

4001

8/31/2000

AGREEMENT

Between

**The Board of Education
of
Taylor School District**

and

**The Taylor Federation of Teachers
Local 1085**

**Affiliated With The
American Federation of Teachers
and
AFL-CIO
Michigan Federation of Teachers**

October 25, 1995 - August 31, 2000

**LABOR AND INDUSTRIAL
RELATIONS COLLECTION**

Michigan State University

Taylor School District

AMERICAN FEDERATION OF TEACHERS

**555 New Jersey N. W.
Washington, D. C. 20001
(800) 238-1133**

MICHIGAN FEDERATION OF TEACHERS

**2661 E. Jefferson
Detroit, Michigan 48204
1-800-MFT-8868**

**MICHIGAN PUBLIC SCHOOL
EMPLOYEE'S RETIREMENT BOARD**

**P.O. Box 30026
Lansing, Michigan 48909
(517) 373-0650 or (313) 256-1400**

TAYLOR FEDERATION OF TEACHERS

**LOCAL 1085
22770 Northline Road
Taylor, Michigan 48180
(313) 287-3340 Fax: (313) 287-6186**

TAYLOR BOARD OF EDUCATION

**23033 Northline Road
Taylor, Michigan 48180
(313) 374-1200 Fax: (313) 274-1291**

Call in number for snow day - 287-4410

Call in number for sick day

Elementary - 287-3427

Secondary - 374-9630

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AGREEMENT

This Agreement is made and effective the 1st day of September 1995 by and between the Board of Education of the Taylor School District hereafter referred to as the Employer, and the Taylor Federation of Teachers, Local 1085, American Federation of Teachers, AFL-CIO, hereafter referred to as the Union.

ARTICLE I

PURPOSE AND SCOPE

The Taylor Federation of Teachers, Local 1085, American Federation of Teachers, AFL-CIO, represents professional teachers who have an interest in educational excellence.

Therefore, not only does this Agreement contain provisions relating to bargaining terms and conditions of employment, but it also provides for a system of communication and consultation whereby the Superintendent of Schools and the respective principals shall meet regularly with representatives of the Union to discuss matters relating to the implementation of this Agreement. It is also recognized by the parties that all provisions of this Agreement may, during its life, be altered only by agreement of the parties. Nevertheless, it is hoped that a broad interchange of ideas, even in the area of educational policies and development, will contribute in a significant measure to the advancement of public education in Taylor.

ARTICLE II

UNION RECOGNITION

1. The Board recognizes the Union as the exclusive bargaining representative of all those assigned as summer, elementary and secondary classroom teachers in the Taylor School District.
 - A. The term "classroom teachers" comprises the following categories: Teachers of grades Pre-K through 12; music; art; health education; sewing; industrial arts; home economics; teachers of the mentally impaired; teachers of the physically and otherwise health impaired; teachers of library; compensatory education facilitators; resource room teachers; school social workers; counselors; teacher consultants; teachers of speech and language impaired; school psychologists; occupational therapists; physical therapists, certified occupational therapy assistants; paraprofessional who have completed a degree program and are now working in that area of certification; teachers of emotionally impaired; nurses; teachers of hospitalized and/or homebound; teachers on temporary staff assignments, all employee classifications of community education and preschool teachers, JROTC instructors, Academic Assistants (In-House Suspension Assistants, Pre-School Teacher Assistant and Academic Assistants) and other degreed persons employed as teachers or ancillary personnel.

- B. P-12 teachers in the bargaining unit shall have preference for night school, summer school, and other special teaching opportunities. Any new or vacant position in adult education (teaching and non teaching), extra curricular, and driver education shall be posted.
- C. Each July 1st all extracurricular and Community Education positions (other than Community Ed day classes held by members of this Bargaining Unit in excess of two (2) as limited by this Agreement shall be vacated for posting.
- D. All P-12 teachers who sever their employment with the District shall also vacate all extracurricular and/or Community Education positions.
- E. A person who receives a third non-teaching or Community Education position shall be allowed to complete his/her relinquished assignment if he/she has started the position.

2. FINANCIAL RESPONSIBILITY (DUES - MEMBERSHIP)

It is recognized that because of religious conviction or otherwise, some teachers may object to joining any organization engaged in collective bargaining. At the same time it is recognized that the proper negotiation and administration of collective bargaining agreements entail expense to the Union. To this end, in the event a teacher shall not join the Union and execute an authorization for dues deduction in accordance with this Article, such teacher shall, as a condition of continued employment by the Board, cause to be paid to the Union a sum equivalent to the dues of the Taylor Federation of Teachers. In the event that such sum shall remain unpaid for a period of sixty days following the date the same is due and after sixty day's written notice thereof has been given to the teacher by the Union, the Board agrees that in order to effectuate the purposes of the Public Employment Relations Act and this Agreement, the services of such teacher shall be discontinued. The refusal of the teacher to contribute fairly to the costs of negotiation and administration of this and subsequent agreements as herein required is recognized by the parties as reasonable and just cause for termination of employment.

- A. The Board shall deduct from the pay of each member of the bargaining unit the required amount of fees for the payment of Union dues or the equivalent as a service fee as provided in 2 above. The fees and a list of employees from whom the fees have been deducted shall be forwarded to the Union office no later than thirty (30) days after such deductions were made.
- B. This Article shall be subject to the provisions of the Tenure Act. In the event that this Article should be challenged through the Tenure Commission, the Michigan Labor Mediation Board, or the Courts, the Union will pay the reasonable expenses of such proceedings, including the fees of legal counsel retained by the Union. If this Article shall be found to violate law, the Union shall be responsible for any loss or damage, including back pay, awarded by the Courts.
- C. In the event that a Court of competent jurisdiction but not lower than the Michigan Supreme Court, shall determine that the foregoing paragraph 2a is illegal or unenforceable then such paragraph shall be void and of no effect and

shall be eliminated here from or replaced by such language as shall be determined by such court to be legal and enforceable.

3. A. The Board and its representatives shall take no action violative of, or inconsistent with, any provision of this Agreement. The Board agrees that it and its representatives will not take any action affecting other working conditions of teachers without first informing the Union prior to the taking such action. If after informing the Union of a modification and/or addition to a job classification, the Union is not in agreement with such action, the following procedure shall be put in place. The Superintendent or designee shall appoint up to three (3) individuals to meet with the Union to resolve the issue. The Union President or designee shall appoint up to three (3) individuals to meet with the District to resolve the issue. The parties agree to meet within five (5) days from the Union's objection to resolve the issue. If a mutual agreement is not reached within ten (10) days after the representatives meet, the District shall have the right to place its plan and/or assignment into place subject to Article XV, Section 4 of the parties agreement. Furthermore, the parties mutually agree that in the event an issue is arbitrated under Article II, Section 3A only, the losing party shall bear the full expense of the arbitrator's bill. This provision shall not apply to Site Based Management schools provision contained elsewhere in this Agreement.

Meetings held in accordance with Article II, Section 3A shall be exclusive of the grievance procedure and all grievances, except the instant grievance mentioned in this Article and section shall not be considered at such meetings, nor shall negotiations for altering the terms of this Agreement be held at such meetings.

A committee comprised of three teachers and three administrators shall review and recommend to the Superintendent any proposed change in school structure, i.e., K-6, 7-9, 10-12, or half days. The changes, times, and method of implementation shall be mutually agreed upon.

- B. An Instructional and Curriculum Committee shall be established by the employer and the Taylor Federation of Teachers to study, evaluate and make recommendations to the Superintendent of Schools concerning curriculum study and revision. The purpose shall be to review and recommend policy affecting the nature and design of the instructional program of the District (P-12).

a. The council shall be composed of:

- 1) Administration
 - High School Principal (1)
 - Middle School Principal (1)
 - Elementary Principal (2)

- Superintendent and/or designees (4)
- 2) Teachers (selected by the TFT)
 - Elementary Teacher (7)
 - Middle School Teachers (2)
 - Senior High Teachers (4)
 - Special Ed Teachers (3)
 - TFT President or designee (1)
- b. The chairmanship shall alternate between the Superintendent or designee and the TFT President or designee. For the school year 1993-94, the Superintendent or designee shall serve as chairman.
- c. The council shall have the authority to establish subcommittees when necessary. These subcommittees will be chaired by an appropriate School Improvement coordinator or an appointee of the Superintendent.
- d. The council, functioning as an advisory and consultative body, shall review, study and encourage research of programs and make recommendations in writing to the Superintendent for transmittal to the Board of Education. A two thirds (2/3) vote shall be required for the approval of any proposal. If the Superintendent chooses to not recommend a given proposal, he/she shall inform the council of the rationale prior to its submission to the Board.
- e. The duties of the council members are as follows:
 - 1. Attend all council meetings which will be held after school hours when possible.
 - 2. Substitutes shall be provided for meetings held during the school day.
 - 3. Discuss, investigate, evaluate and make suggestions pertinent to improving curriculum, teaching methods, the educational environment and the general operating procedures.
 - 4. Review and evaluate any recommendations which Administration might make regarding changes in curriculum, materials, methods or procedures affecting the learning process.
- f. Final decisions regarding curriculum is the duty and responsibility of the Board of Education. However, all proposed changes must be brought to the council for a recommendation prior to the Board's consideration.
- 4. Teachers presently covered by this Agreement who voluntarily transfer to programs initiated to utilize subsidies or grants available from agencies other than the School District of Taylor shall retain all insurance, retirement (subject to the State Retirement Act), and other benefits and shall continue to accrue seniority for salary increments and all other purposes as though they were in regular service. Upon return to service, they shall be placed on the assignment which they left or, if this is not possible, on a comparable assignment with all accrued benefits and increments that they would have earned had they been on regular service. During this period of voluntary service, all rights and benefits provided for in this Agreement not inconsistent with the agreement between the Board and the agency providing the funds shall continue in full force.

5. When TFT membership is required or necessary on committees determining Taylor School District policies and/or procedures, the following process will be followed: The TFT President will be notified and will appoint one appropriate TFT member who will advise and participate in the selection of other TFT members who will be asked to serve on the committee.
6. An employee officially representing the teachers of Taylor on any committee, agency or other such body established by the Board shall be selected from nominees submitted by the Administration to the Union.
7. The Board shall make available to the Union upon its request any and all information, statistics and records relevant to negotiations, or necessary for the proper enforcement of the terms to this Agreement, to the extent to which such material is readily available or is reasonably obtainable.
8. The Superintendent of Schools shall meet at least once a month with representatives of the Union at the request of either party, to discuss matters of educational policy and development as well as matters relating to the implementation of this Agreement.
9. The principal of a school shall meet at least once a month with the Union Building Committee at the request of either party to discuss school operation and questions relating to the implementation of this Agreement. The Union Building Committee shall consist of not more than five teachers from that school. Proposed changes in existing policies and procedures for that school shall be subjects for discussion at such meetings. Such policies and procedures for that school shall be subjects for discussion at such meetings. Such policies adopted or maintained by any principal shall not be inconsistent with the terms of this Agreement.
10. Whenever members of the bargaining unit are mutually scheduled by the parties to participate during working hours in conferences, meetings, or negotiations respecting the collective bargaining agreement, they shall suffer no loss in pay.
11. Teachers who are elected or appointed to full time positions with the Union or any organization with which it is affiliated will, upon proper application, be granted leaves of absence for the purpose of accepting these positions. Teachers granted such leaves of absence shall receive all insurance and other benefits to be paid by the employee and shall continue to accrue seniority for salary increments and all other purposes as though they were in regular service. Upon return to service, they shall be placed in the assignment which they left with all accrued benefits and increments that they would have earned had they been on regular service.
 - A. Teachers on such leaves of absence shall be permitted to pay the Board's regular contribution to all plans requiring such contribution. The Board agrees to recommend to the Public School Employees Retirement System that the time spent on leave of absence pursuant to this section be granted as service credit for retirement purposes.
12. The Union shall be provided adequate bulletin board space in a place readily accessible to all teachers in each school for the posting of notices and other materials relating to Union activities. The bulletin board space allocated shall be

- identified with the name of the Union, and an authorized representative of the Union or his/her designee shall have the responsibility for posting materials.
13. A TFT office in Taylor shall be a daily stop on the inter-school mail run and mail boxes may be used to facilitate the dissemination of written material for worthwhile and educational purposes, providing that no person or organization shall place any mail detrimental to the image of the School District, or any individual, or do anything to hamper the good relations between employees and/or employers. The school office shall be advised whenever the mail boxes are used for Union business.
 14. In schools where there is no Union representative a teacher shall be appointed by the Union as building representative. The President of the Union shall notify the principal and teachers of the building of the name of the appointee.
 15. A. The Union President shall have his/her teaching assignment two of the first three hours if in the secondary, or morning teaching if in the elementary. The rest of the day shall be released to conduct business throughout the system only pertaining to items of this Agreement.
B. The Union Executive Secretary shall have his/her teaching assignment the first three hours, if in secondary, or morning if in elementary. The rest of the day shall be released time to conduct Union business.
C. The elected Union officials shall have access to all buildings and staff without interfering with the educational operation of the schools. The school office shall be advised whenever the Union enters the building.
 16. The Union, on behalf of all its members, agrees that they shall not, without administrative approval, enter into Union activities during teaching time, and that they will give their best efforts to their teaching duties and to make such duties their primary interests. The Union recognizes the Administration's right to direct the operation of the school.
 17. The Union shall have a place, upon request, on the agenda for building meetings involving matters relating to the interpretation and application of the Agreement.
 18. Teachers shall have the right of Union representation when meeting with an administrator and/or a parent if said meeting may result in disciplinary action being taken against the teacher.

ARTICLE III MANAGEMENT RIGHTS CLAUSE

The Board of Education reserves the right to administer the operation of the school system, including the day to day operation as required; to assure the effective control of personnel; to accomplish appropriate use of the facilities; subject to the collective bargaining agreement, state and federal statutes. The School District, on its own behalf, and on behalf of its electors, hereby retains and reserves unto itself, without limitations, all powers, rights authority, duties and responsibilities conferred upon and vested in it by the laws and constitution of the State of Michigan and of the United States, and School Code of 1976, and all other applicable laws, codes and regulations and any

modifications made thereto. Further, all rights which ordinarily vest in and are exercised by employers, except such as are relinquished herein, are reserved to and remain vested in the School District, including but without limiting the generality of the foregoing, the right:

- A. To manage its affairs efficiently and economically, including the determination of quantity and quality of services to be rendered, the control of materials, tools and equipment to be used, and the discontinuance of any new services, materials or methods of operation;
- B. To establish policies to govern the School District, to introduce new equipment, methods, machinery or processes, change or eliminate existing equipment, and institute technological changes, decide on materials, supplies, equipment and tools to be purchased;
- C. To determine the number, location and type of facilities and installations;
- D. To determine the size of the work force and increase or decrease its size, subject to limitation imposed by this Agreement;
- E. To hire and lay off employees;
- F. To direct the work force, assign work and determine the number of employees assigned to operation, subject to limitations imposed by this Agreement;
- G. To evaluate employees in accordance with and as required by the Teachers' Tenure Act;
- H. To establish, change, combine or discontinue job classifications and prescribe and assign job duties, content & classifications, to prepare job descriptions and alter those job descriptions, as necessary. However, the effect on the bargaining unit of any establishment, change, combination or discontinuance of job classifications and the establishment of wage rates for any new or changed classifications shall be subject of collective bargaining;
- I. To determine qualifications for any positions that are not covered by State certification/license and/or North Central requirements;
- J. To determine daily work schedule of all members of the bargaining unit;
- K. To discipline and discharge employees for just cause;
- L. To discipline and discharge probationary employees without just cause in accordance with the provisions of the Teachers' Tenure Act;
- M. Furthermore, the School District, as employer, shall retain as management rights any and all powers and rights over wages, hours and other conditions of employment not specifically and expressly abrogated in this Agreement.

ARTICLE IV FAIR PRACTICES

- 1. The Board agrees to continue its policy of not discriminating against any teacher on the basis of race, creed, color, national origin, sex or marital status or membership or participation in, or association with the activities of, any teacher's organization.

2. The Union agrees, in accordance with its constitution, to continue to admit persons to membership without discrimination on the basis of race, creed, color, national origin, sex or marital status and to represent equally all teachers without regard to membership or participation in, or association with the activities of, any teacher's organization.
3. All policies and practices shall relate equally to all employees in the bargaining unit except where specifically directed otherwise by this Agreement.

ARTICLE V TEACHER TRAINING

The Board of Education recognizes the community responsibility for training new teachers. The Superintendent shall enter into agreements with teacher training institutions of the state to provide arrangements for practice teachers' laboratory experiences. Teachers interested in serving as supervising teachers shall apply for such positions.

ARTICLE VI-A CLARIFICATION

1. In order to eliminate misunderstanding and to assure smooth operation of this Agreement at least two meetings per year shall be held between the employer and the Union. At least one meeting shall take place on or before October 31, and at least one meeting shall take place on or before March 1.
2. No member of the faculty shall be discriminated against because of membership in the Union. No member of the faculty shall be propagandized directly or indirectly against joining or continuing membership in the Union by any person in a supervisory or administrative capacity.
3. Copies of all School Board minutes shall be sent to the Union office as soon as they are legally approved by the Board action.
4. A copy of the public agenda of the regular Board meetings shall be available to the official Union representative to the Board 48 hours prior to the meetings. The Union shall be advised as soon as possible of all special meetings of the Board.

ARTICLE VI-B CONFORMITY TO LAW-SAVING CLAUSE

1. With respect to matters not covered by this Agreement which are proper subjects for collective bargaining, the Board agrees that it will make no changes without appropriate prior consultation with the Union.
2. If any provision of this Agreement is or shall at any time be contrary to law, then such provision shall not be applicable or performed or enforced except to the extent permitted by law and any substitute action shall be subject to appropriate consultation and negotiation with the Union.
3. In the event that any provision of the Agreement is or shall at any time be contrary to law all other provisions of this Agreement shall continue in effect.

ARTICLE VII
DEFINITIONS

1. Administration: Shall refer to the Superintendent and his/her entire administrative staff.
2. Temporary administrative assignments: Shall be for a period of no longer than forty-five (45) consecutive working days except in the case of illness.
3. Probationary Employee: Shall include all teachers under contract who have not completed the necessary probationary period within this system.
4. Probationary Period: As defined under the Michigan Tenure Act.
5. Regular Instructional Employee: Shall mean any teacher who has served a successful probationary period.
6. Substitute Teacher: Any instructional employee who shall be employed on a day to day basis.
7. Immediate Family: Shall include husband, wife, children, mother, father, sister or brother, in-laws, step relatives as limited above, legal guardian or wards of the court, foster parent, grandparents, grandchildren, or any dependents as described by the Internal Revenue Department for tax purposes.
8. School: Any work location to which a member of the bargaining unit is assigned.
9. Principal: Any administrator of any work location to which a member of the bargaining unit is assigned.

10.A. Seniority:

1. TFT seniority shall be counted as years of uninterrupted service in the District with the following adjustments. The amount of leave time for which seniority is not accrued shall be subtracted. Any time spent as a full time employee in another Bargaining Unit within the District shall also be subtracted.

A person on any leave under Article XII of the 1979-82 contract may continue to accrue seniority credit for up to one year, provided that a person serving in the armed forces of the United States accrue seniority during the time of such service.

Laid-off personnel shall accrue only one year seniority per layoff.

All leaves granted from 1943 to May 3, 1978 will accrue one year seniority credit per leave. No female employee who was compelled to resign or take a

maternity leave of absence, as a consequence of a policy which required pregnant teachers to take maternity leaves prior to 1972, shall be adversely affected hereby.

Any person granted a leave which commenced during the period May 3, 1978 through September 1, 1982 shall accrue seniority for the entire period of such leave.

2. Any teacher who has or shall accept a permanent supervisory or administrative assignment from which he/she is displaced or voluntary vacates within two (2) years of his/her appointment date shall return to the Bargaining Unit under the following conditions:
 - a. The returning member shall preference in the building he/she was last assigned as a teacher at the first opportunity after he/she returns to the Bargaining Unit. The only exception to this will be if the returning employee is a successful bidder on a posted position.
 - b. In the interim, the returning member will be placed in a vacant position if possible. If there are no vacant positions available for which they are certified, they will be placed in the least senior position for which they are certified (if they have more seniority). The displaced teacher will fill a vacant position if possible or become a permanent substitute with full teacher benefits including pay for the following school year.
 - B. Acceptance of employment as used in this Agreement shall be interpreted as the first day of performance by the employee after signing a Taylor Board of Education contract for employment.
 - C. Where two or more employees have the same service seniority date, the tie shall be broken by:

First Step - Date of signing contract - the one with the most recent signing date will be considered the least senior employee.

Second Step - If the tie continues, the employee with the least number of graduate hours on file in the Board of Education office will be considered the least senior.

Third Step - If the tie continues, the affected employees shall break the tie in a drawing by lot.
 - D. The Taylor School District shall prepare an official seniority list of all members of the Bargaining Unit, annually. This list shall be available on November 1, and is to be updated by April 30 each year. Said list shall be available in all buildings and the Union will be provided with twenty-five copies.
11. Combination Grade Assignments: For purpose of compensation under the provisions of this Agreement, a combination assignment shall refer to an elementary grade assignment that includes students of two or more grades. If a split

class is created after the beginning of the school year, those teachers affected, shall be offered the split class teaching position in order of seniority.

12. Layoff: A layoff shall be defined as a loss of employment.
13. Community Education Teaching Employees: All certified and non-certified, including counselors, employed in the community education program.
14. Divisions: Shall mean the teaching areas known as secondary, elementary, ancillary, counseling, preschool and voc/tech (housed at the Career Center and annexes).
15. Ancillary Services: Shall refer to those people who provide supportive services to students: compensatory education facilitators, special education teachers, and elementary teachers of music and physical education.
16. Middle School: A school developed using the philosophy of creating small communities for learning (students and teachers grouped together as teams). A school that promotes the advisor/advisee program and empowers teachers and administrators to make decisions about the experiences of their students. A school that engages families in the education of their children while connecting schools with the community.
17. Art Station: An Art station will be an individual student art table or a flat surface at least 21 inches by 30 inches per individual.

ARTICLE VIII PREREQUISITES FOR EMPLOYMENT

1. Citizenship Status:
 - A. All applicants approved for employment in the instructional field are required to present for recording purposes, documentary evidence establishing their citizenship; this requirement shall be a condition precedent for actual employment as defined in the School Code.
 - B. All applicants will need to verify employment eligibility according to regulations set forth by the U.S. Department of Justice, U.S. Immigration and Naturalization Service, on Form I-9 (Employment Eligibility Verification).
2. Oath of Allegiance (or Affirmation) shall be required of all applicants (Public Act 451, 1976).
3. Qualifications and Employment Procedures - Certified Personnel.
 - A. Basis for employment:
 1. Training - the applicant shall have such skills as may be required to successfully carry out the duties of the position. The academic qualifications of candidates for senior high school positions must meet North Central Association standards.

2. Regular teachers in the bargaining unit who are qualified and certified for positions that are vacant will be assigned to fill such vacancies prior to the utilization of any individuals who possess only a ninety day substitute certificate. The candidate shall present a provisional or permanent certification in his/her field of teaching.
 3. Experience - shall not be made a prerequisite for initial employment unless, in the opinion of the Superintendent or the Associate Superintendent (Personnel), the position is deemed to require it.
 4. Certification - All instructional employees shall be properly certified as may be required by law.
 5. Personal Qualities - Consideration shall be given to such qualities as personality, alertness, range of interests, sense of humor, happy disposition, vitality, good appearance, ability to get along with others and to deal courteously with the public.
- B. Procedure for employment:
1. Certification - The candidate shall present satisfactory evidence that he/she has met all the state requirements for certification in his/her field of teaching or that he/she can be certified.
 2. Application - is made on a form which sets forth data relevant to preparation, certification, interest, experience and other information relative to the candidate's competence.
 3. Investigation - A careful analysis of the candidate's formal preparation to teach is made as related to the nature, type and amount, and whether the training is in the area in which the candidate desires to teach. Investigation is also made into the informal preparation of the candidate in such matters as interests, travel, reading and other experiences which add to the teacher's ability to teach.
 4. Experience - If the candidate has had teaching experience elsewhere, reference is made to the degree of success in that school system.
 5. Interview - Interviews will be conducted by the Superintendent and/or his/her representative. At his/her discretion, the Superintendent may include a Board of Interviewers consisting of additional administrative personnel.
 6. Recommendation - The Superintendent will recommend to the Board of Education, teacher candidates for contracts.
4. Application for Employment:
- A. Application for employment shall be retained for one year only.
 - B. It shall be stated on all applications the effective date of the application and that the application remains in effect for one year from the date of the filing of the application.
 - C. Any applicant who does not contact the School District within a year from the filing date of the application shall have his/her application destroyed.

