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6/30/2000

MASTER AGREEMENT

between the

Waverly Board of Education

and the

**Waverly Education
Association, MEA/NEA**

July 1, 1997 - June 30, 2000

Waverly Community Schools

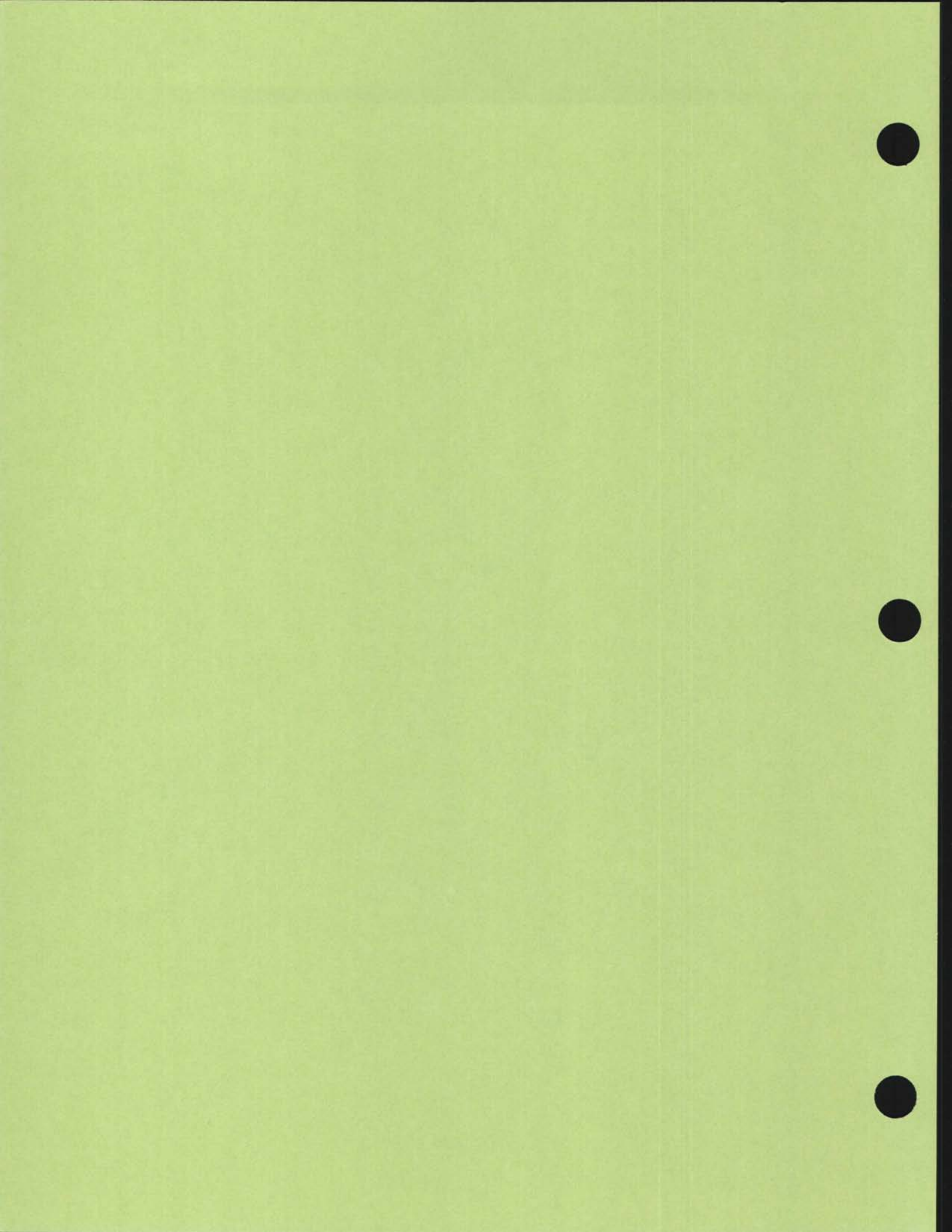


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ARTICLE I Recognition

- 1.1 The Board hereby recognizes the Waverly Education Association, hereinafter referred to as the Association, as the sole and exclusive bargaining representative, for wages, hours and working conditions, as defined in Section II of Public Act 379, Public Acts of 1965 for:

All full time and regular part time contracted professional teaching personnel, counselors, and coordinators certified by the Michigan Department of Education and employed by the Board of Education of the Waverly Schools including teachers on tenure and probation, but excluding all personnel with the power to hire, dismiss, or effectively recommend the hiring or dismissal of personnel, as well as administrators, supervisors, substitutes, nurses, aides, non-certified personnel, and all other employees.

- 1.2 The Board agrees not to negotiate with or recognize any teacher's organization other than the Association for the duration of this Agreement.
- 1.3 This Agreement shall be binding upon both parties and shall supersede any rules, regulations, practices, or individual contracts which are contrary to the specific terms of this Agreement.

ARTICLE II Negotiation Procedure

- 2.1 No later than March 1 preceding the expiration of this Agreement, the parties will begin negotiation for a new Agreement covering wages, hours, terms and conditions of employment of teachers.
- 2.2 Neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party; each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of the Association; but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authorized to make proposals, consider proposals and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.
- 2.3 If the parties fail to reach an agreement in any such negotiations, either party may invoke the services of the Michigan Employment Relations Commission.
- 2.4 Any teacher who is required by an outside authority recognized by this Agreement, to negotiate on behalf of the Association or to participate in the grievance procedure shall be released from regular duties without pay loss or penalty, provided the Association has used at least four (4) Association days during the current school year for purposes

described in this Article. No more than five (5) teachers will be released under this provision in any one day unless specifically required by said outside authority.

ARTICLE III Communications

- 3.1 Representatives of the administration and the teachers shall meet monthly, September through June, for the purpose of discussing matters of concern to either the administration or the teachers.
- 3.2 Upon agreement, ad hoc committees may be established as needed to address specific problems.
- 3.3 If the parties agree that a problem exists of mutual concern and appropriate for the reopening of negotiations, the committee, with approval of the co-chairperson, may submit the problem to the negotiating teams for their consideration. The final determination to reopen negotiations will be in the hands of the negotiating teams.

ARTICLE IV Board Rights

- 4.1 The Association recognizes that the Board has the responsibility and authority to manage and direct all of the operations and activities of the District to the full extent authorized by law and that, except as otherwise modified by a specific term of this Agreement, the Board retains all such rights. These rights, except as so modified herein, include the rights to:
 - A. The executive management and administrative control of the District, its properties and facilities, and the activities of its employees during their working hours;
 - B. Hire all teachers and, subject to the provisions of the law, determine their qualifications and conditions for their continued employment, or their dismissal or demotion, or the promotion or transfer of all such employees;
 - C. Establish levels and courses of instruction, including special programs, and provide for the athletic, recreational, and social events for students, all as deemed necessary and advisable by the Board;
 - D. The selection of textbooks and other teaching materials, the responsibility for the means and methods of instruction and the use of teaching aids of all types;
 - E. Determine class schedules, hours of instruction and the duties, responsibilities and assignments of employees with respect thereto. The exercise of the powers, duties, and responsibilities by the Board, the adoption of policies, rules and regulations in furtherance thereof and the use of judgment and discretion in

connection therewith shall be limited only by the specific and express terms of this Agreement.

- 4.2 Except as otherwise provided herein, all rules, regulations, policies, procedures and practices of the Board shall remain in full force and effect and may be changed and updated from time to time; but in no way shall they conflict with any of the provisions set forth in this Agreement.

ARTICLE V

Association and Teacher Rights and Protection

- 5.1 The Board recognizes its obligations to the employees as set forth under Act 379 of the Public Acts of 1965.
- 5.2 The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, sex, marital status, height, weight, arrest record, handicap, membership in, or association with the activities of any employee organization except as may otherwise be specified in this Agreement.
- 5.3 Religious and political activities or lack of them in accordance with the Constitution of the United States and the laws of the State of Michigan shall not be grounds for discipline or discrimination with respect to the professional employment of any teacher.
- 5.4 The Board agrees to furnish to the Association in response to reasonable requests all available information concerning the financial resources of the District, including but not limited to: annual financial reports and audits, register of certificated personnel, county allocation board budgets, treasurer's reports, names and addresses of all teachers and agendas and minutes of all public Board meetings.
- 5.5 The Association and its members shall be permitted to use school building facilities when arranged for in advance or in accordance with school building use policy. One bulletin board per building, located in the faculty lounge shall be made available to the Association and its members and may be used by the administration for announcements of interest to teachers.
- 5.6 Mailboxes may be used for the distribution of Association communications.
- 5.7 School equipment which is used by a local Association member for classroom teaching may also be used by that person for local Association business except during normal class time and planning.
- 5.8 The local Association or its representatives may hold meetings in accordance with Article 7, Section 8 of this Agreement. No other teacher meetings will be held during the time of the local Association meeting. The request for a meeting place shall be made to the principal of the building. The local Association representatives shall be permitted to hold meetings in their respective buildings any day of the week when:

- A. Other building meetings have not been scheduled;
 - B. The meeting is scheduled before or after the regular school day;
 - C. The meeting request is made in advance to building principal.
- 5.9 The Association representative may request that administrators be excluded from any meeting called by the Association.
- 5.10 No teacher shall be reprimanded and/or disciplined without just cause and due process. The District shall apply its rules, orders and penalties in an impartial and equitable manner. Teachers shall be forewarned of possible and/or probable disciplinary action. All investigations regarding teacher conduct shall be conducted fairly and objectively, and with the teacher's knowledge to the extent permitted by law. Warnings and reprimands related to a teacher's performance or assigned duties shall be discussed privately between the teacher and principal except when either party requests the presence of an Association representative and/or a representative of his/her choice. Neither party shall delay discussion more than two (2) school days except by mutual consent.
- 5.11
- A. The parties agree that most matters of concern can best be resolved informally through discussions between parents. and teachers.
 - B. Any person having a complaint against a teacher and who has not lodged his/her complaint with the teacher, when appropriate, shall be referred to the teacher by the principal.
 - C. Any person who has not lodged his/her complaint with the teacher or principal shall be referred, when appropriate, to the principal by any other administrator who may have been approached by that person with the complaint.
 - D. Any written complaint received by an administrator about a teacher or his/her teaching ability shall be called to the teacher's attention within one (1) school day. The teacher shall receive a copy of any written complaint. If appropriate, any verbal complaint will be discussed with the teacher within two (2) school days and before disciplinary action is taken relating to the complaint. The validity of the complaint shall be investigated by the administrator. The teacher shall be given an opportunity to respond to the complaint (including, where appropriate, a meeting with the parent) before any disciplinary or other corrective action is taken.
 - E. In the event the nature of any complaint may cause the teacher's principal to question the teaching ability of the teacher, no conclusion that the teacher is deficient in the act of teaching shall be drawn without first conducting an evaluation consistent with the procedure outlined in Article 12.3.

5.12 Personnel File

- A. Each teacher shall have the right upon request to review the contents of his/her personnel file. This review shall be in the presence of an authorized administrator. Recommendations from previous employers and placement papers are to be excluded. A representative of the Association may, at the request of the teacher, accompany the teacher in this review.
 - B. No material may be placed therein without allowing the teacher an opportunity to file a response thereto and said response shall become part of said file.
 - C. Personnel records are intended for internal school use and as such are restricted according to law. In the event of legal action involving the school and the teacher employee, the personnel file may become part of the proceedings.
 - D. In the event that a court order is presented for information from the personnel file, the teacher shall be notified immediately by who and for what reason the file was requested.
 - E. Except as noted above, a copy of information from the teacher personnel file may not be released without prior written permission of the teacher unless release is required under the Freedom of Information Act. The teacher shall be notified of the request at least five (5) working days prior to the release of the information. During the five (5) day period the teacher may bring evidence as to why the material requested does not fall within the purview of the act.
- 5.13 Teachers shall be informed of a number that they can call to report unavailability for work. In order that the administration can best arrange for a substitute teacher, teachers will call the night before or by 6:00 a.m., if possible. Teachers are encouraged to make routine doctor and dentist appointments after school hours or during school breaks.
- 5.14 Whenever schools are closed due to inclement weather, teachers will not be expected to report. Whenever operational difficulties occur, teachers may be required to report to a District facility not affected by the operational difficulty.
- 5.15 Except as hereinafter provided, unpaid leaves shall not be counted as time toward salary increment increases, except for Extended Illness Leave. Salary increment credit shall be given up to a maximum of one year but in no event extend beyond the year in which the Extended Illness Leave began. Full yearly employment shall be defined as a full school day on all teacher work days for the school year.
- A. A teacher who is employed less than twenty-five percent of full yearly employment and who is employed for the next year, shall not be eligible for a salary advancement;
 - B. A teacher who is employed less than seventy-five percent but twenty-five percent or more of a full year of employment and is employed for the next year, shall be eligible for one-half the negotiated salary increase for the next year;

- C. A teacher who is employed for seventy-five percent or more of full yearly employment and who is employed for the next year shall be eligible for the full salary increase for the next year as negotiated;
 - D. This provision shall not restrict the achievement of tenure by a probationary teacher.
- 5.16 The Board shall provide the Association with the names of new teachers as they are employed and teachers when they are placed on tenure.
- 5.17 No teacher shall be prevented from wearing the usual and/or ordinary identification of membership in the Association either on or off school premises.
- 5.18 The Board recognizes its responsibility to give support and assistance to teachers with respect to the maintenance of reasonable control and discipline in the classroom. The administration, and the Association and its members, will work together to provide a safe environment for students and staff. The Board shall publish for all students its adopted Student Code of Conduct. The Code of Conduct shall be consistently applied and enforced. Whenever it appears that a particular pupil requires the attention of counselors, social workers, law enforcement personnel, physicians or other professional persons, the teachers shall assist the administration, who shall have authority to determine the type of help to be obtained and shall obtain such help.
- 5.19 Any case of assault upon a teacher shall be promptly reported to the Superintendent by the principal. The Board shall provide legal counsel, if requested, to advise the teacher of his/her rights with respect to such assault; and the Superintendent shall render assistance to the teacher in connection with handling the incident by law enforcement and judicial authorities. This shall not be construed to mean that the Board shall provide legal counsel in the event further legal action is taken by any of the parties concerned.
- 5.20 A loss of time resulting from complaints, assaults, investigations or legal action related to professional duties or position shall not be charged against a teacher unless he/she is finally adjudged guilty of a crime in a court of competent jurisdiction.
- 5.21 When theft or damage occurs to teacher owned property being used for instructional purposes, the District shall reimburse the teacher for actual cost of repairs or replacement to the extent not covered by other forms of individual insurance, when and if the following provisions have been met:
- A. Written prior approval from the building administrator was granted to the owner for instructional use of the specific teacher owned property;
 - B. When reasonable steps were taken by the teacher using the equipment to prevent theft or damage;
 - C. Adequate proof of loss is made;
 - D. Individual insurance coverage is fully attested to by teacher/owner in writing at the time of prior approval for use.

- 5.22 In the event that a teacher is unable to work because of a disability determined to be compensable under the Workers Compensation Law, the Board agrees to pay the said teacher the difference between his/her salary as of the date of the disability and the worker's compensation payment based upon said salary. Such payments by the Board shall be in an amount not to exceed the monetary value of his/her sick leave accumulated as of the date of said disability. Accumulated sick leave will be reduced in accordance with any such payments made by the Board. The salary differential paid by the Board is not to be offset by or coordinated with worker's compensation benefits.
- 5.23 **Academic Freedom** - Teachers shall be free to discuss findings and conclusions in their respective fields or areas of knowledge without interference from artificial restraints and censorship. New ideas based upon scholarly evidence, contemporary thought, and conflicting opinions among specialists may be freely discussed in the classrooms, and investigated by students. It is recognized that academic freedom carries with it certain responsibilities. Teachers shall not be one-sided or propagandistic in relation to knowledge, and conflicting theories and interpretations should be handled objectively.
- 5.24 The Association shall be entitled to one official representative on each committee where teachers are invited to participate. Said official representative may be selected by the Association.
- 5.25 The building principal shall provide a teacher handbook to all bargaining unit members.

