

Professional Agreement
between the

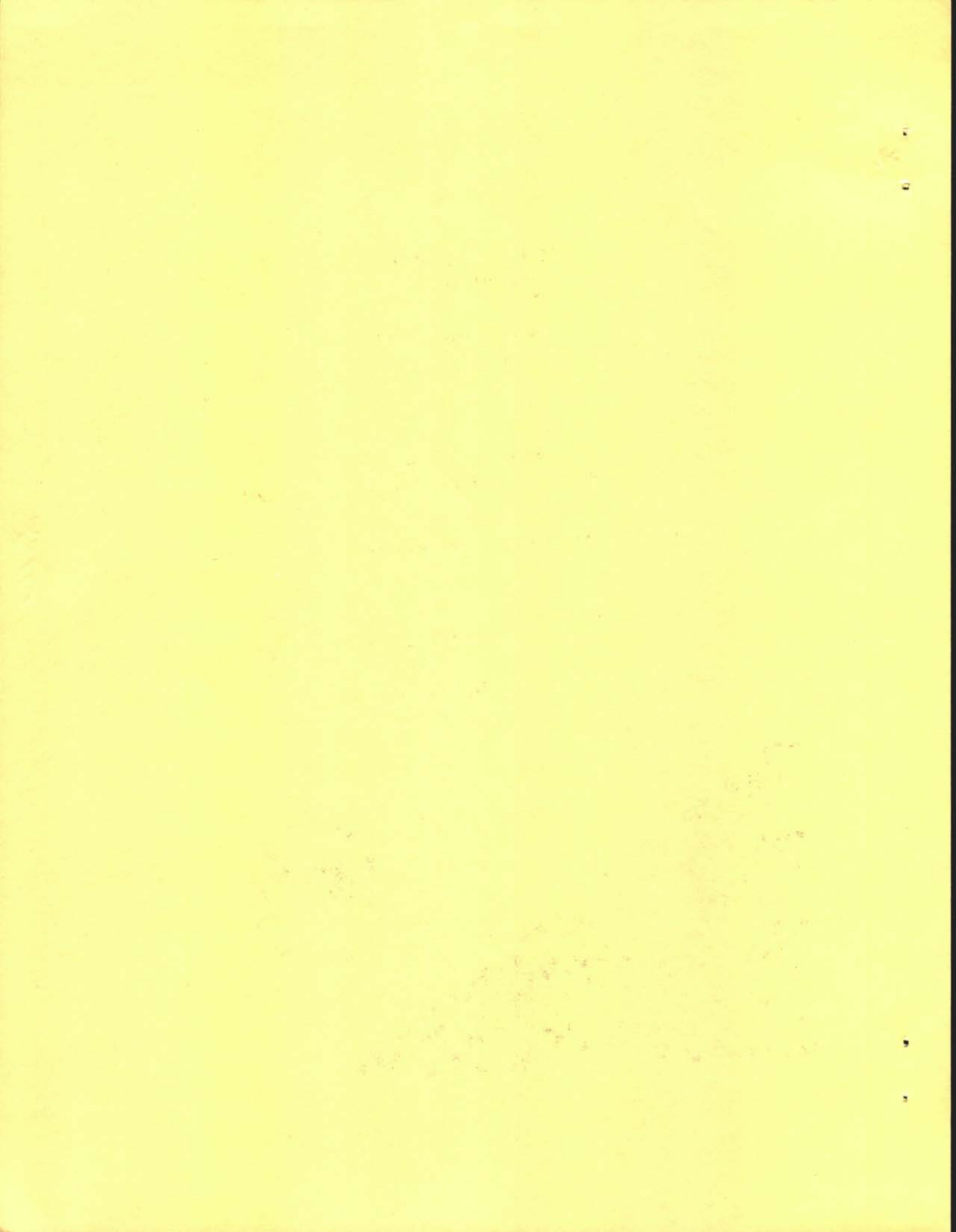
SOUTH LAKE SCHOOLS
BOARD OF EDUCATION

and

MEA-NEA LOCAL ONE
SOUTH LAKE EDUCATION ASSOCIATION

August 25, 1997
to
August 30, 2000





O.K. *[Signature]*

**MICHIGAN STATE
UNIVERSITY**

Bill
If we have
an extra copy.
R.C.

October 29, 1998

*response posted
11/25/99*

Superintendent's Office
South Lake Schools
23700 Greater Mack Avenue
St. Clair Shores, MI 48080-4019

O.K.

Dear Madam/Sir:

In 1972 the Library of the School of Labor and Industrial Relations was designated as the State repository for public sector labor agreements by the Michigan Employment Relations Commission. Public sector agencies were requested, by MERC, to forward one copy of each agreement to MSU's School of Labor and Industrial Relations Library.

Since 1972 the collection has grown to over 16,000 agreements (which includes current and expired agreements). These are available for all residents of the State of Michigan to use and have proven useful to both sides of the bargaining table.

A copy of your most recently negotiated agreement(s) with the bargaining units listed below would be appreciated. The expiration date of our latest copy of your agreements is included in the following list.

MEA-NEA Local 1 (8/31/94)



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Michigan State University
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East Lansing, MI 48824-1048

Thank you very much.

Sincerely yours,

Cynthia Bullock
Cynthia Bullock
Coordinator
Public Sector Agreement Collection

PROFESSIONAL

AGREEMENT

between the

**SOUTH LAKE
BOARD OF EDUCATION**

and

**MEA-NEA LOCAL ONE
SOUTH LAKE EDUCATION ASSOCIATION (SLEA)**

August 25, 1997 - August 31, 2000

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AGREEMENT

This Agreement is entered into this Twenty-fifth day of August, 1997, by and between the BOARD OF EDUCATION of SOUTH LAKE SCHOOLS, St. Clair Shores, Macomb County, Michigan, hereinafter called the "BOARD" and the MEA-NEA LOCAL ONE/SOUTH LAKE EDUCATION ASSOCIATION (SLEA) for the teachers of the South Lake School District, hereinafter called the "ASSOCIATION". The official business in carrying out this Agreement will be handled by the MEA-NEA Local One President or his/her designee.

ARTICLE I

RECOGNITION

- A. The BOARD hereby recognizes the ASSOCIATION as the exclusive bargaining representative for all Certified Personnel under continuing contract in a position for which a certificate is required, excluding administrative or supervisory personnel. The term "teacher", when used hereinafter in this Agreement, shall refer to all employees in the bargaining unit as above defined.
- B. The BOARD agrees not to negotiate terms and conditions of employment with any teachers' organization other than the ASSOCIATION for the duration of the Agreement. Nothing herein shall be construed to preclude the ASSOCIATION'S right to enter a grievance on behalf of a teacher without that teacher's consent. Teachers, on behalf of whom a grievance is filed, must be given notice by the ASSOCIATION.
- C. At the beginning of their employment hereunder, teachers may sign and deliver to the BOARD an assignment authorizing deduction of membership dues or assessments of the ASSOCIATION (including the National Education Association and the Michigan Education Association). Such sum shall be deducted as dues from the regular salaries of all such teachers and remitted with reasonable promptness to the ASSOCIATION. Such authorization shall continue in effect for the duration of the contract unless revoked in writing by the member according to the procedures outlined in the MEA constitution and by-laws.

The ASSOCIATION shall protect and save harmless the BOARD from any and all claims, demands, suits, and/or other forms of liability by reason of action taken or not taken for the purpose of complying with this section.

- D. Service Fee: Any teacher who is not a member of the ASSOCIATION and who does not make application for membership shall, as a condition of continued employment, pay to the ASSOCIATION an amount equal to the ASSOCIATION'S regular initiation fee and a monthly service charge in an amount equal to the monthly dues and assessments uniformly applied to the members as a contribution toward the administration of the Agreement. Method of payment shall be declared within fifteen (15) calendar days of the beginning of school year and may not be changed during that school year. The BOARD shall be notified, in writing, by the ASSOCIATION of any member of the bargaining unit who fails to comply with this requirement, shall be discharged by the school district within thirty (30) calendar days after notification by the ASSOCIATION. The ASSOCIATION shall protect and save harmless the BOARD from any and all claims, demands, suits, and/or other forms of liability by reason of action taken or not taken for the purpose of complying with this section.

ARTICLE II

BOARD RIGHTS

Except as modified by the specific terms of this Agreement, the BOARD retains all rights and powers to manage the School District and to direct its employees, including teachers. The ASSOCIATION recognizes these management rights and responsibilities as conferred by the Laws and Constitution of the State of Michigan, and inherent in responsibilities to manage the Public School System, including the right:

1. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees, including the teachers, during working and duty hours.
2. To hire all teachers and, subject to the provision of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion, or assignment, and to promote and transfer all such teachers.
3. To establish levels and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary and advisable by the BOARD.
4. To approve or disapprove the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature.
5. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto and with respect to administrative and non-teaching activities.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the BOARD; the adoption of policies, rules, regulations and practices in furtherance thereof; and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms thereof are in conformance with the Laws and Constitution of the State of Michigan and the Laws and Constitution of the United States.

TEACHER RIGHTS and RESPONSIBILITIES

- A. Nothing contained herein shall be construed to deny or restrict any rights and responsibilities that any teacher may have under the Michigan General School Laws. The rights granted to teachers hereunder shall be deemed to be in addition to those provided by law or BOARD policy.

The BOARD and the ASSOCIATION agree that a variety of extra-curricular programs and activities enrich school - community life. The ASSOCIATION recognizes the value of positive, moral support and active personal commitment of the professional staff.

Further, the BOARD and ASSOCIATION agree that school improvement is an essential function of the schools and requires the earnest attention and support of all.

- B. Teachers are expected to comply with the reasonable rules, regulations and directions adopted by the BOARD or its representatives which are not inconsistent with the Agreement. The Administration will seek input from the ASSOCIATION when proposed changes in reasonable rules, regulations, and directions affect teaching conditions.

Any procedure developed to implement changes in BOARD policy on critical communicable diseases that affects the health and safety and/or working conditions of teachers shall be bargained with the ASSOCIATION.

- C. The South Lake teachers of the ASSOCIATION may use school building facilities at all reasonable hours for meetings, subject to the reasonable rules and regulations which uniformly apply to the use of school facilities. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the ASSOCIATION either on or off school premises. Bulletin boards, teacher mailboxes, and school mail shall be made available to the ASSOCIATION.
- D. The BOARD agrees to make available to the ASSOCIATION, in response to reasonable requests from time to time, information which the ASSOCIATION requires to process grievances, to administer this Agreement, and to formulate contract proposals. Such requests shall be in writing and specific in the nature of what is being requested.

E. Teachers shall, at all times, be notified in advance and be entitled to have a representative of the ASSOCIATION present when they are being formally reprimanded, warned, or disciplined for any infraction of rules or delinquency in professional performance. When a request for representation is made, no action shall be taken with respect to the teacher until such representation of the ASSOCIATION be present. All reprimands shall be conducted in a professional manner.

F. Corrective Discipline

1. Corrective discipline of teachers requires that just cause and due process be present. Progressive steps in the normal corrective discipline process are:
 - a. Oral Warning or reprimand--following an objective investigation.
 - b. Written Reprimand stating:
 - (1) The incident (what happened).
 - (2) Reason for the reprimand.
 - (3) What performance is expected of the teacher.
 - (4) What will take place if performance is not corrected or if similar incidents occur in the future.
 - c. Major Warning - which may include suspension with or without pay and is considered a very serious disciplinary action.
 - d. Discharge or termination of the teacher - must be within the legal framework of the Tenure Act.
2. The teacher shall be notified in advance when corrective discipline is pending. The teacher is entitled to have a representative of the ASSOCIATION present at each step of the corrective discipline process.
3. The normal progressive process is not ironclad. The nature of the incident determines the step at which the corrective discipline process begins and which steps are utilized.
4. It is recognized that interaction between administrators and teachers on matters of professional performance, policies and procedures is outside the corrective discipline process and is a normal activity in the operation of the schools which requires tact, diplomacy, and a spirit of cooperativeness.

G. Any discipline, reprimand, or reduction in rank, compensation, or professional advantage, including adverse evaluation of teacher performance asserted by the BOARD or representative thereof, shall be for just cause and shall be subject to the professional grievance procedure hereinafter set forth. All information forming the basis for disciplinary action will be made available to the teacher and the ASSOCIATION.

Teachers shall have the right, upon request, to review the contents of their own personnel file, except as to information delivered in confidence from sources outside the District. A representative of the ASSOCIATION may be requested to accompany the teacher in such review.

Teachers may submit a written notation regarding any material in their file and the same shall be attached to the file copy of the material in question. If teachers believe that material to be placed in their file is inappropriate or in error, the teacher may seek adjustment through the grievance procedure, whereupon the material may be corrected or expunged from the file. If teachers are asked to sign material placed in their file, such signature shall be understood to indicate their awareness of the material, but in no instance, shall said signature be interpreted to mean agreement with the content of the material.

- H. The BOARD shall enter into no contract which will result in instruction being provided, supervised or otherwise influenced by any organization without formal consultation with the ASSOCIATION.
- I. Teachers who voluntarily accept the supervision of student teachers shall be tenured and possess a minimum of a Masters Degree in the area of academic preparation.
- J. The BOARD recognizes that the Code of Ethics of the National Education Association is considered by the ASSOCIATION and its membership to define acceptable criteria of professional behavior. This Code is set forth outside the jurisdiction of this contract, and is not associated with the grievance procedure of this contract. Teachers serve as role models for students; therefore, teachers shall conduct themselves as professionals.
- K. Teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher.
- L. The provisions of the Agreement, and the wages, hours, terms and conditions of employment shall be applied by both parties without regard to race, religion, color, national origin, age, **gender**, or marital status or membership in or association with the activities of any employee organization. The BOARD and the ASSOCIATION pledge themselves to seek to extend the advantages of public education to every student without regard to race, religion, **gender**, color, or national origin and to seek to achieve full equality of educational opportunity for all pupils.

The BOARD and ASSOCIATION fully subscribe to a policy of equal opportunity and will maintain and conduct all practices related to reinstatement, hiring, upgrading, discipline and other conditions of employment in a manner which does not discriminate on the basis of race, color, age, religion, national origin, marital status or **gender**.

