

8/31/99

4388

MASTER CONTRACT

BETWEEN

BEECHER BOARD OF EDUCATION

AND

BEECHER EDUCATION ASSOCIATION MEA/NEA

1996 - 1999



Beecher School



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ARTICLE I - Recognition

- A. The Beecher Board of Education, hereinafter called "The Board", hereby recognizes teaching as a profession and the Beecher Education Association, herein after called "The Association", as the exclusive bargaining representative, as defined in Section II, of Act 379, Public Acts of 1965 for all certified and professional personnel whether under contract, on leave, on permanent, part-time or class rate basis, employed or to be employed by the Board. This specifically would include all classroom teachers, permanent substitutes, daily substitutes (after permanent substitutes) , guidance counselors, librarians, special education teachers, speech education teachers, speech correctionists, department coordinators, critic and/or supervising teachers, resource teachers, consultants, , nurses, social workers, home counselors, dropout prevention coordinators, bilingual teachers, **and persons teaching under state board permit**, but excluding:

Noon-hour lunch personnel, accounting, office, clerical data processing, administrators and executive personnel, maintenance, cafeteria, transportation personnel, mechanics, supervisor of aides, paraprofessionals, community school directors, Indian education coordinator and Athletic Director.

Only certified personnel, as defined in Appendix B, shall be used in the classroom to instruct students. Any non-certified personnel used in the classroom will be under the supervision of certified personnel. Any exception to this paragraph may be granted only by mutual agreement between the Board and the Association.

- B. The purpose of this recognition is the mutual agreement that the parties will negotiate with regard to all matters of common concern and according to the procedure set forth in Public Act 379. The two groups shall view the consideration of matters of mutual concern as a joint responsibility.
- C. The term "teachers" when used hereinafter in this Agreement shall refer to all employees represented by the Association in the bargaining unit as defined in the aforementioned Paragraph A.
- D. Nothing contained herein shall be construed to prevent any individual teacher or group of teachers from presenting a grievance to representatives of the Board and having the grievance adjusted without intervention of the Association, provided the Association has been given opportunity to be present at such adjustment.

ARTICLE II - Negotiation Procedures

- A. It is contemplated that matters not specifically covered by this Agreement, but of common concern to the parties, shall be subject to professional negotiations between them from time to time during the period of this Agreement -- upon request by either party to the other. The parties undertake to cooperate in arranging meetings, furnishing necessary information and other- wise constructively considering and resolving matters.
- B. Meetings
1. The parties shall meet monthly to consider and resolve matters of mutual concern (i.e., issues raised by either party). Within the first three weeks after the opening of school, a yearly calendar shall be established. The agenda shall be established by the Superintendent (or designee) and the BEA President at least one week in advance of each meeting.
 2. Additional meetings may be called by the written request of any one of the parties involved, namely: the Association, the Board. Requests for meetings should contain specific statements as to the reason for the request.
 3. Within five (5) calendar days of the receipt of such request, written agreement shall be reached as to the time and place for the meeting. The meeting shall be held within fifteen (15) calendar days of the receipt of the request except because of vacation, teachers' conventions, etc., which influence the customary time table or unless there is agreement by both parties to an extension of time.
- C. Negotiating Representatives: Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiating, subject only to ultimate ratification. There shall be seven (7) signed copies of the final agreement for the purpose of record, three (3) retained by the Board, and four (4) by the Association.
- D. Requests for Assistance:
1. The participants may call upon competent professional and lay representatives to consider matters under discussion and to make suggestions.
 2. All participants have the right to utilize the services of consultants in the deliberations.

- E. When the participants reach agreement, that portion will be reduced to writing at that meeting, and signed by the negotiators of both the Board and the Association. When ratified by both the Association and the Board, this Agreement becomes a legal part of the Contract and becomes a part of the official minutes of the Board. When appropriate, provisions in this Agreement shall be reflected in the individual teacher's annual salary statement.

- F. Recess: Either party may request a recess. When a recess is requested, the approximate time should be indicated for consideration to the other party.

ARTICLE III - Teachers' Rights

- A. Any teacher who is a member of the Association or who has applied for membership, may sign and deliver to the Board an assignment authorizing deduction of membership dues in the Association including the NEA and the MEA. Such authorization shall continue in effect from year to year unless revoked in writing.
1. The deduction of membership dues shall be made from the second pay period and each paycheck thereafter for twenty (20) consecutive pay periods ending in June, and the Board agrees to promptly remit monthly to the Association all monies so deducted accompanied by a list of teachers from whom the deductions have been made.
 2. Deductions for Association members employed after the commencement of the school year shall begin with their first pay period.
 3. Said deductions will equal the bi-weekly dues paid by all Association members.
- B. Any teacher who is not a member of the Association in good standing or who does not make application for membership within thirty (30) days from the date of commencement of teaching duties, shall as a condition of employment pay as a fee to the Association an amount equal to membership dues payable to the Association, the NEA and the MEA, provided however, that the teacher may authorize payroll deduction for such dues or the equivalent in the same manner as provided in Paragraph A of this Article.
1. In the event that a teacher shall not pay such dues or the equivalent directly to the Association or authorize payment through payroll deductions, as provided in Paragraph A, upon request from the Association, the Board shall cause termination of employment of such teacher on the 60th day from the date of notification.
 2. The parties expressly recognize that the failure of any teacher to comply with the provisions of this Article is just and reasonable cause for discharge from employment.

- C. This Article shall be subject to the provisions of the Tenure Act. In the event that this Article should be challenged through the Tenure Commission, the Michigan Employment Relations Commission, or the Courts, the Association agrees to assume the legal defense of any suit or action brought against the Board regarding this Article of the collective bargaining agreement. The Association further agrees to indemnify the Board for any damages which may be assessed against the Board as the result of said suit or action, subject however, to the following conditions:
1. The Association, after consultation with the Board, has the right to decide whether or not to appeal the decision of any court or other tribunal regarding the validity of the section or the defense which may be assessed against the Board by any court or tribunal.
 2. The Association shall have the right to compromise or settle any claim made against the Board under this section.
 3. The Association shall have the right to choose the legal counsel to defend any said suit or action.
- D. The deduction priority for dues shall be immediately following all mandatory legal deductions.
- E. Teachers may, during the tenure of this agreement, sign and deliver to the Board an assignment authorizing payroll deductions for: Flint Area School Employee's Credit Union payments, tax sheltered annuity installments under any of the annuity programs agreed to by the Board and BEA, premiums for school approved insurance programs, United States bond payments sufficient to purchase the smallest denomination bond, and Flint City Income Tax.
1. Additional Federal and/or State Income Tax shall be deducted at the teacher's request in writing.
 2. Such written authorization or cancellation may be submitted to the Business Office at any time.
- F. Nothing herein contained shall be construed to deny or restrict any teacher's rights he may have under the Michigan General School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

G. The Association shall have the right to use school building facilities for meetings. Requests for meetings shall be made through the person responsible for scheduling building activities after school hours or the building principal. No teacher shall be prevented from wearing insignia, pins, or other identification of membership in the Association either on or off the school premises. Bulletin boards and other established media of communication shall be made available to the Association and its members for Association purposes.

1. Upon written request the Board shall provide released time to the Association for the BEA General Meetings, not more than four (4) hours of class time annually. No school day will be shortened by more than one (1) hour for such a meeting.

Additional time may be granted by mutual agreement between the Association and the Board. Teachers who do not attend these meetings and have not been excused by their building principal may expect salary deductions.

2. The Board shall provide time during working hours without loss of time or pay for the President of the Association to confer with the Board or its representatives or to promote the general welfare of the Beecher School District.

- a. The released time of the Association President shall be one-half (1/2) day of each session day of school during any week school is in session.

- i. The Association will reimburse the Board a total of \$7,000 toward the compensation paid to the teacher employed for the other one-half (1/2) day.
- ii. If it is necessary for the Board to hire a fully certified and qualified elementary teacher on a part-time basis to meet the provisions of Article III, Paragraph G, Section 2, item a, the President shall be asked to give input in the hiring of this teacher.
- iii. If the Association President is: (1) 9-12 teacher, s/he shall teach class 1st, 2nd and 3rd hours and have his/her preparation time 4th hour for one semester. For the other semester, s/he shall teach 1st and 2nd hours and have prep time 3rd hour; (2) 7-8 teacher, s/he shall teach class 1st, 2nd, 3rd and 4th hours and have prep time the following hour in one semester; and in the other semester, s/he shall teach 1st, 2nd and 3rd hours and prep time will be 4th hour; (3) Pre-K - 6 teacher, s/he shall teach class and his/her prep time shall be scheduled in the time period between 8:00 and 11:00 a.m. (4) For other Association members, the 1/2 day shall be the last 1/2 of the working day. (5) The above hours may be changed by mutual agreement between the Board and BEA.

- b. The BEA PN Team shall be released at the end of the student day to confer with the Board and/or its representatives.

3. The Board shall provide the BEA an office location comparable in size and quality to the present location. It shall be utility and rent free with maintenance service for the contract years. They shall assist the Association's employed secretarial staff by providing the use of duplication machines, office equipment, and will assist the Association in obtaining telephone facilities at the expense of the Association.
 4. The Association will be provided a total of twenty (20) days for any school year for its officials to attend scheduled Association conferences or conventions at full salary, providing that no more than four (4) teachers will be excused on any given day to attend these meetings. The Association will reimburse the Board at substitute rate for the last five (5) days.
 5. Time shall be set aside on Thursday for Association meetings. Teachers shall be permitted to leave after children are dismissed, provided they have notified their building principal. Other after-school hours may be used, providing they do not constitute a conflict.
 6. The Board shall make available to the Association, upon request, all information concerning the financial resources of the District, including, but not limited to, annual financial report and audit, register of certified personnel, adopted budget, agenda and minutes of all Board meetings, treasurer's report, membership status, payroll and other public information that will assist them.
- H. Written requests for advancements on the salary schedule because of additional college credit hours shall be accompanied by transcripts. Such requests and transcripts may be submitted to the personnel office at any time. Salary adjustments will be effective the first day of the semester following completion of college credit hours, in which proof of request is submitted to the personnel office and shall be prorated over the remaining pay periods of the semester and adjusted statements of salary shall be sent to said teacher.
- I. The rights granted herein to the Association shall not be granted or extended to any competing labor organization.
- J. The Board and its representatives agree not to negotiate with any teachers' organization other than the Association or groups of teachers, or individual teachers for the duration of this Agreement.