ARTICLE VI

Teaching Load and Working Conditions

- 6.1 The weekly teaching load in the Waverly (9-12) schools shall be in accordance with the North Central Association regulations. A 9-12 teacher shall have no more than three (3) preparations unless agreed to by and between the teacher and the principal. Each 9-12 teacher may be assigned one homeroom period daily. A middle school teacher shall have no more than four (4) preparations including Home Base Advisor/Advisee unless agreed to by and between the teacher and the principal. A preparation is defined as a different subject area or different grade level of instruction.
- 6.2 Class size shall be defined as the number of pupils per teacher within a classroom or teaching station.

- 6.3 A. When providing for educationally innovative programs, the limits established below shall not apply.

<u>Instructional Level/Program</u>	<u>Maximum Per Class</u>	<u>Limitation Per Day</u>
<u>Elementary</u>		
K-4	26	Does not apply
5-6	26	Does not apply
K-6 including Physical Education and General Music-Not to restrict Performing Music	26	Does not apply
<u>Middle School</u>		
7-8 Basic Block Teaching Team	30*	Does not apply
7-8 Exploratory, Elective and General Music - Not to restrict Performing Music	30	150
7-8 Physical Education	40	210
7-8 Laboratory**	Number of learning stations not to exceed 30	150
<u>High School</u>		
9-12	32	150
9-12 Music	not restricted	
6-12 Physical Education	40	200
9-12 Laboratory**	Number of learning stations not to exceed 30	150
Modified	22	110

*When team teaching is used, this shall be the average per teacher on the team. The limitation per day shall not apply.

**7 – 12 laboratory classes shall include: art, computer lab, industrial arts lab, foreign language lab, science, typing/keyboarding, cooking/sewing.

No student class load per teacher shall exceed the above limitations on or after the 4th Friday after the first day of student attendance, unless there is mutual written agreement to waive the limitation between the Superintendent, the involved teacher, and the Association.

- B. In those classes which involve the integration of EMI, LD, EI, POHI, VI and HI Special Education students into the regular classroom, an effort will be made to provide a favorable pupil/teacher ratio. Modification in class size, scheduling and curriculum design may be made to accommodate the shifting demands that mainstreaming may create. The School District will provide materials, pupil personnel and supportive services for the teacher and handicapped student, in keeping with each individual student's IEP (Individualized Education Plan). To promote the equitable distribution of responsibility for mainstreamed pupils among teachers, when more than one classroom placement may be available to accommodate the pupil's schedule, a pupil who has been certified through the IEP (or current term) as EMI, LD, EI, POHI, VI or HI will be placed in the appropriate classroom, as defined by the IEP Committee, which is best able to consider the severity of the individual handicap and/or needs of the student, the overall size of the classroom and the number of such students placed in a given classroom.

EMI - Educably Mentally Impaired
LD - Learning Disabled
EI - Emotionally Impaired
POHI - Physically or Otherwise Health Impaired
VI - Vision Impaired
HI - Hearing Impaired

- C. When a class size is at or below the limits and a teacher alleges that a class size, membership or class composition is a problem and feels that the Superintendent (or designee) did not respond appropriately, an Impartial Advisory Panel will be established to review the allegation. This Impartial Advisory Panel will consist of one appointee of the WEA, one appointee of the Board and a mutually agreed upon third party. Panel members will not be Board members or school employees. The panel will meet and review allegations and report to the Board and the WEA.
- D. As part of the elementary curriculum, the Board recognizes the benefit of special subject teachers in the areas of art, music, and physical education.
- 6.4 Bargaining unit members shall not be required to do substitute teaching except in an emergency and only until a substitute teacher reports for duty. Whenever a bargaining unit member is required to substitute during a scheduled planning period, he/she shall be compensated at his/her per diem rate of pay or pro-ratio thereof. Every effort will be made to equalize these responsibilities among bargaining unit members.
- 6.5 Acceptance of student teachers shall be voluntary. Money received by supervising teachers shall be consistent with the policy of the participating university.
- 6.6 Teachers will have readily available lesson plans for review by appropriate supervision and for use by substitutes.
- 6.7 All teachers shall furnish proof that they are free from tuberculosis if required by law.

- 6.8 The Board and the Association agree that the Board may, for just cause, request physical or psychiatric examinations for any teacher from a qualified examiner selected by the Board at the Board's expense.
- 6.9 Where they now exist, and in all new facilities, the Board shall provide a restroom, lunchroom, and faculty room with a sink and lavatory facilities for exclusive use by adults.
- 6.10 A multiple-line telephone shall be available in each faculty room for teachers in the building for local calls only. This facility shall be installed prior to the beginning of the school year. Long distance calls may be made only with the approval of the building administrator. Personal long distance calls shall not be charged to the school.
- 6.11 Upon the request of the majority of teachers in each building, the following machines shall be installed in faculty lounges: one (1) coffee maker, one (1) soft drink machine, and one (1) food machine. The Association representative may order a vending machine from a local vendor. The teachers in each building shall decide on the use of proceeds obtained from these machines; and they shall bear any cost related to stocking the machines, installation, removal of all or any one of the three (3) machines.
- 6.12 Parking facilities closest to the school building shall be designated as faculty parking. These facilities shall be maintained in a safe condition.
- 6.13 Materials will be available in the building supply office or may be requested through the building principals.
- 6.14 With notification to and approval by the building principal and/or his/her designated representative, teachers may leave the building during their planning period.
- 6.15 Except for emergencies such as fire, tornado or similar circumstances, all call announcements during class via intercom shall be limited as follows:
- (a) 5-12. Three (3) times per day as agreed by the principal and teachers.
 - (b) Elementary (K-4). Two (2) times per day as agreed by the principal and teachers.
- 6.16 In general, teachers shall not be expected to provide direct supervision of students arriving at school prior to the assigned starting time. It is recognized by the Board and the Association that indirect supervision is a continuous responsibility of the teachers.
- 6.17 Under emergency conditions, and with permission of the principal, a teacher may leave before the end of the day. If the principal, or assistant principal, is not available, the teacher shall notify the school secretary.
- 6.18 Teachers are expected to indicate to the Board as soon as possible if they do not intend to return for the coming school year. Any teacher knowing on or before February 15 that he/she will not return the following school year shall file a notice of such intent with the Personnel Office on or before such date. Any teacher determining after such date that he/she will not return the following school year will immediately

upon knowing, file a notice of such intent with the Personnel Office. Recognizing the assistance such notice will be to teachers desiring transfers, the Association will make every effort to encourage compliance with the provisions of this paragraph by its membership.

- 6.19 Provisions will be made for serving lunches for teachers separate from provisions made for serving students.
- 6.20 The Board shall provide adequate facilities for the teacher in which to teach.
- 6.21 No teacher will be intentionally threatened, disciplined, reprimanded, punished, discharged or denied any professional advantage directly or indirectly by the Board, its administrators or other representatives due, in any way, to the teacher having filed a complaint as defined in Rule 1 of the Special Education Code, participating in the resolution of such complaint as provided in Part 8 of the Special Education Code concerning "Complaints" (340.1852) or filing a report with the Intermediate School District pursuant to Section R340.1853 of the Special Education Act.
- 6.22 Teachers assigned to more than one (1) building shall be provided, upon request, in each school lockable storage. Each such teacher shall be entitled to a desk in the school of the teacher's choice.
- 6.23 When a teacher is assigned a severely impaired student (POHI, SXI, SMI, TMI), the teacher shall not be expected to perform routine, scheduled maintenance of a medical appliance or apparatus used by the student to sustain his/her bodily functions nor render routine, scheduled care or maintenance of exceptional bodily functions related to the student's impaired condition. The teacher shall be informed and instructed as to emergency measures which may be necessary on occasion due to the student's impaired condition. Otherwise, it shall be the responsibility of the teacher to implement the student's individualized educational plan for attending to the educational needs of the student while in the teacher's class.

ARTICLE VII Teaching Hours

7.1 Teaching Hours - The daily class time shall be:

1997-1998	<u>Elmwood View</u>	<u>Colt Winans</u>	<u>5-6</u>	<u>Middle</u>	<u>H.S.</u>
Student/ class starting time	8:45	9:00	8:00	8:00	7:50
Student/class dismissal time	3:10	3:25	2:30	2:50	2:35
1998-2000	<u>Elmwood View</u>	<u>Colt Winans</u>	<u>5-6</u>	<u>Middle</u>	<u>H.S.</u>
Student/ class starting time	8:43	8:58	8:00	8:00	7:50
Student/class dismissal time	3:10	3:25	2:32	2:50	2:35

By mutual consent, the class times may be reviewed and modified without reopening negotiations and/or this Agreement. It is expressly understood and specifically agreed to by both parties that such modification shall be limited to the student daily class times. The Board of Education may decide to rotate elementary starting and ending times.

7.2 Teacher Duty

- A. Elementary teachers shall be on duty thirty (30) minutes before student starting time. Elementary teachers may leave the school following dismissal as soon as their student responsibilities are ended.
- B. Five-Six schoolteachers shall be on duty twenty-five (25) minutes before and fifteen (15) minutes after the starting and dismissal time for students.
- C. Middle School teachers shall be on duty ten (10) minutes before and twenty (20) minutes after the starting and dismissal time for students.
- D. Nine-Twelve teachers shall be on duty ten (10) minutes before and thirty (30) minutes after the starting and dismissal time for students.
- E. On Fridays and the day preceding a holiday vacation, teachers may leave as soon after dismissal as is consistent with student safety and control;
- F. In order to provide for student safety and control during hazardous or emergency conditions, teacher duty time may be extended, except in individual extenuating circumstances.

- 7.3 Teachers shall be available beyond the regularly scheduled workday for the following:
- A. Parent and/or student conferences pre-arranged with teacher.
 - B. Open house, walk through and/or P.T.O. meetings. A maximum of three (3) being mandatory, unless excused by the building principal. Teachers should be notified of the dates and times, two weeks prior to the scheduled event.
 - C. Other functions by mutual consent or on a voluntary attendance basis.
 - D. District-wide parent/teacher conferences. These conferences should be scheduled at least two weeks in advance.
- 7.4 Staff meetings totaling not more than nineteen (19) hours per year may be scheduled on the first and/or third Mondays of the month for the 1997-98 and 1998-99 school years. Effective 1999-2000, staff meetings are to total no more than eighteen (18) hours per year. No meeting shall go beyond ninety (90) minutes after student dismissal. Bargaining unit members will have the opportunity to give input into the preparation of the agenda. The agenda shall be published to all staff members on the Friday prior to the scheduled meeting date.
- 7.5 Teachers shall be entitled to a duty-free, uninterrupted lunch period of no less than forty (40) minutes. The forty (40) minute period may be reduced upon the recommendation of the building administrator with the concurring vote of a majority of the building teaching staff.
- 7.6
- A. High school (9-12) teachers shall have one (1) of their assigned regular classroom periods for planning.
 - B. Middle school (7-8) teachers shall have regular classroom periods for planning as follows:
 - 1. Basic Block
 - a. Per week - five (5) individual planning periods and not less than five (5) team planning periods;
 - b. Per day - not less than one (1) individual planning period.
 - 2. Exploratory/Elective and Physical Education teachers
 - a. Per week - five (5) individual planning periods and five (5) team planning periods
 - b. Per day - not less than one (1) individual planning period.
 - c. Exploratory elective teachers and physical education teachers will be assigned home/base advisory.

3. When a teacher is not assigned to teach home base advisory, the home base advisory period shall not serve to satisfy contractual requirements for planning time to which the teacher is otherwise entitled as provided in 7.6B1 and 7.6B2 above.

C. Fifth-Sixth (5-6)

Classroom teachers assigned to the 5-6 building shall have not less than six (6) forty (40) minute periods per week for planning. Music and physical education teachers will not be assigned more than thirty-three (33) sections per week.

- D. Elementary classroom teachers shall have five (5) forty (40) minute planning periods per week. These shall be scheduled one (1) per day unless otherwise agreed upon by the teacher and the principal. Music and physical education teachers will not be assigned more than thirty-three (33) sections per week.

Effective with the 1998-99 school year, elementary classroom teachers shall have not less than five (5) forty-five (45) minute planning periods per week. These shall be scheduled at least one (1) per day unless otherwise agreed upon by the teacher and the principal. Music, art, and physical education teachers will not be assigned more than twenty-nine (29) sections per week.

- 7.7 Each year, by the second Friday of student attendance, the Association shall establish a calendar for Association meetings. These meetings will be held on Tuesday following the regularly scheduled teacher workday. Twelve (12) meeting days shall be reserved in advance with one (1) additional Tuesday per year available with twenty-four (24) hour notice to the Superintendent. The above limitations shall not apply to meetings reserved as part of the contract ratification procedure.

- 7.8 **Flexibility for Teacher Specialists** - Teacher daily hours, break or planning periods, limits on after school meetings and other similar limitations, are intended to be applied to regular education classroom teachers and not to restrict the ability to meet program and student needs by such certified personnel as counselors, special education teachers, teacher consultants and program coordinators. When varying from the normal contract work hours, an appropriate work schedule shall be agreed to by the specialist with the prior approval of the District.

ARTICLE VIII Professional Compensation

- 8.1 The basic salaries of teachers covered by this Agreement are set forth in Appendix A which is attached to and incorporated into this Agreement. Such salary schedule shall remain in effect for the duration of this Agreement. The rate of salary for teachers employed less than full-time shall be based on the following formula applied to the appropriate salary track and experience level:

- A. At the elementary level, the rate shall be determined on the basis of the amount of time assigned to the part-time teacher as a percentage of the total teaching time assigned to a full-time teacher in an equivalent assignment.
 - B. At the middle school, the rate for each exploratory and elective class assigned to a part-time teacher will be one sixth (1/6) of the appropriate full-time salary and for each physical education class one seventh (1/7). Home base/advisory assigned to a part-time teacher will be compensated at the rate of sixty nine percent (69%) of the rate paid the part-time person for each exploratory, elective, or physical education class.
 - C. At the high school, the rate for each class assigned to a part-time teacher will be one-fifth (1/5) of the appropriate full-time salary.
 - D. If a part-time teacher is assigned to more than one building, the rate of salary shall be determined for each building independently as described above and then added together. Additional compensation shall then be added for travel time between buildings based on the rate applied to the level to which the teacher is primarily assigned. The primary assignment is the level at which the greater percentage of time is assigned to the teacher.
- 8.2 Rates of pay for extra curricular duties covered by this Agreement are set forth in Appendix B. Teachers shall inform the district at the time they sign their contract the form they choose for their extra curricular stipend payment. The options shall be:
- A. Lump sum payment at end of activity.
 - B. Prorated payment of stipend included in the remainder of their regular bi-weekly paychecks.
- 8.3 Tax deductions on teacher lump sum payments shall be made according to the available payroll program which provides the closest approximation of normal bi-weekly levels of deductions. Any changes in lump sum tax deduction programs will be discussed with the Association.
- 8.4 The "BA+20", "MA+15", "MA+30" and "MA+45", in the salary classification refer to semester hours of credit earned subsequent to the time the appropriate degree was conferred. The "Specialist" classification refers to those people who have completed an Educational Specialist Degree which did not necessarily include the award of a Master's Degree.
- 8.5 Credit shall be given for a minimum of five (5) years of successful teaching, or equivalent experience in other systems or in other work. However, in order to continue to attract qualified teachers to the Waverly District, at the discretion of the Board, credit may be given for up to ten (10) years. It is understood that this section will not impose any loss or penalty to a teacher previously employed in the Waverly District.
- 8.6 A written statement from the teacher advising that certain courses have been earned must be submitted before September 1. An official transcript or a letter of confirmation from the accredited university or college must be submitted to the Administration before

October 1 or the salary increase will be deducted in the next check. When a letter of confirmation is used, an official college transcript must follow no later than February 1 of the current school year. If the official college transcript is not submitted to the office of the Superintendent by February 1, the salary increase will be deducted in equal portions from subsequent checks. In order for such credits to be applied to the salary schedule, the course(s) shall meet one of the following criteria:

- A. Be within the teacher's major or minor field of study;
- B. Have a direct relationship to the teaching assignment or education;
- C. Be within an approved program leading toward an advanced degree or change in certification;
- D. Other, including all Community College classes as approved by the District.