ARTICLE III
PROFESSIONAL COMPENSATION

- A. The compensation of teachers covered by this Agreement is set forth in appendices as attached to and incorporated in this Agreement. Such compensation schedules shall remain in effect during the designated period.
- B. All new teachers may be given credit on the salary schedule set forth in Appendix B for fully certified years of outside teaching experience in any school district in the State of Michigan or other fully certified teaching experience in a school district accredited by a recognized accrediting agency. Like credit may be granted for persons who have work experience comparable to certification standards.
- C. A teacher engaged during the school day in negotiating on behalf of the ASSOCIATION with any representative of the BOARD or participating in any professional grievance negotiation with the BOARD shall be released from regular duties without loss of salary, provided that the above proceedings are mutually agreed upon by the BOARD or its representatives and the ASSOCIATION.
- D. The daily salary rate of a teacher shall be computed by dividing the individual's contractual salary by the number of days on the negotiated calendar for which teachers are expected to report for duty.
- E. A mileage allowance as established in BOARD policy will be paid for the use of personal vehicles on authorized school business. Teachers are not required to transport students.
- F. Monetary compensation and/or released time for newly created extra-duty positions or changes in either form of compensation for existing extra-duty positions, shall be mutually agreed upon before becoming effective. Prior to reaching an agreement, the BOARD may initiate the position for thirty (30) calendar days.

A committee of an equal number of BOARD and ASSOCIATION members, to a limit of three (3) each will meet to review the extra pay schedule for the purpose of adding to, deleting from, or amending the schedule to reflect current needs.

This provision does not preclude teachers providing voluntary free professional services to the school district.

- G. Teachers assigned an additional, regularly scheduled high school class shall have their contracts increased by one-fifth **OR ONE-SIXTH (BASED ON THE SCHEDULE)** for the duration of that class.
- H. A teacher who teaches a class on a temporary substitute basis shall be paid 1/5 per diem rate for a five period day and 1/6 per diem for a six period day of the B.A. step 7 on the salary schedule.

Payment for such substitution shall be made when the teacher has been asked by an administrative representative. Teachers have the right of refusal for such substitutions, except in emergencies. If an individual is asked by a colleague to cover a class, even though approved by an administrator, payment will not take place.

- I. The BOARD and the ASSOCIATION agree that professional development and curriculum development programs may be offered to teachers on a voluntary stipend basis outside of regular contract times.
- J. Parent-Teacher evening conferences will be limited to two (2) evenings per semester. Such conferences will be scheduled by the building principal after consultation with the School Improvement Committee. **THE BOARD WILL PROVIDE COMPENSATORY TIME WHICH WILL BE SCHEDULED** by the School Improvement Committee with the approval of the building principal.
- K. Evening meetings required of a building faculty, excluding conferences, will be limited to those currently in practice.
- L. Teachers assigned to serve more than one building will have a "home building" designated. Evening meetings which in total exceed usual expectations for the home building per Article III K., by arrangement with the designated administrator, will be recompensed with compensatory time.
- M. **FACULTY MEETINGS MAY BE SCHEDULED BEFORE OR AFTER SCHOOL. THE DECISION AS TO WHEN TO HOLD THE MEETING WILL BE MADE BY THE PRINCIPAL AND THE INSTRUCTIONAL STAFF. THIS TIME IS INTENDED TO BE USED FOR GENERAL FACULTY BUSINESS. SCHOOL IMPROVEMENT, NORTH CENTRAL ASSOCIATION BUSINESS OR DEPARTMENTAL BUSINESS WILL BE SCHEDULED PER LETTER OF UNDERSTANDING. See page 59.**

SPECIAL EDUCATION MEETINGS, EXCEPT FOR INITIAL PLACEMENTS, WILL BE SCHEDULED DURING THE TEACHER WORK DAY IN THE LEAST DISRUPTIVE MANNER POSSIBLE. SPECIAL EDUCATION MEETINGS MAY BE SCHEDULED DURING THE TEACHER'S PREPARATION PERIOD WITH THE TEACHER'S PRIOR AGREEMENT.

ARTICLE IV SCHOOL CALENDAR

- A. The school calendar is set forth in Appendix A. An administrative memo will be issued in the fall of each year identifying records days, elementary evaluation days and compensatory time for evening conferences.

Scheduled days of student instruction which are not held because of conditions not within the control of school authorities; such as inclement weather, fires, epidemics, mechanical breakdowns, or health conditions, may be rescheduled to ensure compliance with state law. Teachers will receive their regular pay for days which are canceled, but shall work any rescheduled days with no additional compensation.

When days of student instruction need to be made up to comply with Michigan law, they will be rescheduled in the following manner:

- + If only one make-up day is required, it would be the last day of the school year for students.
- + Additional required make-up days will be negotiated by two designated representatives of the ASSOCIATION and two designated representatives of the BOARD. Any agreement reached by these representatives will be binding.
- + If an agreement is not reached by these representatives, any additional days will be added at the end of the school year.

B. The regular school day for teachers and the student day shall be **AS REFERENCED IN APPENDIX A. WHEN NECESSARY** teachers are to remain for a reasonable period after the close of the pupils' school day to attend to those matters which properly require attention at that time, including consultations with parents.

1. **THE REGULAR TEACHING LOAD PER DAY IN THE HIGH SCHOOL WILL BE FIVE (5) CLASS PERIODS AND ONE ACADEMIC CENTER OF EQUAL LENGTH, OR SIX CLASS PERIODS. EACH TEACHER SHALL HAVE ONE UNASSIGNED PREPARATION PERIOD, AND A DUTY-FREE LUNCH PERIOD EQUAL IN LENGTH TO A REGULAR CLASS PERIOD.**
2. **THE REGULAR TEACHING LOAD PER DAY IN THE MIDDLE SCHOOL WILL BE FIVE (5) CLASS PERIODS, ONE HOME BASE OF TWENTY-FIVE (25) MINUTES, AND UNASSIGNED PREPARATION TIME. A DUTY-FREE LUNCH PERIOD WILL BE EQUIVALENT IN LENGTH TO A REGULAR CLASS PERIOD. PREPARATION TIME WILL INCLUDE ANY STUDENT LUNCH PERIOD AND ANY TIME THAT REMAINS AFTER THE END OF THE STUDENT DAY. IF THE MIDDLE SCHOOL ADOPTS A SEVEN PERIOD DAY, THE LANGUAGE IN PARAGRAPH B, 1 WILL APPLY.**

3. ALL ELEMENTARY TEACHERS WILL BE PROVIDED WITH 175 MINUTES PER WEEK OF RELIEF TIME FOR THE 1997-1998 AND 1998-1999 SCHOOL YEARS AND 225 MINUTES PER WEEK OF RELIEF TIME IN THE 1999-2000 SCHOOL YEAR. THE DECISION TO HAVE THIS TIME PROVIDED ON A DAILY BASIS OR IN BLOCKS THROUGHOUT THE WEEK WILL BE MADE BY THE STAFF IN EACH ELEMENTARY BUILDING. ALL ELEMENTARY TEACHERS WILL BE PROVIDED A DUTY-FREE, UNINTERRUPTED LUNCH PERIOD OF FIFTY (50) MINUTES.
- C. *Nothing herein shall preclude school faculties, by agreement with the Association, from implementing experimental scheduling, on a one year basis, provided the total teaching time remains unchanged.*
- D. The administration shall make every effort to avoid assigning secondary teachers more than four (4) classes in succession.
- E. The BOARD and ASSOCIATION recognize that, in the event substitute teachers are employed, every effort must be made to ensure that the effectiveness of the educational program not be impaired.
- F. No departure from these norms, except in case of emergency, shall be made without prior consultation with the ASSOCIATION. In the event of any disagreement between the representative of the BOARD and the ASSOCIATION as to the need and desirability of such deviation, the matter may be processed through the professional grievance procedure hereinafter set forth.

ARTICLE V

TEACHING ASSIGNMENTS

- A. Teachers shall not be assigned outside the scope of their teaching certifications and their major or minor field of study except temporarily and for good cause, The ASSOCIATION shall be so notified in each instance, **AND BE PROVIDED** A written statement of reasons for such assignment. "Temporary" shall be defined for purposes of this Article not to extend beyond the current school year.
- B.
1. A teaching vacancy shall be defined as a position presently filled, but is known to be open in the future, a position presently unfilled, or a new position that is currently not in existence (recall positions are excluded from this definition after recall list is posted.)
 2. Part-time positions will be considered as vacancies described above.
 3. Teaching vacancies shall be posted on a designated bulletin board in each building along with a copy to the ASSOCIATION. Teaching vacancies as described above shall be posted at least ten (10) days prior to being filled. Teachers may apply for such positions.

4. During the summer months when school is not in session, the BOARD will post all teaching vacancies at the Board Office and shall forward copies to the ASSOCIATION. The BOARD will also advertise such positions on a recorded tape message for a period of ten (10) days. Positions so posted will remain open for at least fifteen (15) days.
5. Teaching vacancies which occur during the school year may be filled at the superintendent's option, but **IF A TRANSFER REQUEST IS HONORED, IT SHALL BE IMPLEMENTED NO LATER THAN THE NEXT SCHOOL YEAR.**

Note: For purposes of this article, teaching is defined as teacher in Article 1, Section A.

C. Requests for change of teaching assignment:

1. Teachers may apply for a transfer at any time during the school year. Such requests shall be made in response to postings of vacancies.
2. Teachers desiring a transfer shall submit a written request to the superintendent/designee. Teachers shall state the specific assignment or nature of the assignment and school or schools preferred. Such requests shall be acknowledged **WITHIN TEN (10) SCHOOL DAYS.**
3. In the event that more than one eligible teacher applies for the same teaching vacancy, **QUALIFICATIONS WILL DETERMINE THE SELECTION BY THE SUPERINTENDENT /DESIGNEE.**

QUALIFICATIONS TO BE CONSIDERED FOR TRANSFER WILL BE:

- A. **SUCCESSFUL TEACHING EXPERIENCE IN SUBJECT AREA OR FIELD.**
- B. **HOURS IN CONTENT AREA.**
- C. **ADVANCED DEGREE IN APPLICABLE AREA.**
- D. **ELIGIBILITY AS REFERENCED IN APPENDIX Z.**

ALL FACTORS BEING EQUAL, SENIORITY SHALL BE USED AS A TIE-BREAKER.

4. In the event the request is denied, the applicant shall receive written notice of the reasons for denial.
5. In the event that a building would experience a significant imbalance of experienced and inexperienced teachers, an equal number of representatives of the BOARD and of the ASSOCIATION will meet to study alternatives and recommend a solution.

- D. Where conflicts exist between Section C and Section H, paragraph 5; Section H, paragraph 5 governs.
- E. In the event it becomes necessary to hire teachers on any part-time basis, review and discussion as to the effect of such shall take place between the ASSOCIATION and the BOARD.
- F. Whenever a teaching vacancy occurs, the President of the ASSOCIATION shall be notified immediately. After recall provisions of this Agreement have been applied, the BOARD, when hiring personnel for bargaining unit positions, will give serious consideration to teachers on laid-off status from other school districts where MEA-NEA Local 1 is the bargaining agent.
- G. Lay-off Procedure:
1. When the BOARD anticipates a reduction in the teacher force, the Superintendent and President of the ASSOCIATION (and/or their designees) will meet to confer.
 2. The BOARD shall submit to the ASSOCIATION a reasonable prognosis of the enrollment figures for the following school year by April 15 of the current school year. Initial staffing adjustments shall be made in reference to that projection, pending further information regarding enrollment in the future.
 3. A list of teachers eligible for recall shall be prepared and mutually agreed upon. Criteria for position on said list shall be seniority and tenure status.
 4. It is understood that the present teacher/student ratio shall not be diminished in the future school year and that the BOARD has every intention of maintaining the present average of one classroom teacher for every twenty-seven (27) students. Exceptions must fit Article XIX, Section C -- Class Size.
 5. It is agreed that a minimum number of teachers will be employed based on the projected enrollment for the upcoming school year. The ratio of students to professional staff shall not exceed 20.1 to 1, except in cases of emergency. In such cases, the ASSOCIATION and the BOARD will meet to explore alternatives. It is further agreed that one laid-off teacher shall be recalled to employment for every group of twenty-seven (27) students enrolled above the projected enrollment. Conversely, the BOARD has the prerogative of laying off one additional teacher for every group of twenty-seven (27) students less than the projected enrollment.
 6. It is further agreed that those tenure teachers laid-off shall be given the opportunity to be employed as permanent substitutes, if qualified, for any person on a short-term leave; such as a Short Term Child Rearing Leave. In addition, any tenure teacher, if qualified, who so desires, may elect to become a daily substitute teacher to be paid on a daily basis and given priority for such employment over other substitute teachers. Such teachers shall be expected to exhibit reasonable proficiency in substitute assignments.

7. Full hospitalization, as covered under the current contract, shall be provided to those laid-off until September 30, or until the individual finds employment elsewhere, whichever occurs first. Beyond September 30, laid-off teachers may continue their hospitalization plan at their own expense for as long as the carrier will allow such coverage to continue.
8. The BOARD, through the Administration, will actively facilitate those laid off in locating employment opportunities elsewhere.
9. Nothing herein shall preclude an agreement between the BOARD and the ASSOCIATION for the purpose of adding additional staff over and above that number set forth in Section G, Paragraph 5 above.

H. Recall Procedure:

1. **A RECALL POSITION IS ONE THAT IS TEMPORARILY UNFILLED BY REASON OF LAYOFF, BUT IS EXPECTED TO BE FILLED. TEACHERS NOT LAID-OFF, WHO BY MARCH 15 OF THE CURRENT YEAR HAVE PROPERLY REQUESTED A SPECIFIC CHANGE OF ASSIGNMENT (ACCORDING TO PROVISIONS OF ARTICLE V, PARAGRAPH C) SHALL BE TRANSFERRED TO THE POSITION BEFORE THE FIRST RECALL ANNOUNCEMENT IS ISSUED. AFTER JULY 1, ANY UNFILLED RECALL POSITION WILL BE CONSIDERED A TEACHING VACANCY.**
2. A person on a leave of absence who properly requests return to full time employment will be placed on the proper level of the recall list. The Michigan Teacher Tenure Act and controlling Tenure Commission decisions shall be observed in placing teachers returning from leave. Provisions of Appendix Z will be honored. Administrators returning to the bargaining unit full time shall also be placed on their proper seniority level of the recall list.
3. After all voluntary requests for transfer have been honored, a list will be prepared showing the number of positions available and the position titles [grade level(s) and/or subject(s) and eligibility required].
4. Teachers not laid-off, but without a position, shall have first choice of available positions for which they are eligible.
5. Recognizing the precedence of tenure status, recall will begin with the person with most seniority on the list of those notified of layoff, returning from leave, or administrators being returned to the bargaining unit. That person will be allowed to select the position on the list for which he/she is eligible, or partially eligible, subject to assignment by the Superintendent.