ARTICLE IV - Board Rights

- A. The Association recognizes that the Board of Education is charged by law with certain responsibilities which it must assume and discharge which may not be delegated. Nothing herein stated, or inferred shall abrogate or usurp the responsibilities of the Board as the final determinant of policy, not inconsistent with the terms of this Agreement.
- B. This Agreement shall supersede any rules, regulations, policies or practices heretofore regulating relationships between the Association and the Board.
- C. If any provisions of this Agreement or any application of the Contract to any employee, groups of employees, or the Board shall be found contrary to law, then such provisions or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE V - Teaching Conditions

A. Pupil-Teacher Ratio:

The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education which is the goal of both the Association and the Board. The parties acknowledge that the primary duty and responsibility of the teacher is to teach and the organization of the school day should be directed at insuring that the energy of the teacher is primarily utilized to this end.

1. We agree that the maximum class load for the Pre-School shall be twenty (20).
2. Special Education classes shall not exceed State guidelines.
3. Elementary class size shall not exceed thirty (30).
4. Secondary class size shall not exceed thirty (30).
5. The size of 7-12 instrumental music groups shall not exceed one hundred (100).
6. The size of 9-12 choral groups shall not exceed one hundred (100).
7. The size of 7-8 performing vocal classes shall not exceed sixty (60).
8. Physical Education classes shall not exceed 30. If the principal deems necessary this limit may be exceeded by 10%.
9. Prior to 4th Friday, there will be a grace period in all class size areas of fifteen (15) calendar days. At no time shall such class size exceed the class size limit by more than 2.
10. The parties recognize that students having been tested and diagnosed as having physical, mental and/or emotional problems will require specialized classroom experience and that their presence in a classroom may interfere with the normal instructional program and place extraordinary and unfair demands upon the teacher. Therefore, where special students, as determined by the principal, in consultation with the staff counselor and the Special Education Director, are placed in a regular classroom, the class size shall be reduced.
11. Special needs students shall be defined as a student determined by an Individual Educational Planning Committee (IEPC) to have one or more of the following impairments.

Physically and Otherwise Health Impaired
Educable Mentally Impaired
Trainable Mentally Impaired
Severely Mentally Impaired
Severely Multiply Impaired
Specific Learning Disability
Emotionally Impaired
Hearing Impaired
Visually Impaired
Severely Language Impaired
Autistic Impaired

- B. The Board shall furnish, without charge, protective garments and safety glasses (as required by law) for teachers of art, **life management**, industrial education, laboratory science.
1. These garments shall be of quality in keeping with the professional standards of teachers.
 2. They shall be ordered by the Department Coordinator with the approval of the Board or its representatives.
- C. Paper, workbooks, dittos, appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, reading tables, and similar materials are the tools of the teaching profession.
1. Both parties hereto acknowledge the need for materials to recognize the contribution of minority groups to the history, scientific and social development of the United States.
 2. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools and the Board will undertake promptly to implement all joint decisions thereon made by its representatives and the Association.
 3. Prior to the sale of instructional material, a list of said materials will be made available to teachers.
- D. It is mutually agreeable that the Board will provide necessary teaching equipment as funds become available through the regular requisition process.
- E. Under no condition shall a teacher be required to drive a school bus or be assigned playground duty other than regular recess or physical education activities.
- F. Teachers shall not be required to work under unsafe or hazardous conditions or to perform those tasks which would endanger their health, safety, or well-being.
- G. The Board shall make available at each school site that is designated as such as of 9-83, lunchroom, restroom and lavatory facilities exclusively for staff use and at least one room which shall be reserved for use as a staff lounge. Building principals will not assign this room for meetings. This room will be ventilated. Provisions for such facilities shall be made in all future school sites.
- H. Where basement classrooms exist, controlled line extension phones shall be placed in such basements for use in times of emergency as well as other places used a great deal away from the main office.

- I. In schools where cafeteria service for teachers is not available, a vending machine for beverages and/or food shall be installed at the request of the Association. The profits will be used for staff lounge furniture, wall pictures, etc. The maintenance and operation of such machines is the sole responsibility of the Association and students shall not be involved.
- J. Adequate parking facilities shall be made available for teachers for their use. Said lots will be posted and parents and students shall be discouraged from using same during regular school hours.
- K. If a teacher is employed full-time by the Board, his/her children will be permitted to attend the Beecher Schools on a tuition basis. Said students shall attend the school of the parents' choice, provided the parent is not employed in that school and it does not create a class size overload.
- L. Elementary student attendance will be tabulated in the office which makes it the responsibility of the teacher to keep a daily record of attendance and tardiness. The teachers will submit to the office grades, attendance and student assessment information at the end of each semester on NCR report card forms. CA 60's will be the responsibility of the Board.
- M. 9-12 and 7-8 teachers will keep a daily record of attendance, in a permanent record book provided by the Board, to be used for the grade and attendance report to parents. This may be in addition to the regular class book in which teachers record grades. An hourly report of attendance shall be within the discretion of the building administrator (7-12). Record all absences and tardies on class sheet provided until class books are issued.
 - 1. 7-12 Attendance and Tardy Procedure:
 - a. The policy for 9-12 shall be formulated by a building committee and implemented when accepted by a simple majority of the building staff. The policy for 7-8 shall be formulated by a joint committee from both schools and implemented when accepted by a simple majority of the faculty affected.
 - b. Each building committee shall be voluntary and composed of its administration (Principal and/or Assistant) and staff affected (maximum - 6 staff).
 - c. This committee chairperson shall be an Association Representative.
 - 2. Report cards for grades 5-12 may be computerized. For grades 5-6 teachers will have input.

3. The school year shall be divided into two (2) semesters. This school year shall be further subdivided into quarters (4 units). Report cards (students' academic statement of achievement) shall be distributed at the end of each quarter (four times a year). The calendar shall be scheduled into two 9-week and two 10-week quarters, consistently, with longer marking periods at the end of each semester.
 - a. 7-12 teachers shall fill out a progress report to the parents of all students in their classes who are achieving at a "D" or "E" level.
 - b. The progress report will be made available to the office at least four (4) weeks prior to the end of each quarter.
- N. As a part of their professional responsibility, teachers, on a voluntary basis, will participate in study groups with the parents to research pertinent educational problems.
1. To assist in the school/community relationship, it is appropriate and necessary for staff members to participate in school activities each year. Building principals shall publish an initial list of activities prior to the 4th Friday count date. Teachers are expected to attend a minimum of two (2) listed activities.
 2. Secondary teachers shall participate in parent conferences which are not to exceed one each semester. Once each semester, released time shall be provided following the student day. The day shall be determined by mutual agreement between the high school staff and the appropriate high school administrator.
- O. Teachers' lunch periods shall be as follows:
1. Elementary and Middle School teachers shall have a duty-free uninterrupted lunch period, in no event less than thirty (30) minutes.
 2. High School teachers shall have a duty-free uninterrupted lunch period, in no event less than forty-five (45) minutes.

P. Schedule of Teachers' Day

1. Grades Pre-K - Eight (96-97)

- a. Teacher Day 6 hours and 40 minutes
- b. Teacher/Student Contact Time 5 hours and 45 minutes
(less 90 minutes weekly prep,
135 minutes no later than second semester)
- c. Preparation Time 55 minutes
- d. Each teacher shall have 90 minutes of preparation time during the student day each week. This preparation period shall be no less than 30 minutes, and no fewer than two (2) per week shall be scheduled. **No later than second semester this preparation time shall expand to three (3) 45 minute preps per week. (no more than one per day).**
- e. The teacher lunch hour shall begin upon the arrival of the lunchroom monitor.
- f. **Schedule of day**
 - 1. Teachers report 7:55
 - 2. Students 8:00-11:00
 - 3. Lunch 11:00-11:30
 - 4. Students 11:30-2:15
 - 5. Teachers Prep 2:15-3:05
 - 6. Teachers Released at 3:05
 - 7. Above schedule is subject to staff input according to Article V Section P,5. Daily schedule must include 5 hours and 45 minutes contact in 96-97.
- g. Last Friday of each month (Sept-May) half (1/2) days will be provide for school improvement. School Improvement Team shall plan these half (1/2) days and may include, but not limited to: Prep, group planning, class level meetings, professional development, etc. Contact time must be three (3) hours on these days.

2. Grades Pre-School - Eight (97-99)

- a. Teacher Day 6 hours and 40 minutes
- b. Teacher/Student Contact Time 6 hours (less four (4) 45 minutes preps in 97-98 and five (5) 45 minutes preps in 98-99)
- c. Preparation Time 40 minutes
- d. Prep Times:
 - 1. 97-98 Each teacher shall have four (4) 45 minutes prep per week. No more than one per day.
 - 2. 98-99 Each teacher shall have five (5) 45 minutes prep per week. No more than one per day.
- e. Lunch period same as 96-97
- f. Schedule of day:
 - 1. Teachers Report 7:55
 - 2. Students 8:00-11:00
 - 3. Lunch 11:00-11:30
 - 4. Students 11:30-2:30
 - 5. Teachers Prep 2:30-3:05
 - 6. Teachers Released at 3:05
 - 7. Above schedule is subject to staff input according to Article V, Section P, 5. Daily schedule must include six (6) hours contact in 97-98 and 98-99.
- g. Last Friday (Schedule by the School Improvement Teams as in 96-97)
 - 1. Six (6) last Fridays in 97-98 (none scheduled in Nov, Dec, or Jan)
 - 2. Five (5) last Fridays in 98-99 (none scheduled in Nov, Dec, Jan, or Apr)
- h. Should the additional mandated time change be eliminated by the state, the negotiating teams will meet and consider a proposal to return to the 96-97 schedule of the day.

3. Grades Ninth - Twelfth

- | | | |
|----|------------------------------|------------------------|
| a. | Teacher Day | 6 hours and 40 minutes |
| b. | Teacher/Student Contact Time | 5 hours |
| c. | Preparation Time | 1 hour and 40 minutes |

4. Work Day for Support Personnel -- Same as teacher day

5. Establishment of the daily student schedule shall be agreed upon in each building by at least 75% of the staff affected. Said schedule shall be transmitted to and subject to agreement by the parties in negotiations. Said schedule should be agreed upon prior to the end of each school year for the following school year. Should the building be unable to reach agreement, the previous year's schedule shall remain in effect.

6. Flexible schedules for staff members (including but not limited to earlier starting and ending times or later starting and ending times) are optional. In no event shall the staff member's day exceed 6 hours and 40 minutes, nor shall any such schedule require a split day except by mutual consent. Opportunity for staff input shall be required in the creation and content of such schedule(s), and the staff member currently in position shall be offered first option to maintain that position. If the staff member refuses such position and schedule, the job shall be posted per Article VII. Such changes in schedule shall require the approval of both negotiating teams.

