will receive benefits pro-rated equal to their contract.

Section 5.3 Professional Compensation

- A. The basic salaries of teachers covered by this Agreement are incorporated into a salary schedule format as presented in Section 5.2. Such Salary Schedule shall remain in effect during the designated periods.
- B. The Salary Schedule is based upon the regular school calendar as set forth in Section 1.6 and the normal teaching assignment as defined in this Agreement. If it is necessary to reschedule one or more lost days in order to comply with a decision of the State Board of Education, State laws or regulations, or receive full State Aid, then teachers will not be paid extra for working the makeup day(s).
- C. The teacher's hourly rate shall be determined in the following manner:

$$\begin{array}{l} \text{Teachers' Annual} \\ \text{Contracted Salary} \end{array} \div \left[\begin{array}{l} \text{Teachers' Work Days} \end{array} \right] \times \left[\begin{array}{l} \text{Teacher Assignment Hours (6)} \end{array} \right] = \begin{array}{l} \text{Hourly Rate} \end{array}$$

- D. Teachers involved in voluntary extra duty assignments as set forth in Section 5.4 which is attached to and incorporated in this Agreement shall be compensated in accordance with the provisions of this Agreement without deviation.
- E. Teachers required, in the course of their work, to drive personal automobiles from one building to another shall receive a car allowance of thirty (30) cents per mile. The same allowance shall be given for use of personal automobiles for approved field trips or other business of the school district.
- F. Early Retirement Incentive: For the duration of this Agreement, a person employed as a teacher in the Public Schools of Petoskey whose effective date of retirement is on the last working day of the school year or the day immediately following, is eligible to receive an early retirement incentive under the following conditions:
1. Must be eligible for retirement under the Michigan Public School Employees' Retirement System (MPERS), and must have made previous application to the Michigan Public School Employees' Retirement System.
 2. Must have submitted a written notice of his/her retirement from the Public Schools of Petoskey. This written notice must be submitted to the Superintendent of Schools by March 1, of the year when retiring.

3. Must have been employed by the Public Schools of Petoskey for a minimum of fourteen (14) years.
4. The financial terms of early retirement incentive will be calculated according to the following:

- (a) Number of illness, disability, and family care days accumulated in addition to the number of personal business days accumulated (maximum 170 days) multiplied by \$31 (1997-98), \$33 (1998-99), \$35 (1999-2000).

The maximum payment which an individual can receive would be:

1997-98 \$5,270 (170 days x \$31)
1998-99 \$5,610 (170 days x \$33)
1999-00 \$5,950 (170 days x \$35); and

- (b) Teachers who qualify as outlined above, will receive the following additional allowance as a one-time payment upon early retirement. This one-time lump sum allowance or compensation as outlined below is to be based upon the difference between a teacher at BA Step 2 salary and the retiring teacher's actual salary at the time of retirement, not including pay for extra duties.

Year of Eligibility for Retirement	Percentage of Salary Differential Payable
1	50%
2	40%
3	30%
4	20%
5	10%

It is the intention of the parties that if a teacher retires during the first year that the teacher is able to retire, under the conditions set forth in paragraphs 1, 2, and 3 above, the teacher will receive 50% of the difference between a BA Step 2 and the teacher's salary at the time of retirement. (Hypothetically if a teacher was in their first year of eligibility and was at MA plus 15 on Step 18, then the teacher's salary would be \$39,791 using the 1989-90 salary schedule and the BA Step 2 level would be \$23,997. Therefore, the teacher's one-time lump sum payment would be 50% of the difference between those two, or \$7,397. In further illustration, if a teacher waited until the third year in which he/she were eligible to retire before he/she actually retired, he/she would receive 30% of the difference between the BA Step 2 and their salary, as a one-time lump sum payment).

5. Should the teacher die before collecting the benefits under either A or B above, the teacher's beneficiary or estate shall receive such benefit(s).
6. The amount of the one-time payment to the eligible retiree, under either 4A or 4B will be made by July 15, of the year when retiring.
7. This compensation is in addition to any retirement plan available through MPSERS.
8. Teachers retiring under this plan shall have the option of using these early retirement benefits to purchase health insurance coverage as provided to any other teacher as outlined in this Agreement.
9. The Association agrees to defend, indemnify and hold the Public Schools of Petoskey and Board harmless from any and all liability, costs and expenses of whatsoever kind or nature, including but not limited to attorney fees, arising from any claim based upon the early retirement incentive language of this section.

Section 5.4 Percentages Paid for Extra Duties

- A. Appointment to the positions identified in Section 5.4. are not tenured positions, and are yearly appointments. If there are no Bargaining Unit Members qualified for the job, or if Bargaining Unit Members who apply are not qualified for the job, the manner in which the position will be filled is at the sole discretion of the Board.
- B. The percentage of pay is based on the BA schedule with experience figured in years within that extra position up to a maximum of ten (10) years. Up to five (5) years credit will be granted in that extra position for experience outside the Petoskey Schools.