- 8.7 All teachers of special education and alternative education/job skills shall receive Four Hundred Five Dollars (\$405) over the adopted salary schedule. Special Education shall be that as defined by law.
- 8.8 Every staff member shall be assigned to a department or grade. Each building shall receive Two Hundred Dollars (\$200) per FTE teacher for the payment of department or committee chair stipends. The department/committee chairs, in conjunction with the school improvement committee and building principal, shall decide the appropriate amount of such payments. Chairperson appointments shall take place before September 30. The stipend for appointments occurring after September 30 will be prorated, unless the delay is a result of a decision by the administration to delay the recommendation for the appointment.
- 8.9 All teachers' salaries will be paid bi-weekly. Teachers shall have the option of being paid over a ten month or a twelve month period. Upon entering the Waverly system, teachers shall notify the Business Office of the system they prefer. Teachers wishing to change from one system to the other must notify the Business Office before July 1.
- 8.10 A teacher being paid on a twelve month basis may direct by May 15 that the balance of his/her contracted salary be added to the first check due after the close of school, and withholding amounts shall be based upon his/her contracted salary.
- 8.11 If a payday falls during a vacation period, checks shall be issued on the last day of school proceeding the vacation period.

8.12 The District agrees to furnish insurance benefits as follows:

A. **To full-time teachers:**

1. **Health Insurance**

- a. Full family health hospitalization protection from a carrier listed below:

MESSA Super Care I. One Hundred Dollars (\$100) (co-payment) will be provided to all teachers in the plan upon completion of open enrollment.

District insurance payments are capped at Seven Hundred Ninety-Five Dollars (\$795).

2. **Options**

For teachers whose hospitalization needs are less than One Hundred Dollars (\$100) per month, the employer will provide a cash option in lieu of health benefits. The cash option shall be One Hundred Dollars (\$100) per month to invest in tax-exempt cafeteria options on a salary reduction assignment basis, including variable options available through the Michigan Education Special Services Association (MESSA) or to receive as cash. The amount of the cash payment received may be applied by the bargaining unit member to a tax deferred annuity through a salary reduction agreement. Any amounts exceeding the employer's subsidy shall be payroll deducted. An open enrollment period shall be provided whenever the contribution subsidy amount changes for the group. The employer shall formally adopt a qualified plan document, which complies with Section 125 of the Internal Revenue Code. All cost relating to the implementation and administration of benefits under this program shall be borne by the employer.

3. **Life Insurance**

Twenty-Five Thousand Dollars (\$25,000) in District provided term life insurance with AD&D.

4. **Dental Insurance**

- a. Eighty percent (80%) benefit for basic, preventative, restorative, oral surgery, endodontic, periodontic, and prosthodontic services with no less than a One Thousand Dollar (\$1,000) maximum benefit per individual per contract year.

- b. Seventy percent (70%) benefit for orthodontic services with no less than a lifetime maximum of One Thousand Five Hundred Dollars (\$1,500) per patient including adult coverage at the same

level of benefits. (Effective 1999-2000, the Adult orthodontic rider will be deleted.)

- c. Dental benefits shall be without deductible;
- d. Dental carrier shall be selected by the District.

5. Vision Insurance

Vision carrier shall be selected by the District. Benefits and services will be comparable to MESSA VSP3.

6. Long Term Disability

The Board will provide full premiums toward the purchase of a long-term disability plan. The plan will provide the following benefits:

\$3,500 monthly maximum payment
60 day (2 month) waiting period
66 2/3% of salary

The LTD carrier shall be selected by the District. If after being disabled for twelve (12) months the claimant has not applied for disability benefits through any State plan to which the District makes contributions, the insurance company has the prerogative of reducing further benefits by an amount they estimate might be payable under such State plan. Should the claimant then apply to the State for such benefits and be denied, the claimant will be reimbursed for the previously offset claim payments upon providing the insurance company with evidence of ineligibility. As a result of the above, if an employee is required to resign or retire because of a disabling condition, and if the employee is later deemed able to return to work by his/her physician and a district named physician, said employee shall be offered a position for which the employee is certified and qualified. This guarantee to return to work shall be available to the employee for two years from the original date of retirement. Upon return to employment, the teacher shall be restored to his/her former status prior to the resignation or retirement with regard to accrued tenure, seniority, salary placement and sick leave.

B. To regular part-time teachers:

- 1. Teachers contracted on a regular part-time basis of fifty percent (50%) or more will receive;
 - a. Health hospitalization and/or insurance option benefits pro-rated according to their percentage of full-time employment;
 - b. Same dental, vision, and LTD benefits for full time teachers, as outlined in Section 8.13A, (4) through (6) above.

2. Teachers contracted on a regular part-time basis of less than fifty percent (50%):
 - a. Are not entitled to health hospitalization or insurance options benefits. They are, however, eligible to participate in a self pay, payroll deduction basis.
 - b. Are not entitled to dental, long-term disability or vision insurance.
 3. Teachers who are involuntarily reduced to part-time status because of a reduction in staff will continue full insurance benefits.
- C. A teacher who is unable to complete the school year and who is placed on an approved medical leave of absence, shall be entitled to continued District provided insurance coverage for the remainder of the current insurance year. To be eligible for this benefit, the teacher shall have been on regular employment or on approved leave with pay from the opening of the school year up to and including the last workday of October.
- D. The period of insurance coverage shall extend from October 1, 1997 through September 30, 2000.
- E. Those teachers terminating their employment effective the end of the school year shall have deducted from their last paycheck the amount required, in addition to District subsidy, to maintain their premium through September 30.

8.14 Mileage Reimbursement

- A. Teachers who are regularly assigned by the District to travel between two buildings not more than once every day that school is in session shall be reimbursed One Hundred Forty-Five Dollars (\$145) per semester.
- B. Teachers who are regularly assigned by the District either (a) to travel between two buildings more than once every day that school is in session or (b) to travel among more than two buildings on a daily basis shall be reimbursed Two Hundred Forty-Five Dollars (\$245) per semester. This stipend shall be applied in lieu of Section 8.14A, and, shall not be used in conjunction with 8.14A.
- C. Travel to more than one building less than on a daily basis will be pro-rated under Section 8.14 A or B.

8.15 Per Mile Reimbursement

- A. Vocational teacher coordinator travel - vocational teacher coordinators who are regularly assigned to travel to work locations outside the District will be reimbursed at the rate of twenty-eight (.28) cents per mile or the current IRS maximum per mile up to but not to exceed One Thousand Thirty-Five Dollars (\$1,035) per year. Reimbursement shall require the express knowledge and approval of the District prior to the mileage being incurred.

B. The following conditions shall apply to all reimbursement under Section 8.15:

1. Reimbursement shall not apply to:
 - a. Travel to and from home;
 - b. Travel to and from a meal, unless the meal is eaten at the work destination location;
 - c. Travel to and from voluntary meetings after daily school hours;
 - d. Travel involving Association business.
2. The travel which shall be allowable or not allowable under this provision may be clarified by the District from time to time. Such clarification shall be provided in writing to the teachers, and to the Association.
3. It is expressly understood and agreed by the Association and the District that this agreement for transportation reimbursement does not represent a lease agreement for teacher owned automobiles.
4. All reimbursement for travel expenses under Section 8.15 shall require substantiation of mileage actually driven. Said substantiation shall be provided as a District provided log, listing; date, time, location and miles. The District reserves the right to establish fair and consistent mileage allowance between and among regularly visited work locations. Travel log forms shall be submitted no later than the 10th of each month for the preceding month.

8.16 Teachers who terminate their contract shall be paid at the regular contractual daily rate based upon the total number of yearly workdays as negotiated, pro-rated to the actual number of days worked.

8.17 Additional extra-curricular positions may be added during the duration of this Agreement by the Board of Education. The position description and accompanying stipend to be established by the Board, acting upon the recommendation of the Superintendent. New positions established by the Board will be paid on a percentage schedule consistent with existing format.

8.18 When teachers or extra-curricular personnel incur any authorized expense, the District will reimburse the expense within forty-five (45) days.

8.19 Appendix A-Salary Schedule

A. Effective 1997-1998, each bargaining unit member on the salary schedule shall receive his/her regular step, plus one additional step (except for members hired in 1996-97 and 1997-98). There shall be a two and one-half percent (2.5%) increase applied to each step on the wage schedule. In addition there shall be

a one-half percent (.5%) increase applied to the 2.5% increase, which shall be paid as an off-schedule salary payment.

All wages shall be retroactive. Retroactive wages and the off-schedule salary payment shall be paid in a lump sum payment after both parties ratify the 1997 – 2000 Master Agreement.

- B. Effective 1998-1999, each bargaining unit member shall receive his/her regular step. In addition, the salary currently being paid at Step 11 shall be replaced with the Step 11+ salary and the 11+ step shall be eliminated from the salary schedule. There shall be a two percent (2%) increase applied to each step on the wage schedule.
- C. Effective 1999-2000, each bargaining unit member on the salary schedule shall receive his/her regular step. There shall be a two percent (2%) increase applied to each step on the wage schedule. In addition, if total revenue exceeds two percent (2%), there shall be a one-half percent (.5%) increase applied to the 2% increase, which shall be paid as an off-schedule salary payment.

8.20 Appendix B – Extra Curricular Activities Salary Schedule

- A. Effective 1997-1998, Appendix B shall be modified as follows: step one is eliminated, step two becomes step one, step three becomes step two, and a five-percent (5%) increase is added to the former step three to create the new step three. Once the final dollar amounts of the new Schedule B are determined, then an additional ten percent (10%) increase shall be added to the Schedule. The distribution of this increase will be determined by the Association, no later than the end of first semester, 1998. It is understood that the increase shall not be used for intramural programs.

All wages shall be retroactive. Retroactive wages shall be paid in a lump sum payment after both parties ratify the 1997 – 2000 Master Agreement.

- B. Effective 1998-1999, Appendix B shall receive an eight-percent (8%) increase, based on the final dollar amounts of the 1997-98 Appendix B. The distribution of this increase will be determined by the Association.
- C. Effective 1999-2000, Appendix B shall receive a seven percent (7%) increase applied to each step across the entire Appendix, based on the final dollar amounts of the 1998-99 Appendix B.

ARTICLE IX Agency Shop

- 9.1 The Board agrees that it shall be a condition of employment that all currently employed teachers, and any new teachers employed by the Board, shall within sixty (60) days after commencement of employment, either:

- A. Cause to be paid to the Association the uniformly required membership fee for the Waverly Education Association, Michigan Education Association and National Education Association; or
- B. Cause to be paid to the Association a representation fee as established by the Association.
- C. In the event the representation or membership fee shall not be paid, the Board, upon receiving a written and signed complaint from the Association indicating the teacher has failed to comply with this condition, shall process said complaint in accordance with the Michigan Teacher Tenure Act, the charging party being the Association. If said teacher is a tenure teacher or, if in the event the teacher is a probationary teacher, the Board shall immediately notify said teacher his/her services shall be discontinued at the end of the then current school year unless, prior to employing a replacement teacher, the Board of Education receives written notification from the Association and the teacher that said dues have been paid in full and said complaint is withdrawn. It is expressly understood that in the event the Board of Education shall hire a new teacher to replace a probationary teacher under the terms of this Article, then in that event neither the Association nor the teacher shall have the right to withdraw said complaint, it being recognized by the Association and any teacher employed under the terms of this contract that the Board has a reasonable right to proceed to replace a teacher who has been discharged under the provisions of this Article.
- D. It is recognized by the parties hereto that the refusal of a teacher to either join the Association or pay the representation fee provided for herein is reasonable and just cause for the discharge of said teacher pursuant to this provision.

9.2 The ASSOCIATION agrees to indemnify and save the BOARD, its agents and each individual school board member, harmless against any and all costs, claims, demands, suits or other forms of liability that may arise out of or by reason of action by the Board for the purpose of complying with the agreements herein above set forth, so long as said cost, claims, demands, suits or other liability has not resulted from negligence, malfeasance or malfeasance of the Board or its agents.

9.3 Prior to September 20 of each year, the Association shall deliver to the Personnel Office of the District, an assignment authorizing payroll deduction of the membership or representation fee, as provided in Section 9.1. Such authorization shall continue in effect from year to year unless revoked in writing in accordance with the provisions of said authorization form. Pursuant to such authorization, starting with the first regular pay of October and continuing on each regular pay thereafter through and including the last pay of the regular twenty-one (21) pay school year schedule, the District shall deduct in equal amounts the authorized membership or representation fees. Deduction for teachers employed after the commencement of the school year shall be appropriately prorated to complete the authorized deduction by the last pay of the regular twenty-one (21) pay school year schedule.

9.4 Fees and dues check-off remittance shall be made monthly to the Association.

- 9.5 Upon appropriate written authorization from the teacher the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, savings bonds, or any other plans or programs jointly approved by the Association and the Board.
- 9.6 Charitable donations may be deducted from the salary of any teacher so long as:
- A. Each donation is no less than Twenty Dollars (\$20) per year;
 - B. The deduction shall be limited to January through June.
 - C. Appropriate written authorization is provided.

ARTICLE X

Leaves

- 10.1 **Sick Leave** - Sick leave is earned and credited at the rate of twelve (12) days per year with an unlimited accumulation. Previously accumulated sick leave plus twelve (12) days shall be credited at the beginning of each school year for all full-time teaching personnel. Accumulated sick leave for part-time teaching personnel shall be prorated. Upon retirement, under the provisions of the Michigan Public School Retirement System, a teacher shall receive a cash payment from the District equal to fifty percent (50%) of the current year's salary value of one of his/her workdays times the number of sick days accumulated to date by the teacher, to be limited to no more than a payment of Three Thousand Five Hundred Dollars (\$3,500) An additional Five Hundred Dollars (\$500) will be paid to bargaining unit members who have accumulated more than One Hundred Days (100) and provide notification of retirement by April 15.
- 10.2 **Chargeable Leave** - Leaves of absence with pay chargeable against the teacher's sick leave allowance shall be granted for the following reasons:
- A The illness, injury or disability of the bargaining unit member.
 - B. Ten (10) days per period of illness of a family member, or dependent living in the household. Additional days may be granted by the Superintendent.
 - C. Ten (10) days per death of a family member, or dependent living in the household. One (1) day for attendance at funerals of persons outside the extended family. Additional days may be granted upon written application to the Superintendent.
- 10.3 **Personal Leave** - Three (3) days personal leave with pay, chargeable to sick leave shall be granted. Personal leave will not be granted the day before or the day following a holiday, or the first or last day of the semester or during parent-teacher conferences except where excused by the district's designated central office administrator for personnel. The Superintendent reserves the right to limit personal leaves to not more than seven (7) from the District. Notice at least three (3) days in advance shall be

required, whenever possible. This may be waived by the Superintendent. If a teacher leaves before the second semester, he/she shall be entitled to one (1) personal leave day. In the event of an emergency (not vacation) situation as determined by the Superintendent a teacher may use up to two (2) additional personal days chargeable to the teacher's sick leave.

- 10.4 **Extended Illness Leave** - Any tenure teacher whose personal illness extends beyond the period compensated under the sick leave provision shall be granted a leave of absence without pay for such time as is necessary for recovery, but the total length of time not to exceed three (3) years. Probationary teachers whose illness extends beyond the period of compensation under the sick leave provision shall be granted a leave of absence without pay for such time as is necessary for recovery, but the length of unpaid time shall be in accordance with the provisions of the Family and Medical Leave Act (FMLA). The Superintendent, upon written application from the probationary teacher, may extend the probationary teacher's unpaid leave beyond the provisions of the FMLA. Proof of recovery shall be at the teacher's expense and may be verified by a Board named physician at Board expense. Upon return from leave, a teacher shall be assigned to the same position, if available. If a substantially equivalent position is available, the teacher shall be assigned to that position.