Q. Teachers may, from time to time, be expected to participate in parent/teacher conferences or staff meetings outside the normal school day. Such conferences or meetings shall not exceed one hour per week. Parent conferences shall be by appointment, and staff meetings shall require at least 72-hour notice prior to each meeting (except in an emergency). Such meetings shall have a substantive purpose, and shall not be used for in-service or announcements.

R. Teaching loads and assignments:

1. The weekly teaching load in 9-12 will be thirty (30) class periods, of which five (5) shall be assigned preparation periods.
2. The weekly teaching load in 7-8 will include five (5) assigned preparation periods, in no event shorter than 46 minutes per period.
3. The weekly teaching load in Pre-K-6 will include 90 minutes of assigned preparation time per week during regular class time, to provide students with music, art, physical education, science or other experiences by a qualified or substitute teacher. No more than one preparation period will be scheduled per day. This preparation period shall be no less than 30 minutes, and no fewer than two (2) per week shall be scheduled.
4. The first two student days of school may be an exception to this clause and may be used by preparation teachers to do their class scheduling.
5. Preparation teachers will have 5 minutes passing time between classes. Preparation teachers will have preparation time according to the appropriate schedule.
6. Assigned preparation periods shall be used for class-related activities.

S. The Board agrees to make available adequate typing, duplicating, stencil, mimeograph facilities and upon approval of the principal, clerical personnel will aid teachers in the preparation of instructional material.

T. Nothing in this Article shall require the Board to keep schools open in the event of severe inclement weather or when otherwise prevented by an act of God.

1. When the schools are closed to students due to the above conditions, teachers shall not be required to report to duty. School closings will be given over Flint metropolitan radio and television stations. When students are sent home due to a malfunction in plant facilities, teachers will be allowed to check out through their building administrator no later than 1 hour after students are dismissed. Should said malfunction continue on consecutive days, teachers may be required to report to work.
2. Closings shall be given to the controlling agency (e.g., State Police) prior to 6:30 a.m.
3. When severe weather results in the closing of schools, teachers shall be released fifteen (15) minutes after students have been dismissed.

4. The parties recognize the need to meet the state aid guidelines regarding minimum number of days of instruction during the school year. In the event that the appropriate number of days is jeopardized by act- of-God days, those days shall be made up as follows:
 - a. Any long weekends shall be canceled or shortened if make-up becomes necessary before they occur (except MLK and Memorial);
 - b. The parties shall meet to look at Easter Break schedules;
 - c. Additional days shall be scheduled at the end of the calendar to meet the requirement. (This shall be at no additional cost to the Board.)

U. Since students are entitled to be taught by teachers who are working within their area of competence, teachers shall not be assigned outside the scope of their teaching certification and the following specified qualifications.

1. The following teacher qualifications are effective with the 1988-89 school year:
 - a. The following 9-12 teaching assignments shall require the semester hours as listed:
 - 1) Art - 20 semester hours in art
 - 2) Business - 20 semester hours in business
 - 3) English - 20 semester hours in English including a minimum of 6 hours in literature and 6 hours in composition. Five semester hours in speech and/or journalism may be counted toward the 20 hours.
 - 4) Foreign Language - 20 semester hours in each language being taught.
 - 5) Health - 8 semester hours in health
 - 6) **Life Management** - 20 semester hours in **Life Management**.
 - 7) Industrial Arts - 20 semester hours in industrial arts
 - 8) Journalism - 20 semester hours in journalism or 5 semester hours in journalism plus 15 semester hours in related fields.
 - 9) Mathematics - 20 semester hours in mathematics.
 - 10) Music - Vocal - 14 semester hours in vocal music Instrumental - 14 semester hours in instrumental music
 - 11) Physical Education - 20 semester hours in physical education
 - 12) Science - 20 semester hours in science.
 - 13) Reading - 20 semester hours in reading or 5 semester hours in reading plus 15 semester hours in English.
 - 14) Social Studies - 20 semester hours in Social Studies.
 - 15) Speech - 20 semester hours in speech or 6 semester hours in speech plus 14 semester hours in English.

b. The following 9-12 positions shall also require vocational education certification.

- 1) **Life Management** / Home Economics
- 2) Business Education

2. The following teacher qualifications are effective with the 1988-89 school year:

a. The following 7-8 teaching assignments shall require a minimum of 6 semester hours in the specified academic discipline:

- 1) Art
- 2) **Life Management** / Home Economics
- 3) Industrial Arts
- 4) Science
- 5) Mathematics
- 6) English
- 7) Social Studies
- 8) Music (instrumental)
- 9) Music (vocal)
- 10) Physical Education

3. The following staff assignments will be effective upon implementation of the programs:

a. Student Youth Advocacy assignments, qualifications and requirements:

- 1) One year of successful training and internship as evidenced by a certificate of participation issued by the State Office of Social Services.
- 2) Demonstrated personal characteristics, interest and ability which are supportive of working with troubled students.
- 3) A building staff *committee shall submit a recommendation regarding the selection of staff for S.Y.A. assignment.

- b. In School Suspension assignment qualifications and requirements:
 - 1) Demonstrated personal characteristics, interest and ability which are supportive of working with students in a discipline setting.
 - 2) A building staff *committee shall submit a recommendation regarding selection of staff for I.S.S. assignment.

*Committee shall consist of an administrator and three (3) staff members from the building chosen by the BEA.

4. The following teacher qualifications shall be effective:

- a. All resource teachers shall have a minimum of three years successful teaching experience and a Masters Degree.
- b. Reading and Math Consultants shall have:
 - 1) Valid teacher certification.
 - 2) Minimum of three years successful teaching experience in which reading/math instruction was a major responsibility.
 - 3) A Master's Degree or 30 semester hours with emphasis in Reading/Math.
 - 4) Experience in developing and implementing instructional methods and materials in the Language Arts/Math.
- c. Head Start/Pre-K teachers must have the CDA certificate or a degree in Early Childhood Education or a ZA endorsement on their teaching certificate.

V. The Board agrees at all times to maintain a list of substitute teachers. Teachers shall be informed of a telephone number to call at any time, but prior to 6:45 a.m. of the day of absence, to report unavailability for work. In the event the emergency should occur after 6:45 a.m. the teacher should also call his/her principal. The report shall consist of name, position, building, type of absence, day and date of absence.

- 1. It shall be the responsibility of the administration to arrange for a qualified substitute, including a substitute for the elementary preparation time.
- 2. No K-12 student, teacher aide or student teacher will be used in any classroom as a substitute teacher.

3. Teachers will be responsible for daily lesson plans to be made one day in advance and kept in the room.
 - a. Teachers will make lesson plans; upon request, that week's lesson plans will be available to the principal, after the last class of the last school day of that week. Lesson plans will be returned to the teacher the first school day of the following week, before school begins.
 - b. The principal may request daily lesson plans 24 hours in advance from the individual teacher.
 - c. In the event a teacher is absent, adjustments in plans may be made through communication with the school.
 - d. It will be optional for the teacher to have a special lesson plan ready for the substitute but this does not excuse the teacher from the obligation of making a daily lesson plan for the school day following each day of teacher attendance.

- W. Access to the building in which the teacher is employed will be provided for professional purposes at the discretion of the building principal.

- X. Requisition sheets for supplies shall be made available from the principal. All requests for supplies for the current school year are to be placed with the principal, who in turn, will complete in triplicate and submit two (2) copies to the Business Office. One (1) copy shall be returned indicating the disposition of the request. Information regarding supply requests for the ensuing school year will be provided to the appropriate person prior to the 3rd week of school.

- Y. Experimentation and innovative programs are encouraged. Required contractual changes will be dealt with in an expeditious manner by the parties upon request.

ARTICLE VI - Special Categories

- A. It is recommended that the Board provide in all future buildings an adequate music room for the music teacher to teach in at each school. This room shall be acoustically designed for music and sound resistant.
 - 1. It shall be complete with a piano, record player, teachers' desks, chairs, bulletin boards, blackboards, music files and other essential equipment.
 - 2. In schools where a room is not immediately available, the music teacher shall have his/her own desk and a portable piano or organ in each school.
 - 3. If the teacher deems it necessary, s/he shall have a cart large enough to carry the musical equipment.

- B. All school-owned records and film strips, pictures, and other teaching aids pertaining to music shall be catalogued and a list sent to each music teacher.

- C. The contracts for teachers may include time prior to or after the regular school year at the discretion of the Board.
 - 1. The pay for this period will be at the teacher's per diem rate as identified in Article XIX, Section C, 1.
 - 2. If a teacher is unable to report before or after the regular school year, the Board will not issue a reprimand or take any action against the teacher.
 - 3. It will be the responsibility of the teacher to notify his immediate supervisor of his unavailability to work.

- D. If an aid's performance is unsatisfactory, the teacher shall notify the aide's supervisor in writing of the reasons for dissatisfaction. Said supervisor shall convene a meeting with the Supervisor, teacher aide and teacher to discuss and attempt to rectify such performance within five (5) working days.

ARTICLE VII - Vacancies and Promotions

- A. All changes in personnel such as promotions, transfers, resignations, leaves of absence, and new teachers hired, including a statement of their salary and their addresses, shall be made available to the Association within five school days.
- B. **Jobs not claimed in the previous years bid, that are filled by the Board with new certified people by the third Friday in October, need not be posted in the next years bid.** Whenever a vacancy or newly created position in the bargaining unit shall occur, the Board shall publicize the same by giving a written notice of such vacancy or new position to the Association and to each building AR.
1. This written notice will specify the nature of the position, building, and grade level(s) in which the vacancy occurs. The teacher shall be given further information concerning these vacancies by contacting the Administration Building.
 2. **A preliminary bid list of vacancies will be posted and made available three (3) weeks prior to the job auction.** All postings will be filled at a job auction on the first working day following the close of the school year.
- C. Vacancies and newly created positions within the bargaining unit shall be filled in the following priority and this written assignment shall be given to the accepted person immediately. (immediately: Refer to B-2 & 3)
1. The teacher with the longest seniority at Beecher shall be given the position, if s/he is certified and qualified.
 2. Teachers new to the system.
- D. Affirmative Action
1. For the purposes of this contract minority personnel shall be defined as those employees who are of Black, First American, Asian, or Hispanic descent.
 2. The goal of the Beecher School System shall be to attain at least the same percentage of minority racial representation on staff as is represented by the student population of the Beecher School System.
 3. The Board and the Association will annually review the staff to assess minority representation. The goal of filling new hires shall be on the ratio of 3 to 1 (three minority teachers to one majority teacher) until the percentage of minority teachers equals proportionately the percentage of minority students. The Board may temporarily fill a vacancy, which cannot be filled by recalling a laid off member, with a substitute until such time as a minority candidate has been hired.

