

8/15/2002

4803

MASTER AGREEMENT

BETWEEN

EVART EDUCATION ASSOCIATION

AND

EVART BOARD OF EDUCATION

FOR THE YEARS

1999 - 2002

Grand Public School

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This Agreement entered into this 7th day of December, 1999, by and between the Board of Education of Evert Public Schools, hereinafter called the "Board" and the Evert Education Association, MEA/NEA, hereinafter called the "Association".

WITNESSETH

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

WHEREAS the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize;

It is understood that the above shall in no way be construed as part of the Agreement which follows.

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

ARTICLE 1

RECOGNITION

- A. 1. The Board hereby recognizes the Association as the exclusive bargaining representative for all full-time and regularly employed part-time professional personnel, including personnel on tenure and probation as classroom teachers, guidance counselors, librarians, and driver education instructors, all full-time and regular part-time community education and alternative education teachers employed by the Board (whether or not assigned to a public school building), but excluding supervisory and executive personnel such as but not necessarily limited to the Superintendent, building Principals and part-time teaching Principals, and all office and clerical personnel, non-certified personnel, leisure time and enrichment instructors and/or teachers, substitutes and all others.
2. The term teacher when hereinafter used in this Agreement shall refer to all employees represented by the Association in the Bargaining Unit as above defined and references to male teachers shall include female teachers. The term "Adult Education/Community Education teacher" shall refer to all teachers in the Adult Basic Education programs and Adult High School Completion programs. The term "Alternative Education teachers" shall refer to the teachers in the Genesis Alternative Education program. The term "building principal", as hereinafter used in this Agreement, shall also refer to the Community Education Director or designated representative.
3. A K-12/alternative education teacher who teaches at least fifteen (15) hours per week and is assigned to the same position or subject matter during the school year on a regular basis (excluding substitutes), shall be considered a regularly employed part-time teacher and shall be accorded the benefits of this contract on a pro-rata basis. Any K-12/alternative education teacher teaching less than the

above requirements shall not be accorded the benefits of this Agreement. (Cross reference to determination of Seniority in Article 9 and Article 19.)

Any adult education/community education teacher working more than thirty (30) hours per week shall be considered full time. Any adult education/community education teacher working twenty to thirty (20-30) hours per week on a regular basis shall be considered part-time and shall be accorded the benefits of this contract on a pro-rata basis. Any adult education/community education teacher working less than twenty (20) hours per week shall not be accorded the benefits of this Agreement.

For purposes of this Agreement, pro-ration of benefits shall be based, first, on the number of teacher/staff obligation days on the school calendar and, next by the number of hours in the teacher workday (excluding lunch). This method of pro-ration shall apply to both part-time teachers and those teachers working less than a full school year.

- B. The Board agrees not to negotiate with any other teacher's organization for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without the intervention of the Association provided that said Association shall be given the opportunity to be present at such adjustment and that the adjustment is not inconsistent with the terms of this Agreement. Nothing in this section shall be interpreted or construed to permit an individual to process his/her grievance to arbitration without the support of the Association.
- C. 1. Each Bargaining Unit Member shall, as a condition of employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, join the Association or pay a service fee to the Association in an amount established by the Association. The Bargaining Unit Member may authorize payroll deduction for such fee. In the event the Bargaining Unit Member shall not pay such service fee directly to the Association or authorize payment through payroll deduction the Board shall, pursuant to MCLA 408.477, MSA 17.277(7) and at the request of the Association, deduct the service fee from the Bargaining Unit Member's wages and remit same to the Association under the procedure below.

Payroll deductions made pursuant to this provision shall be made in equal amounts, as nearly as may be, from the paychecks of each Bargaining Unit Member. Monies so deducted shall be remitted to the Association, or its designee, no later than twenty (20) days following deduction.

Employee contributions to political action funds of the Association (or its affiliates) shall only be made with the written consent of the employee, on file with the Board, in accordance with statutory provisions.