10.5 **Childbirth, Care, Adoption Leave**

A. **Disability Leave Chargeable to Sick Leave**

1. A pregnant teacher may be absent for the period limited to medical disability in connection with childbirth. Such absence is charged to her available sick leave and does not alter her employment status with the District.
2. A pregnant teacher may continue in active employment as late into her pregnancy as she is physically able to perform all duties of her position and so long as she is not physically incapacitated.
3. The District reserves the right to be furnished statements of the teacher's physical condition from the attending physician and to require examination by a District named physician. Examination by a District named physician shall be at Board expense.

B. **Child Care/Adoption Leave**

1. A teacher, upon request, shall be entitled to a Child Care Leave of Absence for a period of time not to exceed one school year or the remainder of the school year in which the leave is granted; whichever shall occur first. Upon return from a Child Care Leave, the teacher shall be entitled to return to the same or similar teaching position, however, the teacher may be subject to reduction of personnel provision as stipulated in Article XVI. Child Care Leaves shall be without pay and without benefits.

2. Said teacher shall notify the District in writing of his/her desire to take such leave and his/her intent to return and shall give such notice no less than forty-five (45) days prior to the date on which his/her leave is to begin. The written notice shall indicate the expected date of the start of the leave and shall state the anticipated date of return. The forty-five (45) day limit for prior notification may be waived by the District.
3. As nearly as possible, the beginning date of leave and the date of return should conform to the beginning or ending of a marking period.
4. A teacher granted a Child Care Leave shall not use a medical leave chargeable to sick leave.

C. Extended Child Care Leave Without Pay

1. A teacher whose Child Care/Adoption Leave expires may request an Extended Child Care Leave Without Pay of up to but not to exceed the next full school year.
2. Such requests shall be received in the Personnel Office, in writing, on or before March 1 of the previous year.
3. Return to active employment following an Extended Child Care Leave shall be subject to return from leave provision of this Article.

10.6 Professional Leave - Leaves of absence up to one (1) year without pay shall be granted upon application to tenure teachers with three or more years in the Waverly District, when notice is given sixty (60) days prior to the end of the school year with confirmation prior to June 1 for the following purposes:

- A. Further study related to the teacher's certification;
- B. Study to meet eligibility requirements for a certificate other than that held by the teacher;
- C. Study, research, or special teaching assignment related to the teaching responsibilities in the school system. Leaves of absence without pay may be granted if application is made later, but only when adequate replacement can be found. Leaves of absence may be extended at the discretion of the Board. The salary schedule increment shall continue when the teacher is leaving for advanced study at the written request of the school system.

10.7 Short Term Leave Without Pay - A Short Term Leave is intended for a personal emergency not covered by other leave provisions of this Agreement. A written request for a Short Term Leave Without Pay shall be submitted through the building principal or appropriate supervisor to the Superintendent or the Superintendent's designee. The written submission shall include the reasons for the request. Approval or denial of the leave request shall be at the discretion of the District and shall not provide grounds for grievance under Article XIV of this Agreement.

10.8 The following leaves shall be available only to tenure teachers:

- A. Extended Illness Leave with Provision for Probationary Teachers
- B. Professional Leave
- C. Peace Corps and Vista Leave
- D. Teacher Exchange Leave
- E. Political Leave
- F. Extended Leave of Absence

10.9 **Peace Corps and Vista Leave, Etc.** - Leaves of absence without pay shall be granted up to two (2) years to any teacher who joins the Peace Corps or Vista, etc. as a full time participant in such program. Any period so served shall be treated as time taught for purposes of increments specified in the salary schedule.

10.10 **Teacher Exchange Leave** - The Board and the Association recognize that a teacher exchange between a teacher in Waverly and a teacher in another country can be of value to both the teacher and the Waverly students. Therefore, Waverly tenured teachers, with at least three (3) years of service in the Waverly Schools, may take part in teacher exchange programs. While a teacher in an exchange program, the teacher will receive his/her regular salary and benefits. Any period so served shall be treated as time taught in Waverly for purposes of increments specified in the salary schedule. It is understood that the Waverly Schools will be obligated for one salary and benefits only.

10.11 **Sabbatical Leave** - A sabbatical leave up to one (1) year shall be granted upon the approval of the Superintendent and the Board of Education. The following regulations govern requests for such leaves:

- A. The teacher must complete seven (7) years of continuous service in the Waverly Schools before he/she can be a candidate for consideration by the Board. Ten (10) years of non-continuous service with the Waverly Schools with three (3) years immediately preceding the application shall also qualify.
- B. In 1997-98, sabbatical leaves shall be granted for two percent of the qualified staff for research, writing, study, or travel, that are shown to be relevant to improving the applicant's work in the Waverly Schools as determined by the Superintendent.

In 1998-99, sabbatical leaves shall be granted to at least one (1) of the qualified staff for research, writing, study, or travel, that are shown to be relevant to improving the applicant's work in the Waverly Schools as determined by the Superintendent.

In 1999-2000, sabbatical leaves may be granted to qualified staff for research, writing, study, or travel, that are shown to be relevant to improving the applicant's work in the Waverly Schools as determined by the Superintendent.

- C. Requests for leave must be submitted in writing to the administration by March 1.
- D. The teacher shall receive pay equal to three-fourths (3/4) of the contractual salary to which he/she would normally be entitled. He/she will maintain his/her employment status. The teacher will be paid at the same time as the rest of the staff. The teacher will receive the same insurance benefits.
- E. Following the leave, the teacher must return to the Waverly School District and provide a minimum of two (2) years of service.
- F. The teacher shall furnish periodic reports to the Superintendent to demonstrate that all of the requirements of the leave are being met. The requirements would be mutually determined by the teacher and the Superintendent prior to approval.
- G. Any teacher who fails to meet the conditions of the leave shall, within two (2) years, repay the Waverly School District the exact amount paid to him/her during such leave. This shall be assured by the signing of a reimbursement agreement at the time sabbatical leave is granted.
- H. A teacher returning from sabbatical leave shall resume active teaching duties at the secondary level in the same building and department and at the elementary level at the same building and grade level except by mutual consent between the teacher and the Superintendent.

10.12 Association Leaves - In the following Section (10.12), reference to the Association and Association President shall refer to the Local Association and Bargaining Unit President.

- A. The District shall grant association released time for the President, not to exceed forty (40) one-half days each school year. Use of this time shall not exceed six (6) one-half days in any one calendar month, except by mutual agreement to extend the monthly maximum.
 - 1. The Association shall reimburse the District the first ten (10) days at One Hundred Dollars (\$100) each (or Fifty Dollars (\$50) per half day) and remaining days will be reimbursed per diem salary of the Association President for released time used under this provision.
 - 2. Association released days shall be arranged no less than two (2) days in advance, except that, immediate approval shall be granted when it is mutually agreed that a personnel problem exists necessitating immediate Association attention.

3. The Association President will be considered to be employed full time in the School District and will receive all the benefits derived from the Waverly Schools.

B. Association Days - It is agreed that officers of the Association may be invited from time to time during the school year to participate in Association related activities such as workshops, leadership conferences and the like which would warrant their absence from the classroom. For this reason, the Board agrees to grant the Association up to fifteen (15) special leave days to be used by teachers who are its officers or agents. Actual time off must be requested and arranged in advance with the Administration. Requests made within forty-eight (48) hours of intended absences need not be processed. When in the opinion of the Association President and Superintendent, personnel problems exist necessitating his/her immediate presence, immediate leave shall be granted and charged against this provision.

10.13 Military Leave - Military Leaves of Absence shall be granted to any teacher in the Waverly Schools who shall be inducted or enlist in lieu of induction for military duty to any branch of the Armed Forces of the United States. Teachers on military leave shall be given the benefit of any increments and sick leave allowance which would have been credited to them had they remained in active service to the school system to the maximum of their initial enlistment or where they continue to serve on active duty at the convenience of the government. The above is void if the serviceman/woman re-enlists after induction or enlistment. Provisions of this leave are also applicable to the obligations of the National Guard which would demand time away from a teaching position.

10.14 Political Leave - The Board shall grant upon written request, a leave of absence without pay or advancement on the salary schedule, to any teacher to campaign for or serve in public office. This leave shall be limited to one (1) term, renewable at the discretion of the Board. If unsuccessful in being elected, the teacher shall return to full time employment the September next following the date on which the candidacy was voted upon, or at an earlier date commensurate with the needs of the school system. While serving in any public, elective or appointive position not requiring full time leave, a teacher shall be granted, on written request, up to ten (10) days leave without pay, provided that such days of leave are necessary for and related to the performance of duties of such public position. No more than two (2) teachers shall be eligible for this type of leave during the school year.

10.15 Jury Duty Leave - When required to serve on jury duty, or subpoenaed as a witness, the employee shall be paid the difference between his/her regular salary and the compensation for jury duty. Proof of jury duty must be provided to the payroll department.

10.16 A. Conference Leave

1997-98: A Conference Bank Committee consisting of two (2) teachers appointed by the Association and two (2) administrators appointed by the Superintendent shall develop guidelines to manage the conference bank.

The conference bank shall contain the equivalent of three (3) days and One Hundred Fifty Dollars (\$150) total per teacher per year.

1998-99: A Conference Bank Committee consisting of two (2) teachers appointed by the Association and one (1) administrator appointed by the Superintendent shall assess the guidelines which govern the conference bank.

The conference bank shall contain the sum of Two Hundred Dollars (\$200) per bargaining unit member per year to cover all conference-related costs.

1999-2000: A Conference Bank Committee consisting of two (2) teachers appointed by the Association and one (1) administrator appointed by the Superintendent shall operate under the guidelines developed in 1998-99.

The conference bank shall contain the sum of Two Hundred Fifty Dollars (\$250) per bargaining unit member per year to cover all conference-related costs.

B. Guidelines:

1. The Administration shall administer the conference bank in accordance with the established guidelines.
2. A teacher whose conference request is denied under these guidelines may appeal the decision to the bank committee. The decision of the committee shall be final and not subject to the grievance procedure.
3. With respect to teachers whose attendance requires a substitute teacher, the administration may limit the number of such leaves on the same day to a maximum of six (6) from the District.
4. At the end of each term, the conference bank committee shall meet to review and revise the guidelines, as deemed necessary.

C. Administrative Requests: Upon request of the Superintendent, or his/her designated representative, a teacher may attend professional conferences or extra curricular related activities without deduction from conference allowances.

10.17 Any teacher who willfully violates his/her sick leave or who willfully misrepresents any statements or conditions under said policy shall be subject to progressive discipline as follows:

First Offense - Forfeiture of ten (10) sick leave days and a written reprimand.

Second Offense - Forfeiture of all accumulated sick leave and a letter of reprimand which may include a warning that a further offense will lead to discharge.

10.18 Extended Leave of Absence Without Pay or Benefits

- A. An extended leave of absence may be granted by the District for purposes not covered by other leave provisions of this Agreement.
- B. Such a leave shall require confirmation by the Board of Education.
- C. An Extended Leave of Absence shall be granted only at the discretion of the District. Conditions thereof and return to active employment shall be solely at the discretion of the District as pre-determined in writing at the time of granting the leave.
- D. An Extended Leave of Absence shall be without pay and benefits.

10.19 **Sick Leave Carry Over** - When on leave, the amount of sick leave will be that which the teacher had immediately prior to the leave.

10.20 **Return from Leave** - Except where specifically stated elsewhere, return from leave will be as follows: Notification of intent to return must be made by March 1. The teacher will be returned to the same position or one substantially equivalent, if one is available. If a position for which the teacher is qualified is not available, he/she will be put on the waiting list. As soon as a position for which he/she is qualified is available, he/she shall be offered that position. Failure to accept a position for which he/she is qualified, for the second school year following the year for which the leave was granted, will be considered as voluntary resignation.

ARTICLE XI

Assignments, Transfers, Vacancies and Promotions

- 11.1 Teachers who desire a change in grade or subject assignment or who desire to transfer to another building, shall file a written statement of such desire with the Superintendent as soon as practicable, and under normal circumstances, not later than March 1. Such statement shall indicate the grade or subject to which the teacher desires to be assigned or to the school or schools to which the teacher desires to be transferred. Teachers requesting transfers from building or grade levels shall be given first consideration.
- 11.2 All teachers shall be given written notice of their course name and/or grade assignments for the forthcoming year no later than the close of the preceding school year. In the event that changes in assignments are necessary, all teachers affected shall be notified promptly.
- 11.3 No changes in assignments shall be made after the close of the preceding school year unless the teachers concerned have been given written notice. Every reasonable effort will be made not to change an assignment after August 15th. However, if a teacher does receive a change of assignment subsequent to August 15th but before the beginning of the school year, notice of said change of assignment shall be made in writing and the affected teacher may request a conference with the appropriate

administrative personnel. If an elementary teacher is required to change his/her assignment after August 15th or during the school year, two days release time, not including the regularly scheduled teacher workday, shall be provided to allow for preparation for the new assignment. If a 6-12 teacher is required to change his/her assignment after August 15th or during the school year, the amount of release time shall not exceed two days.

- 11.4 A. The Administration recognizes that unrequested transfers of teachers should be minimized and avoided whenever possible and will take place only when in the opinion of the Board the best interests of the School District are served. An unrequested transfer or assignment shall be made only after a meeting with the teacher and the Superintendent or his/her designee and an Association Representative if requested by the teacher at which time the teacher shall be notified of the reason for the assignment or transfer. Every effort will be made to avoid the unrequested reassignment or transfer of probationary teachers.
- B. Teachers with requests for transfer on file who are denied said requests shall be informed prior to announcing filling of the vacancy. Teachers denied such requests may request a meeting with the Administration to discuss the reasons for said denial.
- 11.5 Any teacher who shall be transferred to a supervisory position and later return to a teacher status shall be entitled to retain such rights as he/she may have had under this Agreement prior to such transfer to supervisory or executive status.
- 11.6 Positions are considered vacant when bargaining unit member(s) holding the position(s) are discharged, quit, retire, transfer, are promoted, or the member otherwise permanently vacates the position; or any position that is newly created. Vacant positions shall be posted for all bargaining unit members and all transfer requests on file for such positions shall be given due consideration (with teachers requesting transfers from building or grade levels given first consideration.)

Whenever a vacancy in any professional position in the Waverly Schools shall occur, the Board shall publicize the same in the weekly notice to staff and shall allow sufficient time to post such notice for five (5) full school days in all school buildings, main offices and teachers' work rooms. During the summer months, teachers with written requests for transfer on file will be provided with a copy of vacancy postings, at the summer address on file with the Superintendent's office. A copy of said postings will be sent to the Association President. Other requests for information regarding summer vacancies may be addressed to the Superintendent or his designated personnel officer. Vacancy notices shall include the date of the listing, the due date for receiving written requests and the person to whom the requests should be addressed.

- 11.7 The written notice of each vacancy shall include a job description, stating the minimum requirements necessary for the position.
- 11.8 In filling such vacancy, the Board agrees to give due weight to the length of time each applicant has been in the school system of this District, providing all other qualifications are equal. The Board declares its support of a policy of promotion from within its own teaching staff whenever possible.

11.9 In the event of the closing or partial closing of a building:

- A. Layoffs shall be according to Article XVI.
- B. Reassignments to vacancies shall be made according to the seniority of teachers being so reassigned. Teacher preferences shall be considered before such reassignments are made.

ARTICLE XII

Certification and Evaluation

12.1 Certification

- A. Certification shall be defined as the appropriate State certification or licensure where applicable.
- B. Teachers shall not be assigned outside the scope of their teaching certificate and their major or minor field of study except temporarily and for good cause, and the Association shall be so notified in each instance.

12.2 Evaluation - Probationary Teachers

- A. The purpose of evaluation shall be to aid the probationary teacher (hereafter called teacher) in improving instruction and to determine recommendations for tenure.
- B. A probationary teacher evaluation form shall be used as a guide to evaluators and to inform the teacher as to his/her status. The evaluation form shall contain an area for written comments and recommendations by the evaluator. The evaluation form(s) shall be standard throughout the school system.
- C. Prior to any probationary evaluation process each teacher to be evaluated shall be informed of all evaluation procedures and shall be provided with a copy of tenure code of the State of Michigan, evaluation form(s), and all other pertinent data related to evaluation. A packet containing the above information shall be distributed and signed for by each teacher. Receipt of this packet shall constitute informing under this Section.
- D. No later than seventy five (75) days prior to the end of each of the teacher's probationary years, the completed probationary teacher evaluation form will be furnished to the Superintendent or his/her designee and the probationary teacher. If the report contains any information not previously made known to the probationary teacher, the teacher shall have the opportunity to submit additional information to the Superintendent or his/her designee. In the event a probationary teacher is not continued in employment, the administration must show evidence that said teacher was personally counseled and advised during his/her probationary period concerning his/her instructional performance. The Superintendent or his/her designee shall advise the probationary teacher in

writing of the reasons for not continuing his/her employment and provide for a hearing, if requested, before a three-member committee of the Board.