- a. Seniority is defined as the uninterrupted anniversary date of contract issuance for service in the district. When more than one teacher is eligible, or partially eligible for call back, or shares the same anniversary date, preference for reinstatement shall be on the following basis:

1. Greatest length of total service in teaching.
2. Highest degree held by teacher.
3. Most number of credit hours beyond last degree.

- b. Full eligibility, or partial eligibility, shall be defined as:

1. Appropriate state certification and state endorsements for the teaching position as identified in Appendix Z of this Agreement.
2. Specific program requirements such as: North Central, State Department of Education, or locally developed programs as identified in Appendix Z of this Agreement.
3. If a laid-off teacher does not have full eligibility as identified in Paragraph b, 1 and Paragraph b, 2 above for any recall position, then a position may be selected and the teacher shall be assigned on the basis of partial eligibility as identified in Appendix Z of this Agreement. Teachers assigned on the basis of partial eligibility must then complete at least 6 semester hours per year toward full eligibility. When a teacher is assigned in more than one subject matter area, full eligibility need be achieved within one calendar year in one area only.

When teachers select positions for which they are fully eligible, but in which they have not taught or received training for more than ten years, then they must plan and participate in an approved Professional Update Plan with all approvals received before the assignment is effective.

4. In the event a schedule is made up of more than one subject area, a teacher who is at least partially eligible in at least three of the five classes and has at least 12 semester hours in the remaining class areas, shall be recalled.
 5. The BOARD shall have the right to challenge the placement of an individual based on prior evaluations.
- c. Recognizing that tenure in a position other than a classroom teacher under Article III, Section 1 of the Michigan Teacher Tenure Act is subject to the provisions of this collective bargaining Agreement, the BOARD and ASSOCIATION specifically agree that layoff and recall, and return from leave provisions of this Agreement pertaining to seniority have

precedence over any conflicting claims predicated upon Article III, Section 1 of the Michigan Teacher Tenure Act. It is expressly understood between the ASSOCIATION and the BOARD that seniority is provided in Article V of this Agreement and the mutually agreed upon application of rights attendant to seniority, including particularly in reference to layoff and recall and return from leave have and shall take precedence over the "tenure in position" rights of a tenured teacher to placement in a position other than as a classroom teacher. The parties expressed this understanding, clarify and reaffirm their mutual intent to enforce and abide by the provisions of the collective bargaining Agreement which they negotiated and executed in good faith.

6. After the person with the most seniority either selects a position pursuant to item 4 above, or is unable to do so because he/she is not eligible, or partially eligible, for any of the available positions, the next person on the recall list will be given the opportunity to select an available position for which he/she is eligible, or partially eligible. This process shall be repeated until all positions are filled or the list exhausted. If the BOARD must go outside the district to fill a vacant position, it will first involuntarily transfer the least senior teacher eligible, or partially eligible, for the vacant position, that will affect the recall list of a laid-off teacher. At this point only, will consideration be given to outside candidates. It is understood that the BOARD is not required to create or change programs or assignments in implementing this recall procedure. However, the BOARD agrees that it will not act arbitrarily or capriciously in determining programs and/or making assignments.
7. Laid off persons shall be offered part-time positions on the basis of eligibility, or partial eligibility.
8. Part-time persons shall be paid a salary on a prorated basis. For an employee who is employed .5 or less **THAN A** full time equivalent assignment, the BOARD will provide one half the cost of MESSA PAK Plan A; the employee is required to pay the other half. **IF A TEACHER IS EMPLOYED MORE THAN .5 FTE, THE BOARD WILL PAY THE FULL COST OF MESSA PAK A.** An employee may elect MESSA PAK Plan B. If Plan B is elected, the BOARD will pay the full cost. Voluntary part-time employees see Article V, Paragraph J, 2.
9. It is understood that the assignment of a laid-off person to a start-up position does not constitute a recall from layoff. The status of such person is the same during and after assignment to a start-up position as it was prior to said assignment. A determination will be made by the second Friday as to whether the position will become a permanent contract position or be discontinued.

10. When a teacher refuses an offer of recall, the BOARD will act in conformance with applicable laws and required State Tenure Commission procedures.
11. Teachers on layoff must notify the BOARD, in writing, by March 15 of their desire to remain on the recall list for the following year. The BOARD will notify the ASSOCIATION of those persons who failed to notify the BOARD of a desire to remain on the recall list within one week of the March 15 deadline. Those individuals who have not responded by March 15 will then have until April 15 to submit a letter to remain on the recall list.

Failure of individuals on the recall list to notify the BOARD as required by the stated date shall constitute voluntary resignation, terminating all employment rights with South Lake Schools. The BOARD shall notify the employee of potential termination by certified mail.

12. Laid-off probationary teachers shall remain on the recall list for two (2) years providing they properly notify the BOARD pursuant to item 10 above. Laid-off tenured teachers shall remain on the recall list for three (3) years, or a number of years equal to their seniority at the time of lay-off, whichever is greater, providing they properly notify the BOARD pursuant to item 10 above. In no event shall such period of eligibility exceed seven (7) years from the date of layoff.

I. Involuntary Transfer:

Although the BOARD and the ASSOCIATION recognize that frequent transfer of teachers is disruptive to the educational practice, they also recognize that some involuntary transfers of teachers from one school to another are unavoidable. No teacher has the right to a specific assignment, but the interests, aspirations and current assignments of teachers must be considered. Therefore, they agree to the following:

1. When involuntary transfers are unavoidable, a teacher shall not be assigned to a position outside his/her area of eligibility, except temporarily. "Temporary" shall be defined as a period not to extend beyond the current year.
2. Notice of proposed, involuntary transfers shall be given to the teachers involved immediately upon final decision of such transfers.
3. An involuntary transfer shall be made only after a meeting between the teacher involved and the Superintendent (or designee), at which time, the teacher shall be notified, in writing, of the reasons for the transfer.
4. No teacher shall be transferred involuntarily without good cause.
5. In the case of involuntary transfers where more than one teacher may be eligible for transfer, selection shall be based on least district seniority in a building, when certification and eligibility are equal.

6. "Seniority" is defined as the uninterrupted anniversary date of contract issuance for service in the district.
7. The involuntary transfer of the least senior teacher may be resolved by transferring a more senior teacher who agrees to fill the position and whose eligibility and experience are appropriate to the needs of the students.
8. In the event that transfers appear to be unavoidable, current lists of available positions in other schools shall be given to the ASSOCIATION.

J. Special Provisions of Layoff - Recall:

Condition: Requests by individuals could be refused or discontinued by the Superintendent or the ASSOCIATION for cause.

1. Voluntary Layoffs

A member of the bargaining unit may elect voluntary layoff for a period of one year. Such applications must be made to the Superintendent or his/her designee, before June 1.

2. Voluntary Part-time Staff

- a. A teacher assigned or recalled to a full time assignment may choose to teach a partial assignment for the school year at reduced salary and reduced fringe benefits proportionate to the assignment. The individual will be responsible to pay the proportion of costs of fringe benefits in relation to the proportion of time not assigned.
- b. The duties of the part-time teacher will include attendance at faculty meetings, curriculum meetings, and prep time. This includes any function a regular full-time teacher would perform.
- c. The part-time teacher will receive a full year on the seniority list and salary schedule.
- d. Positions arising from voluntary part-time situations will be combined into full-time positions, whenever possible.
- e. Positions arising from voluntary part-time situations not combined into full-time positions, will also be considered voluntary part-time and be subject to the provisions of this Article.
- f. Two teachers may request to share a full-time, self-contained classroom assignment if both teachers are currently employed in the district, eligible, and mutually agree.

3. The BOARD and ASSOCIATION agree to employ substitute teachers at the regular contract rate appropriate to each substitute teacher's place on the basic Teachers' Salary Schedule, when all the following factors apply:
 - a. The regular teacher is expected to be absent from duties for a significant duration as to reasonably assume full responsibilities for the classroom beyond lesson planning.
 - b. The substitute teacher is a laid-off employee of the South Lake Schools, who is the most senior teacher on the Recall List holding Appendix Z eligibility for the assignment.
 - c. The substitute teacher agrees via signed Substitute Teacher Agreement to serve in the assignment until the regular teacher returns to duties, or until the end of the current school year, whichever comes first.
- K. Consortiums
1. Regarding the development of consortiums, any resulting impact on South Lake teaching assignments will be handled according to the other provisions of this Agreement.
 2. Students who are scheduled for classes in other high schools will continue to be counted for total staffing purposes at South Lake High School.

ARTICLE VI

TEACHING CONDITIONS

- A. The parties recognize that optimum school facilities for both student and teacher are desirable to ensure the high quality of education that is the goal of both the ASSOCIATION and the BOARD. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed toward ensuring that the energy of the teachers is primarily utilized to this end.
- The BOARD recognizes the need for providing adequate instructional materials, equipment, and supplies for teachers in order to assist them in the effective discharge of their responsibilities. It is agreed, therefore, that annually, all teachers shall be given an opportunity to express, in writing, their needs for materials, equipment and supplies for the following school year.
- B. The BOARD shall make available, in each school, adequate lunchroom, telephone, rest room and lavatory facilities exclusively for teacher use, and at least one room appropriately furnished, which shall be reserved for use as a faculty lounge. Provision for such facilities will be made in all future buildings.
- C. Adequate parking facilities shall be made available to teachers.

ARTICLE VII

ADMINISTRATIVE VACANCIES and PROMOTIONS

- A. When a vacancy in an administrative position in the South Lake School District shall occur, the BOARD shall cause to be published a written notice of such vacancy. The notice shall be delivered to the ASSOCIATION and copies of the notice shall be posted in every school building. No vacancy shall be filled until notice of such vacancy shall have been posted for at least fifteen (15) days.

If an administrative vacancy occurs while school is not in session, notices shall be mailed to all professional staff meeting minimum qualifications. The ASSOCIATION will request all members to supply the BOARD, in writing, with a summer address if different from their permanent address. A copy of descriptions of administrative positions shall be given to the ASSOCIATION.

- B. A summary of administrative position requirements and other pertinent information shall be set forth in notices of vacancies.
- C. Any teacher possessing the necessary qualifications may apply for an administrative vacancy and all applications shall be carefully considered. All applications shall be in writing and shall name the positions for which the applicant wishes consideration.
- D. In filling any vacancy, the BOARD agrees to give due weight in the professional background and attainments of all applicants and their length of service in the system.
- E. Unsuccessful candidates for a position shall be so notified of the final decision in writing.
- F. The BOARD declares its support for promoting within the system. A "promotion" is defined as the achievement of an administrative position.
- G. If qualifications for a particular administrative position are changed, the ASSOCIATION shall be notified, in writing, of such changes.
- H. An administrator hired prior to 1993/94, who was a former SLEA member, retains full seniority rights as a teacher, including time served as an administrator in South Lake Schools.

ANY TEACHER WHO IS PROMOTED OR HIRED FOR AN ADMINISTRATIVE POSITION ON OR AFTER THE COMMENCEMENT OF THE 1993/94 CONTRACT YEAR IN SOUTH LAKE SCHOOLS WHO WAS FORMERLY A MEMBER OF SLEA, AND IS LAID OFF FROM HIS/HER ADMINISTRATIVE POSITION, SHALL BE ENTITLED TO SENIORITY RIGHTS UNDER THIS AGREEMENT. ANY SUCH PERSON SHALL HOLD SENIORITY FROM DATE OF HIRE AS A TEACHER TO THE DATE HE/SHE BECAME AN ADMINISTRATOR.

ARTICLE VIII

LEAVE

- A. Teachers shall receive ten (10) **LEAVE** days per year. A sick bank of 300 days shall be maintained. Teachers shall have access to all unused, accumulated **LEAVE** days in their individual accounts. To be eligible for the sick bank, teachers must use twenty (20) days of personal accumulated **LEAVE**.

A committee of three (3) teachers will review and act upon applications for the sick bank. Decisions of the Sick Bank Application Review Committee shall not be subject to the grievance process.

In the event of exhaustion of sick leave bank days in any one year, the BOARD shall loan days to the bank, as necessary, to be repaid by members' contributions of days in the following year.

- B. A teacher absent from work because of mumps, scarlet fever, measles, chicken pox, conjunctivitis or lice, reasonably shown to be attributable to a source in school, shall suffer no diminution of compensation and shall not be charged with sick leave for a period not to exceed five (5) school days.
- C. Of the **LEAVE** days provided under sick bank plan, each year three (3) days may be used for personal **LEAVE**.

UNUSED PERSONAL LEAVE DAYS WILL ACCUMULATE IN SUBSEQUENT YEARS AS SICK DAYS.

PERSONAL LEAVE DAYS USED CONSECUTIVELY MUST BE APPROVED IN ADVANCE, EXCEPT FOR EMERGENCIES.

A TEACHER WHO HAS USED TWO (2) DAYS OR LESS DURING THE PREVIOUS YEAR MAY CONVERT ONE SICK LEAVE DAY TO AN ADDITIONAL PERSONAL LEAVE DAY. IN ADDITION, A LEAVE DAY MAY BE CONVERTED BY A TEACHER WHO HAS ACCUMULATED A MINIMUM NUMBER OF DAYS, AS INDICATED BELOW:

1997 - 1998	81
1998 - 1999	89
1999 - 2000	97

THESE CONVERTED DAYS MAY BE USED IMMEDIATELY PRECEDING OR FOLLOWING A HOLIDAY; HOWEVER, A MAXIMUM NUMBER OF SIX (6) PEOPLE SHALL BE GRANTED LEAVE DAYS FOR A GIVEN DATE.

- D. **LEAVE** days unused each year may be accumulated to a total of 65. Such days will be paid at the regular, daily substitute teacher rate upon resignation or retirement. Accumulation of days beyond 65 is allowed; however, no termination payoff will occur for days accumulated beyond 65.