4. It is the mutual intent of the parties that the affirmative action goal set forth in Paragraph D.2 be observed in the event of any staff reduction.

In the event that a majority teacher is to be retained and a minority teacher with more seniority is to be laid off, involuntary transfers may be made in order to retain the minority teacher. Said involuntary transfers shall be made by starting with the lowest seniority teacher in the district and then moving up the seniority list, making the minimum number of involuntary transfers necessary to retain the minority teacher. In no case shall this provision result in the layoff of a teacher with more seniority than the minority teacher scheduled for layoff. Should the Association disagree with the Board's implementation of this section, said dispute may be submitted to Expedited Arbitration with the American Arbitration Association.

- E. For the convenience of teachers, a list of Adult Education and Summer School vacancies shall be posted in the buildings and be furnished to the Association President and teachers who are interested may apply at the Adult Education Office.

ARTICLE VIII - Transfers and Assignments

- A. The transfer of teachers from one school to another is disruptive of the educational process and interferes with the optimum teacher performance. In the determination of assignments, the interests and wishes of the individual teacher will be honored to the extent that these considerations do not conflict with the instructional requirements and best interest of the school system and the pupils (refer to Article VII).
1. Transfers shall take place only after the August job auction and shall be effective for the ensuing school year or remainder of the school year.
 - a. In the event that a transfer is necessary, the lowest senior teacher at the grade level or in the department in the building affected shall be transferred. Teachers may volunteer for such transfers in writing.
 - b. Positions filled by transfer shall be posted at the May job auction.
 - c. Teachers who wish to exchange positions on a voluntary basis may be allowed to do so with the concurrence of the building administrator. Those positions shall be exchanged for one year or the balance of the school year and shall be posted at the May job auction.
 2. Any request for transfer of any teacher at any time will be immediately forwarded to the Beecher Education Association president.
 3. Transfer provisions will not be for punitive or disciplinary purposes.
- B. Any teacher who moves from a position within the bargaining unit to another position with the Beecher Board of Education shall retain and accumulate all rights or benefits should he/she later return to a position within the bargaining unit.

ARTICLE IX - Teacher Evaluation

- A. All classroom observation for the evaluation of a teacher shall be conducted openly and with full knowledge of the teacher. Each observation for evaluation shall be made in person for a minimum of thirty minutes or 3 visits totaling a minimum of 30 minutes and shall be recorded on the agreed upon evaluation form. All other observations of the performance of a teacher shall be conducted openly and with full knowledge of the teacher.
- B. All events, situations, and complaints which shall result in a "Needs Improvement" or "Unsatisfactory" rating on the agreed upon evaluation form of a tenure or non-tenure teacher shall be clearly and definitely stated in writing.
- C. The performance of all teachers shall be evaluated in writing on the agreed upon evaluation form by their specified building principal or assistant principal in conjunction with other appropriate evaluator(s). All teacher evaluations will be held no later than May 1. Alleged unsatisfactory teaching performance will be clearly stated in the teacher's evaluation.
- D. A teacher shall at all times be entitled to have present an Association Representative or other representative of the Association of his/her choice during all discussions of the evaluation form. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present. The Administration shall also have the right to be represented.
1. The evaluator shall discuss the evaluation form with the teacher within five (5) school days from the time of the evaluation provided that said teacher and/or administrator are in attendance.
 2. The evaluation form shall be in triplicate and signed by both parties. One copy shall be given to the teacher, one copy shall be retained by the Administration, and one copy shall be placed in the teacher's personnel file.
- E. At the conclusion of each evaluation form a space will be provided for a reflecting summary of the evaluation by the teacher if s/he so desires. The following paragraph shall be included above the signature line of the evaluation form:

I have had the opportunity to discuss the items contained in this evaluation form and my signature does not necessarily mean that I agree with it. I understand that any written statement I wish to make regarding this performance will be attached to this copy and filed in my personnel file.

Signature _____

Date _____

This same privilege will be extended to the evaluator.

- F. The evaluation form to be used shall be prepared cooperatively by the Association and the representatives of the Board, and shall serve as written notification as to future tenure status, unless the status is to be a third- year probation or a dismissal. If either status is to be recommended, a written letter of notification is to be issued by the Board, stating the reasons for the recommendations. This notification and the reasons shall be typed in triplicate and sent to the following:
1. The evaluatee
 2. The Association, unless the evaluatee makes a written statement of objection prior to evaluation.
- G. The Association--and the Board (not to exceed 5 each)--shall review the evaluation form at the request of either party. The revised form shall become effective upon approval of the Association and the Board.
- H. In all cases of recommended third-year probation or dismissal by an evaluator, the Association PN Team shall have the right to review, upon written request of either the evaluatee or evaluator, the evaluation form.
1. The Association PN Team, teacher, and evaluator shall meet within five (5) school days from the date of the evaluation to reach a satisfactory agreement on the recommendation.
 2. All information pertaining to the evaluation shall be made readily available to the Association PN Team for study by the evaluator and evaluatee, and they shall assist in all possible ways to lead to a rapid, clear understanding of the total situation. Both parties shall have the right to present witnesses, affidavits, and all other pertinent information to be used in their behalf to the Association PN Team.
 3. If no satisfactory agreement can be reached within ten (10) school days, the Association PN Team shall make a written recommendation regarding the future tenure status of the evaluatee.
 - a. The Association PN Team recommendation shall be typed in quadruplicate.
 - b. One copy will be given to the evaluatee, one copy will be attached to the evaluation form which shall be retained in the evaluatee's personnel file, one copy shall go to the Board of Education, and one copy shall be retained by the Association.
- I. In cases of extenuating circumstances, such as illness, personal problems, teaching out of one's field, or personality conflicts, any teacher who has had an unfavorable evaluation by one evaluator shall be given the opportunity to be reevaluated by another evaluator prior to twenty-five (25) calendar days from the end of the school year.

ARTICLE X - Protection of Teachers

- A. Electronic monitoring of the classroom shall be permitted only with the knowledge, consent and control of the classroom teacher.
- B. Each teacher shall have the right, upon request, to review the contents of his/her personnel file including private files kept by an administrative employee of the Beecher School District. A representative of the Association may be requested to accompany the teacher in such a review. Therefore, it shall be necessary for these personnel files to be kept up to date by adding any new material as it is available. The teacher shall also have the right to add pertinent documents to this file. This review shall occur in the presence of a designated administrative representative.
- C. A teacher shall at all times be entitled to have present an Association Representative or other representative of the Association of his/her choice when s/he is being warned or disciplined for any infraction of discipline or delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present. It shall be necessary for all disciplinary actions to be put in writing to avoid future misunderstandings. The Administration may also exercise the right to be represented.
- D. All complaints against a tenure or non-tenure teacher shall be presented personally to the teacher by the proper representative of the Board within seven (7) school days from the time the administration knew or should reasonably have known the dissatisfaction existed, providing the teacher and/or administrator are in attendance during this time. No action shall be taken upon any complaint directed toward a teacher, nor shall any notice thereof be included in said teacher's personnel file unless such matter is promptly reported in writing to the teacher concerned, and the Association, unless the teacher specifically requests the Association be excluded.
- E. Since the teacher's authority and effectiveness in his classroom is undermined when students discover that there is insufficient administrative backing and support of the teachers, the Board recognizes its responsibility to continue to give support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Although the teacher shares the primary responsibility for maintaining proper control and discipline in the classroom, the teacher recognizes that all disciplinary actions and methods enforced by them shall be reasonable and just and in accordance with Board policy and the BEA Master Agreement. Whenever feasible, parental complaints shall be handled at the teacher level and/or shall involve the teacher.

- F. Whenever a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians, or other professional persons, the Board will take steps to relieve the teachers of responsibilities with respect to such pupil during those specific times when such services are being provided. It shall be the responsibility of the teacher to report (written or verbal) to the principal the name of any student who, in the professional judgment of the teacher, needs particular assistance from skilled personnel. The teacher shall be advised by the principal or his/her designee of the disposition of the teacher's report that said student needs such assistance.
- G. Classroom teachers shall not be required to administer any prescription drugs to a student.
- H. Classroom teachers shall not be required to perform health services of a medical or personal hygiene nature such as catheterization, suctioning, changing diapers, etc.
- I. The Board will provide each teacher with a list of recommendations from legal counsel for each teacher to follow in case of assault/battery.
1. Any case of assault/battery shall be promptly reported to the Board or its designee.
 2. The teacher or a representative of the Board will contact the appropriate authorities immediately to report the assault/battery.
 3. The administrator may excuse the teacher for the balance of the school day without use of leave days.
- J. If any teacher operating under the provisions of the contract is complained against, or sued by reason of disciplinary action taken by the teacher against the student, the Board will provide legal counsel and render all requested assistance to the teacher in his defense.
- K. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such discipline, reprimand or reduction in rank, compensation or advantage, including adverse evaluation of teacher performance asserted by the Board or representative thereof shall be subject to the professional grievance procedure hereinafter set forth. All information forming the basis for disciplinary action will be made available to the teacher and the Association.
- L. The following due process rights shall apply in all disciplinary cases against a teacher:
1. The right to confront (an) accuser(s).
 2. The right to examine evidence against him/her.
 3. The right to representation of choice.
 4. The right to cross examine witnesses.
 5. The right to present witnesses on one's own behalf.
 6. The right to remain silent.

ARTICLE XI - Student Discipline

- A. It is recognized that discipline problems are less likely to occur in classes where a high level of student interest is maintained. It is likewise recognized that when discipline problems occur, they may most constructively be dealt with by encouragement, praise and emphasis upon the child's desirable characteristics. It is the responsibility of each teacher to help maintain good discipline in the Beecher Schools. A teacher may use such force as is necessary to protect himself/herself from attack or to prevent injury to another student.
- B. A teacher may send a pupil to the appropriate office when the grossness of the offense or the persistence of the misbehavior is excessively disruptive of the educational process and makes the continued presence of the student in the classroom intolerable.
1. In such cases the teacher must send the pupil to the appropriate administrator and furnish the administrator a detailed written report of the particulars of the incident on the same day.
 2. Within twenty-four hours the teacher shall be notified by the administrator or his/her representative of what action has been taken to prevent a reoccurrence of the situation which led to the removal of the student. If no action has been taken by the administrator or his/her representative, the teacher shall be informed of the reason thereof.
 3. The pupil shall not be returned to the class until the administrator has consulted with the teacher.
- C. Teachers, counselors, and building principals will endeavor to achieve correction of student misbehavior through counseling and interviews with the child and his/her parents when warranted.
- D. When a student is temporarily suspended from school, s/he will not be readmitted until his/her parents or legal guardian appear in person for a conference with the building principal as provided by current Board policy.