12.3 Evaluation Process - Probationary Teachers

Probationary teachers shall be provided with an individualized development plan (IDP) by the appropriate administrative personnel in consultation with the individual teacher. Probationary teachers shall be observed no less than twice each employment year and shall have an annual year-end performance evaluation, commencing with the date of employment and continuing until such times as tenure is granted or denied. EACH EVALUATION SHALL INCLUDE, BUT NOT BE LIMITED TO:

- A. **The Pre-Evaluation Conference** is intended as a mutual discussion of the goals and objectives of evaluation. The discussion shall include information regarding the process of evaluation and the criteria for performance. Both the teacher and the evaluator shall provide input as to specific teacher's goals and expectations.
- B. **Observation(s)** - Observation(s) in a regular classroom shall be of appropriate length, but not less than thirty (30) continuous minutes or the length of that day's lesson or activity. The initial observation in each cycle shall be at a pre-arranged time and shall be conducted in the appropriate teacher workstation setting. In a specialized classroom/area, the observation shall be the length of the instruction period. The evaluator shall provide written feedback following all observations within two (2) days.
- C. The teacher may request that a tenured teacher be present at any or all conferences.
- D. **Post-Observation Conference** - During this conference, which occurs after the first observation cycle, the teacher and the evaluator shall discuss the observations(s) and the impressions gained by the evaluator. There shall be ample opportunity for the teacher to express and explain his/her impressions and reactions. The evaluator shall then provide the teacher with written notes of his/her observations. Specifically, the notes shall contain areas of performance, which may be the basis for follow-up. If the evaluator notes a need for improvement, he/she shall also include specific directions and suggestions for improvement as related to the observation and/or the total evaluation of the teacher.
- E. **Year-End Evaluation Conference** - The purpose of the year-end evaluation conference, which occurs after the second observation cycle, is to: discuss and compare all observations of the evaluation sequence; discuss and evaluate the progress of the teacher in carrying out the directions and specific suggestions as noted in the post observation conference; discuss all areas of evaluation as they relate to the classroom, building and District performance of the teacher; note areas of concern for future follow-up and improvement; and summarize the evaluation sequence. If significant concerns are evident, the evaluator has the responsibility to provide written notice to the teacher of the specific concerns,

including methods for alleviating the concerns, steps to be taken by the evaluator to assist the teacher, expectations for future improvement, and if applicable, steps to be taken should significant improvement not result.

- F. **Evaluation of Record** - The evaluation sequence shall conclude with a written evaluation of record. The evaluator shall use the District probationary teacher evaluation form completed in triplicate, dated and signed by the evaluator and the teacher. The signature of the teacher shall acknowledge receipt of the report but shall not necessarily denote agreement with the comments of the evaluator. The evaluation report shall cover and summarize the entire evaluation sequence, shall reference any past evaluation sequences as needed, and shall provide direction for future growth and evaluation. Upon request of either the teacher or the evaluator, a conference shall be held to review the written report. One (1) copy of the report shall be retained by the teacher, one (1) copy by the evaluator and one (1) copy placed in the teacher's District personnel file. The teacher shall have the right to file a response within five (5) working days of the teacher's receipt of the evaluation report. Copies of the teacher's response are to be permanently attached to all copies of the evaluation record.
- G. **Time Sequence of the Evaluation Process** - The evaluation sequence shall occur within the following time limits unless the internal sequence is delayed due to the unavailability of involved parties.
1. The time between the two classroom observation cycles shall not be less than sixty (60) days apart.
 2. Following the first cycle of classroom observation(s), a post observation conference shall be held within ten (10) working days.
 3. The year-end evaluation conference shall be held within ten (10) working days of the second observation cycle.
 4. The written evaluation of record must be completed within ten (10) days of the year-end evaluation conference.
- H. **Overview of Evaluation Process**
Evaluation should be viewed as a total process that is not limited to workstation observations and administrator/teacher conferences. The evaluator should consider encouraging a variety of teacher self-help supplemental techniques including, but not limited to: the use of peer assistance as a means of teacher self-improvement; when appropriate, the teacher use of student input as a means of self-help and growth; and teacher use of conference visitation to observe successful teachers. The following guidelines shall govern the evaluation process.
1. Two (2) observation cycles, sixty days apart, will be completed during the employment year.

2. The minimum number of observations as now established shall not be intended as maximums, but shall be determined by need and circumstances.
3. Observations shall not be conducted during the first three (3) weeks of school, or during the last three (3) weeks of school.
4. The evaluation summary and ultimate recommendation may reflect all matters of record, which have a bearing on the total performance of the teacher.

12.4 Evaluation Process – Tenure Teachers

- A. A tenured teacher shall remain on continuing tenure until he/she is dismissed through proper tenure procedures as prescribed by the State Tenure Act. In any tenure proceeding all evaluations and responses thereto shall be admissible.
 1. Tenure teachers will be evaluated at least once every three (3) years.
 2. The purpose of the evaluation is to aid the tenure teacher in improving performance.
 3. The personnel office will annually provide to the Association a copy of the tenure evaluation schedule.
 4. Tenure teachers scheduled to be evaluated during a school year should be notified by the personnel office by October 1.
 5. The agreed upon tenured teacher evaluation form and format will be used for tenure teacher evaluation. Sections of the form or an alternative evaluation form may be used if mutually agreed to in writing by both the teacher to be evaluated and the evaluator before the evaluation process begins.
 6. The primary evaluator will develop a schedule of the evaluation timelines with the teacher at the pre-evaluation conference.
 7. Formal classroom observations to collect documentation for tenure teacher evaluation should not be scheduled during the first or last three (3) weeks of the school year or the day preceding and/or following contractual vacation days unless mutually agreed to by the primary evaluator and the teacher being evaluated.
 8. Tenure evaluation procedures should be completed by the primary evaluator before June 1 of the school year or as scheduled at the pre-evaluation conference. The teacher shall have the right to file a response within five (5) working days of the teacher's receipt of the

evaluation report. Copies of the teacher's response are to be permanently attached to all copies of the evaluation record.

9. **Performance Improvement Plan for Tenure Teachers**

Any teacher evaluated to be seriously deficient in any aspect of his/her teaching performance:

- a. Shall be entitled to a clear and understandable written description of the deficiency and shall be entitled to a clear and understandable written explanation of the level of performance, in reference to the deficient aspect of his/her teaching, which would be satisfactory. Any claim or lack of clarity must be addressed promptly by the teacher subsequent to receipt of the plan;
- b. Shall be entitled to an Improvement Plan containing the resources and assistance which will be made available to the teacher in order to aid in achieving the necessary improvement;
- c. Shall be entitled to a sufficient period of time, given the nature of the deficiency, to achieve the necessary improvement. Any claim that the time period is insufficient must be raised promptly subsequent to the issuing of the plan.
- d. Shall be entitled to observations throughout the improvement process by more than one (1) administrator. In general, observations should be pre-arranged and not more than one (1) observer should visit a class at any one time. If two observations are necessary in one day, they must be pre-arranged.
- e. The teacher being observed shall be provided a copy of the notes following each observation. The observer will make himself/herself available to provide verbal feedback on the notes when requested by the teacher.

10. **The Evaluator**

The primary evaluator shall be the Superintendent or his/her Waverly administrator designee. The primary evaluator shall be responsible for completing the process with the teacher. This does not, however, preclude the involvement of resource evaluators as part of the formal evaluation process following the mid-evaluation conference. The teacher shall have at least a one (1) day advance written notice indicating those who will be involved as resource evaluators. Resource evaluations serve as input into the primary evaluators (with all matters of record provided in writing and in conference for the teacher's review by the resource and/or the primary evaluator).

11. A bargaining unit member employed other than as a classroom teacher as defined by Article III of the Teacher Tenure Act shall not be deemed to be granted continuing tenure in such non-classroom position, but shall

be deemed to have continuing tenure as an active classroom teacher as governed by the Tenure Act. This provision shall not be interpreted to divest any person who has such tenure as of July 1, 1984.

12.5 Mentor Teacher

A. Definition and Purpose

A Mentor Teacher shall be defined as a master teacher as identified in Section 1526 of the School Code and shall perform the duties of a master teacher as specified in the Code.

Each member of the bargaining unit in his/her first three (3) years and a fourth year if requested by the Mentee or administrator in the classroom shall be assigned a Mentor Teacher by the Superintendent or his/her designee. The Mentor Teacher shall be available to provide professional support, instruction and guidance to the Mentee. The purpose of the Mentor assignment is to provide a peer who can offer assistance, resources and information in a non-threatening collegial fashion.

B. Mentor Teacher Assignment

All members of the bargaining unit shall be notified of the available position of the Mentor Teacher(s). A Mentor Teacher shall be assigned by the Superintendent in accordance with the following:

1. Primary consideration for Mentor Teacher positions will be given to tenured members of the bargaining unit with at least five (5) years of classroom teaching experience.
2. Participation as a Mentor Teacher shall be voluntary. If no volunteer is available, the Superintendent will assign a Mentor Teacher.
3. The District shall immediately notify the ASSOCIATION when a Mentor Teacher is matched with a bargaining unit member (Mentee). The assignment of the Mentor Teacher shall be finalized by the administrator within twenty (20) workdays of the knowledge that Mentor Teacher is needed.
4. Every effort will be made to match Mentor Teachers and Mentees who work in the same building and have the same area of certification.
5. A Mentee shall only be assigned one (1) Mentor Teacher at a time. A Mentor Teacher may not be assigned more than two (2) Mentees at any one time, unless agreed to by the teacher.
6. The Mentor Teacher assignment shall be for one (1) year. The appointment may be renewed in succeeding years provided the parties agree.

7. Should either the Mentor Teacher or the Mentee present cause to dissolve the relationship, the Superintendent or designee and a representative of the ASSOCIATION will meet with the Mentor Teacher and the Mentee to determine an appropriate course of action.

C. Relationship of Mentor and Mentee

The purpose of the Mentor/Mentee relationship is to assist the Mentee to: gain an understanding of best practices for quality instruction; provide a one-to-one relationship with a peer as the Mentee becomes acclimated to his/her role as a teacher; and ensure that the district's educational philosophy is being imparted to the Mentee. To foster this important relationship among peers, the Board agrees that the Mentor shall not be involved in the evaluation process of the Mentee other than to assist the administrator, where needed, with the Mentee's individualized development plan or in clarifying the evaluation. In addition, the Mentee shall not be involved in the evaluation process of the Mentor Teacher.

D. Release Time

Release time will be provided if needed to both the Mentor and Mentee, in coordination with the building principal, as follows:

2	Half days	First Year
2	Half days	Second Year
2	Half days	Third Year
1	Half day	Fourth Year

If the Mentor believes that additional release time is needed, such request should be directed to the building administrator. It is also understood that time between the Mentor Teacher and the Mentee will necessarily take place weekly beyond the normal working day to establish this collaborative relationship. Where possible, the Mentor Teacher and Mentee shall be assigned common preparation time.

Mentees shall be provided with a minimum of fifteen (15) days of professional development induction during their first three (3) years of classroom teaching.

E. Compensation

In 1997-98, a Mentor Teacher shall receive additional annual compensation of One Hundred-Fifty Dollars (\$150) per Mentee. Such additional annual compensation shall be equally divided among his/her regular paychecks or in a lump sum at the teacher's discretion. In 1998-99 and 1999-2000, the compensation shall be Two Hundred Dollars (\$200) per Mentee.

ARTICLE XIII

Curriculum Study and Development

- 13.1 In the interest of system-wide curriculum improvement, the appropriate central office administrator and an advisory body of three teachers and one administrator shall cooperate as a committee to encourage and facilitate curriculum evaluation and change.
- 13.2 Teacher members of the Curriculum Development Committee shall be selected by the Association.
- 13.3 Additional ad hoc members may include, but not necessarily be limited to, one parent and one student. Ad hoc members of the committee shall be appointed by, and serve at the direction of, the committee.
- 13.4 Teachers, administrators, citizens or students wishing to pursue a specific and defined area of curriculum improvement may submit proposals for curriculum research and/or experimentation to the committee. Such proposals shall follow guides and restrictions established and published by the committee.
- 13.5 Research and/or experimentation grants shall be allowed upon the recommendation of the committee and the approval of the appropriate central office administrator. Terms of the grant, including the expectations and obligations of those receiving the grant shall be delineated in a written agreement prior to approving the grant.
- 13.6 For the purpose of funding such grants, the Board of Education shall yearly provide up to eighty (80) teacher release days and up to Five Thousand Dollars (\$5,000)
- 13.7 Proposals when carried through to completion, will be reported to and evaluated by the Curriculum Development Committee. Further study or recommended implementation will be at the discretion of the committee.
- 13.8 The committee shall annually report an accounting of their activities to the Superintendent of Schools.

ARTICLE XIV

Grievance Procedure

14.1 Definitions

- A. A grievance shall be defined as an alleged violation of the expressed terms of this contract.
- B. A "party in interest" is the person or persons or the Association making a claim and any person or persons who might be required to take action or against whom action might be taken in order to resolve the claim.

C. The term "days" shall mean school days. Schools days will include all teachers' workdays. During summer recess, the term days shall mean weekdays (Monday through Friday).

D. Teachers shall have access to the grievance process during the summer recess.

14.2 **Purposes** - The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to a claim of the aggrieved person. Both parties agree that these proceedings shall be kept confidential at each level of this procedure.

14.3 **Procedure** - Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level are maximums, and every effort should be made to expedite the process. If appropriate action by the grievant or Grievance Committee is not taken within the time limit specified, the grievance will be deemed settled on the basis of the disposition of the preceding level. The time limits specified may, however, be extended by mutual written agreement.

A. **Level One** - A teacher believing he/she has a grievance is encouraged to first informally discuss the matter with his/her supervisor before filing a grievance. In any event, an aggrieved person or the Association shall file a written request for a Level One grievance conference within five (5) days of the date of the alleged violation, or the grievant's knowledge of its occurrence, with his/her immediate supervisor. Any such written request for a Level One conference not honored within five (5) days of receipt of the written request shall be deemed a waiver of such level of consideration. If the aggrieved person or the Association is not satisfied with the disposition of the Grievance at Level One or if no decision has been rendered within ten (10) days after the Level One conference, or if no Level One conference is held within the required time limits, the grievant and/or the Association may submit the issue to Level Two. In the case of an alleged grievance involving more than one building, the grievance shall proceed directly to Level Two which must be submitted in writing by the Association within ten (10) days of the date of the grievance or the Association's knowledge of its occurrence.

B. **Level Two** - Within ten (10) days of the disposition at Level One, the grievance will be filed in writing with the Superintendent of Schools together with a request for a Level Two grievance conference. Within twenty (20) days of this referral, the Superintendent and/or his/her designee will schedule and hold a Level Two grievance conference and render a decision in writing.

C. In the event the aggrieved person together with the Association is not satisfied with the disposition of the grievance at Level Two or if no decision has been rendered within twenty (20) days of the written Level Two grievance request, the grievance may be submitted in writing within twenty (20) days to binding arbitration. The arbitrator shall be mutually agreed to by the parties, or if they cannot agree, the arbitrator shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration hearing. Neither party shall be permitted to assert in such arbitration

proceeding any ground to or rely on any evidence not previously disclosed to the other.