2. The procedure in all cases of nonpayment of the service fee shall be as follows:
 - a. The Association shall notify the Bargaining Unit Member of noncompliance by certified mail, return receipt requested. Said notice shall detail the noncompliance and shall provide ten (10) days for compliance, and shall further advise the recipient that a request for wage deduction may be filed with the Board in the event compliance is not effected.
 - b. If the Bargaining Unit Member fails to remit the service fee or authorize deduction for same, the Association may request the Board to make such deduction pursuant to paragraph (a) above.
 - c. The Board, upon receipt of request for involuntary deduction, shall provide the Bargaining Unit Member with an opportunity for a due process hearing limited to the question of whether or not the teacher has remitted the service fee to the Association or authorized payroll deduction for same.
3. Pursuant to Chicago Teachers' Union v Hudson, 106 S Ct 1066 (1986), the Association has established a "Policy Regarding Objections to Political-Ideological Expenditures." That Policy, and the administrative procedures (including the timetable for payment) pursuant thereto, applies only to non-Association Bargaining Unit Members. The remedies set forth in that Policy shall be exclusive and, unless and until such procedures (including any administrative or judicial review thereof) shall have been availed of and exhausted, no dispute, claim or complaint by an objecting Bargaining Unit Member concerning the application and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement.
4. Due to certain requirements established in recent court decisions, the Association represents that the amount of the fee charged to non-members, along with other required information, may not be available and transmitted to non-members until mid school year (December, January or February). Consequently, the parties agree that the procedures in this Article relating to the payment or nonpayment of the representation fee by non-members shall be activated thirty (30) days following the Association's notification to non-members of the fee for that given school year.
5. The Association will certify at least annually to the District, at least fifteen (15) days prior to the date of the first payroll deduction for professional membership dues and service fees, the amount of said membership dues and the amount of service fee to be deducted by the District, and that said service fee includes only those amounts permitted by this Agreement and by law. Further, the Association agrees to promptly notify the District of any litigation where an order has been issued preventing the Association from implementing its "Policy Regarding Objections to Political-Ideological Expenditures" or any successor policy pertaining to the same subject matter. In such event, the District shall have the right to suspend the involuntary wage deduction procedure specified herein for non-Association Bargaining Unit Members.

6. The Association shall indemnify and save the Board (including its trustees and administrators) harmless against and from any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of action taken by them for the purpose of complying with the Association security/agency shop provisions of this Article. The Association shall, when the Board (including its trustees and administrators) is sued individually or jointly for action taken for the purpose of complying with the Association security/agency shop provisions of this Article, make available competent legal counsel of the Association's choice for such defense at the expense of the Association and the Michigan and National Education Associations. The Association shall have the right to negotiate a settlement (at Association expense) with any Bargaining Unit Member whose wages have been subject to involuntary deduction under this Article. No such settlement shall, however, obligate the Board to take or refrain from taking any action or involve expenditure of funds of the Evart Public Schools without prior formal authorization and approval by the Board. If a court having competent jurisdiction over the area of Evart Public Schools rules the indemnification or save harmless provisions to be unenforceable, the obligation to collect involuntary deductions for service fees, as outlined in Section C, shall cease.

ARTICLE 2

TEACHER'S RIGHTS

- A. The Board of Education hereby agrees that members of the Bargaining Unit are accorded all the rights, privileges, and duties of the applicable laws of the State of Michigan, as well as the Constitution of the State of Michigan and the United States.
- B. The Association and its members shall have the right to use a room and the school buildings at all reasonable hours for meetings of the local EEA provided it shall first obtain permission from the administration. The Association and its members shall have the right to use District computers including E-mail and Internet usage, for Association business when such equipment is not otherwise in use. Such usage shall be subject to District policies and guidelines which are otherwise applicable to staff use. No teacher shall be prevented from wearing insignia, pins, or other identification of membership in the Association, either on or off school premises. Bulletin boards in the teachers' workrooms shall be available for use by the Association; the Association assumes the responsibility for the materials placed thereon by the Association. Adult and Community Education teachers shall have the use of a bulletin Board in each building for Association purposes. Job postings shall be placed on two (2) of those bulletin boards at mutually agreed upon sites.
- C. The Board agrees to furnish to the Association in response to reasonable requests from time to time, all available information concerning the financial resources of the District, tentative budgetary requirements and allocations, and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievance or complaint with the exception of privileged communication.