ARTICLE IX
EMPLOYEE MEETINGS

1. Local, State, and National: A reasonable number of classroom teachers shall be allowed to attend meetings of professional organizations each year. Qualified applicants shall be selected on a rotating basis. Paid substitutes shall be furnished when needed.
2. The School Improvement Department shall develop policies and procedures regarding the payment of substitute teachers and the expenses incurred by individuals attending conferences, workshops, etc. Teachers will be paid a stipend for attending the following School Improvement meetings/in-service activities held after school or on Saturdays:
 - in service on Board adopted basic curriculum (e.g., text books)
 - scheduled activities contained within an approved building plan
 - scheduled P-12-A curriculum team meetings
 - scheduled P-12-A curriculum team subcommittee meetings
 - scheduled B.L.T. meetings

No stipend shall be paid for an activity for which the staff member is already receiving compensation.

Any before or after school or Saturday meetings to in-service personnel intended to supplement adopted curriculum or instructional programs is optional for all certified staff and shall be without compensation. The School District shall endeavor to provide SBE/CEU for these programs.

3. In-service workshops conducted after school or on Saturdays shall be on a voluntary basis. All teachers must attend and participate in scheduled in-service activities when a daily substitute is provided. Teachers on an IDP must attend in-service activities when given a seven (7) day notice. Participants shall be selected for each authored program on the basis of seniority and certification on a rotating basis.

The author(s) of a program shall be given first priority according to certification, regardless of seniority. If the author(s) choose(s) not to apply as a presenter, then the position shall be filled on the basis of seniority and certification. If authorship is challenged, the determining factor shall be the date of written notification to the director.

Presenter shall receive:

95/96	28.92 per hour
96/97	30.38 per hour
97/98	30.98 per hour
98/99	Same percentage as applied to base rate
99/2000	Same percentage as applied to base rate
for each session, not to exceed three (3) hours.	

In-service personnel shall receive:

95/96	19.28 per hour
96/97	20.25 per hour
97/98	20.65 per hour
98/99	Same percentage as applied to base rate
99/2000	Same percentage as applied to base rate for each session, not to exceed three (3) hours.

4. District: Any overall District meeting of the instructional staff shall be held upon notice from the Superintendent at least five days in advance and on school time. Only in cases of emergency may the Superintendent waive the above rule.
- 5.A. In each school, a monthly faculty meeting may be held upon 48 hour notice from the principal. The meeting will be held on a scheduled (regular) day determined at an initial meeting of the teachers. The meeting shall not exceed one hour. This meeting may be held during the prep period, before or after the school day. The principal shall establish the agenda for the meeting.
- B. During a teacher work day, when students are not scheduled, a faculty meeting not to exceed two hours in length may be scheduled. During a ½ day teacher work day, a faculty meeting not to exceed one hour may be scheduled. The principal shall establish the agenda for the meeting.
- C. All members of the bargaining unit are required to attend these meetings as part of their assignment.
- D. Additional meetings may be called with written authorization from the Superintendent for emergency purposes only.
6. Inter-building meetings in excess of one hour shall be held on school time and proper substitutes shall be furnished.
7. Departmental and grade level meetings shall be held upon notice from the principal at least forty-eight hours in advance. When necessary, the principal may waive the above rule, but shall file a statement with the Superintendent explaining the necessity of the meeting, and reason for the short notice shall be given to the teachers involved.
8. School Counselors:
 - A. The Board recognizes that counselors, with the approval of the building principal, shall have the flexibility to arrange their schedules to permit their taking part in activities outside the school building which are in the interest of the students. These activities shall include but not necessarily be limited to, liaison activities with community and social agencies as part of the referral process, vocational/educational guidance workshops, parental contact and job and educational placement activities.
 - B. When vacancies occur, the Administration will poll the current counselors in order of seniority to ask if any desires to transfer into the vacancy(ies). The Administration may approve the transfer(s) based on:
 1. Length of service as a counselor.
 2. Previous transfers.
 3. Welfare of the TFT member and School District.

4. Needs for the school with the vacancy.

This process shall continue until a final vacancy is available to be filled by other members of the bargaining unit. At this point, the position(s) shall be posted. The three (3) most senior qualified applicants and three (3) Board selected applicants shall be interviewed by the Professional Review Board and their selection shall be binding.

- C. Senior high school counselors shall work ten (10) additional days per school year. Middle school counselors shall work five (5) additional days per school year. These additional days to be scheduled by the building principal.
9. To abet the processing of I.E.P.C.s the following procedure will be followed: Two substitutes will be provided for general education and special education teachers to process I.E.P.C.s. School psychologists and school social workers, in addition to access to the above substitutes, will have available a third substitute on request with administrative consent and a one week prior notice.

ARTICLE X
DAILY WORK SCHEDULE

- 1.A. During the term of this Agreement, the parties shall guarantee the following time periods for the purposes stated:

- | | |
|--|-------------------------|
| 1. Lunch period (Secondary) | 25 minutes |
| 2. Lunch period (Elementary) | 30 minutes |
| 3. Station time (Secondary & El.
except Kdg.) | 15 minutes (10 AM/5 PM) |
| 4. Station time (Kindergarten) | 10 minutes (5 AM/5 PM) |
| 5. Prep period - Secondary | 40 minutes |
| 6. Prep period - El. (95-96, 96-97) | 15 minutes |
| 7. Prep period - El. (97-98, and
thereafter) | 40 minutes |

(Elementary Music/PE/Art shall be considered additional prep time for elementary.) Teachers shall be at their teaching stations ten minutes before and five minutes after their regularly scheduled class time. Teachers with a prep period shall be in the building in lieu of the teaching station.

The Board of Education shall retain the right during the term of this contract to alter, modify, increase or decrease the student-teacher contact time to meet the minimum requirement of state, federal law, or any agency requirement. In accordance therewith the Board shall have the right to modify the workday, the work year and work schedule to accommodate such changes in the manner which allows the District to operate and function in the most economic and educationally sound manner achievable. Any

schedule determined by the School District shall as closely resemble the current school calendar to the extent that this can be achieved without sacrificing efficiency and economy.

During the term of this Agreement, the parties agree that the Administration shall have the right to establish in-service training for the teachers in a number, not to exceed, six (6) one-half (½) day sessions throughout the school calendar for the purpose of teacher "in-service" training. The selections of these dates shall be at the discretion of the Superintendent of schools or his/her designee.

The parties to this Agreement mutually accept that the purpose is to establish at least the minimum minutes of contact time between students and teachers and that the Board of Education shall have the right to alter, modify, increase or decrease or otherwise change building and teaching times and schedules to accommodate transportation and break period requirements for students, and for other mandated services provided by the District to students and as are necessary to the economic operation of the educational facilities.

The parties further agree that during the term of this Agreement, each year of the school calendar will contain as a minimum the following:

Elementary

Record Days	5 full days or equivalent
Parent Conference	(3) one-half days (1.5 full days plus one evening)
Release Day	(1) one-half day (.5 day)
Curriculum Days	(1) full day (1995-96)
In-Service (½ day)	(6) one-half days (3 days total)

Secondary

Record Days	3 full days
Parent Conferences	(1) one-half day (.5 full day plus one evening conference)
Release Day	(1) one-half day (.5 full day)
Curriculum Days	1 full day (1995-96)
Exam Days	(4) one-half days (2 days total)
In-Service (½ days)	(6) one-half days (3 days total)

Effective the 1996-97 school year for both elementary and secondary, Curriculum Day may be replaced by a Student Day. The District will provide (2) mandated ½ day or (1) full day in-service during the school year.

The schedule established by the Board of Education shall closely approximate the 1995-96 school year. However, commencing with the 1997-98, the school day shall require that secondary and middle school teachers to have as a minimum three hundred

and sixty (360) minutes of daily student contact time. Also, commencing with the 97-98 school year, elementary teachers will be required to have 365 minutes of daily student contact time minus the required time provided for physical education and music/art instruction. Such time shall be in addition to the preparation period, lunch period and station time required by this Agreement. In the event that State, Federal or other appropriate agencies (i.e. North Central Accreditation Standards) shall require additional time, the work day and/or work year shall be modified accordingly. Teacher and student days may be increased up to a maximum of five (5) days more than the present contract limits for the applicable year without additional compensation for employees.

- B. Emergency assignment will be on a rotating basis to those willing to accept this assignment.
 - 1. In the event there are no volunteers, teachers may be assigned on a rotating basis.
 - 2. Teachers who assume emergency lunch responsibilities shall be paid at the rate of \$10.00 per hour.
- C. The Board shall furnish paid lay-personnel for cafeteria and noon playground duty. In the event that no lay personnel are available to supervise the lunch room, the following procedure will be implemented:
 - 1. Volunteers will be solicited to supervise the lunch room. Compensation will be at the emergency hourly substitute rate of pay.
 - 2. If there are no volunteers, staff shall be assigned on the basis of inverse seniority to supervise the lunch room in fifteen minute segments until such time as each teacher in the building has done this once. Compensation shall be at the emergency hourly substitute rate of pay.
 - 3. Staff who supervise the lunch room additional times shall be compensated at the rate of 1.5 times the emergency hourly substitute rate of pay. Volunteers will be solicited and assignment will be made in rotation using seniority. If no volunteers are available, then certified staff will be assigned on a rotating basis utilizing inverse seniority.
- D. In elementary schools not serviced by a full-time principal, teachers can be assigned to lunch duty on a rotating basis at the rate of \$10.00 per hour or one teacher may elect to take a lunch duty as an extra curricular activity at the rate of \$1,800.00 per year.
- E. The principal assigned to the two schools shall be responsible for lunch duty in the largest of the two schools.
- 2. A. In the high schools, the teachers' maximum daily work schedule through the 96/97 school year shall be five (5) teaching assignments (55-minute periods), a preparation period and a twenty-five (25) minute duty-free lunch period. Study hall shall be considered a teaching assignment.

High School/Middle School - Student Instruction Day = 6 hours (Sample Only.)

Secondary Work Schedule:

1995-96 and 1996-97 High schools remain the same.

1995-96 No Change - Brake, Hoover and West.

1996-97 Brake, Hoover and West - Middle Schools' Schedule.

1997-98 and 1998-99 At the secondary level, an additional 5 minutes per day of student instructional time is necessary in order to maintain 180 student days, 4 teacher days = 184 teacher days.

(Sample Only.)

7:30 - 7:40 Station time

7:40 - 2:10 Student day including 25 minute lunch + 5 minutes passing time.

2:10 - 2:15 Station time

2:15 - 2:55 Prep time as required by North Central Accreditation

1999-2000 - Elementary

Student and teacher daily schedules will remain the same. There will be an increase in student and teachers days to: 186 student days + 4 teacher days = 190 days based on whole days at the elementary level during first and last student days.

When the District conducts a five period day with or without optional hours, the secondary teachers shall, on a semester basis, declare their preparation period.

- B. In the TITAN Program, flexible scheduling shall be permitted with the advice and consent of the TITAN staff.
- C. Voc/tech teachers' work schedule shall be the same hours and days as the high school teachers.
- D. Co-op coordinators will be assigned in accordance with State mandated guidelines.
- E. Algebra 8 classes shall be taught by certified math teachers.
 - 1. Whenever possible, the initial preference will be given to teachers assigned to the middle school where the vacancy exists.
 - 2. When no certified teacher is assigned to the middle school, the Algebra 8 class will be combined with senior high school math offerings, using the following pairings: Kennedy/Brake, Truman/West, Taylor Center High/Hoover.
- 3. In the elementary schools, work loads shall be as equally balanced as possible. Elementary teachers shall elect A.M./P.M. prep time on a semester basis.
- 4. All elementary school students will be provided instruction in physical education and music/art. Grades one through six will receive an average of one hundred fifty (150) minutes per week calculated over the school year of physical

education/music/art instruction or any combination thereof. Each kindergarten class will receive one hundred fifty (150) minutes bi-weekly of physical education/music/art instruction or any combination thereof. All elementary school students will be provided with a supervised recess(es). The building principal and the Union Building Committee will establish the recess schedule for each elementary building.

5. When an aide is assigned to a special education classroom and the students in that room as a group are instructed in music, art and physical education, the aide shall accompany them to assist the music, art and physical education teachers.
6. Class Size Limitations: The Board of Education agrees to set class size limitations of 30 in grades kindergarten and first grade, 31 in grades 2 through 6, and 33 in grades 7 through 12. Because of numerous scheduling problems, the Board of Education will agree that a one student per teacher session variable may exist. A review board consisting of a senior high, middle school, and an elementary teacher will meet prior to the tenth student day to review class loads throughout the School District.

Class overloads shall be determined on a daily basis. When a class size, after the tenth student day, exceeds the limit, the teacher shall be paid \$5.00 per additional student per day in the elementary schools and \$1.00 per additional student per hour in the secondary schools. Compensation for overloads shall be paid twice a year. Payments of overloads shall be issued on the last pay of the first semester and the last pay of the second semester.

An acceptable reason for altering the class size objectives may be any of the following:

- A. A class larger than 34 is necessary and desirable in order to provide for specialized or experimental instruction.
- B. Special subjects with less than 34 teaching stations be limited to the number of students for stations available.

The Department of Instruction will meet each spring with a committee of the TFT prior to the establishment of elementary classes to provide input in order to reduce or eliminate combination classes for the next school year.

7. Special Education Classes shall conform to State Regulations.
 - A. Every effort will be made to distribute main streamed special education students in a manner which best serves the students' educational needs.
 - B. Placements shall be reviewed by a committee composed of the classroom teacher, the special education teacher, and the principal.
8. Teachers of the homebound shall be reimbursed for all business calls and transportation and shall have teaching materials and workbooks made available to them.
9. Any additional duties in any building should be equally distributed among all instructional employees as nearly as possible.

10. SUBSTITUTES -

- A. Substitutes, when available, shall be furnished for regular instructional teachers, including all special area teachers when they are to be absent for ½ day or more.
- B. In the event a teacher is absent from class while taking the students on a field trip, a paid substitute shall be furnished.

In the elementary school situation where a field trip leaves a number of non participating students, the principal shall assign these students to the remaining teachers, not to exceed their normal class loads.

In the secondary school, however, in the event that a regular teacher has been relieved of a scheduled teaching assignment because of the field trip, that teacher will assume the assignment left open by the teacher involved in the field trip.

- C. Classroom teachers shall be notified when special service personnel and special teachers, i.e., music and physical education, are absent and no substitute is available.
 - D. Elementary physical education teachers will conduct the physical education classes in the multipurpose rooms and/or appropriate areas. When inclement weather or no physical facility is available within the building, the elementary physical education teachers shall meet their classes according to schedule in the classroom and shall conduct activities appropriate to the physical education curriculum within the capacity of the classroom facility available.
 - E. The giving of an extra class in the secondary schools shall be based on educational qualifications, past experience, the applicant's adaptability to the positions, length of applicant's professional experience, and seniority.
 - F. If a substitute teacher is called in, some regard to his/her college major should be given.
 - G. When a secondary counselor is absent for more than five consecutive days, a substitute will be appointed by the Superintendent. The position will be filled by the building employee with the highest seniority and the required certification in counseling. If no one is qualified and/or willing to assume the job within the affected building, the master seniority list will be used in making the selection. Under no circumstances will a classroom teacher be forced to assume counseling duties.
11. If the principal is absent, one member of the certified staff shall be in the building with no assigned duties in order to handle emergencies.
12. Deviation of the length of school day:
A deviation from the length of the school day shall be allowed on a limited basis in order to provide full time employment through the combination of dangles in secondary schools with approval of a majority of TFT Executive Board and the written consent of the teachers involved. Compensation shall be \$5.00 per day.

13. Time Loss: In the event that the teacher is not at his/her teaching station or building as stated in Article 10, Section I, it shall be the decision of the principal as to whether that teacher shall be paid for time lost.
 - A. When it is necessary to dock a teacher, it shall be placed on his/her record.
 - B. The docking rate shall be based on the formula used in compensating a teacher for emergency substituting (Article XVII, Section 9).
14. A. The Administration vacancies and qualifications shall be posted so that all teachers may be aware of those vacancies or new positions in time to apply. The Administration shall give twenty-four (24) hours notice to all interviewees. All applicants shall provide the Administration with current address and telephone number to assure availability for said interviews.
 - B. The Administration shall provide a written receipt for all written applications for posted administrative positions.
15. The Board of Education recognizes the professional competency of its classroom teachers. In the running and the operating of any school, however, there are times that the collection of funds and clerical duties are essential for the overall operation of the schools. The collection of such fees and clerical duties will be kept to a minimum and will be required of classroom teachers only when it is administratively impossible to do otherwise.
16. Paraprofessional Services: A minimum of four hours of library service shall be provided in all elementary buildings of seven classrooms or more in size.
17. No principal shall allow any selling or soliciting of any kind in the school unless authorized by the Superintendent.
18. When the Superintendent closes the schools system-wide for emergency situations, teachers shall not be required to report but will be required to make up those days necessary to maintain full state aid funding without additional compensation.
19. No later than sixty days before the end of the term, programing preference sheets shall be distributed to all teachers. Preferences will be honored to the extent consistent with the provisions of this Agreement relating to programming. No later than ten school days prior to the end of the term teachers shall be notified of the following matters concerning their programs for the following term:
 - A. Subjects to be taught;
 - B. Grades of the subjects to be taught;
 - C. Any special or unusual classes that teachers will be required to teach;
 - D. The grade level and special nature, if any, of the official class;

- E. When rooms or schools are closed, the School District will provide for the transfer of the moving teacher's pertinent materials and equipment/furniture, etc, to the new location. Teachers will pack and label all materials to be moved.

No later than the end of the next to the last day of the term, teachers shall receive their building programs for the following term, including the periods and rooms where their teaching assignments occur. It is understood that all information detailed above is to be considered subject to change if necessary because of changes in subject enrollment, staff changes, and programing exigencies.

20. Wherever administratively possible, teacher programs shall follow these guidelines:
- A. Teachers shall have at least one preparation period each day.
 - B. The number of different rooms in which assignments occur shall be held to the absolute minimum administratively possible.
 - C. High School English: The limit of students in high school English assigned per teacher shall not exceed 125 students per day (based on a 5 class period day). Beginning in the 1997-98 school year and thereafter, high school English teachers' total class count shall not exceed 150 students per day based on a six class period day.
21. A. VACANCIES:
- 1. Vacancies occur when teachers take a leave, resign, retire, expire, are terminated or take an assignment outside of our bargaining unit.
 - 2. Additional positions needed for the next school year will be considered a vacancy. A new assignment shall be declared if three or more classes are added to a department in a secondary school.
 - 3. Vacancies will be created by teachers moving to other vacant positions. In elementary schools, the District shall have the right of posting the vacated grade(s), or the next highest grade.
- B. POSTING AND PREFERENCING SEQUENCE:
- STEP 1: FIRST POSTING (Spring): All vacancies that occur after the June posting will be posted as vacated.
- STEP 2: SECOND POSTING: Vacancies of the successful applicant from the first posting will be posted immediately after placement from the first posting. In addition, any new vacancies that occur after the first posting will be posted as vacated.

Awarding of Postings

- 1. Applicants must possess the specific credentials to fill the posted vacancy.

2. In the elementary and ancillary division, successful applicants will not take part in the preferencing procedure. The posted position will be their assignment for the next school year. The posted position will be excluded from the preferencing process for that school year. Elementary teachers will not be awarded a posting in their current building unless he/she is scheduled to be unassigned. Further, ancillary division teachers will not be awarded a posting in their current department unless he/she is scheduled to be unassigned.
3. In the secondary division, successful applicants must preference the department of the posted vacancy. The successful applicant may be required to accept an assignment other than their preferred schedule to avoid the displacement of a member for the year being scheduled. Secondary teachers will not be awarded a posting in their current department unless he/she is scheduled to be unassigned.
4. No tenured teacher on an IDP shall be awarded a posting unless he/she is bumped.

STEP 3: PREFERENCING PROCEDURE:

A. For Elementary Staff Assignments:

Building enrollment projections and the number of staff positions with the grade level assignments will be established in cooperation with the Department of Elementary Instruction, Child Accounting, and building principal.

1. The Administration determines the number of sections of each grade including combinations.
2. All staff will complete an "Assignment Declaration Form" noting their preference of teaching level (K-3, 4-6, or K-6) and whether they will or will not accept an involuntary transfer to another area in which they are certified.
3. The building principal will commit building assignments by starting with the most senior teacher and continuing through the least senior teacher, permitting each in order of seniority to select an assignment.
4. Teachers who are unable to be placed in accordance with their "Assignment Declaration" shall be declared unassigned and shall bump first during the District wide mini-bump session, to a position in their preferred teaching level (K-3, 4-6, or K-6). Preschool teachers hired specifically for those positions, may be reversed bumped into the original positions if the posting/preference procedure vacates the positions and if layoffs result.

B. For Secondary Staff Assignments:

1. Pre-enrollment forms are given to students. The number of class sections will be determined based on their requests. Included in the number of sections at this time are also non teaching assignments

dictated by the contract. The hours of those non teaching assignments will also be made known at this time, and a master schedule developed.

2. Assignment Declaration Forms are distributed to staff asking for the following:

- A. Non teaching areas (per contract) in order of preference.
- B. Teacher area (math, art, industrial arts, social studies, etc.).
- C. Back up teaching area (optional) only to be used when not enough classes are available in part B above.
- D. Transfer statements.

3. Master schedules will be posted in each building 3 working days prior to teachers completing declaration forms. During the preferencing/selection process at the secondary level, the teacher with the highest system seniority working in or returning to a school or department shall pick three selections for next year's schedule. The next most senior teacher in that department/area shall then make three selections and so on down to the least senior teacher in that department/area that is able to hold at least a 4/5 schedule. (There is to be no more than one partial schedule per department). After the lowest senior teacher in the department has picked his/her first three selections, the process begins over again with the most senior person taking another three selections and working back down to the least senior teacher. (A selection shall be considered either a class, preparation period, or a duty hour.) When the process is completed, each full time teacher should have either five classes and one prep or four classes, one duty, and one prep through the 1996/97 school year. Preferences within their declared areas shall be according to North Central Requirements for senior high schools and middle schools where applicable.

- A. A teacher must complete a schedule in his/her teaching area as long as courses remain available in that area for which he/she is certified to teach.
- B. When a teacher cannot complete a five class schedule in his/her preferred area, he/she will follow the steps listed below in order:
 - 1. If unable to fill his/her schedule from above, the teacher will be allowed to fill up to a maximum of two classes in his/her preference area by reverse seniority order with the following restrictions.
 - a. He/she can take no more than one class from an individual.
 - b. He/she must take classes from the least senior teacher possible.
 - c. A teacher can only fill his/her schedule by reverse seniority for a maximum of two consecutive years. After the two consecutive years of reverse bumping the teacher must fill

his/her schedule on the basis of his/her seniority or go unassigned.

2. He/she will attempt to fill his/her schedule from his/her back-up area if one has been declared.
3. The preparation period of the least senior teacher possible will be switched in order to accommodate a class, provided the switch does not change the selections of the teacher (e.g., Teacher A is scheduled to teach hours 1, 2, 4, 5, and 6. Teacher B is scheduled 1, 3, 4, and 6, and can fill no classes for hours 2 nor 5 that are unassigned. There is an unassigned class third hour identical to teacher A's fifth hour. Teacher A will take the third hour class and fifth hour preparation period. Teacher B will take the fifth hour class vacated by teacher A and have a second hour preparation period.)
4. If a person cannot fill a schedule by 1, 2, and 3, he/she will go unassigned. The classes he/she was able to choose will be returned to the selection pool.
5. If a section must be saved (but not to create a position) it will be accomplished by inverse seniority by assigning the least senior person, unless a more senior teacher desires the mixed schedule and has designated such a back-up choice.
6. Forcing will occur in the following instances:
 - a. Non teaching assignments. After assignments have been tentatively made and an academic class remains unassigned, the teacher with the lowest seniority and the proper credits will be forced to take that class. The lowest senior teacher within that area/department would relinquish his/her non teaching assignment. The non teaching assignment would be assumed by the next highest seniority person whose class area/department demand would allow him/her to assume it. Example: Teacher A has four English classes and an Attendance Hour. There is an unassigned English class. No one with less seniority is qualified to teach the English class. Teacher A is assigned to the English class. Teacher B is in the Social Studies Department. He is the next senior teacher requesting the Attendance Hour. The Social Studies Department can fill all of the classes and relinquish Teacher B for attendance. Thus, Teacher A has five English classes and Teacher B has four Social Studies classes plus an Attendance Hour.
 - b. Crossing areas/departments. Whenever a vacancy remains within a department after all of the teachers are assigned, the least senior person outside that area will be forced to

accept the unassigned class if that teacher is qualified (NCA).