1. It shall be the function of the arbitrator, and he/she shall be empowered, except as his/her powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific Articles and Sections of this Agreement.
 - a. It is expressly agreed that the power of the arbitrator shall be limited in each case to the resolution of the question submitted to him/her. It is further specifically agreed that the arbitrator shall have no power to add to, subtract from, or modify, any of the terms of this Agreement. Arbitration shall be limited to a substantiated claim of misinterpretation, misapplication, or violation of the negotiated Agreement. When the arbitrability of the issue is challenged, the arbitrator shall first hear and rule on the question of arbitrability before hearing the merits of the issue. The decision of the arbitrator shall be final and binding on both parties, when the arbitrator has not exceeded the limitations placed upon arbitration by the provisions of this negotiated Agreement.
 - b. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association. All other expenses shall be borne by the party incurring them and neither party shall be responsible for the expense of witnesses called by the other.
 - c. No decision in any one case shall require retroactive adjustment in any other case.
 - d. He/she shall have no power to establish salary scales.
 - e. He/she shall have no power to rule on any of the following:
 - (1) The termination of services of or failure to re-employ any probationary teacher.
 - (2) The termination of services or failure to reemploy any teacher to a position other than his/her basic position.
 - (3) Any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Teacher's Tenure Act (Act IV Public Acts, Extra Session of 1937 of Michigan, as amended).
 - (4) Any matter involving teacher evaluation except as outlined in this Agreement.

- (5) Discretionary action reserved to the District.
- (6) Curriculum, textbook selection and course content.
- (7) Teacher assignment, transfer and evaluation.
- (8) Reduction in personnel except specific negotiated procedures, arbitration of procedures shall be limited to a procedural remedy.

14.4 Miscellaneous

- A. A grievance may be withdrawn at any level without prejudice or record.
- B. No reprisals of any kind shall be taken by or against any party of interest or any participant in grievance procedure by reason of such participation.
- C. Access shall be made available to records and all pertinent information (other than confidential personnel files) used in the determination and processing of the grievance.
- D. No grievance shall be filed for or by any teacher after the effective date of his/her resignation.
- E. Any grievance filed during the life of this Agreement shall be processed through the steps of this procedure regardless of whether such time required may go beyond the expiration date of this document.
- F. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, providing that the Association has been given opportunity to be present at such adjustment.

ARTICLE XV Retirement

- 15.1 Seventy (70) shall be the retirement age in the Waverly Schools if allowed by law. The procedure then will be: A person reaching seventy (70) prior to September 1 of any year shall retire the proceeding June. A person reaching seventy (70) after September 1 shall continue teaching the balance of the school year and retire the following June. This may be extended on a year-to-year basis upon application and approval of the Board.
- 15.2 When a Waverly teacher retires under the provisions of the Michigan Teachers' Retirement System, and after the equivalent of ten (10) years of teaching in the Waverly Schools, he/she shall receive prior to June 30, a lump sum payment of One Thousand Five Hundred Dollars (\$1,500) and an additional One Hundred Dollars

(\$100) for each completed year of teaching thereafter provided the total maximum amount received shall not exceed Three Thousand Dollars (\$3,000) Notice of resignation on the forms provided by the Michigan Teachers' Retirement System shall be submitted no later than June 1 of the year in which retirement is to become effective.

- 15.3 If, for medical reasons, a person is forced to retire under the provisions of this Article at a time other than the end of the school year, that teacher shall receive the amount designated in 15.2 within thirty (30) days after the retirement date.
- 15.4 Upon retirement, under the provisions of the Michigan Public School Retirement System, a teacher shall receive a cash payment from the District equal to fifty percent (50%) of the current year's salary value of one of his/her workdays times the number of sick days accumulated to date by the teacher, to be limited to no more than a payment of Three Thousand Five Hundred Dollars (\$3,500) An additional Five Hundred Dollars (\$500) will be paid to those teachers who have accumulated more than one hundred (100) days and provide notification by April 15.

ARTICLE XVI TEACHERS' LAYOFF LANGUAGE Reduction of Certified Personnel

- 16.1 In the event it becomes necessary to reduce the number of teachers through lay-off, the order of lay-off shall be as follows:
- A. Teachers not holding a Michigan certificate will be laid off first, provided there are certified and qualified teachers to replace the laid off teachers.
 - B. If reduction is still necessary, then probationary teachers with the least seniority in the district will be laid off first, provided there are remaining certified and qualified teachers to replace the laid-off teachers.
 - C. If further reduction is still necessary, then tenured teachers with the least seniority in the district will be laid off first, provided there are certified and qualified teachers to replace them.
 - D. The Board shall endeavor to give teachers who are to be laid off at least 45 days notice in writing. But, in any event, thirty (30) calendar days notice shall be given in all cases.
 - E. Qualification as used in the Master Agreement shall be defined as follows:

Grades 9-12:

Teachers must meet the standards as established by the North Central Association of Colleges and Schools or accreditation requirements as defined by the State of Michigan. Any teacher with secondary certification who does not meet any additional standards required above will not be laid off but may be required by the Board of Education to take such course work as will bring them

into compliance with such standards. If the Board of Education requires a teacher to take additional course work, the Board shall pay the cost of books and tuition. The timetable for course completion will be established by the Administration and the affected teacher. The timetable shall not be extended to the point it jeopardizes the Districts accreditation status.

K-8 Special Subjects:

In order for a teacher to be assigned to a special subjects class such as; Industrial Arts, Physical Education, Vocal Music or Instrumental Music, the teacher must possess a major or minor in the subject area. At the K-8 levels, one year of successful teaching experience within the last three years will qualify a teacher for special subjects assignment in lieu of a major or minor in the subject area.

Middle School Basic Block:

Teachers who are assigned a basic block class with 7-8 all subject certification after 1992-93 may be required by the District to take classes to qualify for a minor in their subject area. If the Board of Education requires a teacher to take additional course work, the Board shall pay the cost of books and tuition. The timetable for course completion will be established by the Administration and the affected teacher.

- 16.2 Seniority shall be defined as the teacher's first working day in the school district. A teacher shall lose seniority if he/she resigns, retires or is discharged by the Board.
- 16.3 In the case of a tie a lottery drawing will be the determining factor with the first name drawn to be the first laid off. Credit given for outside teaching experience in school districts shall not be considered for the purpose of accumulating seniority, but shall serve to reduce the probationary period in accordance with the provisions of the Michigan Tenure Act.
- 16.4 Teachers shall be recalled in inverse order of lay-off for existing, new, or reactivated positions for which they are certified and qualified. The notice of recall shall be by certified return receipt mail. A teacher must indicate acceptance of the recall by certified mail to the Superintendent within 30 days from the date of receipt of the notice of recall. Failure to do so shall forfeit the right of the teacher to remain on the recall list. However, if a teacher does not accept a part time position, if offered, the teacher does not waive his/her rights to recall. Except where prohibited by the Tenure Act, a teacher's right to recall shall be limited to five (5) years from the effective date of their layoff. Changes in certification after the effective date of an employee's layoff shall only be taken into consideration for recall purposes.
- 16.5 Teachers accepting recall who have signed a contract to teach during the school year in question in another school district shall also:
 1. Notify the Board in writing that such a contract has been signed.

2. Furnish written statement from the Superintendent of Schools with whom the contract was signed indicating that a release from said contract cannot be obtained.
 3. A teacher following the procedure above will be rehired the next school year for a teaching position for which he/she is certified, providing he/she submits a request to the Superintendent in writing on or before April 1.
- 16.6 Teachers whose services have been terminated due to necessary reduction in personnel will upon written request be placed on a preference list for substitute teaching and will be offered substitute teaching assignments in preference to others.

1997-98 CALENDAR

Teacher First Day	August 25
Students' First Day	August 26
Labor Day	September 1 - no school
P/T Conferences	October 13 - 16
No School	October 17
End of 1 st quarter 7 - 12	October 31
End of 1 st trimester	November 14 - half day grades K-6
Thanksgiving Break	November 27 and 28
Winter Recess	December 19 - at the end of the school day
Reopen	January 5
Martin Luther King Day	January 19 - half day K-12
End of 1 st semester	January 23 - half day grades 7-12
President's Day	February 16 - no school
Teacher Inservice	February 17 - 19
Winter Weekend	February 20 - no school
End of 2 nd trimester	February 27 - half day grades K-6
P/T Conferences	March 9 - 12
No School	March 13
End of 3 rd quarter 7 - 12	April 3
Spring Break	April 6 - 10
Memorial Day	May 25 - no school
Last day of school	June 11 - half day for K-12

1. **Parent/Teacher Conferences:**

Kindergarten: Fourteen (14) sessions **

1-6: Seven (7) sessions **

7-12: Eight (8) sessions ***

2. **Inservice**

K - 12: Three (3) days

No Friday Inservice

3. **Grade Marking**

K - 6 One-half (1/2) day at end of first, second and third marking periods.

7 - 12 One-half (1/2) day at end of first and second semester

** A session is defined as three (3) hours

*** A session is defined as two (2) hours and forty-five (45) minutes

182 Student Days

188 Teacher Days

1998-99 CALENDAR

Teacher First Day	August 25
Student's First Day	August 26
Labor Day	September 7 - no school
Teacher Inservice - Full day	October 5 - no students
P/T Conferences	October 12-15
No School	October 16
End of 1 st quarter 7 - 12	October 30
End of 1 st trimester	November 20 - half day (K - 6)
Thanksgiving Break	November 26 and 27
Winter Recess	December 18 - at the end of the school day
Reopen	January 4
Martin Luther King Day	January 18 - half day (K - 12)
End of 1 st semester	January 22 - half day (7 - 12)
Teacher Inservice - Full day	February 12 - no students
President's Day	February 15 - no school
End of 2 nd trimester	March 5 - half day (K - 6)
P/T Conferences	March 15 - 18
No School	March 19
Spring Break	April 5 - 9
Teacher Inservice - Half day-am	May 28 - no students
Memorial Day	May 31
Last Student/Teacher Day	June 10 - half day (K - 12)

1. **Parent/Teacher Conferences:**
Kindergarten: Fourteen (14) sessions **
1 - 6: Seven (7) sessions **
7 - 12: Eight (8) sessions ***
 2. **Inservice**
K - 12: Two (2) and one-half (1/2) days
No Friday Inservice
 3. **Grade Marking**
K - 6 One-half (1/2) day at end of first, second and third marking periods.
7 - 12 One-half (1/2) day at end of first and second semester
- ** A session is defined as three (3) hours
*** A session is defined as two (2) hours and forty-five (45) minutes

182 Student Days
187½ Teacher Days

1999-2000 CALENDAR

Teacher First Day	August 25
Student's First Day	August 26
Labor Day	September 6 - no school
Teacher Inservice - Full day	September 27 - no students
P/T Conferences	October 11 - 14
No School	October 15
End of 1 st quarter 7 - 12	October 29
End of 1 st trimester	November 19 - half day (K - 6)
Thanksgiving Break	November 25 and 26
Winter Recess	December 17 - at the end of the school day
Reopen	January 3
Martin Luther King Day	January 17 - half day (K - 12)
End of 1 st semester	January 21 - half day (7 - 12)
Teacher Inservice - Full day	February 18 - no students
President's Day	February 21 - no school
End of 2 nd trimester	March 3 - half day (K - 6)
P/T Conferences	March 13 - 16
No School	March 17
End of 3 rd quarter 7 - 12	March 24
Spring Break	April 3 - 7
Teacher Inservice - Half day-am	May 26 - no students
Memorial Day	May 29 - no school
Last Student/Teacher Day	June 9 - half day (K - 12)

1. **Parent/Teacher Conferences:**

Kindergarten: Fourteen (14) sessions **

1 - 6: Seven (7) sessions **

7 - 12: Eight (8) sessions ***

2. **Inservice**

K - 12: Two (2) days

One-half (1/2) day building professional development

No Friday Inservice

3. **Grade Marking**

K - 6 One-half (1/2) day at end of first, second and third marking periods.

7 - 12 One-half (1/2) day at end of first and second semester

** A session is defined as three (3) hours

*** A session is defined as two (2) hours and forty-five (45) minutes

182 Student Days

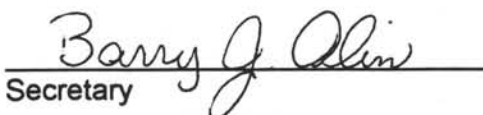
187½ Teacher Days

LETTER OF AGREEMENT

This Agreement entered into on January 12, 1998 shall be in effect from July 1, 1997 through June 30, 2000.


Waverly Schools Board of Education


President


Secretary

Waverly Education Association


Co-President


Co-President


Co-President


Secretary

**APPENDIX A
BA DEGREE LEVEL**

BA	Off-Schedule Salary Payment			
	1997-98	1997-98	1998-99	1999-2000
Step				
0	\$28,500	\$142.50	\$29,070	\$29,652
0.5	\$29,167	\$145.84	\$29,751	\$30,346
1	\$29,834	\$149.17	\$30,430	\$31,039
1.5	\$30,570	\$152.85	\$31,181	\$31,805
2	\$31,300	\$156.50	\$31,926	\$32,565
2.5	\$31,769	\$158.84	\$32,404	\$33,052
3	\$32,702	\$163.51	\$33,356	\$34,023
3.5	\$33,837	\$169.19	\$34,514	\$35,204
4	\$34,969	\$174.84	\$35,668	\$36,382
4.5	\$35,735	\$178.67	\$36,449	\$37,178
5	\$36,495	\$182.48	\$37,225	\$37,970
5.5	\$37,630	\$188.15	\$38,382	\$39,150
6	\$38,763	\$193.82	\$39,539	\$40,329
6.5	\$39,677	\$198.38	\$40,470	\$41,280
7	\$40,587	\$202.93	\$41,399	\$42,227
7.5	\$41,505	\$207.53	\$42,335	\$43,182
8	\$42,421	\$212.10	\$43,269	\$44,134
8.5	\$43,333	\$216.66	\$44,200	\$45,084
9	\$44,323	\$221.62	\$45,210	\$46,114
9.5	\$45,313	\$226.57	\$46,219	\$47,144
10	\$46,380	\$231.90	\$47,308	\$48,254
10.5	\$47,445	\$237.23	\$48,394	\$49,362
11	\$48,509	\$242.55	\$50,469	\$51,479
11+	\$49,480	\$247.40		

The 1989-90 school year shall be the final year during which teachers may qualify for additional longevity. All longevity for any teacher remaining on the BA schedule shall be frozen during subsequent years at the amount, if any, received during the 1989-90 school year. Following the 1989-90 school year teachers holding a BA degree may qualify for longevity payments on the MA longevity schedule after they earn 30 credit hours beyond the BA degree.

Stipend

Each teacher who has been at the 11th step at least one full year (stipend shall not be paid in the same year as an increment increase) and has taught in the District for at least eight years from last date of hire, shall receive an annual stipend of Three Hundred Fifty Dollars (\$350) to be paid with the twenty-first paycheck of each school year. Those teachers who have been at the 11th step at least four full years, and have taught in the District for at least eight (8) years, shall receive an annual stipend of Six Hundred Dollars (\$600) to be paid as above. Those teachers who have been at the 11th step at least seven full years, and have taught in the District for at least eight (8) years, shall receive an annual stipend of Eight Hundred Dollars (\$800) to be paid as above. Any teacher who has more than twenty-four (24) years of service credit with the Michigan Public School Employees Retirement System and at least ten (10) years employment with Waverly will receive a Three Hundred Dollar (\$300) contribution added to longevity. Teachers hired after June 30, 1992 will not be eligible for longevity.