Advisors

- 2% Senior Class Advisor
(at step 0 and always remains at step 0)
- 1½ % Junior Class Advisor
(at step 0 and always remains at step 0)
- 2% DECA
- 2% FFA
- 2% HOSA

Band-Choir

- 12% Director of Bands
- 8% Assistant
- 8% Choir Director
- 3% Color/Winter Guard

Baseball

- 8% Head Coach
- 5% Assistant
- 5% J.V. Coach

Basketball

- 11% Head Coach
- 7% J.V. Coach
- 7% Freshman Coach
- 5% Middle School Coach(s)
- 2½ % Intramural Coordinator
(Saturdays)
- 2½ % Intramural Coordinator
(Weekdays)

Forensics

- 6% Head Coach
- 3% Assistant

Golf

- 6% Head Coach

Cheerleading

- 11% Advisor-High School
- 7% Assist. Advisor-H.S.
- 5% Advisor-Middle School

Cross Country

- 8% Head Coach
- 5% Assistant

Debate

- 6% Head Coach
- 3% Assistant

Enrichment

- 2% Odyssey of the Mind
Coordinator
- 2% Future Problem-Solving
Coordinator
- 2% Math Counts
Coordinator

Football

- 11% Head Coach
- 7% Varsity Assistant
- 7% J.V. Head Coach
- 5% J.V. Assistant Coach
- 7% Head Freshman Coach
- 5% Freshman Assist. Coach
- 4% 8th Grade Coach
- 4% 7th Grade Coach

Softball

- 8% Head Coach
- 5% Assistant Coach
- 5% J.V. Coach

Summer Football

- Head Coach \$100 per wk.
- Assist. Coach \$75 per wk.

Middle School

5% A.M. Intramural Coord.
3% Weight-Training Coach
2% Cross-Country Ski Coach
2% Photography Advisor

Plays

5% Director Each Play
4% Assistant Dir. Each Play
(or 2% Designer and 2%
Light Technician)
3% Music Dir. Each Play

School Paper

3% High School Advisor
1½ % Middle School

Skiing

8% Head Coach
5% Assistant
4% Middle School Coach

Soccer

8% Head Coach
5% J.V. Coach
4½ % 9th Grade Coach
4% Middle School Coach

Tennis

8% Head Coach
5% J.V. Coach

Track

8% Head Coach
5% Assistant Coach
4% Middle School Coach

Volleyball

8% Head Coach
5% J.V. Coach
4% Middle School Coach

Wrestling

11% Head Coach
7% Assistant Coach
5% Middle School Coach

Year Book

6% High School Adv.
1½ % Middle School Adv.

High School Department Heads (5%)

- Science and Visual Arts
- Mathematics
- Social Studies
- Language Arts
- Physical Education, Fine Arts, and Health
- Vocational Education
- Special Education, Counseling, and Alternative Education

Driver Education

(Association Member Only)

Summer School

(Association Member Only)

Adult Education

(Association Member Only)

- \$19.00 per hour

SECTION VI

MISCELLANEOUS PROVISIONS

Section 6.1 School Improvement Plan

The staff and administration agree to participate in a school improvement plan (SIP) with the goal of improving student achievement.

The following conditions shall govern teacher participation on SIP committees:

1. Participation shall be voluntary.
2. Participation or non-participation shall in no way be used as a criterion for evaluation, discipline, or discharge.

The Board and Association agree to reopen negotiations in regard to SIP language should both the Board and the Association deem it necessary as more information regarding SIP becomes available.

Any decision of the SIP committee that is implemented by the Board and which conflicts with any terms of this Master Agreement shall be a proper subject for the grievance procedure.

Section 6.2 Miscellaneous Provisions

- A. 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 during the time of the Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- B. Title IX and E.E.O.C. Guidelines: It is agreed between the Board and the Association that Title IX and E.E.O.C. Guidelines will be followed during the life of this Agreement.
- C. Copies of this Agreement shall be furnished at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board.

- D. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall 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.**

LETTER OF AGREEMENT

This letter of understanding by and between the Public Schools of Petoskey Board of Education, hereinafter referred to as the "Board", and the Petoskey Education Association/NMEA/MEA/NEA, hereinafter referred to as the "Association", sets forth the understandings of the parties in regard to the change from MESSA Super Care II to MESSA Super Care I Health Insurance.

It is hereby understood and agreed that the health care coverage MESSA Super Care II converted to MESSA Super Care I as of the 1990-91 school year. It is further agreed by the parties that the Board shall pay the deductibles and the difference in prescription co-pay to be incurred by the Bargaining Unit Members thereafter upon offer of proof of such incurred expenses as outlined below.

Members shall be reimbursed for deductibles in the amounts of fifty (\$50) dollars per year per covered person up to one hundred (\$100) dollars per year per family and up to one dollar and fifty cents (\$1.50) per prescription.

Members shall offer proof in the form of receipts from health care providers, pharmacies or MESSA worksheets showing that such deductible or co-pay has been incurred.

Receipts or worksheets so offered may have the identity of the individual provider or any other information of a sensitive or personal nature deleted at the member's discretion but shall clearly show the amount so incurred and the date of the provided service. Receipts must be received ten (10) days prior to the end of the quarter for payment at least two (2) weeks after the start of the quarter.

The Board shall inform each member when such member has reached the maximum deductible each year.

Board President
Petoskey Public Schools

Chief Negotiator
Petoskey Educational Association
NMEA/MEA/NEA

Date