- E. Despite the precautions taken by the teacher and the preventive measures s/he employs, misbehavior serious enough to call for corrective measures may occur in every classroom. The purpose of correction is not to take retribution, gain revenge, release adult hostilities, or make the child suffer, but to improve the child's behavior.
1. Corrective measures may take many forms, ranging in severity from a facial expression of disapproval to expulsion of the child from school.
 2. A teacher, having established rules of conduct in the room, with the help and understanding of the children, will counsel, admonish, or reproach those who commit any breach of discipline. The teacher should post these rules of conduct in his/her own room in plain view.
 3. Teachers may use reasonable physical force as may be necessary to:
 - a. Protect himself, herself, pupils or others from immediate physical injury;
 - b. Obtain possession of a weapon or other dangerous object upon or within the control of a pupil;
 - c. Protect property from physical damage.
 4. Teachers may use reasonable physical force for the purposes set forth in Section 3 above, but shall not be obligated to risk his/her own safety to perform such function. The parties agree that the use of physical force as set forth in Section 3 above does not constitute corporal punishment.
 5. Teachers shall not use, threaten to use, or cause to be used corporal punishment. Corporal punishment consists of all three of the following characteristics:
 - a. The student is deliberately caused physical pain by a reasonable person standard;
 - b. The teacher intentionally administered the pain;
 - c. The activity was intended by the teacher as a penalty or punishment for the pupil's offense.

6. As an alternative to corporal punishment, the district will support teachers' actions to enforce discipline, including but not limited to the following:
 - a. Detention of the student during a period when the student is not scheduled for another class;
 - b. Assignment to after-school detention;
 - c. Suspension from class;
 - d. Referral of the student to the administration for discipline. In the event of a referral, the student will not be sent back to the referring teacher's class until after a conference is held between the teacher and administrator;
 - e. Requiring a teacher/parent conference before the student is returned to class, if the student is a repeat offender.

- F. Any transfer of students for disciplinary reasons shall be done after consultation with the teacher to whom the student may be transferred, the teacher from whom the student may be transferred and the administrator.
- G. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher, providing said teacher has not been negligent.
- H. Any teacher may discipline or give additional scholastic help to any student by keeping him/her after school for up to thirty (30) minutes after the school day has ended. Teachers will notify the office to call the parent/guardian. Should the parent/guardian not be available, the teacher will send a note home with the student and the student will stay the following day. Notice of this procedure will be sent to the parent(s) or guardian at the beginning of the school year by the building administrator.

During the life of this agreement, the Board shall fund at least one project annually in each building for alternative methods to deal with academic and/or behavioral difficulties.

- I. The Board will cooperate to the fullest extent provided under the law to protect the staff and students from those persons who are suspended, expelled or for any reason, do not belong on school property.

ARTICLE XII - Grievance Procedure

A. Definitions

1. A "grievance" is a claim based upon wages, hours and other terms and conditions of employment that may be processed to the Board level. However, arbitration shall be limited to alleged violations of contract language including reasonably necessary inference therefrom.
2. The "grievant" may be the Association, any teacher or group of teachers making the claim.
3. The term "teacher" includes any individual or group who is a member of the bargaining unit covered by this Agreement.
4. The term "days" shall mean working days.
5. The Association Representative is any elected official of the Association.

B. Purpose

The primary purpose of this procedure is to secure in the shortest length of time possible, equitable solutions to the problem of the parties. Both parties agree that these proceedings shall be kept as confidential as the investigation allows at each level of the procedure.

C. Structure

1. The Building Principal shall be the administrative representative when the particular grievance arises in that building.
2. If a grievance affects more than one building, the grievance will be filed by the Association with the representative(s) of the Board.
3. Any grievances must be initiated no later than forty-five (45) working days from the date the grievant knew or should have reasonably known of the existence of the grievance.

D. Procedure

The number of days indicated at each level shall be considered as maximum; however, every effort should be made to expedite the process. The time limits may be extended by mutual consent. If the grievance is filed on or after May 1, the time limits should be reduced in order to effect a solution prior to the end of the school year or the Association may resubmit the claim at the beginning of the next school year.

E. Level One

1. The teacher with a grievance shall discuss it with his/her supervisor or principal, individually, together with his/her Association Representative or through his/her Association Representative.
2. In the event the teacher and the principal cannot resolve the problem, the grievance may be written.

F. Level Two

Within ten (10) days from receipt of the written referral by the representatives of the Board, they shall meet with the Association Committee and render a decision.

G. Level Three

In the event the aggrieved person is not satisfied with the disposition of this grievance at Level Two or if no decision has been rendered, s/he may refer the grievance, through the Association Committee to the Board of Education Committee within seven (7) days. The Board of Education Committee shall be composed of no less than two (2) members of the Beecher Board of Education. Within fifteen (15) days from receipt of the written referral by the Board, its Committee shall meet with the Association's Committee and render a decision.

H. Level Four

In the event the grievance is not satisfactorily resolved at Level Three or if no decision is rendered, the Association may submit this grievance to Arbitration within ten days.

1. If the parties cannot agree as to the arbitrator within five calendar days from the notification date that arbitration will be pursued, s/he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceedings.
2. The Arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement.

3. Both parties agree to be bound by the award of the Arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.
4. The cost of the Arbitrator for any case requiring settlement by arbitration shall be shared equally (50%) between the Beecher Board of Education and the Beecher Education Association.

I. Right of Representation

Any grievant or the Board may be represented at all meetings and hearings at any level of the grievance procedure by another teacher or another person. Provided, however, that any teacher may in no event be represented by an officer, agent or other representative of any competitive teacher organization other than the Association. Provided, further, when a teacher is not represented by the Association, the Association shall have the right to be present and will be given an opportunity to state its views prior to any final action.

J. Miscellaneous

1. A grievance may be withdrawn at any level without prejudice or record.
2. The grievance discussed and the decision rendered at Level One, Section A, shall both be placed in writing upon request of either party. Decisions rendered at all other levels shall be in writing and shall be promptly transmitted to the grievant, the Association and the representatives of the Board.
3. No reprisals of any kind shall be taken by or against any participant in the grievance procedure by reasons of such participation.
4. All documents, communications, and records dealing with a grievance may be filed within the personnel files of the participant, but shall be held confidential to the Board, administration, and the teacher and/or the teacher's designated representative.
5. Forms for filing and processing grievances shall be designated by the representatives of the Board and the Association Committee, shall be printed by the Board and shall be given appropriate distribution so as to facilitate the operations of the grievance procedure.
6. Access shall be made available to all parties, places and records for all information necessary to the determination and processing of the grievance. Personnel records will be available as specified in Article X, Section B.

ARTICLE XIII - Professional Development Program

A. Absence with full pay shall be granted and shall not be chargeable against any other benefit herein provided for the following Board-approved activities:

1. Visitation at other schools
2. Attending educational conferences and conventions.

B. The Inservice Planning Committee shall consist of three (3) teacher representatives from the Association and three (3) from the administration group. Each person on the committee shall have an equal vote. The committee shall determine their own policies and procedures. The committee will act as a clearing house for all in-service programs carried on at both the building level and district level. The committee shall keep track of the number of in-service hours used by each building to ensure the required 900 hours of instruction. Certain days shall be set aside for district-wide in-service and these days may provide options for staff members to choose from.

ARTICLE XIV - Necessary Reduction of Personnel

- A. It is hereby specifically recognized that it is within the sole discretion of the Board of Education to reduce the educational program, curriculum, and staff.
- B. In order to promote an orderly reduction in personnel when the educational program, curriculum and staff is curtailed, the following procedure will be used:
 - 1. Probationary employees will be laid off first.
 - 2. In the event tenure teachers must be laid off, layoff will be on the basis of seniority within departments. When seniority within the department is equal the Board will consider:
 - a. Professional growth--graduate credits
 - b. Prior experience in the classification
 - c. Evaluation and progress report
 - 3. Seniority will be defined as all teaching experiences at Beecher only. (See Appendix B. 3.)
 - 4. Teachers whose positions are eliminated by the reduction and are to be retained, based on their seniority in the Beecher School District, will be placed in those departments to be preserved for which they are certified and qualified in accordance with the above procedure.
- C. RECALL. Teachers shall be recalled in inverse order of seniority layoff for new positions opening for which they have a major or minor and are certified and qualified in accordance with the above procedure.
- D. The recall list shall be maintained by the Board for a period not to exceed five (5) years. Thereafter, a teacher on layoff shall lose his rights to recall.
- E. It is expressly understood that the Association shall have the right to review the layoff list prior to notification of the individual teachers to be laid off. In the event of a dispute concerning the layoff list, the Association shall have the right to meet with representatives of the Board concerning the layoff list.

F. Departments shall include the following:

1. K-12
 - a. Music
 - b. Physical Education
 - c. Special Education
 - d. Bilingual Education
2. 7-12
 - a. Home Economics
 - b. Industrial Arts
 - c. Art
 - d. Guidance
3. 7-8
 - a. Math
 - b. Social Studies
 - c. English
 - d. Science
4. 9-12
 - a. Math
 - b. Social Studies
 - c. English
 - d. Science
 - e. Business Education
5. Elementary: Certified Head Start - 6, resource teachers and consultants
6. Head Start (non-certified)
7. Home Counselor
8. School Nurses
9. Social Workers

ARTICLE XV - Student Teachers

- A. Teachers will be assigned student teachers on a voluntary basis only, with concurrence of the building administrator.
- B. The teacher will be reimbursed that amount of money paid by the University to the Board.
- C. Upon request, the Superintendent will meet with the Association to discuss their student teacher policy and programs.

ARTICLE XVI - Substitute Teachers

Substitutes shall be included in recognition clause and shall become members of the BEA on the first day of employment.

Sub Rate:	1993-94	\$62.50	\$70.00
	1994-95	\$65.00	\$72.50
	1995-96	\$67.50	\$75.00

Substitutes shall receive consideration for permanent, after-school and summer employment as positions become available.

Daily substitutes shall be evaluated by building administrators on a regular basis.

The substitute teacher schedule shall be the same as the schedule for the regular teacher who is being replaced.

Substitutes shall be allowed and invited to attend all training workshops, in-service, etc., as long as it does not interfere with their assigned teaching duties.