- D. Five (5) copies of the minutes and agenda of the Board of Education meetings and one (1) copy of the financial statement will be given to a designee of the Evart Education Association (who resides within the Evart city limits) when the packets are submitted to the Board of Education members.

ARTICLE 3

BOARD RIGHTS

- A. The Board, on its own and electors of the school Districts' behalf, retains and reserves without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including but without limiting the generality of the foregoing, the right:
1. To the executive management and administrative control of the school system, its properties and facilities, and the activities of its employees during the school day.
 2. To employ personnel subject to the provisions of the law, to determine their qualifications and conditions for continued employment or their discharge or demotion, and to promote and transfer such employees.
 3. To establish sequence of classes and courses of instruction, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
 4. To determine class schedules, the hours of instruction, the duties, responsibilities, and assignments of teachers and other employees with respect thereto.
 5. To determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
 6. To determine the size of the work force and of the management organization, its functions, authority, amount of supervision, and table of organization.
 7. To determine the services, supplies and equipment necessary to continue its operations and determine the methods, schedules, and standards of operation and of carrying on the education and the right to institute new and improved methods or changes therein.
 8. To determine the policy affecting the selection, evaluation, and training of employees provided such selection is based upon lawful criteria.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms hereof are in conformance with the laws of the State of Michigan and Constitution and laws of the United States.

ARTICLE 4

PROFESSIONAL COMPENSATION

- A. The salaries of K-12/alternative education teachers covered by this Agreement are set forth in Schedule A which is attached to, and incorporated in this Agreement. The salaries of adult/community education teachers covered by this Agreement are separately designated and are set forth in Article 19, which is attached to, and incorporated in this Agreement.
- B. The salary schedule is based upon normal full-time teaching load as hereinafter defined in Article 5 of this Agreement and upon the school calendar with calls for a maximum 184 teacher days and a minimum of 180 days of students instruction as defined by state law. (178 days as long as we get two days for inclement weather that do not have to be made up.)
- C. A teacher engaged during the school day in negotiating or grievance processing on behalf of the Association with any representative of the Board shall be released from regular duties. If negotiations or grievance processing does occur during the school day, the teacher shall suffer no loss of salary. All such activity, however, shall be conducted outside of the regular school day whenever possible.
- D. When any teacher agrees to or is assigned to substitute for another during his/her preparation period, s/he shall be paid at the rate of eighteen dollars (\$18.00) per hour, payable in the last payroll of each calendar month. Time shall be kept and paid in minute intervals. If no teacher volunteers to substitute, the administration may assign a teacher to substitute after checking for volunteers. Such assignment shall be done on a rotating basis among those teachers having a common preparation period.

Teachers in each building may elect, in lieu of hourly compensation, to accrue up to two (2) days of comp time. An individual teacher may not earn more than two (2) comp days in any given school year. Additional time (i.e. for which compensatory time cannot be earned) spent substituting or covering recess shall be compensated at the rate of \$18.00 per hour. This comp time may be used in half or whole day increment(s), or by class period at the principal's discretion. Up to one (1) day of unused comp time that is earned during one school year may be carried over but must be used by the end of the first semester of the subsequent school year. Comp time shall be earned in the following manner: High School - four (4) eighty (80) minute blocks equals one (1) comp day; Middle School - five (5) sixty-five (65) minute blocks equals one (1) comp day; elementary - twenty-seven (27) twelve (12) minute recesses equals one (1) comp day. Any accrued time not used by the end of the first semester of the subsequent year shall be paid at the rate specified above. An accumulation of three hundred sixty (360) minutes of comp time shall be considered a comp day for time that has not been earned and credited as described above. Use of compensatory time before or after holidays or vacation periods shall be allowed only if substitutes are available. Any teacher who monitors after school or Saturday detention shall be compensated in the same manner.