7. Teachers have the right to question and/or examine all other preferences at this time when a split schedule occurs.

- C. For Special Education Staff Assignments, Special Education preference sheets to be completed by each teacher shall provide for division preference. Divisions shall be Special Education Secondary, Special Education Elementary, and Special Education Itinerant.

Enrollment projections and the number of staff positions with the division assignments to be established by the Department of Special Education. Special Education staff shall attempt to reach consensus in grouping of assignments. In the event that consensus cannot be reached, the Union will meet with the Administration to establish groupings. Staff will then select a building grouping based on seniority.

1. The Administration determines the number of assignments in each division.
 2. All staff will complete an "Assignment Declaration Form" noting their preference of teaching level (elementary, secondary, ancillary) and whether they will or will not accept an involuntary transfer to another area in which they are certified.
 3. The Special Education director will commit assignments by starting with the most senior teacher and continuing through the least senior teacher, permitting each in order of seniority to select an assignment.
 4. Teachers who are unable to be placed in accordance with the "Assignment Declaration" shall select one of the two remaining divisions for which they are certified.
- D. For Preschool Teacher Staff Assignments: Preschool enrollment projections and the number of staff positions will be established by the Department of Instruction. The location(s) of the Preschool classes will then be determined.
1. All staff will complete an Assignment Declaration Form.
 2. The Assistant Superintendent of Instruction or his/her designee will commit Preschool assignments for teachers by starting with the most senior teacher permitting each in order of seniority to select an assignment.
 3. Teachers who are unable to be placed in the Preschool Division shall be declared unassigned and shall bump into another area at the District wide mini bump session.
- E. Academic Assistants:
1. Academic assistants will be assigned by the Assistant Superintendent of Instruction or designee in consultation with the teaching staff at their work location.
 2. If there is a reduction in the number of academic assistants, the least senior person in the affected area will be laid off.

STEP 4: BUMP PROCEDURE:

All vacancies which remain after preferencing and class election shall be subject to the bump procedure unless the Union and the Administration mutually agree to

withhold a position(s) for the June posting. The positions selected by the unassigned teachers shall become their permanent positions and no longer subject to posting.

STEP 5: JUNE POSTING: All vacancies which occur following the bump procedure and the mutually agreed upon positions withheld from the bump procedure will be posted. The applicants will be allowed five (5) working days to apply for the posted position(s). Placement in said vacancies shall be determined by seniority and certification. North Central requirements will apply where applicable.

C. WHO IS ELIGIBLE TO SELECT A BUILDING ASSIGNMENT?

Current contracted teaching staff and persons returning from leave of absence. Also, an unassigned teacher placed in a position out of his/her division will, for the following year, be given the choice to remain in the division in which he/she was placed or to preference the division he/she had been in prior to being unassigned or to bump into a position in the division he/she had been in prior to being unassigned.

D. WHO IS ELIGIBLE TO BUMP?

1. Those who are unassigned after teachers have selected assignments at their buildings will have bump privileges to be exercised during the system-wide mini-bump session.
2. Teachers who are bumped during this procedure;
 - a. Who is subject to possible bump?
 1. Teachers lower on the seniority list than the most senior teacher eligible to bump.
 - b. Where does the eligible teacher bump?
 1. Within the division in which he/she was bumped or displaced.
 2. If not senior enough to bump as in "1", then to any job in another division where certification and seniority permit.
 - c. What happens if the teacher does not come to the mini-bump session?
 1. If the teacher does not come to the mini-bump session, they will be placed in the job of the least senior teacher in the division for which they are certified (or give the Union their bump proxy).
 - d. What controls bump rights?
 1. Seniority
 2. Certification
 3. North Central
 4. Middle School Certification in area required for:
 - A. Home Economics
 - B. Industrial Arts
 - C. Library
 - D. Instrumental Music
 - E. Art
 - F. Computer Technology (1 class or experience)
 - G. Physical Education

NOTE: Any additional credits or credentials must be on file at the Board office by May 15th.

- E. Counselors, Special Education teachers and Human Resource Facilitators are a separate department in each school. Teachers may not transfer into different buildings, into the counseling department, into Special Education, into the Ancillary Department or become a Human Resource Facilitator except through the posting procedure.
- F. After current staff in a school or in Ancillary Services is placed, positions remaining vacant shall be posted as required by contract. In addition, the assignments of new staff hired after the June posting shall be posted. Such new staff would be considered unassigned and subject to new assignment based on seniority.
- G. No teacher shall be placed on special assignment before consultation with the Union. All such assignments for the duration of more than one school year shall be posted.
- H. A partial schedule in a building shall, at the option of the teacher, be his/her only assignment. Once selected, the assignment shall be maintained for that school year.
- I. When a building has a special program that could affect the teaching style of a teacher, or the discipline attitude, this program will be noted on the posting. All transfer and new hires going into a building which is conducting special programs shall be in-serviced for the ensuing year.

22. Damage or Destruction of Property.

- A. Teachers shall not be held responsible for loss within the school of school property or children's property when such loss is not the fault of the teacher. This does not exonerate the teacher from responsibility for school property in his/her charge.
 - B. The Board of Education will reimburse teachers, in an amount not to exceed a total of \$200.00 in any school year, for loss or damage or destruction, while on duty in the school, of personal property of a kind normally worn or brought into school, when the teacher has not been negligent, to the extent that such loss is not recovered by insurance. The term "personal property" shall not include cash. The terms "loss", or "damage", and "destruction" shall not cover the effects of normal wear and tear and use.
 - C. The request for reimbursement must include any or all of the following items which are applicable to the specific loss:
 - copy of the police report
 - copy of insurance coverage showing amount of deductible
 - verification of loss by witness and/or building administrator
 - copy of paid bill(s).
23. Teacher Files - official teacher files shall be maintained by the personnel department under the following circumstances:
- A. No material derogatory to a teacher's conduct, service, character, or personality shall be placed in the file unless the teacher has had an opportunity to read the material. The teacher shall acknowledge that he/she has read such materials by

affixing his/her signature on the actual copy to be filed, with the understanding that such signature merely signifies that he/she has read the materials to be filed and does not necessarily indicate agreement with its content.

- B. The teacher shall have the right to answer any material filed and his/her answer shall be attached to the file copy.
 - C. Upon appropriate request by the teacher, he/she shall be permitted to examine his/her file.
 - D. The teacher shall be permitted to reproduce the material in his/her file.
24. The Setting Up of Heterogeneous Classes:
- A. Receiving and sending teachers will meet after the in-house preferencing, but before the end of the school year, to set up classes for the receiving teachers.
 - B. The classes will be divided as evenly as possible, taking into account the academic level and the behavior of each child.
 - C. Parent requests may be honored so long as they do not upset the overall balance of the classes involved.

ARTICLE XI PROBATIONARY EMPLOYEES, TENURE, TERMINATION AND PROFESSIONAL REVIEW BOARD

- 1. The term "probationary employees" is defined in accordance with the Teachers' Tenure Act. Non-certified employees will have a one year probationary period during which their job performance will be evaluated, and they may be terminated during this period without cause.
- 2. The employer will evaluate probationary certified employees in accordance with the requirements of the Teachers' Tenure Act.
- 3. Probationary certified employees shall be evaluated using the Taylor School District evaluation instrument twice yearly; the first being due to the office of personnel in November, and the second being due in March.
- 4. All tenured instructional employees shall be evaluated in accordance with the Michigan State Tenure Law.
- 5. The tenure clause shall not have effect on teachers teaching in the Community Education Program only.
- 6. Professional Review Board:
The Professional Review Board consisting of three (3) teachers and two (2) administrators will be responsible for the selection of counselors and coaches when there is more than one candidate.

ARTICLE XII AGREEMENT ON PROFESSIONAL LEAVES AND OTHER INTERRUPTIONS OF PROFESSIONAL SERVICE

Individuals seeking an elective leave shall not have had a different elective leave during the past school year. Requests for all non health related leaves shall be submitted no later than April 1. Teachers on leave must indicate their return or request for an extension no later than March 1. Members recalled from layoff shall return or

be limited to electing a General Leave only for the remainder of the school year, for the purpose of honoring previous employment contracts.

Employees returning from a medical leave of absence must give five (5) days notice prior to returning to duty. Furthermore, all employees returning from a medical leave of absence must provide the District with medical documentation indicating that the employee is able to perform all of their assigned duties.

Employees returning from a leave of absence except medical, must give sixty (60) days written notice prior to their return to work. In all cases, notice must be received by March 1 of their intent to return to work for the next school year. Teachers failing to notify the Taylor School District by March 1, shall be assigned a position by the District for the next school year.

A leave of any sort shall not break service. However, seniority shall continue to accrue for only the first year of any continuous leave. A leave is considered a continuous leave if it is sought and continued in consecutive school years for the same purpose as that for which it was originally granted.

Leaves, for the purpose of clarification, are classified into two (2) general categories: Extended Paid Leaves and Extended Unpaid Leaves.

- A. Extended paid leaves include Central Sick Bank, Maternity Medical Disability and Sabbatical. Full insurance benefits are provided to those on Central Sick Bank. Full insurance benefits are provided for those on Maternity Medical Disability Leave for twelve weeks after the birth of her child. Those on Sabbatical Leave may obtain insurance coverage by reimbursing the District for one-half the cost of the specific insurance period.
- B. Extended unpaid leaves are unpaid leaves which do not offer employees paid insurance benefits. The employee may purchase insurance by paying the cost of the District's group policy as indicated by this contract and Federal Law.

1. EXTENDED PAID LEAVES

A. The Central Sick Bank:

- 1. The Central Sick Bank shall be capped at the June 30, 1983 level. When the number of sick days on deposit drops to 1,500 days, one day shall be deducted from each teacher's personal bank to supplement the Central Sick Bank.
- 2. Central Sick Bank Days which remain unused at the end of each year shall accumulate into succeeding years. The accumulated days in the Central Sick Bank shall not be used by the Union to expand benefits beyond the intent of this Article to address the emergency needs associated with extended illness or injury.
- 3. A teacher withdrawing sick leave days from the Central Sick Bank shall not have to replace these days.

4. The Central Sick Bank Board: A Central Sick Bank Board shall be established by the Taylor Federation of Teachers to receive, screen, and recommend to the Superintendent of Schools eligible applications to the Central Sick Bank. Applications recommended by the Central Sick Bank Board for a grant of days from the Central Sick Bank are subject to final approval by the Superintendent of Schools.
5. Eligibility: Applications to the Central Sick Bank shall meet the following requirements:

The applicant shall have completed one year of service in the Taylor School District. If the person has previously severed his/her employment in the District, they shall be considered a new hire for purposes of this Article.

The applicant shall be absent from the job, due to sickness or injury, for at least ten consecutive working days after exhausting all personal accumulation of sick leave days. Teachers who have been admitted to the Central Sick Bank shall receive pay for the ten day waiting period.

Application to the Sick Bank shall require two statements from physicians, independent of each other, attesting to the nature of the injury or illness and the estimated period of convalescence.

6. Approval: Application screened and recommended by the Central Sick Bank Board shall be submitted to the Superintendent of School for final approval and authorization for a grant of days from the Central Sick Bank.

The recommendation from the Central Sick Bank Board to the Superintendent shall include the initial application, the attending physicians' statements and a promissory note stating in the event the applicant is found to have been gainfully employed, full or part-time, he/she shall reimburse any monies paid out of Central Sick Bank during that employment. The District shall then reimburse the Central Sick Bank the said number of days. The applicant's seniority will be adjusted according to the number of days worked in the other employment.

Applicants to the Central Sick Bank, approved by the Superintendent, shall be granted additional sick days beginning ten (10) working days following the exhaustion of accumulated sick days.

Each application approved for a grant in days from the Central Sick Bank shall be subject to review by the Central Sick Bank Board at the end of each 30 day period of absence. The Central Sick Bank Board shall provide the Superintendent of Schools with verifying evidence that the applicant continues to meet the eligibility qualifications for an additional grant of days from the Central Sick Bank.

The maximum withdrawal by any one individual from the Central Sick Bank shall not exceed 150 days from any one illness or injury or complication thereof.

- B. Maternity Medical Disability Leave - (If personal sick days are available) for the purpose of childbearing the pregnant teacher shall, upon written request, be granted a Medical Disability Leave for the period of time needed to cover the temporary medical disability. The leave shall begin when the teacher and her doctor determine that she is not physically able to continue her duties. At this time, a letter confirming these dates from the teacher and her doctor shall be submitted to the certified personnel office. If the teacher has sick days in her sick bank, these days are to be used while on Maternity Medical Disability leave. The teacher shall have the option of maintaining a balance of five days in her personal sick bank if she chooses not to exhaust all of her sick days during her Maternity Medical Disability Leave.

A leave granted for the purpose of childbearing and/or other pregnancy related disabilities shall include the accrual of seniority, insurance benefits, including personal sick leave benefits, and other benefits as applied to other temporary medical disabilities. A Medical Disability Leave for the purpose of childbearing shall not extend beyond twelve weeks after the birth of the child. The teacher is covered with insurance for twelve (12) weeks after the baby is born. After twelve weeks, the teacher must pay for insurance if she does not return to work. If the twelve week period ends in the middle of a month, insurance coverage continues to the end of that month.

The teacher shall resume her position as soon as she and her doctor agree that she is physically qualified to do so. A letter is required from her doctor confirming approval for her to return to work.

- C. Sabbatical Leave: Sabbatical leaves for the certified personnel employed by the Taylor Board of Education shall be granted for one full school year at one-half pay. However, in any school year, the number of teachers granted the request shall not exceed one percent of the staff. To qualify for consideration for a leave, the teacher should have taught in the Taylor system at least five years. A sabbatical leave may be granted for one of the following reasons:

1. For formal study at an accredited college or university.
2. For research work under the guidance of competent research personnel.
3. Advanced study for a specialty program.

The study or research plans for the year, together with the application, must be submitted to the Superintendent for approval.

After due consideration of all applications, the Superintendent shall present each request to the Board with his/her written recommendation of acceptance or rejection. The teacher involved shall be asked to be present at the meeting when his/her program comes up for consideration by the Board. During the

sabbatical leave, the teacher will receive one-half of the salary he/she would have received for teaching in Taylor. Such pay will be paid in either ten equal installments starting on September 1, or in one lump sum on September 1, if there is sufficient reason for lump sum payment.

To protect the Board against loss by reason of death or disability of the teacher, a life insurance policy in the amount of the one-half pay shall be purchased by the teacher. To protect the Board against the teacher's failure to return to his/her teaching position, the teacher shall execute a non interest bearing note in the amount of the one-half pay. This note shall be paid off by one of two methods:

1. The face of the note shall diminish by an amount equal to one-twentieth of the original face for each eighteen days of service.
2. The note shall, upon failure of the teacher to return to the system to teach, be payable in twenty installments, beginning with October 1, of the year the teacher should have returned and continuing for the next twenty-two months, excluding the intervening July and August. During such payments there shall be added to each payment an amount to cover interest so that the effective rate of interest the Board receives will be four (4) percent on the unpaid balance effective January 1 of the year the sabbatical was actually used. The teacher shall, after notifying the Board that he/she will not return, have the option of paying the note in full with no interest prior to September 1 of the school year he/she would have assumed his/her normal teaching station.

Failure to return the second year would require that the teacher make the last ten payments in the same manner as the second plan above with the same effective interest rate.

During the sabbatical leave the teacher shall not be allowed to hold any full-time position. However, this section shall not be construed to deny any teacher the right to fellowships, scholarships, grants-in-aid, or other scholastic stipends.

Teachers on sabbatical leave will file a progress report with the Superintendent sometime during the first half of the leave to substantiate that the program criteria are being met.

2. EXTENDED UNPAID LEAVES

- A. Leave for care of ill member of the family: Leave shall be granted, for not more than two years, to instructional employees under tenure, to care for ill members of the immediate family.

The Superintendent may require proof that leave is necessary before such leave is granted. No increment in the salary schedule shall be recognized of such a leave.

- B. Leave for physical or mental illnesses: Extended leave shall be granted to personnel employed under tenure upon recommendation of the Superintendent and approval of the Board. Leave for mental reasons may be extended annually not to exceed two years; physical cases, not to exceed three years. Said persons, upon return, shall present to the Board of Education a statement of satisfactory health by a qualified examining physician designated by the Board.

Requests for such leave must be in writing and results of said requests shall be in minutes of a School Board meeting.

- C. General Leave: Teachers with five or more years of service in Taylor shall be granted a leave upon request for one school year. Such leave shall not be granted more often than once every five years of service. Teachers who use this leave to work another job or to establish a business shall not accrue seniority for that year. The exception will be recalled teachers who elect the General Leave to honor previous employment contracts. No more than 2% of the certified staff will be allowed a General Leave each year.
- D. Parental Leave: Shall be granted for the purpose of rearing a child. Such leaves shall be granted to either parent, including adoptive parent, and may be renewed annually upon request to the Superintendent's office to a maximum of three years.

If the teacher is on Medical Disability Leave, the Parental Leave shall be requested within two months after the birth of the child. If unanticipated problems occur regarding the health of the child, such request shall be accepted at a later date.

Such problems must be verified by a physician's report. For the purposes of adoption where the teacher is not on Medical Disability Leave, the request must be made thirty (30) days prior to the beginning date of the leave. The dates given for beginning of the leave are considered tentative and may be revised. Parental leave shall be subject to the same benefits and conditions as other leaves of absence without pay.

- E. Military Leave:
1. All school employees being drafted for military service will be granted a military leave of absence.
 2. Employees affected by this leave may return to the system within six months after their release from military service, except in case of physical and mental incapacities and/or dishonorable discharge. They shall be eligible for placement in the same salary bracket which they would have attained during their leave, without loss of seniority, except in some cases on dishonorable discharge which may be subject to review based on the decision of the Board of Education.

3. Every effort shall be made to place returning employees with physical handicaps.
- F. Participation in the Armed Forces Dependents School Program: Upon the recommendation of the Superintendent and approval of the Board, employees under tenure may be granted a leave of absence to participate in the Dependents School Program of the Armed Forces.
 1. A teacher applying for a leave of absence must submit a letter requesting the leave to the Superintendent of Schools.
 2. Leave of absence for this purpose shall be for the minimum tour of duty only and for not more than once in a five year period.
 3. A teacher granted such a leave shall return to his/her specific positions, if at all possible.
 4. The teacher shall be placed on the same salary level which he/she would have attained during his/her leave, without loss of seniority.
- G. Participation in the Peace Corps:
 1. Upon the recommendation of the Superintendent and approval of the Board, employees under tenure may be granted leave of absence to join the Peace Corps.
 - a. The leave of absence may be granted for a period of not more than two years.
 - b. The teacher shall be placed on the same salary level which he/she would have attained during his/her leave, without loss of seniority.
 2. In order to be eligible for reinstatement as a classroom teacher, a teacher participating in the Peace Corps must return to his/her teaching duties at the beginning of the school year nearest his/her discharge date from the Peace Corps.
- H. A teacher shall be granted leave of absence without pay to serve in a public office in which he/she is elected or appointed at any level of government.
- I. Upon the recommendation of the Superintendent and the approval of the Board, employees under tenure may be granted a leave of absence, to participate in any teacher exchange program sponsored by a Federal agency.
 1. A written request shall be evaluated by the Superintendent upon its merits as to the benefits gained through the exchange.
 2. The number of exchanges shall be limited to three teachers per year.
 3. If more than three teachers apply during a given year, the following factors shall be considered:
 - a. Date of application
 - b. Personality of individual
 - c. Teaching proficiency
 - d. Seniority
 4. The leave of absence shall be approved with the stipulation that the employer pay the teacher's regular salary and that the exchange teacher

shall be paid by his/her own School District. Our teacher shall remain on the salary schedule and receive an increment, if not at top of salary schedule.

5. Teachers granted an exchange leave shall be allowed to return to their specific positions if at all possible.
6. If there are several exchanges in effect in the same year, each shall be with a different country, if at all practical. Leave for exchange shall be for one year only and for not more than once in a five year period.
3. SICK LEAVE: Beginning in the 1993-94 and each September thereafter, sick leave shall accumulate in a single bank at the rate of thirteen (13) days per year. Each employees' sick leave bank, for purpose of computing severance pay, shall be capped at the number of days in his/her bank as of June 30, 1983. All teachers will have the right to maintain a minimum of sixty (60) days in their bank. Sick days are allowed for personal illness or illness in the immediate family.
 - A. Absences resulting from assault while performing any duties, including extra curricular, are not to be charged against sick leave although the teacher's regular gross earnings will be maintained.
 - B. If a person is injured on the job he/she shall be allowed to use that portion of their individual sick days necessary to make up the difference between worker's compensation payments and their full salary. Teachers may not utilize the Central Sick Bank for this purpose. If a person is injured on the job he/she shall be charged sick leave for the day upon which the injury occurred.
 - C. Notice of Absence: An automatic telephone message taking device or telephone answering service shall be used which will allow staff members to report their absence at any time up to two (2) hours before their school day begins. Failure to call in by the prescribed time shall result in a loss of one-half day's salary at the discretion of the administrator.
4. Bereavement Leave: Five days leave shall be granted for death in the immediate family. Immediate family shall include husband, wife, children, mother, father, sister or brother, in-laws, step relatives as limited above, legal guardian or ward of the court, foster parents, grandparents, grandchildren, or any dependents as described by the Internal Revenue Department for tax purposes.

Bereavement leave shall not be deducted from either sick or personal business days. Verification by the funeral home or medical examiner shall be submitted to the immediate supervisor upon return from this leave.
5. Personal Leave: Five days leave for personal business to be deducted from sick leave shall be granted, without questions, to each member yearly. No more than three personal business days may be used consecutively. Personal business days may not be used the day prior to or immediately following a holiday recess. Personal leave days shall be non accumulative.
6. A. Emergency School Closing: The Superintendent shall announce emergency school closings one hour before the earliest teacher reporting time. With the

opening of school each fall the superintendent's office will notify teachers of radio/television stations to be used for emergency closing announcements.

- B. The Taylor School District will place on the telephone answering service, a recording indicating that schools are closed. The tape will be activated as soon as the decision is made.
 - C. If the District or any school building is closed because of emergency conditions as determined by the Administration, teachers shall not be required to report, but days in excess of State allocated Act of God days shall be made up by the building teacher(s) without additional compensation when needed to insure full State aid payments.
 - D. No personal or sick day deductions will be made from teachers during the period schools are closed as a result of an emergency closing. The waive of deduction applies only to the individual units or buildings closed. If schools are closed after the regular day has begun, one-half (½) day deduction will be waived for the day of closing.
- 7. Excuse for Selective Service Examination: Teachers called for a Selective Service physical examination shall be excused, without loss of pay for such purpose.
 - 8. Teachers who are required to serve on jury duty or are subpoenaed to appear as a non litigant (private business excluded) during scheduled work hours will receive full salary during the period of such service, subject to their prompt remittance to the Board of an amount equal to the compensation paid them for such jury duty.
 - 9. Any member of the bargaining unit upon returning from leave shall be entitled to preference in the building in which he/she last worked. Should such return occur during the school year said member shall be returned to this building no later than the beginning of the next school year.
 - 10. Middle School teachers who receive North Central Accreditation invitations shall apply to attend through the Administrator of Instruction.
 - 11.A. 1. When a teacher's position or assignment can no longer be filled in his/her building due to closing of a school, elimination of courses, cutbacks in staff, or for whatever reason, he/she shall have his/her choice of position in whatever school of the same division he/she chooses by the following method; first, through the preference procedure, and second, through the bump process. If no position is held by a less senior teacher in the same division, then the teacher can cross over to another division. Seniority, certification, division North Central Accreditation standards shall be the sole determining factors in implementing the teacher's choice of assignment.