Substitutes will be provided with an orientation meeting, including a handbook of policies and procedures.

No regular teacher will be asked to substitute unless the district has exhausted the Beecher substitute calling list.

Substitutes will have the option to use the group health rate, if such option is acceptable to the insurance carrier. The same stipulations apply as for teachers on leave.

The Board shall establish a calling procedure which shall include equity of opportunity, continuity in positions of long term vacancy, and a calling log which may be reviewed by either party at any time.

ARTICLE XVII - Human Relations

- A. Upon request the Board will meet with the Association to discuss human relations problems in the district and the Board will consider any recommendations of the Association prior to adopting a formal Board policy in this regard.
- B. The parties to the agreement are committed to the human rights and dignities of all persons. Said parties are mutually committed to a policy of non-discrimination against any teacher on the basis of race, religion, creed, color, sex, marital status, national origin, age handicap or sexual preference in hiring, placement, assignment of personnel and membership.
- C. The Board will continue to maintain an affirmative action hiring policy for the district.

ARTICLE XVIII - Curriculum and Instruction

- A. Representatives of the Board will discuss new and innovative programs with the Association prior to final Board action.
- B. The Board and the BEA agree that it is the shared responsibility of teachers, administrators and the school community to promote educational excellence. Voluntary working committees may be formed to study issues, programs, materials, curriculum, etc. and to make recommendations to the Board.
- C. No teacher shall be required as a part of their regular assignment to write goals and objectives.
- D. To encourage participation on School Improvement committees, each building shall be allotted \$150 per teacher. Said monies shall be expended by such participants for valid educational purposes consonant with the mission and goals of the school. A plan for such expenditures, including documentation of eligibility and participation, shall be agreed upon by the building's School Improvement committee and staff and submitted to the parties for approval.

ARTICLE XIX - Professional Compensation

- A. The salaries of employees represented by this Association covered by this Agreement are set forth in Schedule A which is attached to and incorporated in this Agreement.
- B. The first pay period will be the first Friday after the opening of school. If the pay period falls when school is not in session, the checks will be delivered to the teachers in their buildings the last school day preceding the holiday.
- C. The salary schedule is based upon a teaching load as defined in Article V and work days as defined in Appendix D and E. Except as provided by other provisions within this agreement, each teacher shall be entitled to appropriate additional professional compensation.
 - 1. The professional rate of any teacher shall be determined as follows:
 - a. base salary divided by work days (185) equals the per diem rate.
 - b. per diem rate divided by $6 \frac{2}{3}$ equals the hourly rate.
 - 2. If a teacher should substitute for a shorter period of time, or is assigned an additional study hall period during his/her prep time, s/he shall be paid at 95% of the BA base hourly rate.
 - 3. No professional person shall be asked to substitute at any time other than his/her conference or preparation period. This would include all special teachers, i.e. speech correctionists, music, counselors, librarians.
- D. Teachers who apply for and are assigned to detention duty after school shall be paid at 95% of the BA base hourly rate.
- E. Teachers new to the Beecher School District shall be required to report for two (2) conference days provided in Appendix D. Half of one of these days shall be used by the Association President for Association business. All other teachers employed by the Board shall be required to report according to Appendix D.
- F. Teachers shall have the option of having their salaries paid to them in twenty-one (21) or twenty-six (26) pay periods.
- G. Credit for teaching experience outside the school system shall be evaluated by the Board and credit shall be given for each verified teaching year or fraction thereof up to a maximum of seven (7) years.
- H. Teachers shall be advanced one step on the salary schedule for each year of active military service to three (3) years maximum credit (retroactive).

ARTICLE XX - Insurance Protection

- A. The Board shall provide group life insurance protection in the amount of \$30,000 that will be paid to the teacher's designated beneficiary. In the event of accidental death or dismemberment, the insurance will pay double the specified amount. The policy shall also include a disability waiver of premium clause.
- B. The Board shall provide without cost to the employee complete health care protection for a full twelve-month period for the employee's entire family through MESSA Super Care I.
1. Any teacher who is laid off by the Board and retains return rights to the school district under the provisions of this Agreement may continue their health insurance coverage under this Article for the duration of such layoff subject to the procedures of the school district and the insurance carrier. The teacher must pay all such premiums by submitting the necessary amount to the Business Office at least 10 days in advance of the date such monthly premium is due to the insurance company. If in the event the teacher does not submit the premium within the time limit specified above the Board shall not be liable for any cancellation of such insurance coverage by the insurance carrier, or any claim which may occur after such date.
 2. Sponsor dependent riders will be made available to teachers through payroll deduction and will be paid by the teacher.
 3. Teachers shall have their life insurance as provided in A above reduced by a like amount provided in the Super Med insurance plan.
 - 4a. Teachers who elect not to take MESSA Care Health Insurance shall receive an annuity in the amount of \$85.00 (1990-91), \$95.00 (1991-92) and \$105.00 (1992-93) per month, beginning at such time as said program reaches a break-even point.
 - 4b. **The Board shall establish and maintain a plan that is designed to satisfy the requirements for tax favored under Section 125 of the Internal Revenue Code of 1986 (the "Code"). The purpose of the Cafeteria Plan will be to allow eligible employees to waive the health insurance coverage provided under this Agreement and, in lieu of receiving health insurance coverage, receive a cash benefit (in the form of additional compensation) in the amount determined under Paragraph 4a of Article XX, Section B.**

The Section 125 Plan shall not contain any provisions requiring the contribution of amounts derived from the waiver of health insurance into any deferred compensation arrangement, including Code Section 403 (b) annuities shall be made by the employee individually, outside of the Section 125 Plan, and in accordance with the rules under Code Section 403 (b).

The Cafeteria Plan shall have provisions pertaining to, among other things, eligibility to participate, administration, and claims procedure, All disputes concerning the payment of claims under the Section 125 Plan will be resolved under the Claims Procedure set forth in the Section 125 Plan. The Board may unilaterally amend any provisions under the Section 125 Plan in order to maintain its tax-favored status (such as amendments necessitated by changes in the Code or the Treasury Regulations); provided that the Board may not unilaterally amend the Section 125 Plan in a manner that will alter the eligibility of employees covered by this Agreement to participate the Section 125 Plan, or that will alter the benefit levels under the Plan; and, further provided, that the Board will give written notice to the Association of any amendment, including a copy of any such amendment, at least 330 calendar days before the amendment is to take effect. The participants shall be assessed on a per capita basis the expenses of establishing and maintaining the Plan; provided that experience gain resulting from forfeitures under the Section 125 Plan may be used by the Board in its discretion to defray administrative expenses incurred in connection with the Plan.

- C. The Board shall provide Long Term Disability Insurance for each employee. Benefits shall be effective upon the employee's absence from the workplace for 30 consecutive calendar days and continue at 66 2/3 percent to age 65 for both sickness and accident and shall include the following:
1. No pre-existing conditions or eligibility waiting period
 2. Monthly maximum pay limit of 3,000 dollars
 3. Two year own occupation clause
 4. No additional waiting period for recurrent disability or new disability occurring within six months after an employee has returned to active employment.
 5. The policy shall include a disability waiver of premium clause.

- D. The Board shall provide Delta Dental Care, Class I @ 80%, Class II @ 80% and 0-4 (Class III @ 60%) for all eligible employees and their eligible dependents. Teachers covered under another Dental Care program will be eligible to receive the above mentioned program only if it is inferior to the above mentioned program. Full internal and external COB shall be provided through the least expensive method.
- E. The Board shall provide VSP 3 vision protection to all eligible teachers and their eligible dependents.
- F. Each teacher under contract to work full time each school day is entitled to receive full fringe benefits set forth in Paragraph A, B, C, D and E from the closest enrollment date of his employment to the end of his contracted time.
1. Each teacher under contract to work less than full day is entitled to fringe benefits equal to half the amount set forth in Paragraphs A, B, C, D and E of this Article.
 2. In order to take advantage of these benefits the teachers agree to pay the other half of the premium.
- G. The economic and fringe benefits of this contract shall cover the period of September 1 through August 31 of each contract year. New hires who report prior to September 1 of any contract year shall receive full pay on the succeeding year's salary schedule. Their fringe benefits shall be effective on September 1 of any contract year contingent upon reporting for work on the first work day on or following September 1.
1. New hires who begin their employment after September 1 shall have their fringe benefits effective on the first day of hire.
 2. The above mentioned effective dates for fringe benefits may be altered only to meet the requirements of the insurance carrier. In no event shall this date be later than the first day of the month succeeding the first day of employment.
 3. Those teachers who complete their individual contract year shall receive fringe benefits through August 31 of each contract year.
- H. Upon exhaustion of a teacher's sick days, the Board shall continue payment of Health Insurance premiums for the remainder of the month and one (1) additional month.
- I. Teachers covered under another Health or Vision Program will be eligible for the programs offered under this contract only if the outside programs under which they are covered are inferior to the programs available under this contract.

ARTICLE XXI - Longevity Pay

- A. After a teacher has reached the 11th step on the salary schedule (10th on BA track) s/he will receive a longevity payment of three percent (3%) of the current BA base salary for each step according to the schedule. Payment schedule is at steps 12, 15, 18, 21, etc.
- B. To qualify for longevity, said employees must have ten consecutive years of service in the Beecher School System. Longevity pay shall be pro-rated on the basis of hours worked with a minimum of at least a half (1/2) time assignment. This term shall not be retroactive. Leaves of absence will not interrupt this ten years' service nor will it be considered part of the ten years unless so specified in another part of the Master Agreement.

ARTICLE XXII - Accrued Sick Leave

- A. All employees represented by the Association, upon retiring from Beecher, shall be paid their accrued sick leave days at \$30.00 (1990-91), \$35.00 (1991-92), and \$40.00 (1992-93) times the number of his/her accrued sick leave days.
- B. In the event of said employee's death, his/her beneficiary as indicated on teacher's school term life insurance policy shall receive this accrued sick leave benefit.
- C. Retirement is defined as when a teacher is fifty (50) years of age or has taught for 20 years, whichever comes first.