- E. Any employee who resigns with an effective resignation date of three (3) school years or less, who has at least twenty (20) years of service to the Evart Public Schools, will be placed on Longevity Step Three at the time his/her resignation is accepted by the Board or

Longevity Step Three shall be computed by adding twenty-five hundred dollars (\$2,500) to the teacher's appropriate step on the salary schedule, as designated in Article 19 of this Agreement, for each year that the teacher participates.

- F. As a condition of continued employment, each probationary teacher subject to the professional development requirements of Section 1526 of the Revised School Code (or its successor provision) shall complete those requirements within the time provided by statute. The Board shall not be obligated to compensate the probationary teacher for either the time connected with completion of those requirements or for other associated costs such as enrollment, course and/or resignation fees. Professional development days provided by the District may be counted by probationary teachers to fulfill state requirements to the extent permitted by law.

ARTICLE 5

TEACHING HOURS

- A. All teachers shall have a daily seven (7) hour and twenty (20) minute contractual obligation inclusive of a duty free lunch period of not less than twenty-five (25) minutes. The duty free lunch period shall be a period of time during which said personnel shall be given no assigned duties other than taking those disciplinary actions upon students which are a normal part of a teacher's everyday duties. This time shall not include time used in monitoring students as they enter the building (from warning bell to tardy bell - five (5) minutes).
1. The workday may be scheduled to start and end at different times in different buildings. Workday starting times will not be scheduled before 7:50 a.m. and ending times will not be scheduled after 5:00 p.m. Workday starting times for each building will be set by the Superintendent. Student instruction will not start prior to 8:00 am. Teachers in the middle school and high school may volunteer, by prior notification to the building administrator, to have their workday start ten (10) minutes before the regularly scheduled workday starting time for their building.
 2. Teachers shall be at their assigned place of duty not later than ten (10) minutes before classes start in the morning.
 3. There shall be no less than five (5) minutes in passing time between classes and the lunch period in the high school and middle school.
 4. On Fridays and days preceding holidays teachers may leave as soon as the buses have left and all children are dismissed.
 5. The principal in his/her own discretion may excuse teachers earlier on other days. It is understood that notwithstanding the above, the administration may call building or system wide faculty meetings beyond the above stated hours so long as they shall not exceed a total of two (2) hours per month beyond the normal working day.

6. To meet minimum State requirements for student instruction time, in order for the District to receive full State financial aid, elementary teachers (excluding special education, specialist teachers and counselors) may be asked to volunteer to supervise the playground activities of students during recess. Such duty will be done on a rotating basis should more teachers volunteer than are needed. Compensation or comp time will be earned by these teachers at the rate specified for teachers substituting in Article 4 D. An individual who supervises twenty-seven (27) twelve (12) minute recesses shall be entitled to a comp day if compensatory time is elected. If there are insufficient volunteers, the administration will initiate a rotation schedule, beginning with teachers having a common recess period. The rotation schedule shall start with the least senior staff member who has spent the least amount of time on recess duty and rotate through all staff having a common recess period. The Administration and the Association will cooperate in the implementation of the recess rotation. The administration shall determine the number of teachers needed to staff recess. The administration will schedule recess supervision by teachers during the fall (August through–November) and spring (commencing at the beginning of the fourth marking period) to the extent possible. If these intervals are insufficient for State School Aid purposes the parties will meet to discuss the implementation of extending these intervals. Individual teachers will not be assigned two recess periods in one (1) day unless they volunteer for such duty. The District, at its option, may assign recess supervision as a portion of the elementary physical education teacher's regular teaching assignment.