This provision shall apply except when a teacher's position or assignment is changed or eliminated subsequent to the beginning of a school year. When changes other than school closing occur after the beginning of a school year, the affected teacher shall be subject to temporary placement, in the same division, by area of certification, and division, and North Central standards where applicable, to any existing vacancy. In the event

that no vacancies exist in the same division, the teacher shall be granted the right to bump the least senior teacher within the same division from which the teacher's position was eliminated. For purposes of this bump only, the divisions shall be K-3, 4-6, secondary, counseling and ancillary.

All privileges of assignment that apply to unassigned staff shall be granted to the teacher on temporary assignment for placement and assignment the following year.

2. Any member of the bargaining unit on temporary administrative assignment whose position has been eliminated shall be placed in the first open, non-posted position for which he/she is qualified, subject to return to his/her original building and division no later than the beginning of the following year.
- B. The Board recognizes the following guidelines as established by the Federation: If for any reasons the Board anticipates a reduction of staff, it shall, prior to taking formal action, consult with the Federation to receive recommendations regarding priorities and procedures to be followed. Any reduction to teachers in excess of two percent caused by layoffs will result in an equal percentage decrease of all personnel. Programs shall be maintained by priority in the order listed: 1) Curricular, 2) Community, and 3) Extra Curricular. As soon as the names of the teachers to be laid off are known, a list of such names shall be given to the Federation.
- C. The Board of Education shall notify a teacher of his/her impending layoff no later than thirty (30) days prior to such layoff.
- D. 1. Determination of cut date on seniority list of staff will be established each spring with consultation with the Union prior to preferencing and committing staff to building assignments. Only those teachers above this date will be allowed to make preference with the exception of teachers working in areas of certification in which a mutual determination has been made where people below this date must be employed.
2. In determining which teachers are to be laid off (and/or recalled), the Administration will use the master seniority list. For purpose of recall, teachers who have agreed to involuntary transfers shall be transferred up to the opening day of school.
3. Qualifications:
- a. Area of certification
 - b. Majors or minors according to North Central Accreditation standards.
4. Readjustment of schedules shall be made if necessary to maintain a position for a person who is above the cutoff date.
- E. Teachers shall be recalled in reverse order of the procedure specified above.
1. The order of recall of personnel will be based on the need as determined by the Employer and as provided by law. Teachers being recalled will be notified by letter at the address recorded at the Central Administration Office. A copy of such notice will be mailed to the Federation Office or

- President. If the teacher fails to respond within fourteen (14) calendar days from the date of receipt of registered mail, the Board will deem it to be a resignation.
2. No new teacher shall be hired in a position until all laid-off teachers who are fully qualified and certified in that position have been given an opportunity for recall.
- F. The parties agree a teacher's eligibility for recall shall terminate if he/she:
1. Accepts permanent employment within the public or private sector that is comparable or similar, and refuses to terminate that employment.
 2. Resigns.
 3. Fails to respond to his/her recall notice within fourteen calendar days of his/her receipt of such notice and/or fails to report to the teaching assignment he/she is recalled to.
- G. This layoff procedure may result in transfers and/or reassignments of teachers as specified in this contract. Such transfer(s) and/or reassignments will not be subject to the grievance procedure. No teacher will be involuntarily transferred from his/her preferred area of certification without his/her permission except under the following circumstances: In order to provide for as many full time permanent assignments as possible and to avoid a layoff(s) of a TFT member(s), the District shall have the right to reassign teachers to openings that they cannot fill. Teachers can only be involuntarily reassigned to the job classification for which they were originally hired by the District. The employer will use inverse seniority when making involuntary transfer(s). The following year, the teacher shall return to his/her former position for the purpose of preferencing. Further, no teacher can be involuntarily transferred more than once in a three year period. Note: Article XVI, Section 3 will be invoked prior to this section.
- H. Any layoff pursuant to this Article shall suspend for the duration of the layoff the individual employment contract of the teacher. The Board's obligation to pay salary or fringe benefits for any laid-off teacher's individual or supplemental employment contract as well as all benefits under this collective bargaining agreement shall terminate at the end of the calendar month during which layoff commences, provided that a teacher terminated during a school calendar year may continue under the group insurance provisions of the contract for the period prescribed by law, by payment of the monthly insurance costs. Payment must be timely.

ARTICLE XIII CONDITIONS APPLICABLE TO ALL TEACHERS

1. Classroom interruptions are to be permitted only in the case of an emergency or when no reasonable alternative is possible.
2. Teachers will carry out their duties under safe and healthful conditions in the school.

3.
 - A. Chalk boards shall be provided for all rooms including band and chorus.
 - B. All kindergarten rooms shall have a piano or a similar musical instrument.
 - C. Language labs and libraries shall not be used as "general" classrooms except in emergencies and only when qualified personnel are available to insure safety of equipment and books.
 - D. Band rooms will not be used without proper supervision.
 - E. In schools where a room is not being used as a classroom or as the library, music teachers have preference to use it as a permanent station. When not in service for music, ancillary staff shall have preference depending on the number of students being serviced, highest number, first preference.
 - F. Ancillary special education staff in each building shall have an appropriate space to be made available to provide privacy necessary for evaluations and interviews.
4. Each temporary classroom shall have proper lighting, proper ventilation, and proper heating to maintain health.
5. Teachers and children will be relocated or sent home by the principal when room temperature goes below 60 degrees F, ventilation, or other conditions become incompatible with health and or safety.
6. Desks shall be provided in any room in which regular classroom teaching is going on, whether or not its use is normally as an activity room (i.e., shop room, band room, etc).
7. Band, chorus, and shop rooms shall be soundproofed.
8. Cheerleaders and intramural shall be given proper times and places for activities and practices to be determined by the principal and the coach of the activity.
9. The Superintendent of Schools shall prepare job descriptions for all positions, administrative and supervisory in nature, which affect teachers. The job descriptions shall have a clear definition of the responsibilities of each administrator or supervisor as they affect the teachers. Where teachers are responsible to more than one supervisor, they shall be advised by their principal of the exact division of such responsibility.

The job descriptions of these administrative and supervisory positions as they relate to teachers shall be made available to teachers and other members of the staff.

- a. Principals shall clarify the relationship between the administrative staff in the school and the teachers by the posting of a school organization chart showing the lines of responsibility and supervision of each teacher and administrator in

the school and of each teacher and administrator coming to the school on a regularly assigned or supervisory basis.

10. All non teaching duties and emergency assignments within a school are to be shared among the teachers on an equitable basis.
11. Provisions shall be made as rapidly as possible for parking facilities for teachers near their schools and the Administrative Office.
12. All returning classroom teachers will provide the principal with initial book and instructional supply order by April 1. The building principal will review these orders in light of 1) budget allotments, 2) availability, and 3) total building needs. The principal will advise the teachers as to which supplies cannot be obtained and the reasons for the deletion by May 1. The building principal shall present the initial book and materials requirements to the Central Administration for appropriate action by June 1. The Employer will then have three months to purchase and allow for delivery of these initial materials. Teachers shall be immediately notified regarding supplies that have been deemed unavailable. The supplier will be asked to confirm, in writing, all unavailable materials. Delivery of needed books, material, and equipment orders shall be in by September 1. It will be the Administration's responsibility to determine the appropriate source of the instructional supplies. When supplies are not received by the second week of school, every effort shall be made to obtain the necessary interim supplies. In the event that there is a major supply problem in September the parties agree to reopen this clause of the contract for renegotiation.
 - A. No courses of instruction shall be set up unless all necessary teaching personnel, supplies, and equipment are available before the starting of the school year.
 - B. Teaching supplies designated for each grade or class in the individual schools shall be made readily available to each teacher.
13.
 - A. In grades 1-6, an A.M. session only shall be held prior to the distribution of report cards for the first and third marking periods.
 - B. In the elementary schools, the principal shall assist in scheduling all parent-teacher conferences of families with two or more children in their school. This should be done at the earliest possible time. The individual teacher shall then schedule conferences for all students without siblings in that particular school. It is the responsibility of each teacher to arrange spring conferences for those which are necessary.
 - C. Kindergarten conference time will consist of three (3) half-days per class in the fall semester and two (2) half-days per class in the spring semester. That is, kindergarten conferences will be allowed twice the time of other elementary assignments if the kindergarten teacher has both a morning kindergarten and an afternoon kindergarten. Grades 1 through 6 shall have three (3) half-days in the

fall semester and two (2) half-days in the spring semester for parent-teacher conferences.

- D. In the elementary schools, the third presently scheduled fall half-day session will be scheduled for the evening of the second day. Teachers will be provided a half-day release time during the P.M. session of the following work day. In the secondary schools, time will be set aside for parent/teacher conferences/open house. One P.M. session each fall will be scheduled for this activity continuing into the evening. Teachers will be provided a half-day release time during the P.M. session of the following work day.

E. Special Kindergarten Instruction Week:

On the first day of the school year, kindergarten age children will report to school with their parents. The kindergarten teacher will use this time as an instruction time for students and parents. The purpose is to enhance the supportive role of the parents in the educational process and to allow an easy transition of the child into his/her school career. The schedule for the day will be arranged by the principal.

For days 2, 3, 4, and 5, a substitute employee, if available, will be provided to facilitate Kindergarten adjustment.

- F. Students' first day shall only be $\frac{1}{2}$ day for grades 1 through 6 through the 98/99 school year. Commencing with the 99/2000 school year, the first day of school will be a full day for grades 1 through 6.
- G. The Building Committee in conjunction with ancillary personnel shall consult with the principal in establishing a building schedule prior to the students' second day.
- H. Physical education and music personnel shall initiate services to students, no later than the students' second day. The programs shall continue through the students' last day. All other ancillary personnel shall initiate services to students no later than the students' third day. The programs shall continue through the students' last class day.

14. Each school shall be provided with a clean, attractive, comfortable teachers' lounge.

15. Job Sharing

- A. Job sharing shall refer to two (2) members of the bargaining unit sharing one (1) full-time position. Job sharing assignments shall be filled only by teachers who have jointly agreed to work together. Request for job sharing assignment shall originate from currently employed members of the bargaining unit.
- B. Requests for job sharing assignments shall be made prior to the class selection day. Job sharing assignments shall be granted annually upon mutual agreement of the teachers and the personnel office. Such requests shall be limited to the position held by the lead teacher. The personnel office shall maintain a list of members interested in job sharing positions.

- C. Responsibilities of persons in job sharing assignments shall be divided according to a plan designed by the job sharers with the concurrence of their immediate supervisor. This plan shall include but not be limited to attendance at regular staff meetings, parent conferences, division of teaching responsibilities, scheduling, etc. The plan shall be signed by both job sharers and the immediate supervisor. Once a plan has been signed, neither job sharer may request a full time position for that year unless one job sharer vacates the position.
- D. In the event of a vacancy of the position by one of the job sharers, the remaining job sharer shall be offered the position full time. If the remaining job sharer chooses not to accept the position full time, the half position being vacated shall be offered to the next qualified person on the layoff list.
- E. In the event that the lead job sharing teacher should vacate that position by leaving the School District after the Agreement is signed, that position shall be considered a vacancy to be posted at the next posting of vacancies. The remaining job sharer, if no new partner is available, shall be treated as a teacher returning from leave.
- F. Participants shall be placed appropriately on the salary schedule, pro-rata, and shall receive a one-step increment for each year of service. All other benefits including sick leave and health benefits shall be pro-rated.
- G. Teachers returning from a job sharing position shall follow the same procedures as a teacher returning from a leave and shall be considered a member of the school from which they came.

16. Teachers who are assigned positions outside of their field of preparation may make such assignment the subject of a grievance.

17. Discipline:

- A. Before there can be a positive learning climate in the classroom, there must be effective controls on student behavior applied by both teachers and principals. Therefore, a consistent and reasonable discipline policy shall be established within each school. The building principal shall review the building discipline policy with the building staff at the initial staff meeting each year.
- B. Initial application of sound classroom management regarding behavior problems rests with the classroom teacher. The Board and the Union agree that the adjustment of behavioral problems is the joint responsibility of teachers and administrators. Teachers shall have immediate recourse to administrators who shall give the teacher effective and consistent support in each case. Corporal punishment may not be administered by classroom teachers in accordance with the laws of the State.
- C. Provisions of student conduct shall be consistent with the State of Michigan general school laws and student code of conduct.

18. When a child is placed or transferred into any class, pertinent information concerning any special medical or psychological conditions shall be made available to the receiving teacher prior to said placement. It is understood that all such information is confidential and shall not be communicated to anyone other than authorized persons.
19. Emotionally disturbed pupils and pupils who present severe disciplinary problems impede the educational progress of the entire class. Teachers faced with such pupils in their classes shall be given early support in the form of psychological and social work assistance and by serious consideration of the removal of such pupils from the class.
20. Principals shall be required to report all cases of assault suffered by teachers in connection with their employment to the Superintendent who will notify the Board attorney.
 - A. The attorney shall inform the teacher of his/her rights under the law and shall provide the appropriate assistance in both form and method.
 - B. The Board attorney shall notify the teacher of his/her readiness to assist the teacher as follows:
 1. By obtaining from police and from the principal relevant information concerning the offender;
 2. By accompanying the teacher in court appearances and by acting in other appropriate ways as liaison between teacher, police, and the courts.

This assistance is intended solely to apply to the criminal aspect of any case arising from such assault.
21. The inter-communication system shall not be used for observation or evaluation of teachers.
22. Separate lavatory facilities shall be provided for male and female teachers in all buildings to conform with State Law.
23. In schools where continuous cafeteria service for teachers is not available, a vending machine for beverages shall be installed at the request of the particular school staff, the profits of which shall go to the teachers' lounge fund to be administered by the Building Committee.
24. A lockable desk or lockable two-drawer file cabinet shall be made available to each teacher.

Each special service teacher or supplemental personnel shall have a specified locking desk with chair and/or a locking file cabinet in his/her home schools. Where or when feasible, he/she shall also have office space available.

25. Reading: The Board of Education and Taylor Federation of Teachers jointly acknowledge their commitment to the priority of reading as a primary skill in the educational development of each student served in the Taylor Schools.

In furthering this commitment, the Taylor Board of Education expresses its firm belief that the classroom teacher is the backbone and major force in the instructional program. This, it is recognized that in assisting classroom teachers in meeting the objective of permitting each student to develop to his/her fullest, requires a many faceted approach; reading as a primary skill is no exception. In this regard, the Board of Education acknowledges its commitment to assist classroom teachers with special programs complimentary to the regular classroom program.

26. Teachers shall participate in the selection of books. No new textbook will be adopted if it is opposed by a majority of the committee of teachers involved in the potential use of that textbook.

27. Textbook Selection Procedures:

- a. The Elementary Academic Curricular Committee will begin researching the latest publishing data regarding the academic area of concern.
- b. After the initial investigating of the above mentioned committee, the complete teaching staff should be informed as to what is being done.
- c. The teaching staff would be asked to individually volunteer to work in the selection of textbooks for the academic area of concern.
- d. A selection of people in the administrative and teacher ranks would be made to represent the District in a particular area. This group will be known as the textbook selecting committee for that particular academic area.
- e. This committee will meet with a member or members of the Central Administration staff and be charged with the responsibility of examining, evaluating, and recommending to the central staff at least two publications; "Criteria for Evaluating Textbook Guide" to be used in an objective manner for evaluation.
- f. The Central Administration acting upon the recommendation of the textbook committee will then meet with consultants, teachers, etc.
- g. The recommendation of the committee and the Central Administration shall be forwarded to the Superintendent of Schools.

28. Each teacher shall be provided with a sufficient number of appropriate textbooks.

29. Teachers may requisition books and supplies from the lists of all levels to enable teaching at the level of the pupil.

30. Information at the school:
- A. All official circulars shall be posted on school bulletin boards for the inspection of teachers.
 - B. Specific information concerning the rotation of assignments and seniority in the school will be made available by the principal upon the request of a teacher.
 - C. A copy of current teaching and non teaching assignments shall be posted in each school and also be given to the Building Representative.
31. Absence from Duty: (See also, Article XII, Section 3c):
- A. An answering service shall handle all calls pertaining to absences.
 - B. All substitute calling shall be done from the Board of Education Office.
 - C. When a teacher is unable to return, he/she must notify the Board Office by 2:00 P.M.. If no notification is received by the Board Office, it is understood that the teacher is returning. In cases of extended absences, daily notification shall not be necessary, although the absent teacher shall notify the Board Office when returning. The Board of Education shall notify the school of the teacher's absence and the teacher's returning.
 - D. Personal Business Day: Call in procedure shall be similar to sick days. Notification will be given at the time as to whether it will be one or more days.
32. When an elementary principal is absent over five (5) consecutive days, an acting principal shall be appointed by the Superintendent to make the necessary administrative decisions.
33. The two basic standardized tests given in elementary schools during the school year shall be machine scored. Elementary teachers shall be responsible to complete the CA 60's for their students.
34. The supply budget allocation for each school shall be made available to the Union's Building Representative, at their request. All teachers shall have the right to provide recommendations to the principal relative to expenditures from the supply budget.
35. Students' Grades: Whenever a grade or decision to pass or retain a student is changed against the advice of the teacher(s) giving the original grade(s), the principal shall state in writing to the teacher(s) the reasons for such change and shall assume full responsibility for such change. The teacher may appeal such change to the Superintendent. In cases appealed by the teacher under provisions of this Article, the teacher shall state in writing supportive evidence for his/her position on the case appealed.
36. The District shall provide all mandated State and Federal examinations and required vaccines to all appropriate bargaining unit members at no cost to the employee.

37. Cost for certification, registration, or license required for continued employment shall be paid for by the District.
38. Lesson plans shall be the personal property of each individual teacher to facilitate and accommodate each teacher's style of teaching. An emergency set of lesson plans shall be available at times when a teacher is absent. Principals shall have upon request access to lesson plans in order to monitor instruction.
39. Report cards/scan sheets will be distributed to all teachers five days prior to the end of each marking period. Those report cards/scan sheets will not be due until three calendar days after the end of each marking period. For the final marking period, elementary teachers shall have report cards ready for distribution on the final class day of the year. Secondary teachers will return scan sheets on the final work day.

ARTICLE XIV BASIC TRANSFER POLICY

1. All vacancies which occur after the third posting (June) of each year, will be filled on a temporary basis. These vacancies, all anticipated vacancies, and new positions, shall be posted on the first Spring posting. Teachers above the cut-off date desiring the posted positions shall apply for the vacancy within five (5) working days of the posting. Placement in said vacancies shall be determined by seniority and certification. The successful senior bidder must not only be legally qualified by certification to teach the posted class but must possess at least a minor in the subject matter, except in the elementary grades.

A copy of any posting during the school year shall be placed in each building representative's mail box and shall include a notice of changes or anticipated changes in administrative assignments. Included also shall be a notice that applications for posted vacancies shall be available at the Board office.

A third posting shall occur on the first Monday in June for the new vacancies which occur following the bump procedure and final placement of staff.

2. Application time for all postings shall be five working days.

ARTICLE XV GRIEVANCE PROCEDURE

A grievance shall be defined as a dispute, claim, or complaint filed by either an authorized representative of, or an employee in the bargaining unit. Grievances are limited to matters of interpretation or application of this collective bargaining agreement.

Individual grievances shall be handled as follows:

1. Each school shall have one building representative appointed by the Union.
2. A teacher with a problem may first discuss the matter with the principal directly or accompanied by the Union building representative with the objective of resolving the matter informally.
3. In the event the matter is not settled informally, the aggrieved employee shall present his/her grievance in writing, five copies of which shall be given to the building representative.
 - A. Copies shall be given to the principal of the school involved, the Superintendent, and the Union Grievance Committee.
 - B. Within five working days after such written grievance is filed, the aggrieved, the building representative of the Union, and the principal of the school involved shall meet to resolve the grievance.
 - C. If the grievance cannot be resolved within five days after such meeting, the matter shall be presented by the Union Grievance Committee to the Assistant Superintendent (Personnel).
 - D. If the grievance cannot be resolved within five days after such presentation to the Assistant Superintendent (Personnel), the matter shall be presented to the Superintendent of Schools.
 - E. Within ten days of such presentation, the Superintendent shall issue his/her decision, in writing, copies of which shall be delivered to the aggrieved teacher, the Union Grievance Committee, and the Executive Secretary of the Union.
4. If the Union is dissatisfied with the decision of the Superintendent, the Union only may within five days after receipt of the decision:
 - A. Submit any grievance under this Agreement to binding arbitration under the labor arbitration rules of the American Arbitration Association at the equal expense of the parties;
 - B. The arbitrator shall have no power to add to, subtract from, or modify the collective bargaining agreement.
 - C. Or, if the Union so requests, the Board or its representatives will meet further with the Union to consider fairly and in good faith any other methods of settlement which might be mutually agreed upon, including private (non governmental) mediation and binding arbitration.
5. All time periods in number of days referred to in the grievance procedure shall mean school working days. The parties agree that time limits may be extended by mutual agreement of the parties.
6. If the grievance is not resolved, or if any required action is not performed within the time limit specified, the grievance shall automatically move to the next level.
7. Any grievance filed by a member of the bargaining unit shall be filed within 30 working days of the alleged violation.
8. The Union shall have the right to file a grievance in its own name subject to the same time requirements governing individual grievances and shall be entitled to appeal from any decision at any level of the grievance procedure in its own name without the consent of the aggrieved teacher.

9. No grievance concerning wages or any other economic benefit will be considered for a period more than six months prior to the filing of the written grievance in accordance with the procedure set forth herein. No claim against an employee concerning wages or other economic benefits will be considered for a period of more than six months after notification to the Union and/or employee of the benefits gained by the employees.

ARTICLE XVI
ADMINISTRATION - TEACHER RELATIONSHIP

1. The Employer shall by the last day of school inform the teacher of the following:
 - A. School in which you are to teach.
 - B. Grade and/or subject(s) you are to teach.
 - C. The principal that is assigned to your building.
2. The Taylor School District Salary Schedule shall be based upon teacher's:
 - A. Experience
 - B. Training
3. New employees shall be allowed up to a maximum of four years credit for teaching experience on the salary schedule. This provision may be waived when the District is not successful in filling position(s). In those case(s), the District shall have the right to hire at any level on the salary schedule provided that the out of District experience supports the level (years of experience) at which the employee was placed. The District shall consult the Union prior to hiring any individual above the 5th step on the salary schedule.

Any teacher hired above the 5th step shall remain in that classification (if necessary) for which he/she was hired for the equivalent number of years that was credited at the time of hiring. In the event that the teacher is displaced as a result of being bumped, said teacher shall seek his/her seniority in accordance with the Agreement.

NOTE: This provision will be invoked prior to Article XII, Section 11g.

4. An increment on the salary schedule shall be granted for each year of teaching under contract, in Taylor, of one (1) complete semester or longer.