APPENDIX A BA+20 DEGREE LEVEL

BA+20	Off-Schedule Salary Payment			
	1997-98	1997-98	1998-99	1999-2000
Step				
0	\$29,739	\$148.70	\$30,334	\$30,941
0.5	\$30,433	\$152.17	\$31,042	\$31,663
1	\$31,125	\$155.63	\$31,748	\$32,383
1.5	\$31,891	\$159.45	\$32,529	\$33,179
2	\$32,654	\$163.27	\$33,308	\$33,974
2.5	\$33,586	\$167.93	\$34,258	\$34,943
3	\$34,519	\$172.59	\$35,209	\$35,913
3.5	\$35,131	\$175.65	\$35,833	\$36,550
4	\$36,341	\$181.71	\$37,068	\$37,810
4.5	\$37,180	\$185.90	\$37,923	\$38,682
5	\$38,017	\$190.09	\$38,778	\$39,553
5.5	\$39,227	\$196.13	\$40,011	\$40,812
6	\$40,437	\$202.19	\$41,246	\$42,071
6.5	\$41,429	\$207.15	\$42,258	\$43,103
7	\$42,421	\$212.10	\$43,269	\$44,134
7.5	\$43,408	\$217.04	\$44,276	\$45,161
8	\$44,395	\$221.97	\$45,283	\$46,188
8.5	\$45,386	\$226.93	\$46,294	\$47,220
9	\$46,380	\$231.90	\$47,308	\$48,254
9.5	\$47,524	\$237.62	\$48,475	\$49,444
10	\$48,662	\$243.31	\$49,635	\$50,628
10.5	\$49,805	\$249.02	\$50,801	\$51,817
11	\$50,947	\$254.73	\$53,005	\$54,065
11+	\$51,965	\$259.83		

The 1989-90 school year shall be the final year during which teachers may qualify for additional longevity. All longevity for any teacher remaining on the BA schedule shall be frozen during subsequent years at the amount, if any, received during the 1989-90 school year. Following the 1989-90 school year teachers holding a BA degree may qualify for longevity payments on the MA longevity schedule after they earn 30 credit hours beyond the BA degree.

Stipend

Each teacher who has been at the 11th step at least one full year (stipend shall not be paid in the same year as an increment increase) and has taught in the District for at least eight years from last date of hire, shall receive an annual stipend of Three Hundred Fifty Dollars (\$350) to be paid with the twenty-first paycheck of each school year. Those teachers who have been at the 11th step at least four full years, and have taught in the District for at least eight (8) years, shall receive an annual stipend of Six Hundred Dollars (\$600) to be paid as above. Those teachers who have been at the 11th step at least seven full years, and have taught in the District for at least eight (8) years, shall receive an annual stipend of Eight Hundred Dollars (\$800) to be paid as above. Any teacher who has more than twenty-four (24) years of service credit with the Michigan Public School Employees Retirement System and at least ten (10) years employment with Waverly will receive a Three Hundred Dollar (\$300) contribution added to longevity. Teachers hired after June 30, 1992 will not be eligible for longevity.

**APPENDIX A
MA DEGREE LEVEL**

MA	Off-Schedule Salary Payment			
	1997-98	1997-98	1998-99	1999-2000
Step				
0	\$30,248	\$151.24	\$30,853	\$31,470
0.5	\$30,966	\$154.83	\$31,586	\$32,217
1	\$31,688	\$158.44	\$32,322	\$32,968
1.5	\$32,478	\$162.39	\$33,128	\$33,790
2	\$33,272	\$166.36	\$33,937	\$34,616
2.5	\$34,206	\$171.03	\$34,890	\$35,588
3	\$35,137	\$175.69	\$35,840	\$36,557
3.5	\$36,429	\$182.14	\$37,157	\$37,900
4	\$37,717	\$188.58	\$38,471	\$39,241
4.5	\$38,630	\$193.15	\$39,403	\$40,191
5	\$39,540	\$197.70	\$40,331	\$41,138
5.5	\$40,827	\$204.13	\$41,643	\$42,476
6	\$42,114	\$210.57	\$42,956	\$43,816
6.5	\$43,180	\$215.90	\$44,044	\$44,925
7	\$44,246	\$221.23	\$45,131	\$46,034
7.5	\$45,315	\$226.58	\$46,222	\$47,146
8	\$46,380	\$231.90	\$47,308	\$48,254
8.5	\$47,446	\$237.23	\$48,395	\$49,363
9	\$48,508	\$242.54	\$49,478	\$50,468
9.5	\$49,728	\$248.64	\$50,722	\$51,737
10	\$50,947	\$254.73	\$51,966	\$53,005
10.5	\$52,164	\$260.82	\$53,208	\$54,272
11	\$53,382	\$266.91	\$55,539	\$56,650
11+	\$54,450	\$272.25		

Stipend

Each teacher who has been at the 11th step at least one full year (stipend shall not be paid in the same year as an increment increase) and has taught in the District for at least eight years from last date of hire, shall receive an annual stipend of Four Hundred Dollars (\$400) to be paid with the twenty-first paycheck of each school year. Those teachers who have been at the 11th step at least four full years, and have taught in the District for at least eight (8) years, shall receive an annual stipend of Seven Hundred Dollars (\$700) to be paid as above. Those teachers who have been at the 11th step at least seven full years, and have taught in the District for at least eight (8) years, shall receive an annual stipend of Nine Hundred Fifty Dollars (\$950) to be paid as above. Any teacher who has more than twenty-four (24) years of service credit with the Michigan Public School Employees Retirement System and at least ten (10) years employment with Waverly will receive a Three Hundred Dollar (\$300) contribution added to longevity. Teachers hired after June 30, 1992 will not be eligible for longevity.

APPENDIX A MA+15 DEGREE LEVEL

MA+15	Off-Schedule Salary Payment			
	1997-98	1997-98	1998-99	1999-2000
Step				
0	\$31,348	\$156.74	\$31,975	\$32,614
0.5	\$32,099	\$160.49	\$32,741	\$33,396
1	\$32,848	\$164.24	\$33,505	\$34,175
1.5	\$33,670	\$168.35	\$34,344	\$35,031
2	\$34,489	\$172.45	\$35,179	\$35,883
2.5	\$35,422	\$177.11	\$36,130	\$36,853
3	\$36,354	\$181.77	\$37,081	\$37,822
3.5	\$37,716	\$188.58	\$38,470	\$39,240
4	\$39,077	\$195.39	\$39,859	\$40,656
4.5	\$40,071	\$200.36	\$40,873	\$41,690
5	\$41,062	\$205.31	\$41,883	\$42,720
5.5	\$42,428	\$212.14	\$43,276	\$44,142
6	\$43,792	\$218.96	\$44,668	\$45,561
6.5	\$44,932	\$224.66	\$45,831	\$46,747
7	\$46,072	\$230.36	\$46,993	\$47,933
7.5	\$47,215	\$236.07	\$48,159	\$49,122
8	\$48,360	\$241.80	\$49,327	\$50,313
8.5	\$49,501	\$247.51	\$50,491	\$51,501
9	\$50,646	\$253.23	\$51,659	\$52,692
9.5	\$51,941	\$259.70	\$52,980	\$54,039
10	\$53,232	\$266.16	\$54,297	\$55,383
10.5	\$54,531	\$272.66	\$55,622	\$56,734
11	\$55,822	\$279.11	\$58,076	\$59,238
11+	\$56,938	\$284.69		

Stipend

Each teacher who has been at the 11th step at least one full year (stipend shall not be paid in the same year as an increment increase) and has taught in the District for at least eight years from last date of hire, shall receive an annual stipend of Four Hundred Dollars (\$400) to be paid with the twenty-first paycheck of each school year. Those teachers who have been at the 11th step at least four full years, and have taught in the District for at least eight (8) years, shall receive an annual stipend of Seven Hundred Dollars (\$700) to be paid as above. Those teachers who have been at the 11th step at least seven full years, and have taught in the District for at least eight (8) years, shall receive an annual stipend of Nine Hundred Fifty Dollars (\$950) to be paid as above. Any teacher who has more than twenty-four (24) years of service credit with the Michigan Public School Employees Retirement System and at least ten (10) years employment with Waverly will receive a Three Hundred Dollar (\$300) dollar contribution added to longevity. Teachers hired after June 30, 1992 will not be eligible for longevity.

**APPENDIX A
MA+30 DEGREE LEVEL**

MA+30	Off-Schedule Salary Payment			
	1997-98	1997-98	1998-99	1999-2000
Step				
0	\$32,461	\$162.30	\$33,110	\$33,772
0.5	\$33,234	\$166.17	\$33,898	\$34,576
1	\$34,005	\$170.03	\$34,686	\$35,379
1.5	\$34,854	\$174.27	\$35,551	\$36,262
2	\$35,705	\$178.52	\$36,419	\$37,147
2.5	\$36,641	\$183.20	\$37,373	\$38,121
3	\$37,579	\$187.89	\$38,330	\$39,097
3.5	\$39,017	\$195.08	\$39,797	\$40,593
4	\$40,452	\$202.26	\$41,261	\$42,086
4.5	\$41,521	\$207.60	\$42,351	\$43,198
5	\$42,588	\$212.94	\$43,439	\$44,308
5.5	\$44,028	\$220.14	\$44,908	\$45,807
6	\$45,466	\$227.33	\$46,375	\$47,303
6.5	\$46,683	\$233.41	\$47,616	\$48,569
7	\$47,900	\$239.50	\$48,858	\$49,835
7.5	\$49,119	\$245.60	\$50,101	\$51,103
8	\$50,338	\$251.69	\$51,345	\$52,371
8.5	\$51,558	\$257.79	\$52,589	\$53,640
9	\$52,775	\$263.88	\$53,831	\$54,907
9.5	\$53,328	\$266.64	\$54,394	\$55,482
10	\$55,518	\$277.59	\$56,628	\$57,761
10.5	\$56,886	\$284.43	\$58,024	\$59,185
11	\$58,253	\$291.26	\$60,607	\$61,819
11+	\$59,418	\$297.09		

Stipend

Each teacher who has been at the 11th step at least one full year (stipend shall not be paid in the same year as an increment increase) and has taught in the District for at least eight years from last date of hire, shall receive an annual stipend of Four Hundred Dollars (\$400) to be paid with the twenty-first paycheck of each school year. Those teachers who have been at the 11th step at least four full years, and have taught in the District for at least eight (8) years, shall receive an annual stipend of Seven Hundred Dollars (\$700) to be paid as above. Those teachers who have been at the 11th step at least seven full years, and have taught in the District for at least eight (8) years, shall receive an annual stipend of Nine Hundred Fifty Dollars (\$950) to be paid as above. Any teacher who has more than twenty-four (24) years of service credit with the Michigan Public School Employees Retirement System and at least ten (10) years employment with Waverly will receive a Three Hundred Dollar (\$300) contribution added to longevity. Teachers hired after June 30, 1992 will not be eligible for longevity.

**APPENDIX A
MA+45 DEGREE LEVEL**

MA+45	Off-Schedule Salary Payment			
	1997-98	1997-98	1998-99	1999-2000
Step				
0	\$33,434	\$167.17	\$34,103	\$34,785
0.5	\$34,230	\$171.15	\$34,914	\$35,613
1	\$35,026	\$175.13	\$35,727	\$36,441
1.5	\$35,900	\$179.50	\$36,618	\$37,350
2	\$36,776	\$183.88	\$37,511	\$38,262
2.5	\$37,741	\$188.70	\$38,495	\$39,265
3	\$38,706	\$193.53	\$39,480	\$40,270
3.5	\$40,188	\$200.94	\$40,992	\$41,812
4	\$41,666	\$208.33	\$42,500	\$43,350
4.5	\$42,767	\$213.84	\$43,622	\$44,495
5	\$43,866	\$219.33	\$44,743	\$45,638
5.5	\$45,349	\$226.75	\$46,256	\$47,181
6	\$46,829	\$234.15	\$47,766	\$48,721
6.5	\$48,084	\$240.42	\$49,045	\$50,026
7	\$49,338	\$246.69	\$50,325	\$51,332
7.5	\$50,591	\$252.95	\$51,603	\$52,635
8	\$51,849	\$259.24	\$52,886	\$53,943
8.5	\$53,104	\$265.52	\$54,166	\$55,250
9	\$54,359	\$271.79	\$55,446	\$56,555
9.5	\$55,772	\$278.86	\$56,888	\$58,026
10	\$57,183	\$285.91	\$58,326	\$59,493
10.5	\$58,593	\$292.97	\$59,765	\$60,960
11	\$59,999	\$300.00	\$62,424	\$63,672
11+	\$61,200	\$306.00		

Stipend

Each teacher who has been at the 11th step at least one full year (stipend shall not be paid in the same year as an increment increase) and has taught in the District for at least eight years from last date of hire, shall receive an annual stipend of Four Hundred Dollars (\$400) to be paid with the twenty-first paycheck of each school year. Those teachers who have been at the 11th step at least four full years, and have taught in the District for at least eight (8) years, shall receive an annual stipend of Seven Hundred Dollars (\$700) to be paid as above. Those teachers who have been at the 11th step at least seven full years, and have taught in the District for at least eight (8) years, shall receive an annual stipend of Nine Hundred Fifty Dollars (\$950) to be paid as above. Any teacher who has more than twenty-four (24) years of service credit with the Michigan Public School Employees Retirement System and at least ten (10) years employment with Waverly will receive a Three Hundred Dollar (\$300) contribution added to longevity. teachers hired after June 30, 1992 will not be eligible for longevity.

**1997-1998 APPENDIX B
WAVERLY HIGH SCHOOL
EXTRA-CURRICULAR ACTIVITIES**

<u>Activity-High School</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Band Director	\$3,019	\$3,987	\$4,188
Baseball, Head Coach	\$2,250	\$2,990	\$4,141
Baseball, Assistant Coach	\$1,627	\$2,160	\$2,269
Baseball - 9 th	\$1,627	\$2,160	\$2,269
Basketball, Head Coach - Boys	\$3,252	\$4,319	\$5,043
Basketball, Head Coach - Girls	\$3,252	\$4,319	\$5,043
Basketball, Assistant Coach - Boys	\$2,250	\$2,990	\$3,141
Basketball, Assistant Coach - Girls	\$2,250	\$2,990	\$3,141
Basketball - 9 th - Boys	\$2,127	\$2,824	\$2,967
Basketball - 9 th - Girls	\$2,127	\$2,824	\$2,967
Cross Country - Boys	\$1,749	\$2,325	\$3,643
Cross Country - Girls	\$1,749	\$2,325	\$3,643
Cheerleading Advisor, Head Coach	\$1,574	\$2,090	\$2,196
Cheerleading Advisor, Jr. Varsity	\$1,000	\$1,332	\$1,399
Debate, Head Coach	\$2,127	\$2,824	\$2,967
Equations	\$1,178	\$1,565	\$1,644
Flag Corp Advisor	\$1,249	\$1,659	\$1,743
Football, Head Coach	\$3,375	\$4,485	\$5,043
Football, Assistant Coach	\$2,250	\$2,990	\$3,141
Football Coach - 9 th	\$2,250	\$2,990	\$3,141
Forensics, Head Coach	\$2,001	\$2,657	\$2,791
Golf Coach - Boys	\$1,875	\$2,492	\$3,612
Golf Coach - Girls	\$1,875	\$2,492	\$3,612
Honor Society Advisor	\$1,786	\$2,374	\$2,492
Junior Class Advisor	\$1,126	\$1,495	\$2,571
9 th Grade Advisor	\$877	\$1,162	\$2,221
Orchestra Director	\$1,906	\$2,531	\$2,659
Pom Pon Advisor	\$1,249	\$1,659	\$1,745
School Paper Advisor	\$1,126	\$1,495	\$1,571
Senior Class Advisor	\$1,126	\$1,495	\$2,571
Soccer, Head Coach - Boys	\$2,250	\$2,990	\$4,141
Soccer, Head Coach - Girls	\$2,250	\$2,990	\$4,141
Soccer, Assistant Coach - Boys	\$1,375	\$1,827	\$1,917
Soccer, Assistant Coach - Girls	\$1,375	\$1,827	\$1,917
Softball, Head Coach	\$2,250	\$2,990	\$4,141
Softball, Assistant Coach	\$1,627	\$2,160	\$2,269
Softball - Girls -9 th	\$1,627	\$2,160	\$2,269
Sophomore Class Advisor	\$1,000	\$1,332	\$2,399
Student Council Advisor	\$1,627	\$2,160	\$2,269
Swimming, Head Coach - Boys	\$2,999	\$3,986	\$4,688
Swimming, Head Coach - Girls	\$2,999	\$3,986	\$4,688
Tennis Coach - Boys	\$2,001	\$2,657	\$3,791
Tennis Coach - Girls	\$2,001	\$2,657	\$3,791

<u>Activity-High School</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Theatre Director	\$2,500	\$3,300	\$3,467
Track, Head Coach – Boys	\$2,250	\$2,990	\$4,141
Track, Head Coach – Girls	\$2,250	\$2,990	\$4,141
Track, Assistant Coach – Boys	\$2,001	\$2,657	\$2,791
Track, Assistant Coach – Girls	\$2,001	\$2,657	\$2,791
Vocal Music	\$2,874	\$3,796	\$3,988
Volleyball, Head Coach	\$2,752	\$3,654	\$4,439
Volleyball, Assistant Coach	\$2,001	\$2,657	\$2,791
Volleyball – Girls- 9 th	\$2,001	\$2,657	\$2,791
Wrestling, Head Coach	\$2,752	\$3,654	\$4,439
Wrestling, Assistant Coach	\$2,001	\$2,657	\$2,791
Yearbook Advisor	\$2,001	\$2,657	\$2,791
School Improvement Chair	\$1,200	\$1,300	\$1,400

Extra-Curricular duties which are compensable as per extra-curricular salary schedule and above the regular teacher salary shall not be deemed a position under tenure.