- E. A teacher may take a maximum of three (3) days per death in the immediate family: Immediate family shall be interpreted as husband, wife, mother, father, brother, sister, children, grandchildren, grandparents, and father/mother-in-law, brother/sister-in-law, son/daughter-in-law. The three days must be consecutive days (excluding Saturday, Sunday and holidays) within the period commencing with the date of death and ending with the second calendar day after the day of the funeral, providing he/she attends the funeral. Such days shall not be charged against the teacher's individual leave day account. Additionally, teachers may take an additional two (2) days for such purposes to extend the above allotment to up to five (5) days. Such additional two (2) days will be charged against the teacher's individual leave day account.
- F.. No teacher shall use sick, **LEAVE**, bereavement or jury duty days for any purpose other than those reasons applicable under this contract. No day of absence under this Article shall be used for withholding of services or strike purposes including, but not limited to, supporting a strike (within or outside of the South Lake District) or withholding of services. Inappropriate or improper use of any type of **LEAVE** day shall be grounds for docking and/or disciplinary action by the BOARD or its administrative representatives.
- G. **THE BOARD WILL GRANT UP TO TWELVE (12) WEEKS OF FAMILY AND MEDICAL LEAVE DURING ANY TWELVE (12) MONTH PERIOD TO ELIGIBLE EMPLOYEES IN ACCORDANCE WITH THE FAMILY AND MEDICAL LEAVE ACT (FMLA) OF 1993.**
- + **ALL REQUESTS FOR SUCH LEAVE WILL BE MADE TO THE SUPERINTENDENT.**
 - + **WHEN THE NEED IS FORESEEABLE, NOTICE WILL BE GIVEN THIRTY (30) DAYS BEFORE THE START OF THE FMLA LEAVE. IF IT IS NOT POSSIBLE FOR THE EMPLOYEE TO GIVE THIRTY (30) DAYS NOTICE, THE EMPLOYEE WILL GIVE AS MUCH NOTICE AS IS PRACTICABLE.**
 - + **PROPER CERTIFICATION OF THE REASON FOR THE LEAVE MUST BE PROVIDED.**
 - + **AN EMPLOYEE SHALL BE REQUIRED TO USE ALL AVAILABLE LEAVE TIME (i.e., SICK LEAVE, PERSONAL LEAVE, AND/OR VACATION LEAVE) FOR ALL OR PART OF THE DURATION OF THE FMLA LEAVE, WITH ANY BALANCE OF TIME BEING WITHOUT PAY.**
 - + **AT THE END OF THE FMLA LEAVE, THE EMPLOYEE WILL BE RETURNED TO HIS/HER POSITION HELD PRIOR TO THE LEAVE OR AN EQUIVALENT POSITION.**

ARTICLE IX

LEAVES of ABSENCE

Upon return from any approved leave, tenure teachers, or teachers having successfully completed the probationary period, shall be restored to their former position (or position for which they are qualified), seniority and status provided that the teacher holds a valid teaching certificate. The BOARD, at its discretion, may grant the above privileges to non-tenure teachers. Except for sabbatical, a teacher on approved leave shall notify the BOARD of his/her intention to return or request leave extension by March 15. Failure of individuals on leave of absence to notify the BOARD on or before March 15 of their intent to return shall constitute voluntary resignation terminating all employment rights. The BOARD shall notify the employee of potential termination by certified mail. In the event that a position is not available, the teacher shall be granted an automatic extension upon written yearly request until a position becomes available to that teacher. Teachers shall be reinstated in the first available opening for which they are qualified. In the case of two or more teachers applying for reinstatement at the same time, preference for reinstatement will be made on the following basis:

- First - Greatest length of time on leave.
- Second- Greatest length of service in the district.
- Third - Highest degree held by teacher.
- Fourth- Earliest date of request for reinstatement.

Any teacher whose leave has been extended shall retain all rights and responsibilities inherent in their initial leave.

Leaves of absence shall be a single year, or less, or sustaining time such as one year extensions. No leave will be granted for a different reason immediately following initial intention unless a person has returned to work for one year -- (i.e., a person on an educational leave cannot change to another type leave until he/she has returned to work for at least one year).

Leaves used for purposes other than those reasons for which they were granted shall be null and void.

Refusing an offer of reinstatement or not continuing or securing valid certification will discontinue any further rights to leave privilege or obligation on the part of the BOARD and persons so doing shall technically be considered resigned from the school system.

- A. Any tenure teacher or teacher having successfully completed the probationary period, whose health condition warrants, may be granted a leave of absence without pay or fringe benefits, for such time as is necessary, but not to exceed five years for complete recovery of proper health.
- B. Any tenure teacher or teacher having successfully completed the probationary period may apply for a leave of absence without pay or fringe benefits for any of the reasons outlined below. Such leaves shall not be withheld unreasonable, and the regular increment (step) occurring during such period shall be allowed.

1. Study related to the teacher's licensed field.
2. Study to meet eligibility requirements for a license in a field of education other than held by the teacher.
3. Study, research or special teaching assignments involving advantage to the school system as determined by the BOARD.
4. Leave of absence may be granted up to two years to any teacher who joins the Peace Corps, Teacher Corps, Job Corps, or comparable program as a full-time participant in such a program.
5. Military leaves of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the Armed Forces of the United States.
6. Career option leave to explore work alternatives outside of the school district.

C. In addition, any tenure teacher or teacher having successfully completed the probationary period may apply for other types of leaves of absence without pay or fringe benefits, as provided below. Such leave shall not be withheld unreasonably, but the regular salary increment occurring during such leave shall not be allowed.

1. Teachers who are officers of the ASSOCIATION or are appointed to its staff shall, upon proper application, be given leave of absence without pay or fringe benefits for the purpose of performing duties for the ASSOCIATION, but not to exceed three years.
2. The BOARD shall grant a leave of absence without pay or fringe benefits to any teacher to be a candidate for, or serve in, a public elective or appointive office, but not to exceed six years, renewable upon request every two years.
3. Teachers may request a child-rearing leave. Such leave shall be for one year and shall be renewable up to the number of years of seniority, not to exceed three, but in no case less than two years. Child-rearing leaves requested to begin during the school year shall commence as requested by the teacher and approved by the BOARD.

Teachers who give birth to or adopt a child during their initial child-rearing leave may request annual extensions of the leave, not to exceed three years, and not to exceed more than two years after the year of birth or adoption. Child-rearing leave is not to exceed five years per teacher in career total with South Lake Schools.

4. Upon request, teachers shall be granted a short-term, child-rearing leave for reasons of paternity and/or legal adoption. This leave may not be used to extend the teacher's absence from employment beyond ten weeks from the date of delivery without BOARD authorization.

A teacher granted such leave shall accrue seniority and be entitled to fringe benefits provided such leave shall be without pay. Nothing herein shall affect any benefits that may be provided under any insurance program.

D. Sabbatical Leave

1. Teachers who have been employed for seven (7) consecutive years by the BOARD may be granted a sabbatical leave for professional improvement. It is agreed that professional improvement includes, but is not limited to, attending a college, university, or other educational institution, or travel which will improve the teacher's ability to teach and benefit the local school district.
2. To qualify for such sabbatical leave a teacher must hold a valid Michigan teacher certificate.
3. During said sabbatical leave, the teacher shall be considered to be in the employ of the BOARD and shall be paid one-half of his/her annual salary and all other supplemental benefits that are made available to other teaching personnel in accordance with BOARD policy. Grants and stipends shall not affect sabbatical pay, except that these funds added to sabbatical pay shall not exceed the teacher's annual salary, as determined, had they not been on a sabbatical leave.
4. Teachers on sabbatical leave shall be allowed credit toward retirement for time spent on such leave in accordance with the rules and regulations established by the Michigan Public School Employee's Retirement System.
5. Teachers returning from sabbatical leave shall be restored to the former teaching position or position for which they are qualified and certified and shall be granted a regular increment on the salary schedule.
6. As a condition to receiving final approval for a sabbatical leave, a staff member shall file with the secretary of the BOARD, an agreement stipulating that he/she will remain in the service of the South Lake Schools for a period of two years after the expiration of said leave.

Teachers who do not remain with the South Lake Schools for two years immediately following their sabbatical leave, shall, within two years, repay the BOARD an amount of money which shall bear the same relation to the amount granted as the expired period of service bears to two years. This rule will not apply in cases wherein the person becomes incapacitated to work or in cases wherein the rule is waived by the BOARD. In the case of sabbatical leaves of less than one year, BOARD and teacher responsibility shall be on a proportional basis.

- E. The BOARD, at its discretion, may approve other leaves not previously described in foregoing sections.

ARTICLE X

TERMINATION of EMPLOYMENT

The BOARD shall make a terminal leave payment of \$40.00 per year of service, upon retirement of any teacher, for each year of service in the district. Payments shall be made provided the teacher has:

- A. been employed in the district for ten (10) years, and
- B. the teacher notifies the BOARD of his/her retirement decision on or before March 15 if the retirement is to be effective at the end of the current school year, or ninety (90) days before the effective date of the teacher's resignation for retirements at other times, and
- C. provides the appropriate letter of resignation.

ARTICLE XI

INSURANCE PROTECTION

- A. The BOARD shall provide, without cost to the employee, insurance benefits in accordance with the specifications of the South Lake MESSA-PAK, Plan A and B (or comparable). Part-time teachers **WILL RECEIVE PRO-RATED BENEFITS BASED ON THEIR PRO-RATION OF POSITION.**

Plan A

The BOARD shall provide all insurance benefits listed herein for a full twelve month period of each school year for all teachers in the bargaining unit, except for those teachers electing benefits under Plan B below or part-time teachers. Such benefits shall be provided, without cost to the teachers, to teacher and his/her dependents, as defined in the agreed upon specifications.

- 1. MESSA Super Care I Health Insurance (or comparable): When appropriate, MESSA Super Care I (or comparable) or MESSA Limited Medicare Supplement (or comparable) and Medicare, Part B, premiums shall be paid on behalf of the teacher, his/her spouse and/or dependents eligible for Medicare.
 - + **Prescription co-pay will be increased from \$2.00 to \$5.00, effective January 1, 1998.**
 - + **Deductible amounts will be increased from \$50/\$100 (individual/family) to \$100/\$200, effective January 1, 1999.**
- 2a. MESSA/Delta Dental Plan E, including the 007 orthodontic rider (or comparable) with no coordination of benefits, or

- 2b. MESSA/Delta Dental Plan C, including the 003 orthodontic rider (or comparable) with internal and external coordination of benefits.
3. MESSA Term Life Insurance (or comparable) in the amount of forty thousand dollars (\$40,000) for the teacher only. Such insurance protection shall be paid to the teacher's designated beneficiary. In the event of accidental death, the insurance will pay double the specified amount; in the event of accidental dismemberment, the insurance will pay according to the schedule.
4. MESSA VSP III Vision Insurance (or comparable) including internal and external coordination of benefits.

Plan B

Teachers not electing insurance benefits as described in Plan A above, shall be provided by the BOARD with the following insurance benefits, for a full twelve month period of each school year. The benefits listed below shall be provided, without cost to each teacher not enrolled in benefits under Plan A above, and his/her eligible dependents, as defined in the agreed upon specifications.

- 1a. MESSA/Delta Dental Plan Auto Plus, including the 008 orthodontic rider (or comparable) with no coordination of benefits, or
- 1b. MESSA/Delta Dental Plan C, including the 003 orthodontic rider (or comparable) with internal and external coordination of benefits.
2. MESSA Term Life Insurance (or comparable) in the amount of sixty-thousand dollars (\$60,000) for the teacher only. Such insurance protection shall be paid to the teacher's designated beneficiary. In the event of accidental death, the insurance will pay double the specified amount; in the event of accidental dismemberment, the insurance will pay according to schedule.
3. MESSA Dependent Term Life Insurance (or comparable) in the amount of ten-thousand dollars (\$10,000) for each teacher's spouse and five thousand dollars (\$5,000) for each dependent child, as defined in the agreed upon specifications.
4. MESSA VSP Plan III Vision Insurance (or comparable) including internal and external coordination of benefits.

Plan C

The ASSOCIATION encourages teacher exploration of insurance benefit alternatives to Plans A and B and will assist the BOARD in educating teachers on the necessity of health insurance cost containment.

Plan C health insurance options shall be: Health Maintenance Organization (H.M.O.)

- B. The BOARD shall provide, without cost to the teachers, MESSA Plan II Long-Term Disability Insurance with COLA, Social Security Freeze, and Alcoholism Drug Abuse and Mental/Nervous Conditions features (or comparable) for each teacher. Benefits shall be paid at sixty-six and two-thirds percent (66 - 2/3%) of salary to a monthly maximum of **FIVE THOUSAND DOLLARS (\$5,000)** and shall begin after expiration of ninety (90) calendar days. Benefits as determined by the carrier shall continue to age seventy (70), at no cost to the teacher, in the event of permanent disability.

C. **WORKERS' COMPENSATION**

1. Workers' Compensation shall be provided as required by law. In the event that an employee is absent due to a work related injury which is covered by the Workers' Compensation Act, the district shall continue salary payments to provide the difference between the Workers' Compensation rate and the teacher's regular gross salary, (not to exceed annual gross salary amount) and sick days shall be deducted at the same pro-rated amount. If the teacher has no accumulated leave bank, no salary supplement shall be paid by the BOARD unless application is made and approval is granted by the Sick Bank Committee. Other than as a salary supplement, there shall be no loss of leave days due to a Workers' Compensation related injury on the job.

The first eight (8) days of absence will be treated like any other illness with full pay and benefits, and appropriate charges to the individual's personal leave bank or district sick leave bank. In the event that such days are eventually compensable as workers' compensation benefits, then the appropriate leave banks shall be reimbursed on a pro-rata basis.

2. The BOARD shall not be obligated to pay any such difference to a teacher who receives a cash settlement, i.e., a redemption in lieu of weekly payments of Workers' Compensation.
3. In the event of termination prior to the expiration of the time periods in Section 1, rights to continue payments of supplemental benefits by drawing on employee leave banks shall cease.
4. Teachers on Workers' Compensation shall receive continued accrual (loading) of leave days. In the event disability continues beyond the waiting period of the Long Term Disability, the employee shall be placed on such leave of absence and accrual and payment for leaves days shall cease. Seniority shall continue to accumulate as if the employee were actually working. Full fringe benefit coverage shall be continued at BOARD expense for such teacher for one (1) year.
5. The position of a teacher who is absent for a Workers' Compensation injury shall be held open for ninety (90) days. Upon termination of eligibility of the teacher for workers' compensation benefits, he/she shall be afforded the same rights as an employee requesting return from unpaid Leave of Absence in accordance with the Return from Leave provisions of the Agreement.