ARTICLE XVII
SALARIES

1. All salary schedules shall apply to teachers holding degrees/ hours from accredited colleges/universities.
 - A. As of the dates of this Agreement, teachers shall be paid in accordance with the following schedule:

	1992-93	1993-94	1994-95	1995-96	1996-97
BA1	\$22,865	\$22,865	\$23,551	\$24,493	\$25,718

BA2	24,566	24,566	25,303	26,315	27,631
BA3	26,267	26,267	27,055	28,137	29,544
BA4	27,967	27,967	28,806	29,958	31,456
BA5	29,669	29,669	30,559	31,781	33,370
BA6	31,369	31,369	32,310	33,602	35,282
BA7	33,115	33,115	34,108	35,472	37,246
BA8	34,938	34,938	35,986	37,425	39,296
BA9	38,980	38,980	40,149	41,755	43,843
BA10	43,026	43,026	44,317	46,090	48,395

	1992-93	1993-94	1994-95	1995-96	1996-97
MA1	\$24,961	\$24,961	\$25,710	\$26,738	\$28,075
MA2	26,267	26,267	27,055	28,137	29,544
MA3	27,967	27,967	28,806	29,958	31,456
MA4	29,669	29,669	30,559	31,781	33,370
MA5	31,368	31,368	32,309	33,601	35,281
MA6	33,115	33,115	34,108	35,472	37,246
MA7	34,769	34,769	35,812	37,244	39,106
MA8	36,467	36,467	37,561	39,063	41,016
MA9	39,869	39,869	41,065	42,708	44,843
MA10	49,841	49,841	51,336	53,389	56,058

	1992-93	1993-94	1994-95	1995-96	1996-97
M31	\$26,267	\$26,267	\$27,055	\$28,137	\$29,544
M32	27,967	27,967	28,806	29,958	31,456
M33	29,669	29,669	30,559	31,781	33,370
M34	31,368	31,368	32,309	33,601	35,281
M35	33,115	33,115	34,108	35,472	37,246
M36	34,766	34,766	35,809	37,241	39,103
M37	36,467	36,467	37,561	39,063	41,016
M38	38,170	38,170	39,315	40,888	42,932
M39	41,570	41,570	42,817	44,530	46,757
M310	51,575	51,575	53,122	55,247	58,009

	1992-93	1993-94	1994-95	1995-96	1996-97
PD1	\$27,965	\$27,965	\$28,804	\$29,956	\$31,454
PD2	29,669	29,669	30,559	31,781	33,370
PD3	31,368	31,368	32,309	33,601	35,281
PD4	33,115	33,115	34,108	35,472	37,246
PD5	34,766	34,766	35,809	37,241	39,103
PD6	36,467	36,467	37,561	39,063	41,016
PD7	38,170	38,170	39,315	40,888	42,932
PD8	39,869	39,869	41,065	42,708	44,843

PD9	43,269	43,269	44,567	46,350	48,668
PD10	53,308	53,308	54,907	57,103	59,958
	1992-93	1993-94	1994-95	1995-96	1996-97
DR10	\$55,903	\$55,903	\$57,580	\$59,883	\$62,877

The percentage salary increases of 3% in 1994-95; 4% in 1995-96; and 5% in 1996-97 are reflected in the above schedules.

If forty (40) secondary teachers or equivalent retire under the proposed retirement incentive, then a \$5,000 salary increase shall be added to the 1997/98 wage scale as outlined in this Agreement. In the event fifty (50) or more secondary teachers or equivalent retire under the proposed retirement incentive, then a \$6,000 salary increase shall be added to the 1997-98 wage scale as outlined in this Agreement.

If the District's goal of 40 retirements is not obtained, then the secondary teachers' schedule shall remain the same as the 1996-97 teaching schedule for the remainder of the contract. In addition, the 1996-97 salary schedule will remain in effect for the 1997-98 school year.

In addition, for the years 1998-99 and 1999-2000, a percentage equal to the percentage of the product, minus 1.0, of the amount of the States' Foundation Grant Allowance (FGA) (Section 20 of the State Aid Act) received by Taylor School District for the current year times the first official (audited) student FTE count from the prior year, divided by the FGA received by the District in the prior year times the first official (audited) student FTE count from the 2 years prior fiscal year, shall be added to the pay scale for each of the 30 salary steps to determine the new pay scale for those years.

Example: For 1998-99 School Year

$$\frac{1998-99 \text{ FGA} \times 1997-98 \text{ Student FTE}}{1997-98 \text{ FGA} \times 1996-97 \text{ Student FTE}} - 1.0 = \% \text{ Increase}$$

This calculation is based upon the FGA as it is calculated in the 1995-96 school year. Significant changes in the method of calculation would require computation of FGA. Also, it is the parties' intent that this percentage will not be less than zero.

Pre-doctorate means all requirements completed for doctorate except dissertation.

Either the Taylor School District or the Taylor Federation of Teachers may request to reopen negotiations as to wages for either the 1995-96 or the 1996-97

school year. Both sides must agree to reopen wages. If either side rejects the wage reopener, or if in 30 days an agreement cannot be reached, the salary increase provided for shall remain in effect.

B. Kindergarten teachers going to two buildings shall receive \$5.00 per day.

C. Longevity: All teachers with more than fifteen years of service in the Taylor Schools shall receive an annual longevity payment equal to one half of one percent of their annual base salary. Such percentage shall be cumulative, and each teacher shall be paid the accumulation of one-half of one percent times his/her years of service (over fifteen) in the Taylor School System to a maximum of seven and one half percent reached in fifteen years. Service shall be counted as actual time salary is received from the District. Four months minimum time for one-half year service. Effective with the 1997-98 school year and thereafter, longevity will be printed as a part of a thirty year salary schedule.

D. For the 1995-96 school year only, each P-12 teacher will be given a \$600 attendance incentive increase in pay. A lump sum payment will be made by October 1.

As the teacher uses days from his/her personal sick bank, he/she will reimburse the District \$50.00 for each deductible absence.

The District will assume costs beginning with the 13th absence. No more than two days will be deducted from any one pay period.

If a teacher does not fulfill an annual contract these monies will be returned to the District.

All unused sick days will accumulate in the teacher's sick bank.

For the 1996-97 school year and thereafter, the following attendance incentive will be in effect:

1. Teachers with perfect attendance during the entire school year will be paid \$750.00 (payable in the subsequent July).
2. Teachers with one or less absences (but more than zero) during the school year will be paid \$600.00 (payable in the subsequent July).
3. Teachers with two or less absences (but more than one) will be paid \$500.00 (payable in the subsequent July).
4. Less than a full day's absence shall be calculated as a full day for purposes of calculating payment.

E. Academic assistants shall be paid \$9.20 per hour for the 1995-96 school year and \$9.60 per hour for the 1996-97 school year. For the 1997-98, 1998-99,

1999-2000 school years, the hourly rate will be adjusted by the same percentage adjustment applied to the P-12 salary schedule. Full time academic assistants (6 hour per day or more) shall receive five (5) sick days per year. Half time academic assistants shall receive 2 ½ sick days per year. Academic assistants shall include the following job classifications:

1. In-House suspension.
2. Pre-school Teacher Assistants.
3. Academic Assistants (Funded Programs).

No other benefit shall accrue to these employees unless their required hours exceed forty (40) hours per week on a regular basis.

2. Teachers shall have the option of:

- A. A ten (10) month salary schedule. There shall be twenty-two equal bi-weekly payments. The first payment shall be made on the first Friday following the opening of the school year. The final payment will be made on the last day of the school year. If payment falls on a day when school is not in session, teachers shall receive their checks on the last work day before the due date. Checks shall not be postdated at any time.

B. A twelve month salary schedule.

1. A form will be available to allow teachers to select an option to have their pay spread over 26 pays rather than the normal number of pays. Once authorization is requested, it shall remain in effect until such time as the teacher notifies the Personnel Department, in writing, to discontinue said authorization. Notification must be received by Personnel prior to August 1st for the ensuing school year. Requests received after August 1, will not be honored with the exception of new hires.
2. Once a selection is made for a particular school year, it is irrevocable for that school year.
3. Anyone selecting 26 pays will not have an option for a lump sum payoff on the last day of school.
4. By June 1, you must notify payroll if you will have a change of address for the summer. Only one change will be made and your checks will be mailed to the address for the entire summer. Under no circumstances will a request be allowed to hold checks at the Board office for pickup.
5. No summer checks will be released prior to the scheduled payday and there is no provision for pay advances.
6. All voluntary deductions, except Union dues, will be continued.
7. Any changes of voluntary deductions must be made through the established procedures.
8. The payroll department will not be responsible for forwarding checks to credit unions or other banking institutions.
9. The above option is not offered to staff on Sabbatical Leave.
10. Checks shall not be post-dated at anytime.

C. Paychecks will show:

1. In contract amount - base salary/longevity.
2. Paid bi-weekly but excluded in contract amount:
Department heads-DPT HD Split Classes-SPLIT Credit hours-CR HRS
3. Paid twice a year on the last paid date of the semester and taxes to be spread. Includes everything from Forensics through Faculty Athletic Coordinator.
4. Coaches' compensation of fall and spring - paid in regular bi-weekly check - spread taxes. Retirement credit hours filed with State of Michigan Retirement Board for coaches not employed by the Taylor School District.

3. A tax sheltered annuity program shall be provided. The carriers shall consist of insurance companies, mutual funds, stock brokerage firms, banks, and all other licensed financial institutions which offer T.S.A.'s with a limit of 25 carriers. The payroll deduction will be handled through one central banking agent established by the Central Administration. This banking agent will disburse payments to T.S.A. carriers bi-weekly (every two weeks).

4. Elementary teachers who teach a combination grade assignment will be paid an additional 6% of the Bachelor's base.

5. A. The following learning disciplines will have the services of a department chairperson with the noted stipend:

Business	5%
Fine Arts (Music, Art, Drama, Foreign Language, Theater Arts, Speech)	5%
Living Skills (Home Economics, Industrial Arts)	5%
Physical Education	5%
Language Arts	7%
Mathematics	7%
Science	7%
Social Studies	7%

After the second posting is filled each department will elect who will serve for the ensuing school year. In the event of a tie, the most senior candidate involved in the tie shall be determined the department chair. It is understood by teachers and the scheduling administrator that the preparation periods of the chairpersons may be scheduled to improve continuity and communication with the school. If the preparation hour is selected by the scheduling administrator, the selection shall count as one of the chairperson's second round class selections. No released time will be provided. An additional three days to be scheduled as mutually agreed upon between chairperson and principal will be worked by each chairperson before the school year begins or after the school year ends.

- B. A minimum of two people in support of a recall, for cause, of the Department Chairperson shall petition the principal and the TFT. Within five working days, an election will be held with all members of the department. A simple majority will determine (by secret ballot) if the person is recalled from the position. If a recall occurs, another election shall take place. Once recalled, that person is no longer permitted to be department chairperson in that department/school. An individual chairperson may not face recall more than once per year. The department chairperson stipend in the case of recall will be distributed on a pro-rated basis.
 - C. The chairperson of the North Central or Michigan Department of Education Accreditation Committee shall have one hour of released time the semester before the visitation at his/her secondary school. The selection of this person shall be by the building principal in accord with the Union Building Committee. Applications shall be accepted from the Building staff for consideration.
6. A. In each middle school, based on seniority, one person in Industrial Arts and one person in Art shall be responsible for ordering the next year's supplies. Compensation shall be \$200.00 per person per year.
- B. All libraries shall open to students on the students' fourth day and shall remain open until the last week of school.
7. Severance Pay: Severance pay of 100 percent of the accumulated sick leave days will be paid to certified personnel leaving the system after at least 20 years of service, and 50 percent after at least 10 years of service, in the Taylor School System. Upon request, the severance payment shall be made within thirty (30) working days after severing employment.

Each employee's sick leave bank for purposes of computing severance pay shall be capped at the number of days in his/her bank as of June 30, 1983. All teachers will have the right to maintain a minimum of sixty (60) days in their bank.

Payment for severance payout will be capped at the individual's daily rate effective September 1, 1990 or the individual's daily rate adjusted annually at the rate of eight per cent, whichever is greater.

- A. Severance payments shall be made within thirty days after severing employment. Severance payments may be taken in:
 - 1. One lump sum
 - 2. Two payments - percent of each payment as specified by employee.
- B. The Board shall advance severance pay for the purpose of Universal Buy-In within thirty days preceding the employee's retirement date.
- C. Employees hired subsequent to September 1, 1990 shall have the value of their daily rate for severance day(s) capped at \$115.00.

8. A. Any certified person who retires under the Michigan Public Retirement Fund is considered a legitimate retiree. Said retiree, after ten years of continuous service in the Taylor School System, is eligible to receive severance pay of 100 percent of the accumulated sick leave days.

B. In the event of death, the full accumulation of personal sick bank allowance shall be paid to the estate of the deceased at the rate of 100%.

9. A. When an emergency substitute is necessary in the case of an on the job teacher, it shall be on a voluntary basis among teachers in the immediate direct proximity. Where volunteers are not available in either the elementary or secondary schools, the principal may assign the duty on the basis of inverse seniority, on a rotating basis.

B. In the secondary grades, teachers shall be paid the rate of \$22.00 an hour. No one shall be allowed to sub more than one period per day. If the entire school is on a six period day, teachers will be permitted to accept assignments as hourly substitutes only during their scheduled planning and lunch periods or outside working hours. If a secondary teacher is assigned a sixth class for more than a five day consecutive period, beginning with the sixth day the compensation shall be 1/1000 per hour. It is understood that the teacher will remain in the temporary assignment until the absent teacher has returned or unless a more senior, qualified teacher is available that particular hour. If the sixth assignment is permanently assigned to a teacher, the compensation will then be 1/1000 per hour.

C. In the elementary schools, teachers will be paid \$55.00 per A.M. or P.M. session. If the class is split, pay is to be in proportion to the split. When the music/art or physical education teacher is absent without a substitute, the teacher will be paid \$6.00 per ten minutes of subbing.

10. Credits shall only be accepted from accredited colleges or universities. Undergraduate credits between degrees shall be reimbursed at the rate of \$20.00 per semester hour to a maximum of \$500.00.

Graduate credits between degrees shall be reimbursed at the rate of \$25.00 per semester hour to a maximum of \$750.00.

The maximum compensation for additional credit hours shall be imposed only on credits earned after September 1, 1988.

To qualify for reimbursement, credits must be directly related to the enhancement of the individual's teaching or administrative competence.

The School District will reimburse members for all SBE/CEU earned based on the formula and procedures to be established by the State Board of Education and the WCISD.

Credits and SBE/CEU's denied for reimbursement shall be subject to review for approval by the Professional Review Board.

All credits and SBE/CEU's must be on file in the personnel office no later than October 15th to qualify for payment during that school year.

11. Extracurricular Activities Compensation Percent of Minimum B.A. Degree Pay.

Head football coach (HS)	13%
Assistant football coach (HS)	9%
Football (MS)	8%
Assistant football coach (MS)	6%
Head basketball coach (HS)	13%
Assistant basketball coach	9%
Basketball coach (MS)	8%
Head baseball/softball coach (HS)	9%
Assistant baseball coach (HS)	8%
Baseball/softball coach (MS)	7%
Head track coach (HS)	9%
Assistant track coach (HS)	8%
Track Coach (MS)	7%
Cross country coach	8%
Golf coach	8%
Tennis coach	8%
Head gymnastics coach	10%
Assistant gymnastics coach	8%
Wrestling coach	9%
Adaptive Sport coach	10%
Soccer coach	9%

Coaches: Effective September 1, 1988, a coach's rate of pay shall increase at the rate of one-half percent per year beginning in the fourth year or more of continuous service in the same sport, cumulative to a maximum of three and one-half percent. Those coaches with less than four years of continuous service in the same sport shall have their pay frozen at their 1987-88 rate.

High School Football Coaches who must work an additional week as the result of Administrative directive shall be paid an additional 1.5% of the BA base.

Swimming	10%
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Hockey	10%
Swimming (MS)	8%
Volleyball (HS)	10%
Assistant Volleyball	9%
Intramural (MS)	8%
Volleyball (MS)	8%

It is understood by the Taylor Board of Education and the Taylor Federation of Teachers that the institution of girls' athletics in the middle schools and additional sports in the senior highs also means that coaches' salaries for a sport are identical regardless of participant's gender.

Forensics coach	4%
Debate coach	3%
Band director (HS)	13%
Band director (MS)	7%
Chorus (HS)	8%
Cheerleader (HS)	10%
Cheerleader (MS)	9%
Drama (HS) (Min. of two Plays)	10%
Drama (MS)	5%
Class advisors (HS)	
*Senior Class	7%
*Junior Class	6%
*Sophomore Class	5%
*Freshman Class	4%
Elementary Student Council.	3%
Service squad in the elementary (one per school)	3%
Safety squad in elementary (one per school)	3%
Student Council - Senior	10%
Student Council - Middle	8%
School Publications (HS/MS) yearbook and newspaper	
. Scheduled as one teaching hour per day	
Stage craft (HS)	8%
Driver Education Coordinator (one per high school)	
12 month position	8%
HOSA I Advisor	6%
HOSA II Assistant Advisor	3%
National Honor Society Advisor (HS)	3%
National Honor Society Advisor (MS)	3%
Elementary Camp Supervisors	2%
Quiz Bowl Coach	5%
**Faculty Athletic Coordinator (one from each high school-must attend all home football and basketball games)	8%

***School District Publication Editor	13%
***School District video Production Director	13%

Teachers may hold one coordinator's position.

*In the high schools, class advisors shall be selected for each Freshman Class based upon seniority. Such advisor shall maintain this position through that class's senior year. In the event that an advisor relinquishes a position, a new advisor shall be selected based upon seniority.

**Faculty Athletic Coordinator (one in each high school) must attend all home football and girls and boys basketball games. The Faculty Athletic Coordinator must fulfill the obligations of the job description.

***These two positions shall be subject to an annual reappointment as determined by the Administration.

12. Teachers shall be paid \$15.00 for each of the following activities: Hall supervising, score keeping, announcing, ticket taking, track judging, and dance chaperones.

13. Band Directors who take their school band to a Board approved summer camp shall be compensated at 1/200 of the salary level per day spent at camp to a maximum of two (2) weeks.

Two TFT members who are instrumentally certified and approved by the Board, may assist at camp at a rate of \$125 per day up to a maximum of two (2) weeks.

14. A. Any teacher who must spend any additional day(s) at work for the School District shall be paid at the rate of 1/200 of the salary level per day.

B. Any teacher who is employed by the Board for programs which occur during the summer shall be paid at a rate of 1/2000 of his/her salary level per hour, with a minimum of \$10.00 per hour.

C. Community Education Division:

1. Salaries: All salaries will receive the same percentage adjustment as the P-12 schedule.

CLASS I - Certified teachers teaching credit class: 1/1800 minimum \$18.00 - maximum \$25.00.

CLASS II - Degree teachers teaching non credit class: \$14.00 per hour.

CLASS III - Non-degree teachers teaching non credit class: \$12.00 per hour.

CLASS IV - Non-teaching personnel. *From Federal minimum wage to \$1.00 less than Class III employees.

*Persons on-site who are not Class, I, II, or III teachers (includes but is not limited to these examples: Life-guard, tool crib attendant, day care worker, etc).

No benefits shall accrue to these or any class of part-time employees of the Community Education Department unless their required hours exceed 40 hours on a regular basis.

2. Sick Leave: Effective for the 1996-97 school year and thereafter, teachers shall have a sub provided not more than once per class assignment per semester without suffering financial loss. If a teacher misses a class period and no sub is provided, the class shall be rescheduled. Teachers who are to be absent shall notify the Community Education office at least three hours before the class. The director will make every effort to provide a substitute.
3. Seniority: Seniority shall be considered continuous if a teacher has agreed to teach a particular night but that class is canceled due to lack of enrollment. Preference of assignments in night school programs only shall be based on seniority and certification (when necessary).
4. Requisitions: Each teacher shall submit a supply requisition no later than thirty days in advance of the first class meeting. Supplies shall be ordered no later than the second week of each semester. If supplies are not delivered by the third week of the semester, every effort shall be made to obtain the necessary interim supplies.
5. Posting of Notices: The Union shall be provided with a bulletin board in all Community Education offices.
6. Summer School:
Effective October 20, 1995, the Taylor Board of Education shall decide if there will be a Summer School Program. In the event that a determination is made to provide a Summer School Program, the Administration will provide the necessary organizational structures to meet the needs of a sound Summer School Program.

If the Summer School Program is based on a focus that is new, two voluntary orientation meetings without compensation will be scheduled for interested teachers. After attending one of the orientation meetings, a teacher may apply to teach Summer School. Positions will be awarded based on seniority, certification and North Central Requirements, if applicable. Selected teachers will be provided appropriate training in the new focus area.

If a teacher participates in the training and has a Summer School position available to him/her but chooses not to teach it, any compensation received by that teacher during the training period will be returned to the funding source.

Summer school shall not be considered as an additional pay position for the purpose of Article XVII, Section 16.

This language shall supersede all other Summer School language contained in the contract.

D. Community Education Child Care Division:

1. Director to work forty-eight weeks. Assistant Director to work thirty-five weeks.
2. Director and Assistant Director paid according to Community Education Class II rate.
3. Day Care Workers shall be paid according to the following schedule: (Present schedule to be adjusted according to P-12 salary schedule. For the 97/98 school year there shall be a 2% adjustment):

Trainee (90 day probation period): \$4.57

	Assistant	Teacher
Year 1	\$ 4.83	\$5.40
Year 2	5.12	5.69
Year 3	5.40	5.97
Year 4	5.69	6.25
Year 5	6.25	6.54

CDA: \$ 6.83 Associate Degree: \$7.50

4. All full-time Child Care staff (6 hours or more) shall have one-half hour lunch and fifteen minute break. Part-time Child Care Staff (less than 6 hours but more than 3 hours) will have one fifteen minute break.
15. All qualified members of the bargaining unit shall be considered for extracurricular assignments. In cases where more than one assignment is posted, applicants shall rank their preferences numerically.
16. Members of the bargaining unit who teach or taught full-time in the P-12 program may not hold more than two positions for which they receive additional compensation. Examples: Driver Education teacher, teaching a Community Education course (night school), safety squad sponsor, etc. If additional pay positions remain vacant, the Superintendent and the Union shall assign those positions to a members on a temporary basis.
17. Only members in the bargaining unit shall be allowed to hold any teaching assignments. Extra curricular assignments may be filled by non-faculty personnel only after a vacant position has been posted and left unfilled by qualified teaching staff. Non-faculty coaches shall be rehired each year if acceptable to the Administration.
18. Driver Training Instructors shall receive \$19.28 per hour for 95/96; 96/97 - \$20.25 per hour; 97/98 - \$20.65. Effective 98/99 and thereafter this pay scale will be adjusted by the same percentage increase applied to P-12 pay scale.

19. Approved school mileage compensations shall be adjusted each January per I.R.S. allowable rate.
20. A. Any contracted, certified teacher working half-time in the system shall be entitled to one half of all fringe benefits including leaves with the following qualifications: Such teacher to assume all non-teaching responsibilities as set forth in the contract, i.e., staff meetings, recess duty as scheduled, etc.
B. Teachers teaching less than half-time are not entitled to any fringe benefits unless otherwise specified.
21. It shall be the obligation of the teacher to see that certificates, transcripts of credit, and statements of experience are on file in the office of the Board of Education during the tenure of the teacher. All credits must be on file in order to preference, bid or bump position.
22. Effective July 1, 1996, the school nurses' work year will be fifteen days more than the teachers' calendar without additional compensation. Nurses will work fifteen days prior to the beginning of the school year. Daily work schedules may be altered with a ten (10) day prior notice. The nurses' work day will be equivalent to the teachers' work day.
23. MEDICAL INSURANCE - Blue Cross and Blue Shield of Michigan
A. Comprehensive Hospital Care Certificate: You and each enrolled member of your family are covered for the following benefits; full cost of a semi-private hospital room; full cost of means, general nursing care, special diets; maternity and nursery care; use of operating, delivery, recovery and other treatment rooms; anesthesia administered by a hospital technician; drugs and medicines; dressings and casts; physical therapy provided by the hospital; use of radium owned or rented by the hospital; laboratory services as a bed patient. Full costs of hospital outpatient care; physical therapy for up to 60 consecutive days per condition per year; laboratory examinations related to surgery; emergency accident care; hemodialysis in the hospital, hospital outpatient department or in the home. You are entitled to 365 days of hospital care for general health conditions in participating hospitals. Up to 365 of these days may be used for mental conditions, up to a lifetime maximum of 730 days, and 45 days for pulmonary tuberculosis. Full renewal of days - for hospital care, after you have been out of the hospital for at least 60 consecutive days.
B. MVF PREFERRED GROUP BENEFIT CERTIFICATE: For you and each enrolled member of your family, your plan pays the physician's reasonable charge for: surgery - for illness or injury; anesthesia (by a physician anesthetist other than the physician in charge of the case); technical surgical assistance, when required and related to covered surgery; obstetrical delivery. Medical care in the hospital - for all your allowed hospital inpatient care days, consultations between your physician and other physicians. Hemodialysis -

physician services related to use of an artificial kidney machine in the hospital outpatient department; in-hospital medical care for mental illness - individual and group psychotherapy, electro shock therapy and related anesthesia, family counseling and psychological testing. Members liability are \$5.00 or 10% whichever is greater, or laboratory, pathology, x-rays and EKG's.

C. PRESCRIPTION DRUG GROUP BENEFIT CERTIFICATE (RIDER PD-MAC):

Under this program, the member simply presents the identification card and pays \$2.00 to the participating pharmacy (or doctor) to have the prescription filled.

WHAT IS A PRESCRIPTION DRUG?