1997-1998 APPENDIX B WAVERLY MIDDLE SCHOOL EXTRA-CURRICULAR ACTIVITIES

<u>Activity-Middle School</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Band Director	\$1,433	\$1,910	\$2,181
Basketball – Boys – 7 th	\$1,530	\$2,032	\$2,309
Basketball – Boys – 8 th	\$1,530	\$2,032	\$2,309
Basketball – Girls – 7 th	\$1,530	\$2,032	\$2,309
Basketball – Girls – 8 th	\$1,530	\$2,032	\$2,309
Choir Director	\$814	\$1,080	\$1,309
Orchestra Director	\$814	\$1,080	\$1,309
Track – Boys	\$2,001	\$2,657	\$2,966
Track – Girls	\$2,001	\$2,657	\$2,966
Volleyball – Girls	\$1,375	\$1,827	\$2,093
Wrestling – Boys	\$1,375	\$1,827	\$2,093
School Improvement Chairperson	\$1,200	\$1,300	\$1,400

Extra-Curricular duties which are compensable as per extra-curricular salary schedule and above the regular teacher salary shall not be deemed a position under tenure.

**1997-1998 APPENDIX B
WAVERLY ELEMENTARY SCHOOL
EXTRA-CURRICULAR ACTIVITIES**

<u>Activity-Elementary School</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Student Council Advisor	\$953	\$1,381	\$1,450
Safety Patrol	\$1,000	\$1,332	\$1,399
School Improvement Chairperson	\$1,200	\$1,300	\$1,400
Math and Science Resource	\$500	\$600	\$700

Extra-Curricular duties which are compensable as per extra-curricular salary schedule and above the regular teacher salary shall not be deemed a position under tenure.

**1997-1998 APPENDIX B
DISTRICT WIDE
EXTRA-CURRICULAR ACTIVITIES**

<u>Activity-District Wide</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
OM	\$1,666	\$2,214	\$2,325
Future Problem Solving	\$1,666	\$2,214	\$2,325

Extra-Curricular duties which are compensable as per extra-curricular salary schedule and above the regular teacher salary shall not be deemed a position under tenure.

**1998-1999 APPENDIX B
WAVERLY HIGH SCHOOL
EXTRA-CURRICULAR ACTIVITIES**

<u>Activity-High School</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Band Director	\$3,019	\$3,987	\$4,520
Baseball, Head Coach	\$2,250	\$2,990	\$4,304
Baseball, Assistant	\$1,627	\$2,160	\$2,691
Baseball - 9 th	\$1,627	\$2,160	\$2,691
Basketball, Head Coach - Boys	\$3,252	\$4,319	\$5,206
Basketball, Head Coach - Girls	\$3,252	\$4,319	\$5,206
Basketball, Assistant Coach - Boys	\$2,250	\$2,990	\$3,632
Basketball, Assistant Coach - Girls	\$2,250	\$2,990	\$3,632
Basketball - 9 th - Boys	\$2,127	\$2,824	\$3,444
Basketball - 9 th - Girls	\$2,127	\$2,824	\$3,444
Cross Country - Boys	\$1,749	\$2,325	\$3,806
Cross Country - Girls	\$1,749	\$2,325	\$3,806
Cheerleading Advisor, Head Coach	\$1,574	\$2,090	\$2,369
Cheerleading Advisor, Jr. Varsity	\$1,000	\$1,332	\$1,507
Debate, Head Coach	\$2,127	\$2,824	\$3,201
Equations	\$1,178	\$1,565	\$1,773
Flag Corp Advisor	\$1,249	\$1,659	\$1,879
Football, Head Coach	\$3,375	\$4,485	\$5,206
Football, Assistant Coach	\$2,250	\$2,990	\$3,632
Football Coach - 9 th	\$2,250	\$2,990	\$3,632
Forensics, Head Coach	\$2,001	\$2,657	\$3,011
Golf Coach - Boys	\$1,875	\$2,492	\$3,775
Golf Coach - Girls	\$1,875	\$2,492	\$3,775
Honor Society Advisor	\$1,786	\$2,374	\$2,688
Junior Class Advisor	\$1,126	\$1,495	\$2,571
9 th Grade Advisor	\$877	\$1,162	\$2,221
Orchestra Director	\$1,906	\$2,531	\$2,869
Pom Pon Advisor	\$1,249	\$1,659	\$1,883
School Paper Advisor	\$1,126	\$1,495	\$1,694
Senior Class Advisor	\$1,126	\$1,495	\$2,571
Soccer, Head Coach - Boys	\$2,250	\$2,990	\$4,304
Soccer, Head Coach - Girls	\$2,250	\$2,990	\$4,304
Soccer, Assistant Coach - Boys	\$1,375	\$1,827	\$2,310
Soccer, Assistant Coach - Girls	\$1,375	\$1,827	\$2,310
Softball, Head Coach	\$2,250	\$2,990	\$4,304
Softball, Assistant Coach	\$1,627	\$2,160	\$2,691
Softball - Girls - 9 th	\$1,627	\$2,160	\$2,691
Sophomore Class Advisor	\$1,000	\$1,332	\$2,399
Student Council Advisor	\$1,627	\$2,160	\$2,448
Swimming, Head Coach - Boys	\$2,999	\$3,986	\$4,851
Swimming, Head Coach - Girls	\$2,999	\$3,986	\$4,851
Tennis Coach - Boys	\$2,001	\$2,657	\$3,954
Tennis Coach - Girls	\$2,001	\$2,657	\$3,954

<u>Activity-High School</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Theatre Director	\$2,500	\$3,300	\$3,741
Track, Head Coach – Boys	\$2,250	\$2,990	\$4,304
Track, Head Coach – Girls	\$2,250	\$2,990	\$4,304
Track, Assistant Coach – Boys	\$2,001	\$2,657	\$3,254
Track, Assistant Coach – Girls	\$2,001	\$2,657	\$3,254
Vocal Music	\$2,874	\$3,796	\$4,304
Volleyball, Head Coach	\$2,752	\$3,654	\$4,602
Volleyball, Assistant Coach	\$2,001	\$2,657	\$3,254
Volleyball Girls – 9 th	\$2,001	\$2,657	\$3,254
Wrestling, Head Coach	\$2,752	\$3,654	\$4,602
Wrestling, Assistant Coach	\$2,001	\$2,657	\$3,254
Yearbook Advisor	\$2,001	\$2,657	\$3,011
School Improvement Chair	\$1,200	\$1,300	\$1,400

Extra-Curricular duties which are compensable as per extra-curricular salary schedule and above the regular teacher salary shall not be deemed a position under tenure.

1998-1999 APPENDIX B WAVERLY MIDDLE SCHOOL EXTRA-CURRICULAR ACTIVITIES

<u>Activity-Middle School</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Band Director	\$1,433	\$1,910	\$2,338
Basketball – Boys – 7 th	\$1,530	\$2,032	\$2,476
Basketball – Boys – 8 th	\$1,530	\$2,032	\$2,476
Basketball – Girls – 7 th	\$1,530	\$2,032	\$2,476
Basketball – Girls – 8 th	\$1,530	\$2,032	\$2,476
Choir Director	\$814	\$1,080	\$1,397
Orchestra Director	\$814	\$1,080	\$1,397
Track – Boys	\$2,001	\$2,657	\$3,186
Track – Girls	\$2,001	\$2,657	\$3,186
Volleyball – Girls	\$1,375	\$1,827	\$2,244
Wrestling – Boys	\$1,375	\$1,827	\$2,244
School Improvement Chairperson	\$1,200	\$1,300	\$1,400

Extra-Curricular duties which are compensable as per extra-curricular salary schedule and above the regular teacher salary shall not be deemed a position under tenure.

**1998-1999 APPENDIX B
WAVERLY ELEMENTARY SCHOOL
EXTRA-CURRICULAR ACTIVITIES**

<u>Activity-Elementary School</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Student Council Advisor	\$953	\$1,381	\$1,563
Safety Patrol	\$1,000	\$1,332	\$1,507
School Improvement Chairperson	\$1,200	\$1,300	\$1,400
Math and Science Resource	\$500	\$600	\$700

Extra-Curricular duties which are compensable as per extra-curricular salary schedule and above the regular teacher salary shall not be deemed a position under tenure.

**1998-1999 APPENDIX B
DISTRICT WIDE
EXTRA-CURRICULAR ACTIVITIES**

<u>Activity-District Wide</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
OM	\$1,666	\$2,214	\$2,508
Future Problem Solving	\$1,666	\$2,214	\$2,508

Extra-Curricular duties which are compensable as per extra-curricular salary schedule and above the regular teacher salary shall not be deemed a position under tenure.

**1999-2000 APPENDIX B
WAVERLY HIGH SCHOOL
EXTRA-CURRICULAR ACTIVITIES**

<u>Activity-High School</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Band Director	\$3,230	\$4,266	\$4,836
Baseball, Head Coach	\$2,408	\$3,199	\$4,605
Baseball, Assistant	\$1,741	\$2,311	\$2,879
Baseball - 9 th	\$1,741	\$2,311	\$2,879
Basketball, Head Coach - Boys	\$3,480	\$4,621	\$5,570
Basketball, Head Coach - Girls	\$3,480	\$4,621	\$5,570
Basketball, Assistant Coach - Boys	\$2,408	\$3,199	\$3,887
Basketball, Assistant Coach - Girls	\$2,408	\$3,199	\$3,887
Basketball - 9 th - Boys	\$2,276	\$3,022	\$3,685
Basketball - 9 th - Girls	\$2,276	\$3,022	\$3,685
Cross Country - Boys	\$1,871	\$2,488	\$4,072
Cross Country - Girls	\$1,871	\$2,488	\$4,072
Cheerleading Advisor, Head Coach	\$1,684	\$2,236	\$2,534
Cheerleading Advisor, Jr. Varsity	\$1,070	\$1,425	\$1,613
Debate, Head Coach	\$2,276	\$3,022	\$3,425
Equations	\$1,260	\$1,675	\$1,897
Flag Corp Advisor	\$1,336	\$1,775	\$2,011
Football, Head Coach	\$3,611	\$4,799	\$5,570
Football, Assistant Coach	\$2,408	\$3,199	\$3,886
Football Coach - 9 th	\$2,408	\$3,199	\$3,886
Forensics, Head Coach	\$2,141	\$2,843	\$3,222
Golf Coach - Boys	\$2,006	\$2,666	\$4,039
Golf Coach - Girls	\$2,006	\$2,666	\$4,039
Honor Society Advisor	\$1,911	\$2,540	\$2,877
Junior Class Advisor	\$1,205	\$1,600	\$2,751
9 th Grade Advisor	\$938	\$1,243	\$2,376
Orchestra Director	\$2,039	\$2,708	\$3,070
Pom Pon Advisor	\$1,336	\$1,775	\$2,015
School Paper Advisor	\$1,205	\$1,600	\$1,812
Senior Class Advisor	\$1,205	\$1,600	\$2,751
Soccer, Head Coach - Boys	\$2,408	\$3,199	\$4,605
Soccer, Head Coach - Girls	\$2,408	\$3,199	\$4,605
Soccer, Assistant Coach - Boys	\$1,471	\$1,955	\$2,472
Soccer, Assistant Coach - Girls	\$1,471	\$1,955	\$2,472
Softball, Head Coach	\$2,408	\$3,199	\$4,605
Softball, Assistant Coach	\$1,741	\$2,311	\$2,879
Softball - Girls - 9 th	\$1,741	\$2,311	\$2,879
Sophomore Class Advisor	\$1,070	\$1,425	\$2,567
Student Council Advisor	\$1,741	\$2,311	\$2,619
Swimming, Head Coach - Boys	\$3,209	\$4,265	\$5,191
Swimming, Head Coach - Girls	\$3,209	\$4,265	\$5,191
Tennis Coach - Boys	\$2,141	\$2,843	\$4,231
Tennis Coach - Girls	\$2,141	\$2,843	\$4,231

<u>Activity-High School</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Theatre Director	\$2,675	\$3,531	\$4,003
Track, Head Coach – Boys	\$2,408	\$3,199	\$4,605
Track, Head Coach – Girls	\$2,408	\$3,199	\$4,605
Track, Assistant Coach – Boys	\$2,141	\$2,843	\$3,482
Track, Assistant Coach – Girls	\$2,141	\$2,843	\$3,482
Vocal Music	\$3,075	\$4,062	\$4,605
Volleyball, Head Coach	\$2,945	\$3,910	\$4,924
Volleyball, Assistant Coach	\$2,141	\$2,843	\$3,482
Volleyball Girls – 9 th	\$2,141	\$2,843	\$3,482
Wrestling, Head Coach	\$2,945	\$3,910	\$4,924
Wrestling, Assistant Coach	\$2,141	\$2,843	\$3,482
Yearbook Advisor	\$2,141	\$2,843	\$3,222
School Improvement Chair	\$1,284	\$1,391	\$1,498

Extra-Curricular duties which are compensable as per extra-curricular salary schedule and above the regular teacher salary shall not be deemed a position under tenure.

1999-2000 APPENDIX B WAVERLY MIDDLE SCHOOL EXTRA-CURRICULAR ACTIVITIES

<u>Activity-Middle School</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Band Director	\$1,533	\$2,044	\$2,502
Basketball – Boys – 7 th	\$1,637	\$2,174	\$2,650
Basketball – Boys – 8 th	\$1,637	\$2,174	\$2,650
Basketball – Girls – 7 th	\$1,637	\$2,174	\$2,650
Basketball – Girls – 8 th	\$1,637	\$2,174	\$2,650
Choir Director	\$871	\$1,156	\$1,494
Orchestra Director	\$871	\$1,156	\$1,494
Track – Boys	\$2,141	\$2,843	\$3,409
Track – Girls	\$2,141	\$2,843	\$3,409
Volleyball – Girls	\$1,471	\$1,955	\$2,401
Wrestling – Boys	\$1,471	\$1,955	\$2,401
School Improvement Chairperson	\$1,284	\$1,391	\$1,498

Extra-Curricular duties which are compensable as per extra-curricular salary schedule and above the regular teacher salary shall not be deemed a position under tenure.

**1999-2000 APPENDIX B
WAVERLY ELEMENTARY SCHOOL
EXTRA-CURRICULAR ACTIVITIES**

<u>Activity-Elementary School</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Student Council Advisor	\$1,020	\$1,478	\$1,672
Safety Patrol	\$1,070	\$1,425	\$1,613
School Improvement Chairperson	\$1,284	\$1,391	\$1,498
Math and Science Resource	\$535	\$642	\$749

Extra-Curricular duties which are compensable as per extra-curricular salary schedule and above the regular teacher salary shall not be deemed a position under tenure.

**1999-2000 APPENDIX B
DISTRICT WIDE
EXTRA-CURRICULAR ACTIVITIES**

<u>Activity-District Wide</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
OM	\$1,783	\$2,369	\$2,683
Future Problem Solving	\$1,783	\$2,369	\$2,683

Extra-Curricular duties which are compensable as per extra-curricular salary schedule and above the regular teacher salary shall not be deemed a position under tenure.