ARTICLE XXIII - Sick Leave Policy

- A. Sick leave may be taken because of illness of an employee, and/or an employee's immediate family. Immediate family shall be defined to include: parents, parents-in-law, husband, wife, children, brothers and sisters, or any dependent, regardless of status, who lives in the employee's house.
- B. All employees represented by the Association shall have ten (10) days each year to be used for sick leave at full pay with an unlimited accumulation.
- C. Any teacher whose sickness or injury extends beyond their sick day accumulation period compensated shall be granted an automatic leave of absence for such time said illness continues. Upon return from such leave a teacher shall be assigned to the same position, if available, or a substantially equivalent position. A physician's statement may be requested to substantiate his/her return to adequate health to resume his/her duties.
- D. The Board shall furnish a written statement no later than the first paycheck of each school year setting forth each teacher's total of sick leave credit.
- E. Any teacher may voluntarily transfer one or more sick days to another Beecher employee by submitting a completed "Voluntary Sick Day Transfer" form to the Personnel Office. Such transfers may only be done **to assist the receiving employee to reach the necessary wait period for LTD. Such transfers may be subject to review or approval by the Association and the Board.** All voluntary transfers are irrevocable.

ARTICLE XXIV - Personal Days

- A. Each employee represented by the Association shall be entitled to one (1) day leave with pay per school year for such purposes as he or she deems necessary.
 - 1. Each employee may allow such leave days to accumulate to two (2) days and may be taken in any school year. One additional day may be taken as personal leave and charged to the sick day accumulation.
 - 2. Except in cases of emergency, two (2) days prior notice should be given.
 - 3. Personal days shall not be taken during the first or last day of school or in connection with Thanksgiving, Christmas, Easter vacation periods or Memorial, Labor Day weekends. Exceptions shall need the approval of the Superintendent of the Beecher School District.

ARTICLE XXV - Bereavement Leave

- A. Leave shall be granted without loss of pay for emergency purposes. Emergency purposes shall mean death in the immediate family, or such similar situations considered meritorious by the principal, who shall certify concerning allowance or disallowance of the emergency leave sought.
- B. An employee shall be granted three (3) days leave with pay, plus reasonable travel time, due to death in the immediate family. Immediate family shall be defined to include: Parents, parents-in-law, husband, wife, children, brothers, and sisters, brothers-in-law, and sisters-in-law, grandparents, grandparents-in-law, grandchildren or other dependents regardless of status, who live in the employee's home. Reasonable travel time shall be construed to be that time required to travel the necessary distance by commercial carrier.
- C. Employees shall be granted one-half (1/2) day with pay for the purpose of attending funerals of other relatives or close friends, with approval of their principal.
- D. Emergency leaves shall be supplementary to and not in restriction of sick leaves as herein provided.

ARTICLE XXVI - Leaves of Absence

A. Absence with full pay shall be granted and shall not be chargeable against any other benefit herein provided for the following reasons:

1. Jury service (with reimbursement to the Board--less travel allowance.)
2. Time to be excused from Jury Service.
3. Whenever a teacher is subpoenaed to attend any proceedings.
4. Time necessary to take Selective Service Physical Examinations.

B. Leaves of absence for one school year without pay shall be granted upon application for the following purpose to tenure teachers, and may be granted to non-tenure teachers upon application:

1. Study related to the teacher's certified field.
2. Study to meet eligibility requirements for certification other than that held by the teacher.
3. Study, research, or special teaching assignments.
4. To seek political office or office in the MEA or NEA; this leave shall be extended to be consistent with the term of the office acquired.
5. Other reasons for leaves of absence can be submitted to the Board for consideration.

C. Parental Leave

1. A teacher who is pregnant shall be entitled to teach as long as she is medically able to teach and may return when she is medically able to resume her duties. At the teacher's written option, all or any portion of this leave may be charged to her available sick leave.
2. A teacher adopting a child shall be entitled upon request to a leave, without pay, to commence at any time during the first year after receiving de facto custody of said child, or prior to receiving such custody if necessary in order to fulfill the requirements for adoption.

3. The teacher shall have the right to remain on fringe benefit programs currently elected by the teacher on leave providing s/he contributes the regular amount of the premium, as per Article XX, B, 1.
 4. The maximum time allowed for a teacher on parental leave is the remainder of that school year and the following year (not to exceed two (2) years). The teacher shall be able to return at the start of the next school year to the same position, if available, or a substantially equivalent position in accordance with their seniority status. A teacher shall be allowed to return at an earlier date if there is a vacancy.
- D. A leave of absence will be granted up to two (2) years to any teacher who joins the Peace Corps, Vista, the National Teacher Corps. Upon return of any such participant, any period so served shall be treated as time taught for the purpose of salary increments.
 - E. After a teacher has been employed at Beecher for seven (7) consecutive years and/or at the end of each additional seven (7) or more consecutive year periods, the Board may upon written request, grant said teacher a sabbatical leave--not to exceed two (2) semesters, for professional improvement leading toward an advanced degree beyond a Masters Degree if enrolled in an accredited university or if teaching in a foreign country in an exchange program; provided, however, that the teacher holds a Permanent or Life Certificate and signs a statement of intent to teach in the Beecher School System at least one (1) year upon the termination of said sabbatical leave. During said sabbatical leave, the teacher shall have a contract and shall be paid a minimum of one-half (1/2) his/her full annual salary, or more dependent upon the nature of said leave; provided, however, that said Board shall not be held liable for death or injuries sustained by any teacher while on sabbatical leave.
 - F. Teachers on a sabbatical leave shall be allowed credit toward retirement for time spent on such leave in accordance with rules and regulations established by the Boards of Control of Public School Employee's Retirement Funds.
 - G. A teacher, upon return from a sabbatical leave, shall be restored to his or her teaching position or to a position of like nature, seniority status and pay. Said teacher shall be entitled to participate in any other benefits that may be provided for by rules and regulations of the Board made pursuant to law.
 - H. The teacher shall be entitled to return from leaves granted in this Article to the same position, if available, or a substantially equivalent position, dependent upon their seniority status at the next increment step above from the time the teacher went on leave, unless otherwise stated in this Article.

SCHEDULE A
Salary Schedule 1996-97

	BA	BA + 15	MA	MA + 15	MA +30
1	27012	28633	30351	32172	34102
2	28363	30065	31869	33781	35807
3	29781	31586	33462	35470	37597
4	31270	33146	35135	37244	39477
5	32834	34803	36892	39106	41451
6	34476	36543	38737	41061	43524
7	36200	38370	40674	43114	45700
8	38010	40289	42708	45270	47985
9	39911	42303	44843	47534	50384
10	39911	44418	47085	49911	52903
Longevity	\$810.36				

1996-97	2.68% increase
1997-98	2.3% base-3.8% cap each data point
1998-99	2.3% base-3.8% cap each data point

Increases in 1997-98 and 1998-99 shall be determined by averaging:

- a.) CPI-Detroit-average increase July 1 to June 30
- b.) Median of Genesee County Public School settlements as of August 15 each year.
- c.) Gross Allowance State Aid formula for the previous year.

Computation of Schedule A

1. Step 1-11 @ 5% down and 6% across accumulative.
2. Each salary step rounded off to nearest \$1 unit.
3. Those bargaining unit members with less than a BA degree shall be paid 75% of the BA track according to experience.
4. Those bargaining unit members presently above schedule will be frozen until they can be placed on the schedule.
5. Those bargaining unit members presently employed part-time in the Head Start 3 year old program shall be paid at 90% of their salary schedule step and shall receive all fringes paid by the Board at 90%. In order to take advantage of these benefits, the members must agree to pay the remaining 10% of the premiums.
6. **First year teachers new to Beecher will start on step 2 of the salary scale.**
7. **State mandated Professional Development days may be requested 97-98 and 98-99. If these days must be added they will be the responsibility of School Improvement Teams and attendance will be mandatory. The Board will pay a stipend of \$100 to each member for days added. If the Professional Development Day can be added to the current schedule using some additional time the stipend will be pro-rated.**

SCHEDULE B - Department Coordinators

The department coordinator shall exercise the coordination of programs and materials and shall serve as instructional liaison between the teachers of the department and the school administration. Such department coordinators shall not be considered a supervisory employee.

Compensation based on \$110.30 (1990-91), \$116.64 (1991-92), and \$123.35 (1992-93) per person in their department.

	<u>Number</u>	<u>Area</u>
Head of Life Management Department	1	7-12
Head of Math Department	3	7-8,9-12
Head of Industrial Arts Department	1	7-12
Head of Guidance Department	1	7-12
Head of Science Department	3	7-8,9-12
Head of Social Studies Department	3	7-8,9-12
Head of Business Education Department	1	9-12
Head of English Department	3	7-8,9-12
Head of Physical Education Department	3	7-8,9-12
Head of Music Department	4	K-6,7-8,9-12
Head of Driver Education Department	1	K-12
Head of Art Department	1	7-12

SCHEDULE C - Athletics

Head Football Coach	12%	Head Swimming Coach	9%
Ass't Varsity Coach	9%	Assistant Swimming Coach	7%
J.V. Head Football Coach	9%	Jr. High Swimming Coach	7%
J.V. Ass't Coach	7%	Head Cross Country Coach	9%
9th Grade Coach	7%		
Ass't 9th Grade Coach	6%	Head Golf Coach	9%
7th-8th Grade Coach	6%		
		Athletic Trainer	2%
			per season
Head Basketball Coach	12%		
Jr. Varsity Coach	9%		
Sophomore Coach	9%		
9th Grade Coach	7%		
7th-8th Grade Coach	6%		
Head Baseball/Softball Coaches	9%	Girls Basketball Coach H.S.	12%
Jr. Varsity Coach	7%	Jr. Varsity	9%
Jr. High Coach	6%	Jr. High	7%
Head Track Coach	9%	Head Volleyball Coach	9%
Ass't Track Coach (not girls)	7%	Ass't Volleyball Coach	7%
Jr. High Coach	6%	Jr. High Volleyball Coach	6%
Head Wrestling Coach	9%	Cheerleading Coach	3%
Ass't Wrestling Coach	7%		per season/per team
Jr. High Coach	6%		

1. The coaches experience is based on all paid experience of coaching in that sport. The pay is a percentage of experience applied on BA Salary track to a maximum of 7 years.
2. These above percentages (%) shall not be divided between two or more individuals by the Administration.
3. Athletic Coordinator - The athletic coordinator shall receive release time during the year to equal one-half of his/her teaching load. The compensation for the position shall be 15% on the BA scale, based on coaching experience to a maximum of 7 years.

SCHEDULE D - Extra-Curricular Duties

Sponsors

Freshman Class	1% each
Sophomore Class	1% each
Junior Class	2% each
Senior Class	2% each
Future Business	3%
Future Teachers	3%
Sr. High Student Council	3%
Industrial Arts	3%
Ski Club	3%
High School Yearbook	6% (or 3% each, if more than one is hired, but not more than 6%)
Honor Society	3%
Pep Club	3%
Varsity Club	3%
Junior High Student Council	3%
Chess Club	3%
Quiz Bowl	3%
Peer Helper Coordinator	8%

Any clubs or organizations not mentioned above that have been in existence for the past year or years, the sponsor will receive 3%.