- D. Teachers employed after the start of the school year shall receive insurance benefits beginning as of the first day of employment and such benefits shall continue, in force, for the balance of each school year, including the summer months.
- E. The BOARD shall provide insurance benefits listed below (or above) for those teachers on health leaves, sabbatical leaves, absence because of long-term disability as defined by the LTD insurance carrier, or while on sick leave day usage. Such continuation of benefits shall be for a maximum of one (1) year. An additional year of coverage may be purchased by the individual through the school district.
- F. The BOARD shall establish an open enrollment of thirty (30) days commencing September 1 in each school year of this contract. The BOARD in cooperation with the insurance carrier shall be responsible for providing all necessary enrollment application and claims materials.
- G. It is understood that not withstanding the rules or regulations of the insurance carrier(s), the BOARD shall guarantee through the insurance company the level and inclusion of all provisions of the insurance benefits as provided for in the agreed upon specifications.
- H. The procedures for bidding the insurance provisions contained in Sections C and D above and the development of the biddable specifications shall be jointly developed by the BOARD and ASSOCIATION. The insurance carrier selected to provide the insurance coverage shall be responsible for the administration of the insurance package. The insurance company shall guarantee the levels of benefits agreed to for the duration of the awarded contract.
- I. The BOARD shall provide an opportunity for the employee to invest in a tax sheltered annuity program.
- J. The BOARD will provide Michigan Workers' Compensation Act Insurance and Liability Insurance Coverage.
- K. **NOT WITHSTANDING ANY OTHER PROVISION OF THE CONTRACT TO THE CONTRARY, THE SOUTH LAKE SCHOOLS SHALL PROVIDE A CASH OPTION OF NO LESS THAN \$1,500.00 IN LIEU OF GROUP MEDICAL INSURANCE. THE EMPLOYER SHALL FORMALLY ADOPT A QUALIFIED PLAN DOCUMENT WHICH COMPLIES WITH SECTION 125 OF THE INTERNAL REVENUE CODE. SAID PLAN DOCUMENT SHALL BE APPROVED BY THE ASSOCIATION.**

THE AMOUNT OF THE CASH PAYMENT RECEIVED MAY BE APPLIED BY THE BARGAINING UNIT MEMBER TO A TAX-DEFERRED ANNUITY. TO ELECT A TAX-DEFERRED ANNUITY, THE BARGAINING UNIT MEMBER SHALL ENTER INTO A SALARY REDUCTION AGREEMENT.

TABLE OF PARTICIPATION - THIS PROVISION IS APPLICABLE TO ALL SOUTH LAKE DISTRICT EMPLOYEES. IT SHALL BE ANNUALLY EFFECTIVE, OCTOBER 1.

PAK B PARTICIPANTS	INCENTIVE
UNDER 35	\$1,500
35	\$2,000
40	\$2,200
45	\$2,400
50	\$2,600
55	\$2,800
60	\$3,000

- L. In the event that any insurance benefit is adjusted by action of the courts, the legislature, or insurance commission, the BOARD shall meet with the ASSOCIATION for purposes of renegotiating the effected insurance benefit(s).
- M. The BOARD will observe federal law regarding participation in health maintenance organizations.
- N. Hold-Harmless Clause: The BOARD shall reimburse and indemnify any teacher who incurs any financial loss, expense, or cost by reason of any variation in the scope, nature, or extent of insurance coverage (as a result of either a change in the expressed provisions of the new carrier's policy, its interpretations thereof, or its procedures for making claims thereunder) due to a change by the BOARD in the carrier of insurance which the BOARD is required to provide during the length of this Agreement.
- O. The BOARD shall not be responsible or liable for services provided by a specific insurance carrier except in responsibility for the type and scope of policy purchased to meet the obligations of this contract. The BOARD will be responsible to pay the premiums on insurance policies and transmit information to the carrier in a timely manner and to maintain coverage.
- P. Any coverage of employees under BOARD paid insurance policies will be contingent on the carriers' obligation to pick up such persons as insurable. This could include, but not be limited to, part-time employees and those legally excludable.
- Q. **HEALTH CARE COVERAGE WILL BE IN FULL COMPLIANCE WITH SECTION 388.176d OF ARTICLE 16 of PA 93 of 1997.**

ARTICLE XII

TEACHER EVALUATION

Evaluation of teachers will be conducted in conformance with all applicable state laws. The following provisions will also govern the evaluation of all teachers.

- A. The building principal or designated administrator shall be responsible for evaluation of all teachers assigned to the building or program.
- B. All monitoring or observation of the work of a teacher shall be conducted openly and with full knowledge of the teacher. The clandestine use of closed-circuit television, public address, or audio system, and similar surveillance devices shall be strictly prohibited.
- C. All evaluators shall be oriented to the techniques and criteria to be used in the evaluation process.
- D. The building principal or designated administrator shall provide the teacher with definite, positive assistance to improve the quality of teaching.
- E. After the beginning of each school year, the building principal or designated administrator shall acquaint teachers under his/her supervision with the teacher evaluation procedures, standards, and instruments, and advise teachers as to who shall observe and evaluate their performance. No formal evaluation shall take place until such orientation has been completed. A teacher newly employed or a teacher reassigned after such orientation takes place shall be notified by his/her building principal or designated administrator of the evaluation procedures in effect.
- F. A probationary teacher shall be formally observed and provided feedback through a post-observation conference at least once each semester, and annually evaluated, in writing, during each probationary year. **AS REFERENCED IN THE SOUTH LAKE PROBATIONARY MODEL, PROBATIONARY EVALUATIONS WILL ADHERE TO ALL RULES/REGULATIONS AS DICTATED BY THE TENURE LAW. SAID EVALUATION MUST BE FORWARDED TO THE PERSONNEL OFFICE BY MARCH 15 OF EACH PROBATIONARY YEAR.**
- G. A tenured teacher shall be evaluated, in writing, a minimum of once every three (3) years including an off-year conference for the purpose of monitoring goals mutually established by the teacher and the administrator.

- H. The building principal or designated administrator shall evaluate each teacher formally in writing.
1. Pre-observation conference(s) between the administrator and teacher(s) will be held to begin the evaluation procedure.
 - a. Meet with evaluator for orientation to evaluation procedures.
 - b. Establish goals, action plan and time frame.
 2. Observations will be of an appropriate number and length. The administrator will observe progress being made in accomplishing the established goals.
 3. Performance deficits not previously discussed with the teacher or observed in the formal evaluation will not be included in the written evaluation.
 4. After each observation, the administrator and teacher will meet to discuss their perceptions of the observation. By the conclusion of this conference, the date and time of the next observation and conference will be established.
 5. By the conclusion of the school year, written summaries, which outline the comments made during the post-observation conference, will be prepared by both administrator and teacher, at his/her option. For tenured teachers on D.P.I., and probationary teachers, such summaries will be due by March 15. Countersigned copies of both summaries will be placed in the teacher's personnel file. Signing of the forms indicates receipt of the documents ONLY.
 6. The teacher shall have the opportunity to attach a written response to the evaluation.
 7. If the problems are identified in the written evaluation, the administrator will meet with the teacher to establish specific, corrective measures to improve the teacher's performance over a reasonable duration of time. The administrator will indicate the specific assistance to be provided to the teacher.
 8. At the teacher's request, negative evaluation comments which have been included in the conference report, but have been corrected with no recidivism for a period of three (3) years, will be annotated on the evaluation form as corrected.

ARTICLE XIII

PROTECTION of TEACHERS

- A. Special Education Inclusion - All referring and receiving teachers will be extended an opportunity to attend and participate in IEPC's.

The BOARD will provide appropriate training for teachers receiving medically fragile students. When the school district receives a medically fragile student who requires extraordinary care, representatives of the BOARD and ASSOCIATION shall meet to establish an appropriate plan for medical concerns.

- B. Whenever it appears that a pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the BOARD will continue its present policy of assisting the teacher with respect to such pupil.
- C. Any case of assault upon a teacher by a pupil or parent 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.

ARTICLE XIV

NEGOTIATION PROCEDURE

- A. The parties undertake to cooperate in arranging meetings, furnishing necessary information and otherwise constructively considering and resolving matters of mutual concern.
- B. At least sixty (60) days prior to the expiration of this Agreement, the parties will begin negotiations for a new agreement covering wages, hours, terms and conditions of employment of teachers employed by the BOARD.

ARTICLE XV

GRIEVANCE PROCEDURE

- A. Any teacher, or the ASSOCIATION, believing that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement, may file a grievance with the principal of the school building or the immediate supervisor when the particular grievance arises in more than one building.

PRE-GRIEVANCE MEETING

AN INFORMAL MEETING BETWEEN THE TEACHER AND/OR ASSOCIATION REPRESENTATIVES AND THE RELEVANT ADMINISTRATOR MAY BE HELD WITHIN FIVE (5) DAYS OF THE OCCURRENCE OF THE ALLEGED VIOLATION. WHEN THE TEACHER/ASSOCIATION INTENDS THE MEETING AS A PRE-GRIEVANCE FORUM, SHE/HE WILL SO STATE TO THE ADMINISTRATOR. THE ADMINISTRATOR WILL VERBALLY SUMMARIZE HIS/HER UNDERSTANDING OF THE POTENTIAL GRIEVANCE AND INDICATE WHETHER:

1. THE MATTER CAN BE RESOLVED OR NOT, OR;
2. FURTHER STUDY IS NECESSARY TO MAKE A DECISION.

EACH PARTY AT THE MEETING SHOULD VERBALLY CONFIRM THEIR UNDERSTANDING OF THE CONCLUSION OF THE MEETING, AND DIFFERENCES IN PERCEPTIONS SHOULD BE STATED AND NOTED. THIS PROCEDURE IS NOT INTENDED AS A PRE-CONDITION TO THE GRIEVANCE PROCESS, NOR IS IT GRIEVABLE.

B. STEP 1

ANY GRIEVANCE MUST BE IN WRITING AND FILED WITHIN FIVE (5) SCHOOL DAYS OF THE ALLEGED VIOLATION OR FIVE (5) SCHOOL DAYS OF THE TIME THAT THE GRIEVANT HAD, OR SHOULD HAVE HAD, NOTICE OF THE ALLEGED VIOLATION.

Within five (5) school days of receipt of the grievance, the principal or immediate supervisor shall meet with the building representative of the ASSOCIATION and respond to the grievance. The **affected** teacher may or may not be present at such meeting.

C. STEP 2

If the teacher or the ASSOCIATION does not accept the decision of the principal or immediate supervisor, the teacher or the ASSOCIATION will have the right to appeal to the Superintendent within five (5) school days. The Superintendent shall have five (5) school days after receipt of the appeal to approve or disapprove the grievance.

D. **STEP 3**

If the decision of the SUPERINTENDENT is not satisfactory to the ASSOCIATION, within **TWENTY (20)** school days thereafter, the grievance may be submitted to arbitration before an impartial arbitrator selected by the parties. If the parties cannot agree as to the arbitrator, a request for a list of seven (7) arbitrators shall be made to the American Arbitration Association. Beginning with the ASSOCIATION, the ASSOCIATION and the BOARD shall alternately strike a name from such a list until only one (1) person remains, who shall be the arbitrator. The BOARD and ASSOCIATION shall not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to or subtract from the terms of the Agreement. Both parties agree to be bound by the award of the arbitrator. The fees and expenses of the arbitrator, with the exception of attorneys' fees, shall be shared equally by the parties. A maximum of two (2) ASSOCIATION members may attend arbitration hearings without loss of salary.

- E. Individual teachers are prohibited from proceeding to arbitration without concurrence of the ASSOCIATION.
- F. If any teacher for whom a grievance is sustained shall be found to have been unjustly discharged, he/she shall be reinstated with full reimbursement of all professional compensation lost. If he/she shall have been found to have been improperly deprived of any professional compensation or advantage, the same or its equivalent in money shall be paid to him/her.
- G. If the BOARD believes there has been a violation, misinterpretation, or misapplication of any provision of the Agreement, it may file a grievance against the ASSOCIATION. Representatives of the parties shall meet within ten (10) school days after receipt of such grievance. If the parties are unable to resolve their dispute, the positions of each party shall be reduced to writing and the BOARD may submit the dispute to arbitration in the same manner as is provided in Paragraph D hereof.
- H. Any grievance not appealed from a decision at one step of the above procedure to the next step within the prescribed time limit shall be considered as dropped and not subject to further appeal.
- I. All responses in the grievance procedure shall be in writing.

ARTICLE XVI

PROFESSIONAL STAFF COMMITTEES

A. CURRICULUM

The BOARD and the ASSOCIATION recognize that the school instructional program and related matters need continuous study and improvement. It is agreed that genuine teacher participation and involvement is essential if effective improvement of the instructional program is to be realized. The BOARD and the ASSOCIATION agree to continue their support of the professional staff curriculum development. Any change in the practice will be mutually agreed upon by both parties. Classroom teaching practice must be consistent with the curriculum goals and procedures which are established through this curriculum process by the Professional Staff Curriculum Council and accepted by the BOARD.

1. An active curriculum committee may apply to the Curriculum Director for a Curriculum Improvement Grant.
2. Grant applications may request release time, stipends, or compensatory time.
3. Grant applications must be related to curriculum development activities leading to a specific outcome or product that is consistent with building or district school improvement plans.

B. SCHOOL IMPROVEMENT

For the purposes of this Agreement, school improvement is understood to be the process of planning, implementing and evaluating activities designed to improve student academic performance. It is also understood that compliance with current legal requirements is included in this process (e.g. P.A. 25, P.A. 335, P.A. 339). The provisions of this Agreement do not govern other building or district committees or school activities not specifically related to school improvement.

1. General Provisions:
 - a. All teachers shall participate in school improvement assessment and implementation. Meetings for this purpose shall be held during the work day or at regularly scheduled staff meetings or at a mutually agreed upon alternate time.
 - b. Participation as a committee member shall be voluntary and shall not be subject to evaluation.
 - c. It is understood that the purpose of the committee is not to circumvent the terms and/or provisions of the Master Agreement. If any action proposed by a committee is in conflict with the Master Agreement, then the parties agree to negotiate the conflict.