B. Adult/Community Education teachers shall have an eight-(8) hour working day Monday through Thursday including a thirty (30) minute duty free lunch. Those days shall also include two (2) fifteen (15) minute prep periods. A working day on Friday shall not exceed six (6) hours and twenty-five (25) minutes including a thirty (30) minute duty free lunch.

C. The parties to this Agreement agree to comply with the minimum State requirements regarding clock hours of instructional time for full receipt of foundation allowances and other appropriations. Student contact hours are subject to adjustment for that purpose. Additionally, the parties to this Agreement agree to meet to discuss the implementation of any necessary action to be taken to comply with the aforementioned State requirements during the term of this Agreement. The parties shall attempt to keep the student school year at one hundred eighty (180) days unless the State does not allow that minimum number of days to receive full foundation allowances even if the requisite number of instructional hours is otherwise satisfied. If additional student days (i.e. beyond one hundred eighty (180) student days) are required to be scheduled, as described above, during the term of this Agreement, the parties will meet to negotiate over the impact of that circumstance. Further, if the State permits less than one hundred eighty (180) instruction days due to inclement weather, the provisions of the State School Aid Act will be followed.

If any scheduled days and hours of student instruction are canceled after May 20, whether or not these cancelled days and hours are required to be rescheduled for receipt of State aid, these cancelled days and hours will be rescheduled as part of the school calendar unless the Board and Association mutually agree to waive this provision. The purpose of this provision is to provide a smooth end to the school year.

ARTICLE 6

TEACHING LOADS AND ASSIGNMENTS

- A. The unassigned preparation period will be used for professional duties, such as preparation for ensuing classes or personal conferences with students, administration, parents or others.
- B. Each middle school and senior high teacher shall have a normal weekly teaching load, which will include one unassigned preparation period with a minimum of forty-five (45) minutes each day.
- C. Each elementary teacher shall have a normal weekly teaching load, which shall include a minimum of two hundred forty-five (245) minutes per week of unassigned preparation time. Elementary preparation time shall be scheduled at the beginning of the teacher workday and during the student day, excluding the teacher's scheduled lunchtime. Each elementary teacher shall have at least one (1) thirty-(30) minute preparation period each day. Elementary preparation time (as defined above) shall also be scheduled during periods of the day when specialist (physical education, music or art classes) instruction occurs. Elementary preparation time at the beginning of the workday that is used for building-wide faculty meetings shall be deducted from the monthly amount allocated in Article 5, Paragraph A 5.

Elementary teachers shall be entitled to use unscheduled time during normal working hours for the preparation purposes aforementioned.

- D. When a teacher is assigned to teach in more than one (1) building and must travel between buildings on his/her lunch period, he/she shall be permitted to conclude his/her workday earlier to the extent of the travel time on that day. The Board recognizes this type of assignment is a hardship and will attempt to keep such assignments at a minimum.
- E. Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be assigned, except temporarily and for good cause, outside the scope of their teaching certificates and qualifications (Article 9 C.).

ARTICLE 7

TEACHING CONDITIONS

- A. Because pupil-teacher ratio is an important aspect of the effective educational program, and because pupil-teacher ratio depends upon availability of teachers, demand of students for particular classes, economics, and availability of classrooms, the parties agree that class size will be an important consideration of administration in the assigning of pupils to teachers and shall follow the following guidelines:
 - 1. A maximum of twenty-five (25) students per class, K-2 or split grade, in grades K-4. A "split grade" is defined as an elementary classroom composed of students from two (2) or more grade levels (in grades K-4) assigned regularly to the same

classroom due to facility or enrollment conditions. A maximum of twenty (20) students in Junior First Grade.