Any clubs or organizations that are begun during the existence of this contract, the sponsor shall receive 1 1/2% for the first school year and three (3%) thereafter.

The percents in this schedule are based on the BA base salary for the appropriate year.

SCHEDULE E - Music Department

High School Choral	3%
Junior High School Choral	3%
High School Band	8%
Junior High Band	4%
Summer Band	8%
Musical (per production)	4%
Black Arts Festival	4% (Total, not each)

SCHEDULE F - Transportation

1. The IRS rate shall be given for use of personal cars on field trips or other business of the district.
2. Noon hour transfers between buildings shall count toward the above.
3. Request for payment, with appropriate documentation, shall be made to the building principal at the end of each marking period.

SCHEDULE G - Driver Education Salary Schedule

1. Teachers shall be paid at 85% of the BA hourly rate based upon driver education experience to a maximum of seven years.
2. Seniority teachers will be given first preference should the student load lessen. However, every attempt will be made to use all teachers.
3. Organization and scheduling of the Driver Education Program as to teachers and hours for classwork shall be the responsibility of the Director of Driver Education.
4. The classroom phase at present shall consist of thirty (30) clock hours and the behind-the-wheel phase six (6) clock hours.
 - a. Should a student miss any classroom time, s/he shall make the time up at the direction of the classroom instructor. If not made up, the entire course shall be required.

SCHEDULE H

Teachers assigned voluntarily to special summer programs shall be paid no less than \$13.04 (1990-91), \$13.79 (1991-92), and \$14.58 (1992-93) per hour

APPENDIX A - Salary Schedule Terminology

- A. When a teacher has a partial year of verified contracted (not substitute) teaching experience, either at Beecher or transferring (a maximum of seven years) into Beecher, 45 days shall equate to .25 of a year which shall be used to compute the level on the salary schedule.
- B. Any deductions for loss of time not covered by leave days shall be deducted on the basis of the number of days in Article XIX.
- C. Grandfather Clause: Special Education teachers who received a stipend in the 1973-75 agreement shall have that amount frozen at the 1974-75 level. That amount shall not exceed \$850 annually. Teachers employed after the 1973-75 Master Contract shall not be eligible for this stipend.
- D. When a substitute has been employed continuously for forty (40) consecutive school days in the same classroom, s/he shall be placed on the regular salary schedule retroactive to the first day. Fringe benefits shall not apply.
- E. The college or university involved in a Student-Teacher program may provide a stipend for the Supervising or Critic Teacher for their services rendered.
- F. BA salary track equals a Bachelor's Degree plus teaching certificate.
- G. BA+18 salary track equals above said qualifications plus eighteen (18) graduate semester hours or twenty-seven (27) graduate term hours.
- H. MA salary track equals a Master's Degree plus teaching certificate.
- I. MA+15 salary track equals above said qualifications plus an additional fifteen (15) graduate semester hours or twenty-three (23) graduate term hours.
- J. MA+30 salary track equals a Master's Degree plus teaching certificate and an additional thirty (30) approved graduate semester hours or forty-five (45) term hours.
- K. CEUs shall be applicable toward the MA15 and MA30 salary columns, with no more than 1/3 of the credits at each level coming through CEUs. CEUs must be State Board approved, and shall be counted on the basis of 3 CEUs per 1 graduate credit or the state department's approved ratio.

- L. This definition of terms shall not be retroactive, and shall apply to any future increments in educational training. Any teacher currently employed at any level of the salary schedule shall not have his salary level decreased as a result of the aforementioned terms. The exception is that it is not applicable to item A in the Salary Schedule Terminology.
- M. Pay for seasonal extra-curricular activities shall be paid in equal payments throughout the seasonal activity or in equal payments throughout the remainder of the school year if requested in writing.

APPENDIX B - Definitions

A. Certified Personnel: (teacher)

Any person with a degree and a provisional, permanent certificate or continuing certificate.

B. Association Representative:

Any elected or appointed official of the Association.

C. Seniority shall be years of teaching service at Beecher (Departments 1-5). Seniority in Departments 6-9 shall be years of experience at Beecher. Seniority accrues during paid leaves of absence. This specifically excludes members on LTD. The formula used herein is 50% plus one day for each 1/4 year on the basis of contracted work days (See Appendix D); e.g., 180 contracted working days = 45 days per quarter. 23 of each of those 45 days must be worked or be paid leave days to earn 1/4 year's seniority.

D. Transfers:

Any change in your current teaching assignment including, but not limited to a change in building assignment, grade level or department.

E. A vacancy is:

- a. Any newly created position, including those created by expanding a program.
- b. Any position or anticipated position created by a teacher leaving that position for any reason.
- c. Any position from which a teacher is absent for 30 consecutive calendar days (not including Christmas and Spring breaks).

F. Grievances:

A grievance is a claim based upon wages, hours and other terms and conditions of employment that may be processed to the Board level. However, arbitration shall be limited to alleged violations of contract language including reasonably necessary inference therefrom.

G. Pre-School - All pre-Kindergarten programs.

APPENDIX C - Pay Schedule

1996-97

August 30	February 28 (29)
September 13	March 14
September 27	March 28 (27)
October 11	April 11
October 25	April 25
November 8	May 9
November 22	May 23
December 6	June 6 (21 Pays)
December 20	June 20
January 3 (December 20)	July 4 (3)
January 17	July 18
January 31	August 1
February 14 (13)	August 15

1997-98

August 29	February 27
September 12	March 13
September 26	March 27
October 10	April 10 (9)
October 24	April 24
November 7	May 8
November 21	May 22
December 5	June 5 (21 Pays)
December 19	June 19
January 2 (December 19)	July 3
January 16	July 17
January 30	July 31
February 13 (12)	August 14

Pay Schedule, con't.

1998-99

September 4	March 5
September 18	March 19
October 2	April 2 (1)
October 16	April 16
October 30	April 30
November 13	May 14
November 27 (25)	May 28
December 11	June 11 (21 Pays)
December 25 (22)	June 25
January 8	July 9
January 22	July 23
February 5	August 6
February 19	August 20

APPENDIX D
School Calendar
1996-97

August 26	Teachers Report
August 27	Students Report
September 2	Labor Day Holiday
November 1	End Marking Period 1 (10 weeks)
November 28-29	Thanksgiving Holiday
December 21-January 5	Winter Break
January 17	Record Day End Semester 1 (9 weeks)
January 20	MLK Birthday
February 14-17	Presidents' Days Holiday
March 27	End Marking Period 3 (10 weeks)
March 28-April 6	Spring Break
May 26	Memorial Day
June 11 (Wednesday)	Record Day End Semester 2 (10 weeks)

1997-98

August 25	Teachers Report
August 26	Students Report
September 1	Labor Day
October 31	End Marking Period 1 (10 weeks)
November 27-28	Thanksgiving Holiday
December 20-January 4	Winter Break
January 16	Record Day End Semester 1 (9 weeks)
January 19	MLK Birthday
February 13-16	Presidents' Days Holiday
March 27	End Marking Period 3 (10 weeks)
April 10-19	Spring Break
May 25	Memorial Day
June 10 (Wednesday)	Record Day End Semester 2 (10 weeks)

School calendar, con't.

1998-99	
August 31	Teachers Report
September 1	Students Report
September 7	Labor Day Holiday
October 30	End Marking Period 1 (9 weeks)
November 26-27	Thanksgiving Holiday
December 23-January 3	Winter Break
January 15	Record Day End Semester 1 (10 weeks)
January 18	MLK Birthday
February 12	Presidents' Days Holiday
March 26	End Marking Period 3 (10 weeks)
April 2-11	Spring Break
May 31	Memorial Day
June 11	Record Day End Semester 2 (10 weeks)

APPENDIX E - Individual Contracts

- A. Probationary Teacher's Contract of Employment
- B. Tenure Teacher's Contract of Employment
- C. Supplemental Salary Contract - may be signed by a representative of the Board.

The form for the above contracts shall be the same as in the 1973-75 Master Contract.

Memo of Understanding

1. On those days (or partial days) when no building administrator is available, teachers will be so notified at the beginning of the school day (or at the time when the administrator becomes unavailable). In addition, teachers shall be given written notification at the beginning of each school year regarding the individual(s) in charge during the administrator's absence, procedures to follow at such times, and emergency contacts to be made in case of need. Such written notification shall be provided on a building basis.
2. The Beecher Board of Education and the Beecher Education Association recognize the importance of mutual respect in establishing and maintaining an appropriate educational environment. We believe that such respect must extend between/among students, teachers, administrators, other school employees, school board members and members of the community.

Therefore, it is agreed that the Board and the Association shall establish as a mutual goal the development, nurturing and maintenance of a school environment where the education community shall endeavor to both teach and practice tolerance, consistency, responsibility and respect for self and others. Only in such an environment can true learning and teaching take place.

3. The Beecher Board of Education and the Beecher Education Association hereby agree that, during the 1990-91 school year, they shall jointly form and participate in a committee to study and plan for the implementation of a restructuring model in the Beecher Community Schools. Said committee shall be established no later than October 15, 1990, and shall report to the Superintendent of Schools no later than March 15, 1991. The report shall contain the findings of the committee regarding the restructuring of schools, timelines for such restructuring, and recommendations for the implementation of such restructuring. Board representatives shall be appointed by the Superintendent and BEA representatives shall be appointed by the BEA President.
4. The Beecher Education Association shall be informed of the formation of any districtwide committees within the Beecher Community Schools. The Association shall be allowed the opportunity to name one of its members to each committee to assist in providing input and to allow the Association to monitor those activities which might affect its members. Minutes of all committee meetings shall be sent to the BEA office at the time they are distributed to members of the committee.

ARTICLE XXVII - Duration of this Agreement

This Agreement shall be effective after ratification by the Association and the Board, starting September 1, 1996 and shall continue in effect through the 31st day of August, 1999. This Agreement shall not be extended orally.

Beecher Education Association

Beecher Board of Education

By _____
President

By _____
President

1. _____

1. _____

2. _____

2. _____

3. _____

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MEMO OF UNDERSTANDING

BEECHER EDUCATION ASSOCIATION AND BEECHER BOARD OF
EDUCATION

Any person who is absent for the last thirty (30) calendar days of the school year shall present a doctor's statement indicating expected availability for work in August before being allowed to bid at the job auction. Failure to produce such statement shall not deter anyone from bumping at such time as s/he is determined physically able to return by his/her physician.