- * Prescription Legend DRUG - Which by law must be labeled "Caution: Federal Law Prohibits Dispensing Without Prescription."

- * Injectable Insulin -Which does not require a Prescription.

WHAT IS EXCLUDED?

- * Contraceptive drugs

- * Therapeutic devices and appliances

- * Drugs and medicines covered under the basic certificate.

This program also provides benefits for the dispensing of generic equivalent prescription drugs instead of more costly brand name medications.

D. CONTRACEPTIVE MEDICATIONS (RIDER PD-CM): Provides coverage for physician-prescribed oral contraceptives.

E. NEEDLES AND SYRINGES FOR INSULIN (RIDER PD-NSI): Provides benefits for a three month supply of needles and syringes when purchased with insulin.

F. AMBULANCE SERVICES (RIDER AS-1): Provides benefits for medically necessary air and ground ambulance services rendered by a licensed ambulance operator. Services must be provided for the purpose of: transporting a member to a hospital; transferring a member from a hospital to another treatment location.

G. COORDINATION OF BENEFITS (RIDER COB): Coordinate the benefits provided by BCBSM with benefits available to a member under any other health benefit plan to provide 100% reimbursement wherever possible for expenses covered in part under either plan.

H. DEPENDENT CONTINUATION (RIDER DC): Provides continuation of group coverage for dependent children of the subscriber between the ages of 19-25 if eligibility requirements are satisfied.

I. EMERGENCY FIRST AID (RIDER FAE-RC): Provides benefits based on usual, customary and reasonable charges for the initial examination and treatment for emergency first aid and life threatening medical emergencies.

J. GENERAL LIMITATIONS AND EXCLUSIONS (RIDER GLE): Excludes benefits for care, devices, services, or supplies that BCBSM considers experimental or research in nature (whether or not said procedure has been approved by governing Federal, state, or local authorities).

- K. HOSPICE CARE BENEFITS (RIDER HCB): Provides HOSPICE care benefits for terminally ill individuals when provided by an approved HOSPICE program and certain conditions are met.
- L. WAIVER OF MEMBER LIABILITY (RIDER ML): Waives the member liability of \$5.00 or 10% (whichever is greater) of the physicians reasonable charge for: diagnostic laboratory, radiology, pathology, and ekg's.
- M. PRE-NATAL AND POST-NATAL CARE (RIDER PPNV-1/2): Provides benefits for pre-natal and post-natal care.
- N. ROUTINE PAP SMEAR (RIDER RPS): Provides coverage for laboratory and pathology services for routine pap smears, payable once in a 12 month period.
- O. SUBSTANCE ABUSE TREATMENT PROGRAM BENEFITS (RIDER SAT): Provides rehabilitation care benefits for substance abuse when performed in approved facilities. Level of coverage is determined based upon location of service, subject to applicable deductibles and co-insurances.
- P. SPECIFIED ORGAN TRANSPLANTS (RIDER SOT-PE): Provides benefits for human organ transplants of the liver, heart, lung, and pancreas in approved facilities. Requires prior approval by BCBSM who will initiate all necessary arrangements. Benefits are provided up to a \$1 million maximum lifetime benefit per member, per transplant. Benefits are not available for pre-existing conditions until the member has been enrolled for a period of nine consecutive months.
- Q. SPONSORED DEPENDENTS (RIDER SD): Provides coverage for dependents of the subscriber over 19 years of age who do not meet eligibility requirements for FC or DC rider coverage. Subscriber must provide main support as defined by the I.R.S., must be related by blood or marriage, or be a member of the subscriber's household. Benefits are limited to those provided under the basic certificates and any amending riders.
- R. VOLUNTARY STERILIZATION (RIDER V-ST): Provides benefits for voluntary sterilizations.
- S. HEARING CARE PROGRAM BENEFITS (RIDER HC): Provides benefits for the following services only when provided by participating providers: hearing aid acquisition cost, audiometric examination, dispensing fee, ear molds, hearing aid, hearing aid evaluation test. Benefits are excluded for services performed by non-participating providers.
- T. ROUTINE MAMMOGRAM BENEFITS (RIDER RM): Provides benefits for routine mammograms to screen for cancer of the breast subject to the following frequency limitations:
 - 1. One baseline mammogram when the member is at least age 35 and less than 40.
 - 2. One mammogram in any calendar year when the member is age 40. More frequent mammograms will be covered when specifically prescribed because of the presence of suspect malignancy or required as a

postoperative mammogram. Benefits for mammogram are subject to any member's liability requirements for diagnostic services.

- U. WELL BABY CARE: BCBS will pay for four Well Baby Care visits for the first 12 months, at 100%, not subject to deductible.
- V. CONVALESCENT AND LONG TERM ILLNESS CARE (RIDER CC/CLC): Provides benefits for convalescent and long-term illness care. Coverage is limited to 730 days for the treatment of general conditions and 90 days for mental health care in an approved facility. Each day of convalescent care is considered 1/2 day of regular care. Excludes benefits for custodial care, mental deficiency, mental retardation, senile deterioration, tuberculoses or, cases in which the prognosis for recovery are deemed unfavorable.
- W. OUTPATIENT PSYCHIATRIC CARE (RIDER OPC/OPPC): Benefits are payable for mental health care provided in an approved outpatient psychiatric facility or in a physician's office. Benefits include all professional, staff and ancillary services provided by the outpatient psychiatric facility; drugs or medicines dispensed by the facility; electroshock therapy; psychological testing; group and individual psychotherapy, and family counseling.

The subscribers are responsible for the following percentages of reasonable charges when services are provided by a physician or for psychological testing by a psychologist when ordered by a physician.

	NUMBER OF SESSIONS	CO-INSURANCE
Individual	1 - 5	none
Psychotherapy	6 - 10	15%
	11 - 15	30%
	15+	45%
Family	5 (adult)	15%
Counseling	20 (child)	Same as psychotherapy
Group Therapy	no maximum	15%
Psychological Testing	\$50.00 per year	none
Electroshock Therapy	N/A	none
The maximum payable in a calendar year is \$400.00 per member.		

- X. MASTER MEDICAL CATASTROPHIC PROGRAM: Master Medical catastrophic is a program which adds to the basic BCBS coverage to provide group members protection against the high cost of unusual or long term illness.

To receive benefits under this program (unlike the basic BCBSM program whereby you present your identification card to the provider), you must complete a claim form and attached itemized receipts for reimbursement.

Y. SPECIAL FEATURES

- * Lifetime maximum of \$1,000,000 for each member.

- * Additional days of hospital care for general medical conditions with no deductibles or co-pays.
- * Calendar year benefit period, beginning January 1 - ending December 31.
- * Carry over deductible feature whereby any covered medical expenses incurred during the last three months of a calendar year and applied to the deductible requirement for that year will be credited toward the deductible requirement of the next calendar year.
- * Allergy testing, injections, serums, etc. will be paid at 100% with no deductible or co-insurances required.

Z. ADDITIONAL BENEFITS-DEDUCTIBLE: \$150 ONE PERSON -\$300 TWO OR MORE PERSONS: 20% CO-PAY

- * Doctor's home, office and outpatient visits.
- * Limited chiropractic services.
- * Speech and physical therapy by a registered therapist.
- * Prescription drugs and insulin, when not covered by a separate program.
- * Ground and air ambulance.
- * Durable medical equipment.
- * Dental services for accidental injury.
- * Blood for transfusions.
- * Functional prosthetic appliances - Nonfunctional prosthetic appliances.
- * Pre and post-natal visits, when these visits are not covered under a separate program.
- * Oxygen and other therapeutic gases.

50% CO-PAY FOR THE FOLLOWING SERVICES:

- * Private duty nursing when 24 hour continuous skilled care is needed.
- * Mental health care is covered up to a maximum of \$10,000 per member for one year and \$20,000 maximum per member for two or more years.

The preceding brief outline is intended for use only as a source of reference. Official benefits, conditions, exclusions and limitations are documented in the BCBSM certificates and riders.

24. DENTAL INSURANCE: Plan administration and claims processing to be accomplished by Great West Life Assurance Company at the benefit levels per this proposal and outlined in the summary plan document on an annual basis. Any change in insurance carrier or administrator shall be negotiated between the Union and the Administration/Board of Education.

Claims will be paid as outlined below on a UCR (usual, customary and reasonable) basis which is updated on an ongoing basis.

There is no annual or lifetime maximum on orthodontic services.

- a. DEDUCTIBLE: Pay the first \$25.00 of covered dental expenses.

Pay only once in any calendar year; not more than \$75.00 by any one family in any one year.

- b. ANNUAL PROTECTION: This program provides up to \$1,000 each year in dental care benefits for each member.
- c. COMPREHENSIVE COVERED SERVICES

CLASS I SERVICES: 100% of Reasonable Charges

- * Oral examinations and bite wing x-rays routinely every six months.
- * Full mouth x-rays routinely every three years.
- * Teeth cleaning routinely every six months.
- * Fluoride treatment for members of all ages.
- * Space maintainers for children up to age 19.
- * Palliative emergency treatment.
- * Tests and laboratory examinations.

CLASS II SERVICES: 80% of Reasonable Charges

- * Fillings, crowns, inlays and onlays.
- * Pulp capping and root canal therapy.
- * Periodontitis and gingivitis treatment.
- * General anesthesia.
- * Extractions - simple and surgical.
- * Repairs to existing dentures.
- * Relining and rebasing of existing dentures.

CLASS III SERVICES: 80% of Reasonable Charges

- * Replacement dentures after five years if unserviceable.
- * Removable dentures.
- * Fixed bridges.

ORTHODONTIC COVERED SERVICES BENEFITS: 75% of Reasonable Charges ARE available for patients up to the end of the calendar year in which they reach age 19.

- * Habit breaking appliances.
- * Minor tooth guidance appliances.
- * Monthly, active treatment visits.
- * Appliance construction.
- * Appliance installation.
- * Full-banding treatment.

25. OPTICAL INSURANCE PROGRAM: Benefit period is a two year period from last service date. The records of the plan are kept separately for each plan year. The plan year begins on August 1, and ends on July 31.

Vision benefits - Assignable for employee and dependents.

Complete vision examination - maximum \$45.00

Single vision prescription -	
maximum per pair of lenses/frames	\$75.00
Bifocal prescription-maximum per pair of lenses/frames	\$95.00
Trifocal prescription-maximum per pair of lenses /frames	\$115.00
Lenticular prescription-	
maximum per pair of lenses/frames	\$150.00

Contact lens prescription-maximum per pair of lenses* \$ 75.00
 *In addition to examination

26. LIFE INSURANCE CARRIER to be selected by Administration.

Group Life	\$45,000.00
Accidental Death and Dismemberment	\$90,000.00
27. BI-ANNUAL CASH ALTERNATIVE OPTION PLAN: For those employees not needing and/or desiring the District provided medical plan. The following monthly payment will be provided:

a. Health	\$80.00
b. Dental	\$15.00
c. Vision	\$5.00

Method of Payment - Cash (taxable gross) separate check issued monthly.

Enrollment in the Cash Option Payment Plan is for a two year period. Withdrawal from this plan and reinstatement of any of these insurance coverages shall only be allowed in the event extenuating circumstances cause you to lose your alternate insurance coverage (death, marital status change, spouse employment layoff or termination).

28. LONG TERM DISABILITY: 180 days to age 65. All benefits are subject to provisions contained in contract.

ARTICLE XVIII RETIREMENT

1. RETIREMENT INCENTIVE: Any teacher eligible to retire in the 1992-93 school year who decides to retire between January 1, 1994 and June 30, 1994, the incentive payment to that person shall be \$15,000. The \$15,000 will be paid over a five year period under the same options as the 1993 incentive.
 - A. 1993 Retirement Incentive:
 1. Eligibility: A teacher who elects to retire between June 30, 1993 and September 1, 1993 shall be eligible for the 1993 Retirement Incentive (RI) described here. To be eligible, a teacher must:
 - a. Have twenty or more years of service time in the Taylor School District. The teacher may purchase universal and/or military time to meet the twenty year qualification.

- b. Provide written notice of their intention to retire not later than September 1, 1993.
- c. Provide a written resignation effective not later than September 1, 1993.
- d. Execute the RI Agreement which shall contain those waivers and releases required by law.

2. Terms:

- a. Eligible persons will be paid \$30,000 (subject to withholding as required by law). Payments will be made in each of the succeeding five years. Payments for the incentive shall be made available under the following irrevocable options:
 - 1. Monthly payments to commence the first regular scheduled pay date of the month following retirement.
 - 2. Annual payments to commence the last regularly scheduled pay date in June, 1994 and every June thereafter until the total benefit has been paid.
 - 3. In addition, for teachers who elect to obtain a loan to purchase service and universal time in the Retirement System, payroll deductions shall be available from the monthly allowance to provide for loan repayments.
- b. The RI will be paid in addition to any contract benefits that may be due on retirement. Payments of severance benefits required by the current collective bargaining agreement shall be paid on the same schedule option selected by the employee from paragraph 2(a) above.
- c. Benefits due under Article XVIII, Section 1a-c of the 1990-92 collective bargaining agreement will not be paid except as set forth in Section 3 hereof (except to persons who retired prior to the 1992-93 school year who were eligible for such benefits; they will continue to receive benefits).

B. The 1995 Incentive:

- 1. Eligibility: A teacher who elects to retire after January 1, 1995 shall be eligible for the Retirement Incentive described here. To be eligible, a teacher must:
 - a. Provide written notice of their intention to retire not later than March 1, 1995.
 - b. Provide a written resignation effective not later than June 30, 1995.
 - c. Execute the RI Agreement which shall contain those waivers and releases required by law.
- 2. Terms: Benefits due under Article XVIII, Section 1a-c of the 1990-92 collective bargaining agreement will be paid to eligible persons. Benefits are payable in the manner described in that section except that the date of July 1, 1992 shall be read as July 1, 1995 and Section 1a will be changed to the following:

- a. All teachers who are eligible (without deferment) and who retire on or before July 1, 1995 shall be exempt from any penalty if they become eligible to retire in the 1993-94 school year. Benefits payable are in addition to any other benefits due under the collective bargaining agreement in force on the effective date of the eligible person's retirement.

C. The 1997 RETIREMENT INCENTIVE

1. ELIGIBILITY: A teacher who elects to retire between June 16, 1997 and August 31, 1997, shall be eligible for the 1997 Retirement Incentive (RI) described here. To be eligible, a teacher must:

- a. Have ten or more years of service time in the Taylor School District.
- b. Provide written notice of their intention to retire not later than February 4, 1997.
- c. Provide a written resignation effective not later than August 31, 1997.
- d. Execute the RI Agreement which shall contain those waivers and releases required by law.

2. TERMS:

- a. Eligible persons will be paid \$50,000 (subject to withholding as required by law). Payments will be made in each of the succeeding eight years. Payments for the incentive shall be made available under the following irrevocable options:

1. Monthly payments to commence the first regular scheduled pay date of the month following retirement.
2. Annual payments to commence the last regularly scheduled pay date in June 1998 and every June thereafter until the total benefit has been paid.

- b. The RI will be paid in addition to any contract benefits that may be due on retirement. Payments of severance benefits required by the current Collective Bargaining Agreement shall be paid on the same schedule option selected by the employee from paragraph 2 (a) above.

This 1997 Retirement Incentive is in addition to previously negotiated provisions and does not alter any terms of the previous agreement.

1. The above proposal shall not take effect until not less than forty (40) secondary teachers or equivalent retire under this incentive. If the required number of employees forty (40) have not tendered their retirement notice as of February 4, 1997, then each prospective retiree shall be able to rescind their notice of intention to retire by

notifying, in writing, the Taylor School District Personnel Office by the close of business on February 18, 1997.

2. If the District's goal of forty (40) retirements is not obtained, then the secondary teachers' schedule shall remain the same as the 1996-97 teaching schedule for the remainder of the contract. In addition, the 1996-97 salary schedule will remain in effect for the 1997-98 school year.
3. TFT will receive credit for any teacher who retires between 10/16/95 and 6/16/96 who is not replaced. The District shall have the options of offering a voluntary 6 period workday on a seniority basis for the 95/96 and 96/97 school years. Payment will be at the highest community education rate for each year.

For the purpose of obtaining secondary equivalencies for the 96-97 E.R.I., the union and employer agree that teachers from the secondary division will be forced to vacant elementary positions. The first group of teachers to be forced will be teachers originally hired by the District as elementary teachers using inverse seniority. The second group of teachers forced will be secondary teachers that are elementary certified but hired as secondary teachers using inverse seniority.

This new assignment will be the forced teachers permanent position as specified in the contract.

2. Any teacher who is eligible for retirement under the Michigan Teachers' Retirement system shall have fifty percent of his/her Armed Forces Services time purchased by the School District, upon request. Employees hired on or after July 1, 1995 shall not enjoy this benefit.
3. Teachers announcing their retirement at least one week prior to the first posting shall have the option to receive all insurance benefits paid up to August 31 of that year.

ARTICLE XIX
SUBSTITUTE TEACHERS

Substitute teachers shall be classified as:

1. Daily Subs

- A. Daily rate of pay for 1993-94 is \$53.70 per day plus the same percent adjustment as the P-12 salary schedule.
- B. Beginning the eleventh day of the same assignment - \$5.00 additional per day.

2. Extended Assignment

- A. Sixty-one or more days in the same assignment -B.A. base salary rate (includes I.E.P.C. and C.E.F. substitutes).
- B. Permanent substitute assignment for a vacant assignment of less than one semester - B.A. base salary rate.

Substitutes working in Section 2 shall be entitled to working conditions typical to P-12 members.

3. Performance Review

- A. All substitutes are entitled to due process whenever their performance is being reviewed. No substitute teacher shall be disciplined, including reprimand, or placed on suspension with or without pay without cause. The District and the Union agree to the following ten(10) work day due process procedure for substitute teachers found to perform unsatisfactory.
 - 1. The substitute teacher may provide a written response to the building principal relative to charges of unsatisfactory performance within five (5) days of receipt of such charges.
 - 2. A substitute teacher who receives such notice as indicated in number 1 and provides a written response to such charges must request a hearing with the building principal within ten (10) work days of the notice of unsatisfactory performance.
 - 3. Substitute teachers who fail to comply with numbers 1 and 2 of this due process procedure within the established time frame shall waive or otherwise forfeit any and all rights to grievance the action of the District to determine that they are ineligible to substitute teach at said building.
 - 4. A substitute teacher who has been determined to be ineligible to substitute teach three times in a school year under this due process procedure shall be removed from the substitute list and may request a hearing with the Assistant Superintendent of Labor Relations and Negotiations within ten (10) days of said removal.
 - 5. The Assistant Superintendent shall after said hearing provide a written determination within ten (10) days of said hearing.

6. A substitute teacher who does not agree with the Assistant Superintendent's determination may make an appeal through the grievance procedure in accordance with the parties labor agreement.
4. Unless specified in this section of the contract, no other provisions except the Grievance Procedure shall apply to substitute teachers.

ARTICLE XX ROTC INSTRUCTORS

1. JROTC Instructors will be granted individual contracts renewable annually based on performance and the continuation of the program. If a JROTC Instructor is decertified by the Department of the Army, his/her employment by the School District shall be terminated.
2. Salary Schedule: JROTC Instructor shall be paid in accordance with the schedule determined by the Department of Defense. JROTC Instructors will be paid bi-weekly.
3. The Junior ROTC Instructor shall receive the following fringe benefits only:
 - A. The benefits as described in Article 17, Sections 22 through 27 of the current Agreement.
 - B. The Junior ROTC Instructor shall receive thirteen (13) sick days annually of which five (5) may be used for Personal Business in accordance with the terms of his/her contract.
 - C. Junior ROTC Instructors shall enjoy the benefit level regarding Bereavement leaves as other TFT members.
 - D. Other benefits of the TFT contract not contained with this Article shall not be enjoyed by Junior ROTC Instructors.
4. The Junior ROTC Instructor and the Board of Education shall mutually agree upon a vacation schedule for the said instructor which shall not exceed four (4) weeks of vacation during the summer recess period.
5. The Junior ROTC Instructor shall conform to the school calendar as established for teachers in the Taylor School District and shall also maintain his/her program during regularly scheduled working hours during the summer recess period.
6. The Junior ROTC Instructor shall be permitted to have access to the contractual grievance procedure so long as the contractual grievance procedure is in compliance with the rules and regulations established by the Department of the Army.

7. JROTC Instructors and assistants shall assume those duties assigned by the principal which are not in conflict with site accreditation requirements and North Central regulations in addition to the particular responsibilities related to their sphere of instruction (military materials-uniforms-etc.).
8. The Senior Army Instructor or his/her designee shall manage and administer the Taylor JROTC program and evaluate all JROTC personnel according to the criteria formulated in Army regulations and directives as set forth by the Department of the Army, US Army Cadet Command, Fort Monroe, Virginia and Headquarters Second ROTC Region, Fort Knox, Kentucky. It is recognized, however, that the JROTC program is part of the total teaching program within the schools and that the school administrator shall have responsibility for the supervision and evaluation of the JROTC Senior Army Instructor's and Army Instructor's performance as it relates to his/her effectiveness in the local school setting. It is desirable that the school administrator and the Senior Army Instruction consult generally on School District or Army evaluations of all JROTC instructors. Copies of evaluations shall be made available to JROTC instructors. Requirements and standards mutually acceptable to the Army and the Taylor Schools must be maintained.
9. JROTC class size shall conform to general education class size as specified in the contract unless the Union and the Administration mutually agree to make alterations.

DURATION

1. This Agreement and provisions hereto, when signed by the proper officers of the Employer and the Union shall become operative as of 12:01 A.M., September 1, 1992, unless otherwise stated herein and shall continue through Midnight, August 31, 2000, and shall continue in full force and effect from year to year thereafter unless written notice is given by either party on or before January 1, of each year thereafter requesting that the Agreement or section thereof be renegotiated. The notice shall contain the sections to be negotiated and the proposed changes desired by either party.
2. If the notice of the section to be reconsidered is Article II, Section 1, the following procedure is adopted.
 - a. Petitions calling for a collective bargaining election shall contain the signatures of 30 percent or more of the teachers eligible to vote.
 - b. Notice of the election shall be placed in school mail boxes of all teachers thirty days before the day of balloting.
 - c. The election shall be supervised and votes counted by an organization independent of the Board of Education or the teachers.

- d. The organization receiving a plurality, of the votes cast, shall be named the bargaining agent.

APPENDIX A
MEMORANDUM OF UNDERSTANDING

- A. Music teacher shall direct all public musical presentations and shall be included in the preparation and presentation of any non-public musical productions.
- B. The position of Drug Intervention Leader shall be exempt from seniority beginning in the 1987-88 school year. The parties will mutually examine the program to provide recommendations for qualification for assignment for future years.
- C. Allow Taylor teachers to enroll their out-of-district children in Taylor Schools, with an annual release from his/her residential district and an annual payment of \$1.00 paid to the Taylor School District.
- D. The parties mutually agree to establish a joint committee to study the impact of state-mandated inclusive education on the Taylor School District and to develop guidelines for implementation.
- E. Every attempt will be made to not have more than four Special Education students (with the exclusion of speech and language impaired) per hour in general education classrooms.
- F. Payment of Union Officers' Retirement Service Credit: In lieu of cash payments to the Michigan Public School Employees Retirement System. The Union will provide additional services to the School District. In exchange for those services, the District will pay the retirement fees for the release time portion of the Union officers' salary. The service will be equal to or greater in time than the amount of release time provided by the District for the Union President and Executive Secretary. As per past practice, time spent in faculty meetings as provided for in Article IX, Section 5, will be counted as service exchange time. Such services shall be documented and submitted to the payroll department by the tenth of the month following the end of the quarters (April 10, July 10, October 10 and January 10).
- G. SITE BASED MANAGEMENT
 - 1. A public school employer has the responsibility, authority, and right to manage and direct on behalf of the public, the operations and activities of public schools under its control. The Board of Education retains the right to develop, organize, staff and operate multiple school configurations to meet the needs of the students as determined by the Board of Education. The Union and the Board agree to promote the concept of "Site-Based Managed Schools." In order to facilitate the concept of "Site-Based Management" in each of the Taylor Schools, the Union and Board agree to the following:

2. A District Site Steering Committee (DSSC) will be established to act on the vision, direction and time-lines set by the Board for needed changes within the School District. The DSSC will be comprised of three (3) members appointed by the Superintendent of Schools or his/her designee, three (3) members appointed by the Taylor Federation of Teachers and one (1) Board member appointed by the School Board President.
3. A Site Steering Committee (SSC) will be elected at each individual school building. The purpose of this committee will be to enact the DSSC proposals by establishing building needs, schedules, and method of implementation. The SSC plans will be submitted to the DSSC for approval when District-wide proposals are being instituted. High schools' SSC will consist of four (4) elected TFT members and four (4) representatives appointed by the Superintendent of Schools or his/her designee. Middle schools will consist of three (3) elected TFT members, and three (3) representatives appointed by the Superintendent of Schools or his/her designee. Elementary schools will consist of three (3) elected TFT members and three (3) representatives appointed by the Superintendent of Schools or his/her designee.
4. The Site Steering Committee will also review all building initiated proposals and recommendations to improve education at the site. If the proposal receives the majority affirmative vote of the certified staff. The building Site Steering Committee will submit the proposal to the DSSC for final approval.
5. The Board of Education retains the sole and exclusive right to establish, direct, operate and terminate "pilot" programs that the Board of Education determines is in the best interest of student achievement in accordance with State Statute.
6. Middle schools will be instituted at Brake and West effective with the 1996-97 school year.