- d. Committees will establish and publish meeting dates, agendas and minutes, as well as determine a decision-making process and methods of operation, including, but not limited to, chairs and recorders.
- e. Committee meetings shall be held during the work day or members shall be compensated at the same hourly rate which is established for curriculum and staff development. Costs for substitutes and stipends for building teams shall be paid by the building school improvement budgets. Costs for district teams shall be paid by the district school improvement budget.
- f. Committees may develop plans for disbursement of school improvement funds.

2. District School Improvement Committee

- a. To comply with P.A. 339, a District School Improvement Committee shall be formed to develop a three-to-five year school improvement plan; to continue the school improvement process for each school in the district; and, to recommend this plan and any future updates to the BOARD for adoption and implementation.

3. Building School Improvement Committee

- a. The committee shall be established to facilitate the development, implementation and evaluation of building level school improvement plan(s), in compliance with P.A. 339.

In compliance with P.A. 339, the committee shall consist of the building principal, building teachers, support staff, parents, students and other community members. The number of teacher positions shall be equal to the number of non-teacher positions which comprise the committee.

- (1) At the beginning of the school year, building teachers will select the teachers who serve on the committee. Replacements will be selected as necessary. Terms of office and methods of selection will be determined by the ASSOCIATION.
- (2) At least one of the teacher members of the committee will be selected by the building teachers to serve as building representative to the District School Improvement Committee.
- b. Any teacher or group of teachers may refer a school improvement concern to the committee for study. The building committee will determine which issues to refer to the D.S.I.C. (District School Improvement Committee).

ARTICLE XVII

TEACHER EMPLOYMENT PRACTICES

No new teacher shall be employed by the BOARD for a regular teaching assignment who does not have a bachelor's degree from an accredited college or university (with the exception of vocationally certified teachers who are teaching vocational classes) and valid certification.

The employment of teachers by individual contracts based on special certificates is to be permitted only in cases of absolute necessity or where the teacher has outstanding credentials and the ASSOCIATION shall be so notified and consulted in each instance and the BOARD shall indicate the extent to which they endeavored to fill the position with a fully certified person.

ARTICLE XVIII

MISCELLANEOUS PROVISIONS

- A. This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.
- B. The ASSOCIATION recognizes that the BOARD has the responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the school district to the full extent authorized by law.
- C. This Agreement shall supersede any rules, regulations or practices of the BOARD which shall be contrary to or inconsistent with its terms.
- D. If any provision of the Agreement or any application of the Agreement shall be contrary to law, then such provision of 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.
- E. Copies of this Agreement titled "*Professional Agreement between the South Lake Schools and MEA-NEA Local 1 - South Lake Education Association*", shall be printed at the expense of the BOARD within 30 days after the Agreement is signed and presented to all teachers now employed, **OR EMPLOYED DURING THE DURATION OF THE AGREEMENT**. Further, the BOARD shall furnish 75 copies of the Master Agreement to the ASSOCIATION for its use.
- F. The BOARD agrees to grant the President of the ASSOCIATION up to twenty (20) fully paid days per year. An additional thirty (30) days are available at shared cost of any substitute on a 50/50 basis. ASSOCIATION days are scheduled by the President of the ASSOCIATION for ASSOCIATION business.

- G. The BOARD and ASSOCIATION agree to share on a 50/50 basis the cost of an outside telephone to be installed for the President's use in a location convenient to the President of the ASSOCIATION.
- H. The BOARD agrees to review, in conjunction with the ASSOCIATION, the present status and effect of changes in the event of school reorganization and negotiate those matters of disagreement related to specific sections of Article III, G and H, Article IV, and Article XIX directly effected by such change.
- I. Paragraph or sentence titles used in this Agreement are for convenience and are not intended to limit or define the scope or the effect of any provision of this Agreement.
- J. Assignment of Mentors
1. In compliance with state law, mentor teachers shall be assigned by building principals or designated administrators to each mentee within thirty (30) days at the outset of his/her assignment for their first three (3) years in the profession. The position of mentor is voluntary.
 2. Whenever possible, the following will serve as criteria for selecting mentors:
 - a. A tenured teacher in the bargaining unit.
 - b. Assigned to the same building, instructional level, or subject area as the first year teacher.
 3. Selection or non-selection to serve as mentor is non-grievable. Reasons for not being selected shall be made known upon request to the individual and/or ASSOCIATION President.
 4. Mentors who are not otherwise employed as members of this bargaining unit are excluded from the recognition clause, Article I, Paragraph A of the Master Agreement.
 5. It shall be the professional responsibility of mentors to:
 - a. Provide orientation to the teaching profession.
 - b. Supplement in a friendly, informal way the formal orientation in the building, teaching level, or subject matter area on an ongoing basis.
 - c. Offer a sympathetic ear and moral support as the new teacher becomes acclimated to the position and profession.
 6. The professional mentor/mentee relationship is intended to be confidential. Mentors shall not be involved in the evaluation of the mentee and will have no role in the formal evaluation process as outlined in Article XII: Teacher Evaluation (page 31).

The mentee shall not be involved in the evaluation of the mentor. Neither the mentor nor the mentee shall participate in a grievance hearing against the other except for cases of misconduct.

The mentor's assignment shall be reviewed within sixty (60) days of the start of the assignment. The administrator, mentor or mentee may request a review of or end to the relationship at any time.

7. Where possible, common preparation time may be assigned to the mentor and mentee. With the approval of the administrator, release time may be arranged for the mentor and mentee to work together.
8. **MENTORS SHALL RECEIVE A STIPEND OF \$250.**

Existing administrative procedures for trade-off time, and stipends for conference attendance may also be explored by the mentor and administrator.

- K. **DISCUSSIONS REGARDING DECISIONS BY THE DISTRICT TO APPLY FOR A WAIVER(S) FROM DEPARTMENT OF EDUCATIONS ADMINISTRATIVE RULES WILL INVOLVE THE ASSOCIATION AND MEMBERS WHOSE JOBS WILL BE AFFECTED BY THE WAIVER(S). THE DECISION TO REQUEST A WAIVER(S) WILL TAKE INTO CONSIDERATION FACTORS SUCH AS STUDENT PERFORMANCE AND QUALITY OF SERVICES, PARENTAL/COMMUNITY SUPPORT, AND EMPLOYEE WORKING CONDITIONS.**

ARTICLE XIX

CLASS SIZE

- A. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size shall be lowered whenever possible to provide the best possible conditions for classroom instruction.
- B. Whenever practical, class sizes should not exceed thirty (30) pupils to one classroom teacher. Additionally, individual class sizes shall not exceed the contractual provisions AS STATED BELOW except by ASSOCIATION consent or financial emergencies that may arise outside the control of the BOARD .

I. ELEMENTARY

K-3	28
4-6	29
Split Classes	25
MULTI-AGE	26

II. MIDDLE SCHOOL

Regular Classes	31	180/150 student cap per teacher over six/ FIVE periods
EXCEPTIONS:		
Band & Choral	Open	
PHYSICAL EDUCATION	35	

III. HIGH SCHOOL

Regular Classes	33	180/150 student cap per teacher over SIX /five periods
EXCEPTIONS:		
Physical Education	37	
Health	35	
Band & Choral	Open	
STAR		165 ACADEMIC/185 P.E./175 HEALTH

STAR

EVERY EFFORT WILL BE MADE TO STAFF THE ACADEMIC CENTERS AT A 15:1 STUDENT/TEACHER RATIO. IF THIS RATIO IS EXCEEDED, THE UNION (ASSOCIATION) AND ADMINISTRATION WILL MEET TO EXPLORE ALTERNATIVES. ACADEMIC CENTERS WILL BE PROVIDED FOR NINTH AND TENTH GRADERS.

- C.. The ASSOCIATION shall be notified of any class exceeding limitations.
- D.. If for any reason, the maximum is exceeded in any class or individual teacher's total as determined by official enrollment count, the BOARD shall decide on a solution to the problem from the following:
1. Employ a teacher aide to work with said teacher.
 2. Add an additional teacher to the staff.
 3. Reschedule classes:
 - a. Create split-sections
 - b. Balance sections
 - c. Adjust teacher assignments
 - d. Reassign students

4. Other solutions agreed upon by the BOARD and the ASSOCIATION in keeping with the intent of this Agreement.

ANY CLASS SIZE OVERAGE WILL BE ELIMINATED BY THE FALL OFFICIAL ENROLLMENT COUNT DAY.

- E.. Class sizes which exceed stated limits as a result of pupil enrollment after the official membership day shall **RESULT IN THE AFFECTED TEACHER BEING ABLE TO CHOOSE FROM THE FOLLOWING OPTIONS:**

1. **SIX HOURS OF AIDE TIME PER WEEK, OR**
2. **PAYMENT FOR THE OVERAGE IN THE AMOUNT OF TWO THOUSAND DOLLARS (\$2,000) PRORATED UPON THE NUMBER OF DAYS OF INSTRUCTION PROVIDED.**
3. **IF THE CLASS SIZE MAXIMUM IS EXCEEDED BY A SECOND STUDENT, THE AFFECTED TEACHER SHALL RECEIVE AN ADDITIONAL NINE (9) HOURS OF AIDE TIME PER WEEK, OR AN ADDITIONAL TWENTY-FIVE HUNDRED DOLLARS (\$2,500) PRORATED UPON THE NUMBER OF DAYS OF INSTRUCTION PROVIDED.**

IF THE CLASS SIZE OVERAGE OCCURS AT THE MIDDLE SCHOOL OR HIGH SCHOOL, THE PAYMENT WILL BE DIVISIBLE BY THE NUMBER OF INSTRUCTIONAL PERIODS FOR WHICH THE TEACHER IS RESPONSIBLE.

- F. Nothing in this section shall preclude local faculty agreements designed to provide for individual differences among children. Further, innovation and experimentation using variable group sizes in the interests of improvement of instruction are encouraged.

ARTICLE XX

DURATION of AGREEMENT

- A. This Agreement shall be effective as of the date of its execution and shall continue in effect until August 31, 2000, subject, however, to the provisions of this Article. Either party may, not earlier than January 1, 2000, or later than March 15, 2000, present a request to the other party to renegotiate this Agreement.
- B. No extensions or modifications of this Agreement shall be binding unless reduced to writing and signed by the parties.

FOR SOUTH LAKE SCHOOLS

By Mary Rutallie
President, Mary Rutallie

By Barb Ancona
Board Vice-President, Barb Ancona

By Shawn Gray
Board Secretary, Shawn Gray

By Vince Marino
Board Treasurer, Vince Marino

By Verlyn J. Rebelein
Board Trustee, Verlyn Rebelein

By Karla L. Anderson
Board Trustee, Karla Anderson

By Christopher Cavanagh
Board Trustee, Christopher Cavanagh

By William C. Putney
Personnel Director, William C. Putney

By Ronald E. Cook
Superintendent, Ronald E. Cook

FOR MEA-NEA, LOCAL 1

By Lu Battaglieri
Local 1 President, Lu Battaglieri

By James Gough
President, SLEA, James Gough

By Susan Howell
SLEA Committee Person, Susan Howell

By Gail Rappert
SLEA Committee Person, Gail Rappert

By Ruth Gauthier
SLEA Committee Person, Ruth Gauthier

By Judy Naturkas
SLEA Committee Person, Judy Naturkas

By Susan Hoard
MEA-NEA Local I Uniserv Director
Susan Hoard

By William Schmidt
MEA-NEA Local I Bargainer
William Schmidt

APPENDIX A

SOUTH LAKE SCHOOLS

School Calendar

1997 - 1998

Monday	August 25	Faculty Meetings
Tuesday	August 26	Schools open - AM Session
Friday	August 29	NO SCHOOL
Monday	September 1	Labor Day (no school)
Tuesday	September 2	Schools reopen
Wednesday	November 26	Thanksgiving recess (at the end of the day)
Thursday	November 27	Thanksgiving Day
Friday	November 28	NO SCHOOL
Monday	December 1	Schools reopen
Friday	December 19	Christmas recess (at the end of the day)
Monday	January 5	Schools reopen
Monday-Friday	February 16-20	Winter recess - NO SCHOOL
Monday	February 23	Schools reopen
Wednesday	March 18	Professional Development Day
Thursday	April 9	Easter recess (at the end of the day)
Monday	April 20	Schools reopen
Monday	May 25	Memorial Day - NO SCHOOL
Thursday	June 11	Classes end for the school year (at noon)
Friday	June 12	Records day and end of the school year

IF THE STATE REQUIREMENT FOR MINIMUM DAYS AND HOURS OF PUPIL INSTRUCTION CHANGE DURING THE LIFE OF THIS AGREEMENT, REPRESENTATIVES OF THE ASSOCIATION AND THE BOARD SHALL MEET FOR THE PURPOSE OF BARGAINING THE SCHOOL CALENDAR AND HOURS OF INSTRUCTION.

181 student days
184 teacher days

APPENDIX A

SOUTH LAKE SCHOOLS

School Calendar

1998 - 1999

Monday	August 31	Faculty Meetings
Tuesday	September 1	Schools Open - AM Session
Friday	September 4	NO SCHOOL
Monday	September 7	Labor Day
Tuesday	September 8	Schools reopen
Wednesday	November 25	Thanksgiving recess (at the end of the day)
Thursday	November 26	Thanksgiving Day
Friday	November 27	NO SCHOOL
Monday	November 30	Schools reopen
Friday	December 18	Christmas recess (at the end of the day)
Monday	January 4	Schools reopen
Monday-Friday	February 15-19	Winter recess - NO SCHOOL
Monday	February 22	Schools reopen
Wednesday	March 17	One-half (½) Professional Development Day One-half (½) to be determined
Thursday	April 1	Easter recess (at the end of the day)
Monday	April 12	Schools reopen
Monday	May 31	Memorial Day - NO SCHOOL
Thursday	June 17	Classes end for the school year (at noon)
Friday	June 18	Records day and end of the school year

IF THE STATE REQUIREMENT FOR MINIMUM DAYS AND HOURS OF PUPIL INSTRUCTION CHANGE DURING THE LIFE OF THIS AGREEMENT, REPRESENTATIVES OF THE ASSOCIATION AND THE BOARD SHALL MEET FOR THE PURPOSE OF BARGAINING THE SCHOOL CALENDAR AND HOURS OF INSTRUCTION.