2. A maximum of twenty-eight (28) students per class in grades 3- 4.
3. A maximum daily average of twenty-nine (29) students per class per teacher in grades 5-12; however, when the size of any one class exceeds thirty-three (33) students even though the daily average is not exceeded, the teacher shall be compensated as described below. The foregoing shall not apply to Teacher Advocate, P.E., and Band.
4. A maximum of twenty-six (26) students per class in English in grades 9-12.
5. A maximum of forty (40) students per class in P.E. in grades 5-12 and thirty-five (35) students in grades K-4.
6. In the event that any of the above maxima are exceeded, the teacher shall be paid at the rate of five dollars (\$5.00) per student per day over the maximum per attendance day in grades K-4 (and in self contained 5th grade classes) and \$1.65 per class per student over the maximum per attendance day in grades 5-12.
7. Should a teacher in grades 9-12 have more than eighty-seven (87) students in three (3) classes, (not including Teacher Advocate, P.E. or Band, s/he shall receive \$0.55 per student per day over eighty seven (87) students for the semester. Should a teacher in grades 5-8 have more than one hundred sixteen (116) students in four (4) classes (not including Teacher Advocate, P.E., or Band) s/he shall receive \$0.55 per student per day over one hundred sixteen (116) students. However, the teacher may not receive compensation for any student(s) or class load under this section where a payment has also been claimed for the same student(s) or class load under the immediately preceding paragraph. Should an elementary specialist (P.E., Art, Music) have more than two hundred fifty-five (255) students in one day, he/she shall receive \$0.25 per student per day over two hundred fifty-five (255) if the overload has not already been compensated.
8. Overload
 - a. Each Bargaining Unit Member shall be responsible for reporting his/her student count as recorded on the class roster for the first day of every month, September through May. Payments for overloads for the first marking period shall be made by December 1, for the second marking period by March 1, for the third marking period by May 1 and for the final marking period by June 30. In order to receive compensation for overload, the employee must submit the completed form to the Superintendent's office no later than ten (10) days after the conclusion of the marking period in which the overload occurred.
 - b. Team Teaching shall be defined as two (2) or more teachers who voluntarily combine their classes (with administrative concurrence) to provide instruction. It may involve groups of students that exceed the individual

class size guideline. The individual teachers in a team teaching arrangement do not qualify for overload compensation unless the number of students on that teacher's assigned class list would otherwise qualify him/her for overload compensation under this Article irrespective of the team teaching arrangement.

- c. Inclusive Education shall be defined as instruction provided to eligible students in the classroom by a special education teacher. If the regular teacher has an overload, the presence of the special education teacher shall not affect overload compensation so long as the special education student is on the regular teacher's class list and remains in that teacher's classroom while receiving services from the special education teacher.

- 9. If the administration decides, with the consent of the teacher, that an aide will be provided to address an overload situation, the teacher shall be paid the aforementioned money until such time as the aide is working in the classroom.

It is the intent of the Board to keep class size within the above limits whenever possible, considering the financial resources, facilities and enrollment conditions in the District.

- 10. The above guidelines shall apply to the regular K-12 education program only.

- B. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audiovisual equipment, technological equipment, art supplies, physical education equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. Representatives of the administration and teaching staff will confer from time-to-time for the purpose of improving the selections and use of such educational tools and shall refer any joint recommendations to the Board for consideration.
- C. The Board of Education will make available, in each school, lunchrooms, restrooms and lavatory facilities for teachers' use and at least one room, furnished, which shall be reserved for use as a faculty workroom. It is expressly understood that the present practice complies with the intent of this paragraph. The parties recognize that Bargaining Unit Members assigned to alternative education, adult education and community education will have facilities meeting the above standards when conditions permit.
- D. Telephone facilities shall be made available to teachers for their reasonable use.
- E. The teachers shall be permitted to have a coffee maker in the workroom at their own expense.
- F. Designated parking facilities shall be made available to teachers for their use.
- G. The parties acknowledge that the policy of least restrictive environment is legally mandated. It is also recognized that the extent to which any individual handicapped student should participate in regular education programs and services involves consideration of that student's unique needs as determined by an Individual Educational Planning Committee

(IEPC). General education classroom teachers and special education teachers are jointly responsible for implementation of the IEP and for attending to the educational needs of special education students assigned to the teachers. Teachers shall cooperate in the delivery of special education services.