The innovative schools will be established to provide model programs and methods to improve teaching and learning which will result in greater student achievement. These proven successful methods of programs will be considered for implementation throughout the District.

Applications will be generated by individual schools and/or a portion of a school's staff (i.e., a high school department) for review and acceptance by the joint committee, (DSSC).

Included in the application or after the experiment has begun is the right to seek waivers from the Collective Bargaining Agreement and/or School Board Policies on an annual basis so the educational process may be improved. The reasons for waivers will be considered by the joint committee, (DSSC).

- H. The parties mutually agree that the co-teaching pilot program between general ed and special ed teachers will continue for the 1992-93 school year.
- I. It is the goal of the parties to insure that discipline imposed against students will be as uniform as possible. To that end, the parties agree to create a Student Discipline Committee. The committee will convene as soon as possible. The committee will endeavor to establish a uniform student discipline policy.
- J. Child Study meetings and Multi-Educational Team Meetings: For purposes of child study meetings and multi-educational team meetings, teachers at the elementary level agree to participate in said meetings, with five (5) days notice, either before or after the regularly scheduled day. Should additional time be necessary to complete said meetings, teachers will not receive additional compensation. However, the teachers will have the option to reduce their required before or after school preparation time by an equal amount of time.
- K. Hepatitis B Shots
The Union and Administration agree that all contract teachers, pre-school assistants, non-faculty coaches and Community Ed child care workers will be provided at no cost Hepatitis B vaccinations. The Administration shall chose the provider of this service.
- L. The Union President and Executive Secretary will have an amount equal to 50 % of the English Department Chairperson's stipend added to their base pay.
- M. The Taylor School District and the Taylor Federation of Teachers mutually agree that the coaches of ninth grade teams shall be paid at the middle school level as specified in the current Master Agreement.

The Taylor School District and the Taylor Federation of Teachers mutually agree that the middle school coaching stipends specified in the current Master Agreement will only be applied if interscholastic league competition is reestablished.

The Taylor School District and the Taylor Federation of Teachers mutually agree that the following stipends will be paid for coaches in the 7th and 8th grade Intra-city Taylor Schools League.

Boys Basketball	4%	Girls Basketball	4%
Coed Track	4%	Coed Swimming	4%
Girls Volleyball	4%	Cheerleading	4%

Each season will last for seven weeks. The first two weeks will be for practice. The remaining five weeks will be for practice and games.

Middle school cheerleaders will only be required to cheer during the boys' basketball season.

N. RE: Career Center Counselor Position

This total Agreement shall include restoring the Career Center Counselor Position.

O. The T.F.T. and Taylor School District mutually agree to the following changes in insurance coverage:

1. A rider will be added to cover the cost of PSA Testing.
2. The annual out of pocket stop loss will be reduced to \$500/1000 from the current \$1000/2000.
3. The long term disability waiting period will be reduced from one year to six months.
4. The Board of Education reserves the right to change insurance carriers and third party administrator for life, dental, vision and long term disability insurance, provided for in this Agreement pursuant to the competitive bidding procedure utilized in the School District so long as the benefits remain substantially similar to those currently in effect. The Board of Education reserves the right to bid and change carriers to any life and disability company rated by A.M. Best at or above A-10.
5. The Union reserves the right to use the grievance procedure to resolve disputed claims relative to the standard of substantially similar for Dental and Vision.
6. The current Dental and Vision Third Party Administrators will not be changed prior to July 1, 1995.

P. Hourly Compensation for Work Outside School Day and/or School Year

I. Programs and/or Activities

A. Classification and/or Activity

1. Driver Education Instructor
2. General Education Summer School Programs
3. Teacher(s) who attend any of the following School Improvement Meetings/In-Service activities held after school, Saturday, or summer
 - a. In-Service on Board of Education adopted basic curriculum
 - b. Scheduled activities contained within an approved building plan
 - c. Scheduled P-12-A Curriculum Team meetings
 - d. Scheduled Building Leadership Team (B.L.T.) Meetings
 - e. MEAP In-Service/Planning

- B. School Improvement meetings shall be scheduled for a minimum of one hour and thirty minutes. Compensation for said meeting shall not be less than one and one-half (1 1/2) times the designated rate.

- C. Teachers employed by the Board of Education for the above Programs and/or In-Service activities shall be compensated based on the following schedule:

<u>SCHOOL YEAR</u>	<u>RATE</u>
94/95	\$18.54
95/96	\$19.28
96/97	\$20.25
97/98	\$20.66

II. 31 A/Categorical Funded Summer School

- A. Teachers employed by the District to conduct summer school programs funded through 31 A/Categorical monies shall be compensated in accordance with the following schedule:

1. 94/95 - 1/1800 contract rate but not less than \$18.54 per hour or more than \$25.75 per hour.
2. 95/96 - 1/1800 contract rate but not less than \$19.28 per hour or more than \$26.78 per hour.
3. 96/97 - 1/1800 contract rate but not less than \$20.25 per hour or more than \$28.12 per hour.
4. 1997-98 - 2 percent increase
5. 1998 and thereafter - same percentage increase as applied to P-12 schedule
6. Teachers instructing under this program shall be responsible for the development, implementation, evaluation and all follow-up of the program.
7. Staff and assignment(s) for this program shall be as determined by the Building.
8. Continuation of this program is subject to the availability of 31 A/Categorical monies.

III. Academic Classes/Tutoring Conducted Outside of the Normal School Day

- A. Teachers employed by the District to conduct academic classes/tutoring funded through 31 A/Categorical monies shall be compensated in accordance with the following schedule:

1. 94/95 - 1/1800 contract rate but not less than \$18.54 per hour or more than \$25.75 per hour.
2. 95/96 - 1/1800 contract rate but not less than \$19.28 per hour or more than \$26.78 per hour.
3. 96/97 - 1/1800 contract rate but not less than \$20.25 per hour or more than \$28.12 per hour.
4. 1997-98 - 2 percent increase.
5. 1998 and thereafter - same percentage increase as applied to P-12 schedule.

6. Teachers instructing under this program shall be responsible for the development, implementation, evaluation and all follow-up of the program.
7. Staff and assignment(s) for this program shall be determined by the Building.
8. Continuation of this program is subject to the availability of 31 A/Categorical monies.

IV. Summer Curriculum/Development/Writing

A. Teachers employed by the District for curriculum development and writing which occur during the summer shall be compensated in accordance with the following schedule:

1. 94/95 - 1/1800 contract rate but not less than \$18.54 per hour or more than \$25.75 per hour.
2. 95/96 - 1/1800 contract rate but not less than \$19.28 per hour or more than \$26.78 per hour.
3. \$96/97 - 1/1800 contract rate but not less than \$20.25 per hour or more than \$28.12 per hour.
4. 1997-98 - 2 percent increase
5. 1998 and thereafter - same percentage increase as applied to P-12 schedule.

Q. PAST PRACTICES

There are no understandings or agreements or past practices which are binding on either the Employer or the Union other than the written agreements enumerated or referred to in this Agreement. No further agreement shall be binding on either the Employer or the Union until it has been put in writing and signed by both the Employer and the Union as either an amendment to this Agreement or a letter of understanding signed by both parties.

R. Any provision in the contract which conflicts with the explicit language of this Agreement, shall be deemed null and void to the extent that its application conflicts with the implementation of this language.

SCHOOL CALENDAR - 1992-93

SEPT	23	TEACHERS REPORT
	24	SCHOOL BEGINS (½ DAY AM GRADES 1-6)
		KDG ORIENTATION (PARENTS AND CHILDREN ATTEND BY SCHEDULE)
	25,28,29,30	½ DAY EACH KDG SESSION WILL ATTEND BY SCHEDULE
NOV	20	ELEMENTARY MARKING PERIOD ENDS - ELEMENTARY RECORD DAY (NO SCHOOL PM FOR GRADES 1-6 & PM KDG)
	23	ELEMENTARY REPORT CARDS GO HOME ELEMENTARY PARENT CONFERENCES NO SCHOOL PM GRADES 1-6 & PM KDG
	24	ELEMENTARY PARENT CONFERENCES PM AND EVENING: GRADES 1-6 AND PM KDG (NO SCHOOL PM)
	25	½ DAY FOR ELEMENTARY (NO SCHOOL PM GRADES 1-6 AND PM KDG) SECONDARY 1ST MARKING PERIOD ENDS
	26, 27	THANKSGIVING RECESS, NO SCHOOL
	30 & DEC 1,2	KDG PM SESSION REPORT -AM KDG PARENT CONFERENCES
DEC	2	½ DAY IN JR HIGHS -PARENT CONF. PM AND EVENING
	3	½ DAY IN SR HIGHS -PARENT CONF. PM AND EVENING
	4	½ DAY FOR SECONDARY SCHOOLS - NO SCHOOL PM
	18	SCHOOL CLOSES AT REGULAR TIME - WINTER RECESS
JAN	4	SCHOOL REOPENS AT REGULAR TIME
FEB	11,12	SECONDARY SEMESTER EXAMS - ½ DAYS
	12	1ST SEMESTER ENDS
	13	TEACHER RECORD DAY
	15	2ND SEMESTER BEGINS
MAR	20	CURRICULUM DAY - NO SCHOOL FOR STUDENTS
APRIL	9	NO SCHOOL, BEGIN SPRING RECESS
	19	SCHOOL REOPENS AT REGULAR TIME
	23	ELEMENTARY 3RD MARKING PERIOD ENDS - ELEMENTARY RECORD DAY (NO SCHOOL PM GRADES 1-6 AND PM KDG)
	23	SECONDARY 3RD MARKING PERIOD ENDS
	26	ELEMENTARY REPORT CARDS GO HOME ELEMENTARY PARENT CONFERENCES PM. NO SCHOOL GRADES 1-6 AND AM KDG (PM KDG REPORTS TO SCHOOL IN AM CLASS)
	27	KDG PM SESSIONS REPORT - KDG AM SESSIONS PARENT CONFERENCES.
MAY	31	MEMORIAL DAY - NO SCHOOL
JUNE	28,29	SECONDARY SCHOOL FINAL EXAMS -1/2 DAY
	29	FINAL MARKING PERIOD ENDS GRADES K-6 - NO SCHOOL IN PM - ELEMENTARY RECORD ½ DAY
	30	TEACHER RECORD DAY

180 STUDENTS DAYS - 184 TEACHER DAYS NOTE: IF ACT OF GOD
MAKE-UP DAY IS NECESSARY, IT WILL BE APRIL 9.

SCHOOL CALENDAR - 1993-94

SEPT	7	TEACHERS REPORT
	8	SCHOOL BEGINS (½ DAY AM GRADES 1-6). KDG ORIENTATION (PARENTS & CHILDREN ATTEND BY SCHEDULE)
	9,10,13,14	½ DAY EACH KDG SESSION WILL ATTEND BY SCHEDULE
NOV	5	SECONDARY MARKING PERIOD ENDS.
	9	ELEMENTARY MARKING PERIOD ENDS - ELEMENTARY RECORD DAY (NO SCHOOL PM FOR GRADES 1-6 & PM KDG)
	10	ELEMENTARY REPORT CARDS GO HOME -ELEMENTARY PARENT CONFERENCES -NO SCHOOL PM GRADES 1-6 & PM KDG
	11	ELEMENTARY PARENT CONFERENCES PM AND EVENING: GRADES 1-6 AND PM KDG (NO SCHOOL PM)
	12	½ DAY FOR ELEMENTARY (NO SCHOOL PM GRADES 1-6 AND PM KDG) - SECONDARY REPORT CARDS GO HOME
	15,16,17	KDG PM SESSION REPORT -AM KDG PARENT CONFERENCES
	22	½ DAY JR HIGH -JR HI PARENT CONF. PM & EVENING
	23	½ DAY SR HIGH -SR HI PARENT CONF. PM & EVENING
	24	½ DAY FOR SECONDARY - NO SCHOOL IN PM
	25,26	THANKSGIVING RECESS, NO SCHOOL
DEC	17	SCHOOL CLOSSES AT REGULAR TIME - WINTER RECESS
JAN	3	SCHOOL REOPENS AT REGULAR TIME
	26,27	SECONDARY SEMESTER EXAMS - ½ DAYS
	27	1ST SEMESTER ENDS
	28	TEACHER RECORD DAY - NO SCHOOL FOR STUDENTS
	31	2ND SEMESTER BEGINS
FEB	4	SECONDARY REPORT CARDS GO HOME
	25	WINTER BREAK - NO SCHOOL
MAR	18	CURRICULUM DAY - NO SCHOOL FOR STUDENTS
	24	ELEMENTARY 3RD MARKING PERIOD ENDS - ELEMENTARY RECORD DAY - NO SCHOOL PM GRADES 1-6 AND PM KDG
	25	ELEMENTARY REPORT CARDS GO HOME. ELEMENTARY PARENT CONFERENCES PM NO SCHOOL GRADES 1-6 AND AM KDG (NO AM KDG - PM KDG REPORTS TO SCHOOL IN AM)
	28	KDG PM SESSION REPORT-KDG AM SESSION-PARENT CONF
	31	SECONDARY 3RD MARKING PERIOD ENDS
APR	1	NO SCHOOL, BEGIN SPRING RECESS
	11	SCHOOL REOPENS AT REGULAR TIME
	15	SECONDARY REPORT CARDS GO HOME
MAY	30	MEMORIAL DAY - NO SCHOOL
JUNE	11	SENIOR HIGH SCHOOL GRADUATIONS
	15,16	SECONDARY SCHOOL FINAL EXAMS -1/2 DAY
	16	FINAL MARKING PERIOD ENDS GRADES 1-6 - NO SCHOOL IN PM - ELEMENTARY RECORD ½ DAY ELEMENTARY REPORT CARDS GO HOME.
	17	TEACHER RECORD DAY

180 STUDENTS DAYS - 184 TEACHER DAYS - NOTE: IF ACT OF GOD MAKE-UP
DAY IS NECESSARY, IT WILL BE JUNE 17, & RECORD DAY WILL BE JUNE 20.

SCHOOL CALENDAR - 1994-95

SEPT	6	TEACHERS REPORT
	7	SCHOOL BEGINS (½ DAY AM GRADES 1-6) KDG ORIENTATION (PARENTS AND CHILDREN ATTEND BY SCHEDULE)
	8,9,12,13	½ DAY EACH KDG SESSION WILL ATTEND BY SCHEDULE
NOV	4	SECONDARY FIRST MARKING PERIOD ENDS
	8	ELEMENTARY MARKING PERIOD ENDS - ELEMENTARY RECORD DAY (NO SCHOOL PM FOR GRADES 1-6 & PM KDG)
	9	ELEMENTARY REPORT CARDS GO HOME ELEMENTARY PARENT CONFERENCES NO SCHOOL PM GRADES 1-6 & PM KDG
	10	ELEMENTARY PARENT CONFERENCES PM AND EVENING: GRADES 1-6 AND PM KDG (NO SCHOOL PM)
	11	½ DAY FOR ELEMENTARY (NO SCHOOL PM FOR GRADES 1-6 AND PM KDG) SECONDARY REPORT CARDS GO HOME
	14,15,16	KDG PM SESSION REPORT -AM KDG PARENT CONFERENCES
	21	½ DAY SR HIGH -SR HI PARENT CONF. PM & EVENING
	22	½ DAY JR HIGH -JR HI PARENT CONF. PM & EVENING
	23	½ DAY FOR SECONDARY - NO SCHOOL IN PM
	24,25	THANKSGIVING RECESS, NO SCHOOL
DEC	20	SCHOOL CLOSSES AT REGULAR TIME - WINTER RECESS
JAN	4	SCHOOL REOPENS AT REGULAR TIME
	25,26	SECONDARY SEMESTER EXAMS - ½ DAYS
	26	1ST SEMESTER ENDS
	27	TEACHER RECORD DAY - NO SCHOOL FOR STUDENTS
	30	2ND SEM. BEGINS -ELEMENTARY REPORT CARDS GO HOME
FEB	3	SECONDARY REPORT CARDS GO HOME
MAR	3	WINTER BREAK DAY
	24	CURRICULUM DAY - NO SCHOOL FOR STUDENTS
	30	ELEMENTARY 3RD MARKING PERIOD ENDS ELEMENTARY RECORD DAY NO SCHOOL PM GRADES 1-6 AND PM KDG
	31	ELEMENTARY REPORT CARDS GO HOME ELEMENTARY PARENT CONFERENCES PM -NO SCHOOL GRADES 1-6 AND AM KDG (NO AM KDG - PM KDG REPORTS TO SCHOOL IN AM)
	31	SECONDARY 3RD MARKING PERIOD ENDS
APR	3	KDG PM SESSION REPORT -KDG SESSIONS PARENT CONF.
	7	SECONDARY REPORT CARDS GO HOME
	14	NO SCHOOL, BEGIN SPRING RECESS
	24	SCHOOL REOPENS AT REGULAR TIME
MAY	29	MEMORIAL DAY - NO SCHOOL
JUNE	10	SENIOR HIGH SCHOOL GRADUATIONS
	14,15	SECONDARY SCHOOL FINAL EXAMS -1/2 DAY
	15	FINAL MARKING PERIOD ENDS -GRADES 1-6 -NO SCHOOL PM ELEMENTARY RECORD ½ DAY. ELEMENTARY REPORT CARDS GO HOME
	16	TEACHER RECORD DAY

180 STUDENTS DAYS - 184 TEACHER DAYS - NOTE: IF ACT OF GOD MAKE-UP DAY IS NECESSARY, IT WILL BE JUNE 16, & RECORD DAY WILL BE JUNE 19.

SCHOOL CALENDAR - 1995-96

AUG	28	TEACHERS REPORT
	29	SCHOOL BEGINS (½ DAY AM GRADES 1-6) KDG ORIENTATION (PARENTS AND CHILDREN ATTEND BY SCHEDULE)
AUG	30,31 & SEPT 1,5	½ DAY EACH KDG SESSION (WILL ATTEND BY SCHEDULE)
SEPT	4	LABOR DAY - NO SCHOOL
OCT	27	SECONDARY FIRST MARKING PERIOD ENDS
	31	ELEMENTARY MARKING PERIOD ENDS - ELEMENTARY RECORD DAY NO SCHOOL PM FOR GRADES 1-6 & PM KDG)
NOV	1	ELEMENTARY REPORT CARDS GO HOME - ELEMENTARY PARENT CONFERENCES-NO SCHOOL PM GRADES 1-6 & PM KDG
	2	ELEMENTARY PARENT CONFERENCES PM AND EVENING: GRADES 1-6 AND PM KDG (NO SCHOOL PM)
	3	½ DAY FOR ELEMENTARY (NO SCHOOL PM) SECONDARY REPORT CARDS GO HOME
	6,7,8	KDG PM SESSION REPORT -AM KDG PARENT CONFERENCES
	8	½ DAY JR HIGH -JR HI PARENT CONF. PM & EVENING
	9	½ DAY SR HIGH -SR HI PARENT CONF. PM & EVENING
	10	½ DAY FOR ALL SECONDARY SCHOOLS (NO SCHOOL PM)
	23,24	THANKSGIVING RECESS, NO SCHOOL
DEC	22	SCHOOL CLOSES AT REGULAR TIME - WINTER RECESS
JAN	8	SCHOOL REOPENS AT REGULAR TIME
	17,18	SECONDARY SEMESTER EXAMS - ½ DAYS
	18	FIRST SEMESTER ENDS
	19	TEACHER RECORD DAY NO SCHOOL FOR STUDENTS
	22	2ND SEMESTER BEGINS
	22	ELEMENTARY REPORT CARDS GO HOME
	26	SECONDARY REPORT CARDS GO HOME
FEB	23	SCHOOL CLOSES AT REGULAR TIME-WINTER BREAK
MAR	4	SCHOOL REOPENS AT REGULAR TIME
	15	CURRICULUM DAY NO SCHOOL FOR STUDENTS
	29	ELEMENTARY THIRD MARKING PERIOD ENDS ELEMENTARY RECORD DAY (NO SCHOOL PM FOR GRADES 1-6 AND PM KDG.)
APR	1	ELEMENTARY REPORT CARDS-ELEMENTARY PARENT CONF. PM. (NO SCHOOL FOR GRADES 1-6 AND AM KDG.) (NO AM KDG - PM KDG REPORTS TO SCHOOL IN AM)
	2	PM KDG SESSIONS REPORT
	5	NO SCHOOL - BEGIN SPRING RECESS
	15	SCHOOL REOPENS AT REGULAR TIME
	15	SECONDARY REPORT CARDS GO HOME
MAY	24	NO SCHOOL
	27	MEMORIAL DAY - NO SCHOOL
JUNE	8	SENIOR HIGH SCHOOL GRADUATIONS
	12,13	SECONDARY SCHOOL FINAL EXAMS -1/2 DAYS
	13	FINAL MARKING PERIOD ENDS GRADES K-6 NO SCHOOL IN PM ELEMENTARY RECORD DAY ½ DAY ELEMENTARY REPORT CARDS GO HOME
	14	TEACHER RECORD DAY

180 STUDENTS DAYS - 184 TEACHER DAYS - NOTE: IF ACT OF GOD MAKE-UP
DAY IS NECESSARY, IT WILL BE JUNE 14, & RECORD DAY WILL BE JUNE 17.