181 student days
184 teacher days

APPENDIX A

SOUTH LAKE SCHOOLS

School Calendar

1999 - 2000

Monday	August 30	Faculty Meetings
Tuesday	August 31	Schools open - AM Session
Friday	September 3	NO SCHOOL
Monday	September 6	Labor Day - NO SCHOOL
Tuesday	September 7	Schools open
Wednesday	November 24	Thanksgiving recess (at the end of the day)
Thursday	November 25	Thanksgiving Day
Friday	November 26	NO SCHOOL
Monday	November 29	Schools reopen
Friday	December 17	Christmas recess (at the end of the day)
Monday	January 3	Schools reopen
Monday - Friday	February 21-25	Winter recess - NO SCHOOL
Monday	February 28	Schools reopen
Wednesday	March 22	One-half (½) Professional Development Day One-half (½) to be determined
Thursday	April 20	Easter recess (at the end of the day)
Monday	May 1	Schools reopen
Monday	May 29	Memorial Day - NO SCHOOL
Thursday	June 15	Classes end for the school year (at noon)
Friday	June 16	Records day and end of the school year

IF THE STATE REQUIREMENT FOR MINIMUM DAYS AND HOURS OF PUPIL INSTRUCTION CHANGE DURING THE LIFE OF THIS AGREEMENT, REPRESENTATIVES OF THE ASSOCIATION AND THE BOARD SHALL MEET FOR THE PURPOSE OF BARGAINING THE SCHOOL CALENDAR AND HOURS OF INSTRUCTION.

182 student days
184 teacher days

APPENDIX A-I

**MEA/NEA LOCAL 1, SOUTH LAKE
ELEMENTARY TIME**

	1996-1997	1997-1998	1998-1999	1999-2000
Teacher Start	7:55	8:05	8:05	8:00
Student Start	8:30	8:20	8:20	8:10
Lunch Start	11:23	11:20	11:20	11:20
Lunch End	12:18	12:15	12:15	12:15
Student/Teacher End	3:10	3:15	3:15	3:20
Prep/Duty Before	35 minutes	15 minutes	15 minutes	10 minutes
Lunch/Pass Time	50 min/5 min	50 min/5 min	50 min/5 min	50 min/5 min
Student Instruction Time	5 hrs 45 min	6 hours	6 hours	6 hrs 15 min
Teacher Instruction Time	5 hrs 15 min	5 hrs 25 min	5 hrs 25 min	5 hrs 30 min
Teacher Day (Including Lunch)	7 hrs 15 min	7 hrs 10 min	7 hrs 10 min	7 hrs 20 min
Tchr Prep/Total Per Week	150 minutes	175 minutes	175 minutes	225 minutes
Tchr Prep/Average Per Day	30 minutes	35 minutes	35 minutes	45 minutes
Full Days	164	166	168	171
Half Days	17	15	13	11
Total Hours	991.7	1041	1047	1098.75

	1997-1998	1998-1999	1999-2000
AM HALF DAY (student)	8:20 am - 11:20 am	8:20 am - 11:20 am	8:10 am - 11:18 am
PM HALF DAY (student)	12:15 pm - 3:15 pm	12:15 pm - 3:15 pm	12:12 pm - 3:20 pm

APPENDIX A-I

**MEA/NEA LOCAL 1, SOUTH LAKE
MIDDLE SCHOOL TIME**

	1996-1997	1997-1998	1998-1999	1999-2000
Teacher Start	7:50	7:50	7:50	7:50
Student Start	8:05	8:05	8:05	8:05
Student End	2:30	2:37	2:37	2:49
Teacher End	3:20	3:10	3:10	3:00
Prep/Duty Before	15 minutes	15 minutes	15 minutes	15 minutes
Prep/Duty After	50 minutes	34 minutes	34 minutes	6 minutes
Student Lunch (Tchr Prep Time)	25 minutes	25 minutes	25 minutes	25 minutes
Lunch	54 minutes	57 minutes	57 minutes	59 minutes
Total Prep (student lunch/time after school)	79 minutes	59 minutes	59 minutes	31 minutes
Passing Time	24 minutes	24 minutes	24 minutes	24 minutes
Student Instructional Time	356 minutes 5 hrs 56 minutes 6 classes @ 51 min Homebase @ 25 min Passing Time 6 @ 4 minutes	367 minutes 6 hrs 07 minutes 6 classes @ 53 min Homebase @ 25 min Passing time 6 @ 4 minutes	367 minutes 6 hrs 07 minutes 6 classes @ 53 min Homebase @ 25 min Passing time 6 @ 4 minutes	379 minutes 6 hrs 19 minutes 6 classes @ 55 min Homebase @ 25 min Passing time 6 @ 4 minutes
Teacher Instructional Time	5 hours 01 minute	5 hrs 10 minutes	5 hrs 10 minutes	5 hrs 10 minutes
Teacher Day (Including Lunch)	7 hours 30 min	7 hrs 20 min	7 hrs 20 min	7 hrs 10 min
Full Days	164	164	164	167
Half Days	17	17	17	15
Total Hours	1019.75	1050.45	1050.45	1098.13

	1997-1998	1998-1999	1999-2000
AM Half Day (student)	8:05 am - 11:09 am	8:05 am - 11:09 am	8:05 am - 11:15 am
PM Half Day (student)	11:32 am - 2:37 pm	11:32 am - 2:37 pm	11:44 am - 2:49 pm

APPENDIX A-I

MEA/NEA LOCAL 1, SOUTH LAKE HIGH SCHOOL TIME

	1996-1997	1997-1998	1998-1999	1999-2000
Teacher Start	7:45	7:45	7:45	7:50
Student Start	8:00	8:00	8:00	8:00
Student End	2:43	2:59	2:59	3:15
Teacher End	3:15	3:05	3:05	3:20
Prep/Duty Before	15 minutes	15 minutes	15 minutes	10 minutes
Prep/Duty After	32 minutes	6 minutes	6 minutes	5 minutes
Lunch	46 minutes	48 minutes	48 minutes	50 minutes
Passing Time	30 minutes	30 minutes	30 minutes	30 minutes
Student Instructional Time	352 minutes 5 hrs 52 min 7 classes @ 46 min Passing time @ 30 minutes	366 minutes 6 hrs 06 min 7 classes @ 48 min Passing time @ 30 minutes	366 minutes 6 hrs 06 min 7 classes @ 48 min Passing time @ 30 minutes	380 minutes 6 hrs 20 min 7 classes @ 50 min Passing time @ 30 minutes
Teacher Instructional Time	5 hrs 01 minutes	5 hrs 13 minutes	5 hrs 13 minutes	5 hrs 25 minutes
Teacher Work Day	7 hrs 30 min	7 hrs 20 min	7 hrs 20 min	7 hrs 30 min
Full Days	159	162	162	163
Half Days	22	19	19	19
TOTAL HOURS	1010.57	1053.75	1053.75	1100.42

	1997-1998	1998-1999	1999-2000
AM HALF DAY (student)	8:00 am - 11:03 am	8:00 am - 11:03 am	8:00 am - 11:10 am
PM HALF DAY (student)	11:56 am - 2:59 pm	11:56 am - 2:59 pm	12:05 pm - 3:15 pm

**SOUTH LAKE SCHOOLS
APPENDIX B
BASIC TEACHER SALARY SCHEDULE**

1997 - 1998 2%
1998 - 1999 2%
1999 - 2000 3%

**THIS INCREASE WILL ALSO BE APPLIED TO THE
EXTRA DUTY/EXTRA PAY SCHEDULE (APPENDIX D)**

1997 - 1998

BA	MA	MA+15	MA+30	ED SPEC
\$30,255	\$33,403	\$34,240	\$35,076	\$35,659
\$33,247	\$35,981	\$36,817	\$37,652	\$38,286
\$34,926	\$38,571	\$39,409	\$40,244	\$40,913
\$36,917	\$41,158	\$41,993	\$42,830	\$43,559
\$38,860	\$43,766	\$44,604	\$45,439	\$46,202
\$40,770	\$46,373	\$47,210	\$48,045	\$48,854
\$43,071	\$49,066	\$49,901	\$50,739	\$51,590
\$45,338	\$52,071	\$52,906	\$53,743	\$54,648
\$47,652	\$55,255	\$56,092	\$56,927	\$57,880
\$50,261	\$58,823	\$59,660	\$60,494	\$61,503
\$53,616	\$63,080	\$63,915	\$64,752	\$65,806

1998 - 1999

BA	MA	MA+15	MA+30	ED SPEC
\$30,860	\$34,072	\$34,925	\$35,778	\$36,372
\$33,912	\$36,701	\$37,553	\$38,405	\$39,052
\$35,625	\$39,342	\$40,197	\$41,049	\$41,731
\$37,655	\$41,981	\$42,833	\$43,687	\$44,430
\$39,637	\$44,641	\$45,496	\$46,348	\$47,126
\$41,585	\$47,300	\$48,154	\$49,006	\$49,831
\$43,932	\$50,047	\$50,899	\$51,754	\$52,622
\$46,245	\$53,112	\$53,964	\$54,818	\$55,741
\$48,605	\$56,360	\$57,214	\$58,066	\$59,038
\$51,266	\$59,999	\$60,853	\$61,704	\$62,733
\$54,688	\$64,342	\$65,193	\$66,047	\$67,122

1999 - 2000

BA	MA	MA+15	MA+30	ED SPEC
\$31,786	\$35,094	\$35,973	\$36,851	\$37,463
\$34,929	\$37,802	\$38,680	\$39,557	\$40,224
\$36,694	\$40,522	\$41,403	\$42,280	\$42,983
\$38,785	\$43,240	\$44,118	\$44,998	\$45,763
\$40,826	\$45,980	\$46,861	\$47,738	\$48,540
\$42,833	\$48,719	\$49,599	\$50,476	\$51,326
\$45,250	\$51,548	\$52,426	\$53,307	\$54,201
\$47,632	\$54,705	\$55,583	\$56,463	\$57,413
\$50,063	\$58,051	\$58,930	\$59,808	\$60,809
\$52,804	\$61,799	\$62,679	\$63,555	\$64,615
\$56,329	\$66,272	\$67,149	\$68,028	\$69,136

A DOCTORATE WILL BE PAID \$500 ABOVE THE ED SPEC AT THE APPROPRIATE STEP

Additionally:

1. The BOARD will be responsible for Employer Paid Retirement under the Michigan Employees Retirement System.

2. Longevity Pay

The BOARD will pay the following amounts at the experience levels indicated, to all teachers. Longevity amounts to be paid to eligible teachers in a separate check at the end of the school year. Increments are in amounts of \$200 at each experience level.

EXPERIENCE LEVELS

(South Lake experience only)

Beginning with:	Through	Amount
the 16th year	the 20th year	\$200
the 21st year	the 25th year	\$400
the 26th year	the 30th year and beyond	\$600

3. Pay Options

Teachers shall select one of the following options:

- A. Bi-weekly pays throughout the school year (21).
- B. Bi-weekly pays throughout the calendar year (26 - except in years when the calendar needs to be adjusted)
- C. Bi-weekly pays throughout the school year with the summer payment on the last day before June 30 of the regular school year.

APPENDIX B-1
Cost of Living Adjustment
COLA

Each teacher shall receive a cost of living adjustment (COLA) as a deferred salary increase based upon the percentage rise in the revised Consumer's Price Index (CPI all items) for all Urban Consumers for the Detroit Metropolitan area published by the Bureau of Labor Statistics, United States Department of Labor (1967-100), and hereafter referred to as the CPI. The amount of the deferred salary increase shall be the dollar equivalent of the percentage increase--rounded to the nearest one-tenth of one percent--multiplied by the appropriate salary steps as listed in the Salary Schedule. This percentage shall be determined by subtracting the CPI of April of the previous year from the CPI of the April of the year in which the COLA is to be paid; the difference shall then be divided by the CPI of the previous year. The resulting amount of money shall be paid--rounded to the nearest \$1.00--to each teacher no later than June 30 of the year in which the COLA is to be paid. Such payment shall be made a part of the teacher's regular salary and folded into the salary schedule, but shall be paid by a separate check from the teacher's regular paycheck. If the government changes the make-up, timing, or base year of the index herein listed, representatives of the BOARD and Local 1 shall meet for the purpose of negotiating a new COLA criteria.

WAGE AND BENEFIT CONTROL SAVINGS CLAUSE

If any salary/wage or benefit provision of the Agreement is nullified or modified by an action of any government agency, as a result of the institution or reinstitution of any form of wage and benefit controls, the parties hereto shall meet to renegotiate those provisions of the Agreement affected by such government action.

APPENDIX C
Supplementary Compensation Schedule

PERMANENT SUBSTITUTE TEACHER SALARY

Degreed and full certification = Twenty-five percent (25%) over daily substitute rate.

EXTENDED CONTRACT ASSIGNMENT:

Any members of the bargaining unit assigned beyond or before the school year to perform their regular duties, shall be compensated at their regular contract rate per day.

SALARY LANES - MA-15 and MA-30

Evidence of hours earned to qualify for **MA-15** and **MA-30** salary lanes in the salary schedule, will be accepted no later than **September 15**, at which time, the final salary adjustment for the current school year will be made.

If an official grade report is not available for a course completed prior to the commencement of the school year, an extension will be granted, if requested by September 15, and pay shall be provided retroactive to the beginning of the school year.

APPENDIX D

EXTRA PAY ASSIGNMENTS

A committee of equal numbers of BOARD and ASSOCIATION members will meet to review the extra-pay schedule for the purpose of adding to, deleting from, or amending the schedule to reflect current needs.

A list follows designating assignments for which extra-pay will be granted. These assignments will be granted on a yearly supplement to the individual teacher's contract.

A system of developing a base schedule exists as described and each assignment position listed will have a percentage to apply against that base schedule to determine an individual's pay for that assignment.

There will be a bulletin board in each building, on which designated space will be available for posting all openings in extra-pay assignments for which the BOARD is seeking personnel. The President of the ASSOCIATION will receive two (2) copies of the postings.

Current South Lake employees, who are qualified for open assignments, will be given prime consideration. The base step on which an individual will be placed, will be based on experience in the activity, as determined by BOARD representatives.