SCHOOL CALENDAR - 1996-97

AUG	26	TEACHERS REPORT
	27	SCHOOL BEGINS (½ DAY AM GRADES 1-6) KDG ORIENTATION (PARENTS AND CHILDREN ATTEND BY SCHEDULE)
SEPT	2	LABOR DAY - NO SCHOOL
OCT	25	SECONDARY FIRST MARKING PERIOD ENDS
	28	ELEMENTARY MARKING PERIOD ENDS - ELEMENTARY RECORD DAY (NO SCHOOL IN PM GRADES 1-6 AND AM/PM KDG REPORT)
	29	ELEMENTARY REPORT CARDS GO HOME ELEMENTARY PARENT CONFERENCES IN PM & EVENING NO SCHOOL PM GRADES 1-6 - AM/PM KDG REPORT
	30	ELEMENTARY PARENT CONFERENCES PM NO SCHOOL PM FOR GRADES 1 - 6 - AM/PM KDG REPORT
NOV	1	½ DAY FOR ELEMENTARY (NO SCHOOL PM GRADES 1-6 AND PM KDG) - SECONDARY REPORT CARDS GO HOME
	4,5,6	KDG AM/PM SESSION REPORT -AM KDG PARENT CONFERENCES
	6	½ DAY SR HIGH -SR HI PARENT CONF. IN PM & EVENING
	7	½ DAY MIDDLE SCHOOL- MIDDLE SCHOOL PARENT CONF. PM & EVENING
	8	½ DAY FOR SECONDARY - NO SCHOOL IN PM
	28, 29	THANKSGIVING RECESS, NO SCHOOL
DEC	20	SCHOOL CLOSSES AT REGULAR TIME - WINTER RECESS BEGINS
JAN	6	SCHOOL REOPENS AT REGULAR TIME
	15,16	SECONDARY SEMESTER EXAMS - ½ DAYS
	16	1ST SEMESTER ENDS
	17	TEACHER RECORD DAY - NO SCHOOL FOR STUDENTS
	20	2ND SEMESTER BEGINS - ELEMENTARY REPORT CARDS GO HOME
	24	SECONDARY REPORT CARDS GO HOME
FEB	24	NO SCHOOL WINTER BREAK-BEGINS
MAR	3	SCHOOLS REOPENS AT REGULAR TIME
	27	SECONDARY THIRD MARKING PERIOD ENDS
	28	NO SCHOOL - BEGIN SPRING BREAK
APRIL	7	SCHOOL REOPENS AT REGULAR TIME
	9	ELEMENTARY 3RD MARKING PERIOD ENDS - ELEMENTARY RECORD DAY - NO SCHOOL PM GRADES 1-6 (AM/PM KDG REPORT)
	10	ELEMENTARY PARENT CONFERENCES PM - NO SCHOOL PM GRADES 1-6 AND (AM/PM KDG REPORT)
	11	AM/PM KDG REPORT - KDG PARENT CONFERENCES SECONDARY REPORT CARDS GO HOME
MAY	23,26	MEMORIAL DAY - NO SCHOOL
JUNE	7	SENIOR HIGH SCHOOL GRADUATIONS
	11,12	SECONDARY SCHOOL FINAL EXAMS - ½ DAY
	12	FINAL MARKING PERIOD ENDS - GRADES 1-6 NO SCHOOL IN PM (PM KDG REPORTS IN THE AM - NO AM KDG CLASSES) ELEMENTARY RECORD ½ DAY ELEMENTARY REPORT CARDS GO HOME
	13	TEACHER RECORD DAY

181 STUDENTS DAYS - 184 TEACHER DAYS - NOTE: IF ACT OF GOD MAKE-UP
DAY IS NECESSARY, IT WILL BE MAY 23

SCHOOL CALENDAR - 1997-98

AUG	25	TEACHERS REPORT
	26	SCHOOL BEGINS (½ DAY AM GRADES 1-6) KDG ORIENTATION PARENTS AND CHILDREN ATTEND BY SCHEDULE
SEPT	1	LABOR DAY - NO SCHOOL
OCT	24	SECONDARY FIRST MARKING PERIOD ENDS
	28	ELEMENTARY MARKING PERIOD ENDS - EL. RECORD DAY NO SCHOOL IN PM FOR GRADES 1-6 (AM/PM KDG. REPORT)
	29	ELEMENTARY REPORT CARDS GO HOME - ELEMENTARY PARENT CONFERENCES IN PM AND EVENING - NO SCHOOL IN PM FOR GRADES 1-6 AM/PM KDG REPORT
	30	ELEMENTARY PARENT CONFERENCE IN PM NO SCHOOL IN PM FOR GRADES 1-6 -AM/PM KDG. REPORT
NOV	1	½ DAY FOR ELEMENTARY NO SCHOOL IN PM FOR GRADES 1-6 & PM KDG SECONDARY REPORT CARDS GO HOME
	3,4,5	AM/PM KDG REPORT-AM KDG PARENT CONFERENCES
	5	½ DAY FOR SENIOR HIGH - SENIOR HIGH PARENT CONFERENCES IN PM AND EVENING
	6	½ DAY MIDDLE SCHOOL - MIDDLE SCHOOL PARENT CONFERENCES IN PM AND EVENING
	7	½ DAY SECONDARY AM - NO SCHOOL IN PM
	27,28	THANKSGIVING RECESS - NO SCHOOL
DEC	19	SCHOOL CLOSSES AT REGULAR TIME FOR WINTER RECESS
JAN	5	SCHOOL REOPENS AT REGULAR TIME
	14,15	SECONDARY SEMESTER EXAMS - ½ DAY
	15	FIRST SEMESTER ENDS
	16	TEACHER RECORD DAY - NO SCHOOL FOR STUDENTS
	19	SECOND SEMESTER BEGINS ELEMENTARY REPORT CARDS GO HOME
	23	SECONDARY REPORT CARDS GO HOME
FEB	23	NO SCHOOL - WINTER BREAK BEGINS
MAR	2	SCHOOL REOPENS AT REGULAR TIME
	27	SECONDARY THIRD MARKING PERIOD ENDS
	31	ELEMENTARY THIRD MARKING PERIOD ENDS ELEMENTARY RECORD DAY - NO SCHOOL IN PM FOR GRADES 1-6 AM/PM KDG. REPORT
APRIL	1	ELEMENTARY REPORT CARDS GO HOME-EL. PARENT CONF. IN PM NO SCHOOL IN PM FOR GRADES 1-6 - AM/PM KDG. REPORT
	2	KDG AM/PM REPORT - KDG PARENT CONFERENCES SECONDARY THIRD MARKING PERIOD ENDS
	10	NO SCHOOL - BEGIN SPRING BREAK
	20	SCHOOL REOPENS AT REGULAR TIME
MAY	22,25	MEMORIAL DAY - NO SCHOOL
JUNE	6	SENIOR HIGH SCHOOL GRADUATIONS
	10,11	SECONDARY SCHOOL FINAL EXAMS ½ DAY
	11	FINAL MARKING PERIOD ENDS - GRADES 1-6 NO SCHOOL IN PM PM KDG REPORTS IN AM - NO AM KDG. ELEMENTARY RECORD DAY - ½ DAY ELEMENTARY REPORT CARDS GO HOME
	12	TEACHER RECORD DAY

181 STUDENT DAYS - 184 TEACHER DAYS - NOTE: IF ACT OF GOD MAKE-UP DAY IS
NECESSARY, IT WILL BE MAY 22.

TWO ½ DAY TEACHER IN-SERVICE DAYS WILL BE SCHEDULED DURING THE
SCHOOL YEAR FOR K-6, 7-8, AND 9-12 TEACHERS

SCHOOL CALENDAR - 1998-99

AUG	31	TEACHERS REPORT
SEPT	1	SCHOOL BEGINS (½ DAY IN AM FOR GRADES 1-6 KDG ORIENTATION-PARENTS AND CHILDREN ATTEND BY SCHEDULE
	7	LABOR DAY-NO SCHOOL
OCT	30	SECONDARY FIRST MARKING PERIOD ENDS
NOV	3	ELEMENTARY MARKING PERIOD ENDS-ELEMENTARY RECORD DAY NO SCHOOL IN PM FOR GRADES 1-6 -AM/PM KDG. REPORT
	4	ELEMENTARY REPORT CARDS GO HOME- ELEMENTARY PARENT CONF IN PM AND EVENING - NO SCHOOL IN PM FOR GRADES 1-6 AM/PM KDG. REPORT
	5	ELEMENTARY PARENT CONF. IN PM NO SCHOOL IN PM FOR GRADES 1-6 AM/PM KDG REPORT
	6	½ DAY FOR ELEMENTARY SECONDARY REPORT CARDS GO HOME NO SCHOOL IN PM FOR GRADES 1-6 & PM KDG.
	9,10,11	KDG AM/PM SESSION REPORT-AM KDG PARENT CONFERENCES
	11	½ DAY SR. HI.- SR. HI CONF. IN PM & EVENING
	12	½ DAY MIDDLE SCHOOL - MIDDLE SCHOOL PARENT CONFERENCE IN PM & EVENING
	13	½ DAY SECONDARY AM - NO SCHOOL IN PM
	26,27	THANKSGIVING RECESS - NO SCHOOL
DEC	18	SCHOOL CLOSSES AT REGULAR TIME FOR WINTER RECESS
JAN	4	SCHOOL REOPENS AT REGULAR TIME
	20, 21	SECONDARY SEMESTER EXAMS - ½ DAY
	21	FIRST SEMESTER ENDS
	22	TEACHER RECORD DAY - NO SCHOOL FOR STUDENTS
	25	SECOND SEMESTER BEGINS - ELEMENTARY REPORT CARDS GO HOME
	29	SECONDARY REPORT CARDS GO HOME
FEB	22	NO SCHOOL - WINTER BREAK BEGINS
MAR	1	SCHOOL REOPENS AT REGULAR TIME
APR	1	SECONDARY THIRD MARKING PERIOD ENDS
	2	NO SCHOOL - BEGIN SPRING BREAK
	12	SCHOOL REOPENS AT REGULAR TIME
	13	ELEMENTARY THIRD MARKING PERIOD ENDS ELEMENTARY RECORD DAY-NO SCHOOL IN PM FOR GRADES 1-6 AM/PM KDG REPORT
	14	ELEMENTARY REPORT CARDS GO HOME ELEMENTARY CONFERENCES IN PM-NO SCHOOL IN PM FOR GRADES 1-6 AM/PM KDG REPORT
	15	KDG AM/PM REPORT-KDG PARENT CONFERENCES SECONDARY THIRD MARKING PERIOD ENDS
MAY	21,24	MEMORIAL DAY - NO SCHOOL
JUNE	12	SENIOR HIGH SCHOOL GRADUATIONS
	16,17	SECONDARY SCHOOL FINAL EXAMS - ½ DAY
	17	FINAL MARKING PERIOD ENDS-GRADES 1-6 NO SCHOOL IN PM PM KDG REPORTS IN THE AM - NO AM KDG
		ELEMENTARY RECORD DAY-ELEMENTARY REPORT CARDS GO HOME
	18	TEACHER RECORD DAY

181 STUDENT DAYS - 184 TEACHER DAYS - NOTE: IF ACT OF GOD MAKE-UP DAY IS NECESSARY, IT WILL BE MAY 21. TWO ½ DAY TEACHER IN-SERVICE DAYS WILL BE SCHEDULED DURING THE SCHOOL YEAR FOR K-6, 7-8, AND 9-12 TEACHERS.

SCHOOL CALENDAR - 1999-2000

AUG	30	TEACHERS REPORT
	31	SCHOOL BEGINS-FULL DAY FOR GRADES 1-6 KDG ORIENTATION PARENTS & CHILDREN ATTEND BY SCHEDULE
SEPT	6	LABOR DAY-NO SCHOOL
NOV	2	ELEMENTARY MARKING PERIOD ENDS-ELEMENTARY RECORD DAY NO SCHOOL IN PM FOR GRADES 1-6 - AM/PM KDG REPORT
	3	ELEMENTARY REPORT CARDS GO HOME-ELEMENTARY PARENT CONF. IN PM & EVENING - NO SCHOOL IN PM FOR GRADES 1-6 AM/PM KDG REPORT
	4	ELEMENTARY PARENT CONFERENCES IN PM NO SCHOOL IN PM FOR GRADES 1-6 - AM/PM KDG REPORT
	5	1/2 DAY FOR ELEMENTARY - NO SCHOOL IN PM FOR GRADES 1-6 AND PM KDG - ELEMENTARY REPORT CARDS GO HOME
	5	SECONDARY FIRST MARKING PERIOD ENDS
	12	SECONDARY REPORT CARDS GO HOME
	8,9,10	AM/PM KDG REPORT-AM KDG PARENT CONFERENCES
	17	1/2 DAY SENIOR HIGH-SENIOR HIGH PARENT CONFERENCES IN PM & EVENING
	18	1/2 DAY MIDDLE SCHOOL - MIDDLE SCHOOL PARENT CONFERENCES IN PM & EVENING
	19	1/2 DAY SECONDARY AM - NO SCHOOL IN PM
	25,26	THANKSGIVING RECESS-NO SCHOOL
DEC	23	SCHOOL CLOSES AT REGULAR TIME-WINTER RECESS
JAN	4	SCHOOL REOPENS AT REGULAR TIME
	20,21	SECONDARY SEMESTER EXAMS - 1/2 DAY
	21	FIRST SEMESTER ENDS
	24	TEACHER RECORD DAY - NO SCHOOL FOR STUDENTS
	25	SECOND SEMESTER BEGINS - ELEMENTARY REPORT CARDS GO HOME
	28	SECONDARY REPORT CARDS GO HOME
FEB	28	NO SCHOOL - WINTER BREAK WEEK BEGINS
MAR	7	SCHOOL REOPENS AT REGULAR TIME
APR	5	ELEMENTARY THIRD MARKING PERIOD ENDS ELEMENTARY RECORD DAY-NO SCHOOL IN PM FOR GRADES 1-6 AM/PM KDG REPORT
	6	ELEMENTARY REPORT CARDS GO HOME ELEMENTARY PARENT CONFERENCES IN PM NO SCHOOL IN PM FOR GRADES 1-6 AM/PM KDG REPORT
	7	AM/PM KDG REPORT-KDG PARENT CONFERENCES SECONDARY THIRD MARKING PERIOD ENDS
	21	NO SCHOOL BEGIN SPRING BREAK
MAY	1	SCHOOL REOPENS AT REGULAR TIME
	26,29	MEMORIAL DAY-NO SCHOOL
JUNE	17	SENIOR HIGH SCHOOL GRADUATIONS
	20,21	SECONDARY SCHOOL FINAL EXAMS - 1/2 DAY
	21	FINAL MARKING PERIOD ENDS - GRADES 1-6 NO SCHOOL IN PM PM KDG REPORTS IN AM-NO AM KDG ELEMENTARY RECORD DAY 1/2 DAY ELEMENTARY REPORT CARDS GO HOME
	22	TEACHER RECORD DAY

187 STUDENT DAYS - 190 TEACHER DAYS -- NOTE: IF ACT OF GOD MAKE-UP DAY IS NECESSARY, IT WILL BE MAY 27. TWO 1/2 DAY TEACHER IN-SERVICE DAYS WILL BE SCHEDULED DURING THE SCHOOL YEAR FOR K-6, 7-8, AND 9-12 TEACHERS.

Salary Schedule with \$5,000.00 Adjustment
Salary Schedule if 40 Secondary Equivalents take the ERI

<u>Step</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>	<u>Step</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>
BA1	\$24,493	\$25,718	\$30,718	MA1	\$26,738	\$28,075	\$33,075
BA2	26,315	27,631	32,631	MA2	28,137	29,544	34,544
BA3	28,137	29,544	34,544	MA3	29,958	31,456	36,456
BA4	29,958	31,456	36,456	MA4	31,781	33,370	38,370
BA5	31,781	33,370	38,370	MA5	33,601	35,281	40,281
BA6	33,602	35,282	40,282	MA6	35,472	37,246	42,246
BA7	35,472	37,246	42,246	MA7	37,244	39,106	44,106
BA8	37,425	39,296	44,296	MA8	39,063	41,016	46,016
BA9	41,755	43,843	48,843	MA9	42,708	44,843	49,843
BA10	46,090	48,395	50,895	MA10	53,389	56,058	56,058
BA11			53,395	MA11			61,058
BA12			53,395	MA12			61,058
BA13			53,395	MA13			61,058
BA14			53,395	MA14			61,058
BA15			53,395	MA15			61,058
BA16			53,662	MA16			61,363
BA17			53,929	MA17			61,669
BA18			54,196	MA18			61,974
BA19			54,463	MA19			62,279
BA20			54,730	MA20			62,584
BA21			54,997	MA21			62,890
BA22			55,264	MA22			63,195
BA23			55,531	MA23			63,500
BA24			55,798	MA24			63,806
BA25			55,065	MA25			64,111
BA26			56,332	MA25			64,416
BA27			56,599	MA27			64,721
BA28			56,866	MA28			65,027
BA29			57,133	MA29			65,332
BA30			57,400	MA30			65,637

<u>Step</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>	<u>Step</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>
M3 1	\$28,137	\$29,544	\$34,544	PD1	\$29,956	\$31,454	\$36,454
M3 2	29,958	31,456	36,456	PD2	31,781	33,370	38,370
M3 3	31,781	33,370	38,370	PD3	33,601	35,281	40,281
M3 4	33,601	35,281	40,281	PD4	35,472	37,246	42,246
M3 5	35,472	37,246	42,246	PD5	37,241	39,103	44,103
M3 6	37,241	39,103	44,103	PD6	39,063	41,016	46,016
M3 7	39,063	41,016	46,016	PD7	40,888	42,932	47,392
M3 8	40,888	42,932	47,932	PD8	42,708	44,843	49,843
M3 9	44,530	46,757	51,757	PD9	46,350	48,668	53,668
M310	55,247	58,009	58,009	PD10	57,103	59,958	59,958
M311			63,009	PD11			64,958
M312			63,009	PD12			64,958
M313			63,009	PD13			64,958
M314			63,009	PD14			64,958
M315			63,009	PD15			64,958
M316			63,324	PD16			65,283
M317			63,639	PD17			65,608
M318			63,954	PD18			65,932
M319			64,269	PD19			66,257
M320			64,584	PD20			66,582
M321			64,899	PD21			66,907
M322			65,214	PD22			67,232

Salary Schedule with \$5,000.00 Adjustment
Salary Schedule if 40 Secondary Equivalents take the ERI
(Con't)

<u>Step</u>	<u>1995-95</u>	<u>1996-97</u>	<u>1997-98</u>	<u>Step</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>
M323			\$65,529	PD23			\$67,556
M324			65,844	PD24			67,881
M325			65,160	PD25			67,206
M326			66,475	PD26			68,531
M327			66,790	PD27			68,855
M328			67,105	PD28			68,180
M329			67,420	PD29			69,505
M330			67,735	PD30			69,830

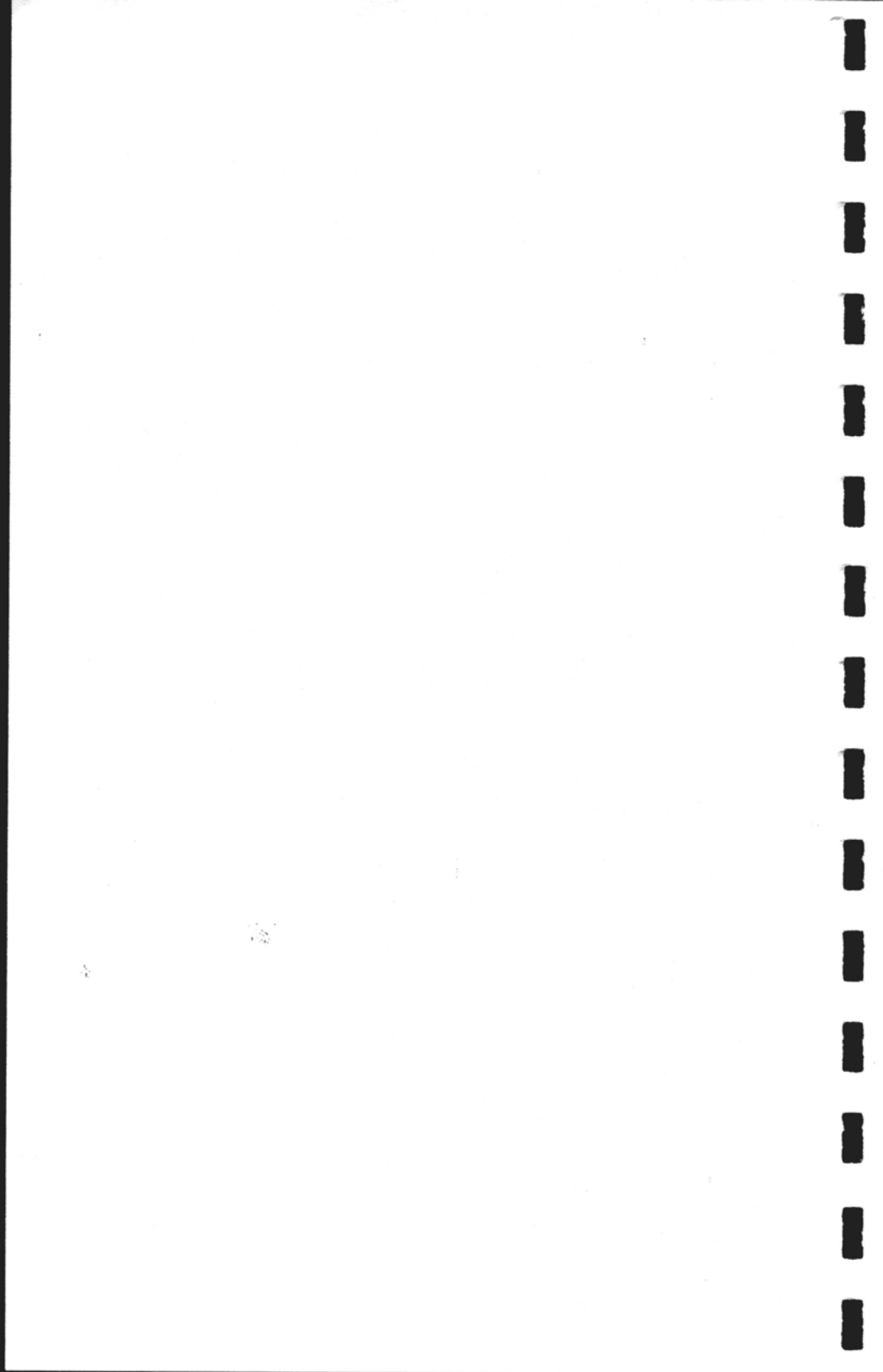
Salary Schedule with \$6,000.00 Adjustment
Salary Schedule if 50 Secondary Equivalents take the ERI

<u>Step</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>	<u>Step</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>
BA1	\$24,493	\$25,718	\$31,718	MA1	\$26,738	\$28,075	\$34,075
BA2	26,315	27,631	33,631	MA2	28,137	29,544	35,544
BA3	28,137	29,544	35,544	MA3	29,958	31,456	37,456
BA4	29,958	31,456	37,456	MA4	31,781	33,370	39,370
BA5	31,781	33,370	39,370	MA5	33,601	35,281	41,281
BA6	33,602	35,282	41,282	MA6	35,472	37,246	43,246
BA7	35,472	37,246	43,246	MA7	37,244	39,106	45,106
BA8	37,425	39,296	45,296	MA8	39,063	41,016	47,016
BA9	41,755	43,843	49,843	MA9	42,708	44,843	50,843
BA10	46,090	48,395	51,395	MA10	53,389	56,058	56,058
BA11			54,395	MA11			62,058
BA12			54,395	MA12			62,058
BA12			54,395	MA13			62,058
BA14			54,395	MA14			62,058
BA15			54,395	MA15			62,058
BA16			54,667	MA16			62,368
BA17			54,939	MA17			62,679
BA18			55,211	MA18			62,989
BA19			55,483	MA19			63,299
BA20			55,755	MA20			63,609
BA21			56,027	MA21			63,920
BA22			56,299	MA22			64,230
BA23			56,571	MA23			64,540
BA24			56,843	MA24			64,851
BA25			57,115	MA25			65,161
BA26			57,387	MA26			65,471
BA27			57,659	MA27			65,781
BA28			57,931	MA28			66,092
BA29			58,203	MA29			66,402
BA30			58,475	MA30			66,712

<u>Step</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>	<u>Step</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>
M3 1	\$28,137	\$29,544	\$35,544	PD1	\$29,956	\$31,454	\$37,454
M3 2	29,958	31,456	37,456	PD2	31,781	33,370	39,370
M3 3	31,781	33,370	39,370	PD3	33,601	35,281	41,281
M3 4	33,601	35,281	41,281	PD4	35,472	37,246	43,246
M3 5	35,472	37,246	43,246	PD5	37,241	39,103	45,103

Salary Schedule with \$6,000.00 Adjustment
Salary Schedule if 50 Secondary Equivalents take the ERI
 (Con't)

<u>Step</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>	<u>Step</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>
M3 6	\$37,241	\$39,103	\$45,103	PD6	\$39,603	\$41,016	\$47,016
M3 7	39,063	41,016	47,016	PD7	40,888	42,932	48,932
M3 8	40,888	42,932	48,932	PD8	42,708	44,843	50,843
M3 9	44,530	46,757	52,757	PD9	46,350	48,668	54,668
M310	55,247	58,009	58,009	PD10	57,103	59,958	59,958
M311			64,009	PD11			65,958
M312			64,009	PD12			65,958
M313			64,009	PD13			65,958
M314			64,009	PD14			65,958
M315			64,009	PD15			65,958
M316			64,329	PD16			66,288
M317			64,649	PD17			66,618
M318			64,969	PD18			66,947
M319			65,289	PD19			67,277
M320			65,609	PD20			67,607
M321			65,929	PD21			67,937
M322			66,249	PD22			68,267
M323			66,569	PD23			68,596
M324			66,889	PD24			68,926
M325			67,209	PD25			69,256
M326			67,529	PD26			69,586
M327			67,850	PD27			69,915
M328			68,170	PD28			70,245
M329			68,490	PD29			70,575
M330			68,810	PD30			70,905



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