LUNCH ROOM SUPERVISION

Teachers who apply for lunch room duty, in addition to their regular teaching schedule, will be paid at the rate of \$20 per hour. Selection for lunch room duty is at the discretion of the building principal.

CO-OP STUDENT COMPENSATION

SECONDARY TEACHERS WHO SUPERVISE CO-OP STUDENTS DURING THE SCHOOL YEAR WILL BE COMPENSATED AS FOLLOWS: \$75.00 PER STUDENT, PER MARKING PERIOD. COMPENSATION WILL BE REQUESTED BY THE BUILDING PRINCIPAL IN A MEMO TO THE PERSONNEL DIRECTOR, WITH SUPPORTING GRADE REPORTS ATTACHED.

APPENDIX D

SOUTH LAKE SCHOOLS

1997-98

Extra Duty - Extra Pay Salary Schedule

	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	
	\$29,736.00	\$31,916.00	\$34,098.00	\$36,277.00	\$38,458.00	
Percentage						
11.0%	\$3,270.96	\$3,510.76	\$3,750.78	\$3,990.47	\$4,230.38	
10.0%	\$2,973.60	\$3,191.60	\$3,409.80	\$3,627.70	\$3,845.80	
9.5%	\$2,824.92	\$3,032.02	\$3,239.31	\$3,446.32	\$3,653.51	
9.0%	\$2,676.24	\$2,872.44	\$3,068.82	\$3,264.93	\$3,461.22	
8.0%	\$2,378.88	\$2,553.28	\$2,727.84	\$2,902.16	\$3,076.64	
7.0%	\$2,081.52	\$2,234.12	\$2,386.86	\$2,539.39	\$2,692.06	
6.5%	\$1,932.84	\$2,074.54	\$2,216.37	\$2,358.01	\$2,499.77	
6.0%	\$1,784.16	\$1,914.96	\$2,045.88	\$2,176.62	\$2,307.48	
5.0%	\$1,486.80	\$1,595.80	\$1,704.90	\$1,813.85	\$1,922.90	
4.0%	\$1,189.44	\$1,276.64	\$1,363.92	\$1,451.08	\$1,538.32	
3.0%	\$892.08	\$957.48	\$1,022.94	\$1,088.31	\$1,153.74	
2.0%	\$594.72	\$638.32	\$681.96	\$725.54	\$769.16	
1.5%	\$446.04	\$478.74	\$511.47	\$544.16	\$576.87	
1.0%	\$297.36	\$319.16	\$340.98	\$362.77	\$384.58	
	<u>STEP 6</u>	<u>STEP 7</u>	<u>STEP 8</u>	<u>STEP 9</u>	<u>STEP 10</u>	<u>STEP 11</u>
	\$40,638.00	\$42,820.00	\$45,000.00	\$47,180.00	\$49,361.00	\$51,541.00
Percentage						
11.0%	\$4,470.18	\$4,710.20	\$4,950.00	\$5,189.80	\$5,429.71	\$5,669.51
10.0%	\$4,063.80	\$4,282.00	\$4,500.00	\$4,718.00	\$4,936.10	\$5,154.10
9.5%	\$3,860.61	\$4,067.90	\$4,275.00	\$4,482.10	\$4,689.30	\$4,896.40
9.0%	\$3,657.42	\$3,853.80	\$4,050.00	\$4,246.20	\$4,442.49	\$4,638.69
8.0%	\$3,251.04	\$3,425.60	\$3,600.00	\$3,774.40	\$3,948.88	\$4,123.28
7.0%	\$2,844.66	\$2,997.40	\$3,150.00	\$3,302.60	\$3,455.27	\$3,607.87
6.5%	\$2,641.47	\$2,783.30	\$2,925.00	\$3,066.70	\$3,208.47	\$3,350.17
6.0%	\$2,438.28	\$2,569.20	\$2,700.00	\$2,830.80	\$2,961.66	\$3,092.46
5.0%	\$2,031.90	\$2,141.00	\$2,250.00	\$2,359.00	\$2,468.05	\$2,577.05
4.0%	\$1,625.52	\$1,712.80	\$1,800.00	\$1,887.20	\$1,974.44	\$2,061.64
3.0%	\$1,219.14	\$1,284.60	\$1,350.00	\$1,415.40	\$1,480.83	\$1,546.23
2.0%	\$812.76	\$856.40	\$900.00	\$943.60	\$987.22	\$1,030.82
1.5%	\$609.57	\$642.30	\$675.00	\$707.70	\$740.42	\$773.12
1.0%	\$406.38	\$428.20	\$450.00	\$471.80	\$493.61	\$515.41

WCP:mm

1997-98

1998-99 = 2%
1999-2000 = 3%

**South Lake Schools
Extra Duty/Extra Pay Assignments
1997/98**

APPENDIX D

LIST OF PERCENTAGES TO BE APPLIED

Musical Director	8%		H.S. Co-ed Swim	11%
High School Play Director	5%		H.S. Soccer Coach	9%
Senior Class Business Manager	5%		H.S. JV Soccer Coach	6.5%
Band Director	11%		H.S. Tennis - Boys - Coach	9%
H. S. Vocal Director	3%		H.S. Tennis - Girls - Coach	7%
H. S. Debate Coach	5%		H.S. Baseball Head Coach	9%
H. S. Forensics Coach	8%		H.S. Baseball Asst. Coach	6.5%
H. S. Student Congress Sponsor	11%		H.S. Softball Head Coach	9%
H. S. National Honor Society Sponsor	8%		H.S. Softball Asst. Coach	6.5%
H.S. Yearbook Sponsor	6%		H.S. Co-ed Track Coach	9%
H.S. Lancer-Sponsor	11%		H.S. Track Asst. Coach	6.5%
H.S. Science Olympiad Head Coach	5%		H.S. Golf	7%
H.S. Science Olympiad Coach	4%		H.S. Boys/Girls Cross Ctry-Coach	7%
M.S. Vocal Director	3%		H.S. Swim Asst. Coach	8%
M.S. Student Council Advisor	3%		H.S. Cheer/Pom Head Coach	8%
M.S. Science Olympiad Coach	4%		Athletic Director	11%
Elementary Science Olympiad Sponsor	3%		H.S. Head Football Coach	11%
Elementary Safety Patrol Sponsor	3%		H.S. Football Asst. Coach	8%
Elementary Service Squad Sponsor	3%		H.S. Basketball - Boys Head Coach	11%
Elementary Vocal	3%		H.S. Basketball - Boys Asst. Coach	8%
M.S. Cheerleading Coach	3%		H.S. Basketball - Girls Head Coach	11%
M.S. Football Coach	5%		H.S. Basketball - Girls Asst. Coach	8%
M.S. Basketball Coach	5%		H.S. Volleyball - Girls Head Coach	9%
M.S. Baseball Coach	4%		H.S. Volleyball - Girls Asst. Coach	6.5%
M.S. Track Coach	5%		H.S. Department Head	9.5%
M.S. Volleyball Coach	5%		H.S. Co-ed Wrestling Coach	9%
Elementary Art	3%			

NOTE: ALL POSITIONS LISTED MAY NOT NECESSARILY BE FILLED OR ACTIVE

APPENDIX Z

Teacher Assignment Requirements

All teachers are required to hold a valid Michigan Teaching Certificate for the grade levels to which they are assigned. Endorsements identified below are subject master endorsements to Michigan Teaching Certificates. Credit hour requirements refer to semester hours of course work granted by an accredited college or university. Professional development experience (PDE) refers to formal inservice education programs for which documentation can be supplied or previous teaching experience in the specific area. In the high school, governed by North Central standards, teachers possessing full eligibility by state endorsements, but lacking North Central qualifications, will be required to attain at least six (6) semester hours per year toward such qualification. Full eligibility with North Central requirements must be achieved within two (2) years of placement,

ASSIGNMENT	FULL ELIGIBILITY Certificate endorsements and minimum course work	PARTIAL ELIGIBILITY Certificate endorsements and/or minimum course work requirements
HIGH SCHOOL ENGLISH	BA endorsement	BX endorsement
Exceptions when part of a partial schedule:		
Journalism	BA/BX including five (5) hours in journalism or BC	18 hours in English + PDE in journalism
VIDEO PRODUCTION	BA/BX + PDE	18 hours in English + PDE in VIDEO PRODUCTION
Acting	BA/BX + PDE with 8 hours in Drama	18 hours in English + PDE in Drama
Yearbook (Class)	BA/BX + PDE	18 hours in English + PDE in Yearbook
HIGH SCHOOL SOCIAL STUDIES		
All courses	CX et al with 8 hours in subject to be taught or previous experience	CX et al with 4 hours in subject to be taught
CULTURAL STUDIES	BA/BX/CX et al/OX plus 5 hours in fine arts	Same with hours to be acquired
GLOBAL STUDIES	CX/CB with 5 hours in geography	CX
HIGH SCHOOL MATHEMATICS		
All courses	EX	None
Consumer Math	EX	18 hours in Mathematics
COMPUTER USES COMPUTER APPLICATIONS	EX with 9 hours in Computer Science or any HS certification with college major in computer science,	EX with successful previous teaching experience in course.

APPENDIX Z - continued

ASSIGNMENT	FULL ELIGIBILITY Certificate endorsements and minimum course work	PARTIAL ELIGIBILITY Certificate endorsements and/or minimum course work requirements
High School FOREIGN LANGUAGES		
All courses	FA/FF or other appropriate endorsement	None
HIGH SCHOOL SCIENCE		
Anatomy & Physiology Physics QUALATIVE/QUANTATIVE ANALYSIS	Certificate endorsement in area to be taught or DX + 12 hours in area to be taught	DS + 8 hours in area to be taught
Biology Chemistry BOTANY PRINCIPLES OF SCIENCE - 1 A/B 2 A/B	Certificate endorsement in area to be taught or DX + 12 hours in area to be taught	DX et al with 6 hours in area to be taught
Science Survey Consumer Science Environmental Issues Fundamentals of Science	DX et al	18 hours in Science
INDUSTRIAL ARTS - K-12	IX	None
HOME ECONOMICS - K-12	KH	High School - None K-8 = 18 hrs in Home Economics
PHYSICAL EDUCATION - K-12	MX/MB + WSI for swim class	Same with Senior Life-saving acceptable for WSI
ART - K-12	LX/OX	High School - None K-8 = 18 hours in Art
MUSIC - K-12	JX	None
COUNSELORS	NT and grade level endorsement + successful application and interview (see Note 1)	NT with concurrent successful evaluation
INFORMATIONAL SPECIALISTS	ND with 18 hours in L.S. and 12 hours in A.V. or previous experience in lieu of 12 hours	Same with six (6) hours in A.V.
KINDERGARTEN	K-8, K-6 certificate endorsement with ZA or equivalent or three (3) years kindergarten experience in a South Lake assignment	Same with six (6) hours in Early Childhood Education
PROJECT PROMISE	K-8 certificate, MA or beyond, with 12 hours in Gifted Education and five (5) years of successful individualized teaching + successful application and interview	Same with six (6) hours to be acquired or successful previous teaching experience in Project Promise.

APPENDIX Z - continued

ASSIGNMENT	FULL ELIGIBILITY Certificate endorsements and minimum course work	PARTIAL ELIGIBILITY Certificate endorsements and/or minimum course work requirements
Elementary Classroom Teacher	K-8 certificate or K-6 other appropriate grade level endorsement, with course work in diagnostic and remediation or reading difficulties preferred, but not required	None
Middle School Classroom Teacher Middle School staff employed prior to the 1994/95 school year are considered to be fully eligible.	K-8 certificate or 7&8 endorsement, or M.S. endorsement with a minimum of twelve (12) semester hours in the field taught. 7-12 certification must have a minimum of 18 hrs in the field to be taught. Teachers of combined subject classes shall have a minimum of 24 semester hrs, distributed among the subjects taught.	K-8 certificate or 7&8 endorsement or M.S. endorsement with at least six (6) hrs in subject area to be taught, or previous experience at any level in the subject to be taught.
SPECIAL EDUCATION	Certificate endorsement in area of handicapped to be taught with grade level	None
Reading Clinician Reading Improvement Program Teacher Reading Support Teacher K-12	Master's Degree in Reading, or more advanced degree, with BR endorsement; at least three (3) years experience as a classroom teacher and certificate endorsement in grade levels taught	Same with successful previous experience with BR to be acquired
ATHLETIC DIRECTOR	MA, twenty (20) semester hrs in physical education. Course work and/or experience in the organization of athletic and physical education programs. At least three (3) years successful experience as a coach.	Same, except ten (10) hours in physical education and PDE in sports medicine, coaches clinics, and trainers workshops pending achievement of full eligibility

APPENDIX Z - continued

Note 1: Teachers who are laid-off and hold a counselor endorsement (NT) to their teaching certificate, but who lack Appendix Z, Full Eligibility only in regard to **"..a successful application and interview"**, may request recall to a counseling position according to the following provisions:

1. Requests must be made in response to a recall announcement listing a counselor position.
2. Letters of request must be timely to the announced recall procedure, include a statement requesting assignment to an announced counselor position, and requesting an interview for the assignment.
3. A counselor endorsement (NT) to the applicant's teaching certificate must be held in the form of a certificate issued by the Michigan Department of Education, in time with the closing date for responses to the recall announcement.
4. A formal interview will be scheduled in time with recall procedures for every applicant who meets the provisions of this Memorandum of Understanding. Personal characteristics and professional experience factors will be explored in the interview in relation to the written description of the position. Success of the interview will be judged by the interviewers.
5. All candidates will receive written notice of selection results. A post selection debriefing session with an interviewer will be provided to the candidates.

a:tchrcon.97

Letter of Agreement
between
South Lake Schools
and
MEA/NEA, Local 1, SLEA

The following chart lists the Administrative expectations for Faculty meetings. Meetings will take place on Tuesdays, if the administration deems necessary.

Tuesday	High School	Middle School	Elementary
1st	Faculty	Faculty	Faculty
2nd	Department	Department/teams	School Improvement teams
3rd	Department Heads	School Improvement teams	Faculty
4th	NCA teams/Sp. Ed	NCA teams/Sp Ed	School Imprmnt teams/Sp Ed

BOARD OF EDUCATION

 Ronald E. Cook, Superintendent

 Date

 William C. Putney, Personnel Director

 Date

MEA/NEA, LOCAL I

 Lu Battaglieri, Local I President

 Date

 James Gough, SLEA President

 Date