If delivery of related school health services is necessary to provide a student with a free appropriate public education, as mandated by the Individuals with Disabilities Education Act or other law, those functions shall be performed by a qualified person. Where health services constituting the practice of medicine are required, no Bargaining Unit Member (except a School Nurse) shall be required to provide those services except as necessary in an emergency situation. Appropriate training with regard to health related services required by a particular student will be provided to each teacher prior to the placement of that special education pupil in the teacher's room. No Bargaining Unit Member, except an employee hired for that purpose, shall be required to provide custodial care or health services or any act or function constituting the practice of medicine, except in an emergency situation where the person ordinarily assigned those duties is unavailable.

ARTICLE 8

VACANCIES, PROMOTIONS AND TRANSFERS

- A. A "vacancy" shall be defined as a Bargaining Unit position which is open due to the death, resignation, retirement, or termination of a Bargaining Unit Member. Newly created Bargaining Unit positions shall also be considered as vacancies under this Agreement.

The Board shall have no obligation to post vacancies when any teacher who is certified and qualified for the vacancy remains on layoff status and is available for recall.

If the Board declares its intention to fill a vacancy, it shall publicize same by giving written notice of such vacancy to the Association and providing for appropriate posting in every school building. No vacancy shall be permanently filled between August 10 and the end of the school year until it has been posted at least five (5) working days. Any vacancy occurring after the last day of school and prior to August 9 shall not be permanently filled until it has been posted for at least fifteen (15) calendar days.

It is expressly understood that if a vacancy occurs during the school year the administration may temporarily fill said vacancy for the balance of the year without regard to the applications in order to avoid disruption to the student-teacher relationship during the school year. However, the Board agrees to consider filling a vacancy occurring during the school year with an applicant who is then a member of the Bargaining Unit, with assignment to become effective with the start of the next natural (marking period, semester, beginning of next school year) break, as determined by the administration.

Should the vacancy occur during the summer months, (i.e. last day of teacher work year to and including August 8) those teachers with a "Transfer Request Letter" on file in the Superintendent's office for that vacancy will be notified through payroll transmittal. In addition, the President of the Association shall be notified in writing of ALL vacancies at

time of posting. (A "Transfer Request Letter" shall be kept on file for only one (1) calendar year.)

- B. Any teacher possessing the certification at the time of posting of the position may apply for such vacancy. In filling such vacancy, the Board agrees to give due weight to the professional background and attainments of all applicants, the length of time each has been in the school system, evaluations of the teacher, and recommendations of the building principals. The Board declares its support of the policy of promotion within its own teaching staff.
- C. Unsuccessful applicants shall be granted, upon written request, a written explanation by the building principal, as to the reason(s) the request was denied.
- D. The Board shall cause the posting of administrative positions for a period of ten (10) days prior to permanent filling of same; however, the Board reserves the right to fill administrative positions in their own discretion.
- E. Any teacher who shall be transferred to a supervisory or executive position and shall later return to a teacher status, shall not be entitled to retain such rights as s/he may have under this Agreement prior to such transfer to supervisory or executive status with the exception of salary schedule placement credit for teaching experience and administrative service in the District. It is further understood that should an administrator desire to return to a teaching position, such administrator shall have no right to bump a current employee or take the position for which a laid off person is certified, except as may be required by the Teachers Tenure Act.
- F. The administration agrees that prior to each involuntary transfer, it will explore other alternatives open to it within a reasonable period of time as well as discuss with the Association and the teacher, the reasons therefore.
- G. Teachers who will be affected by a change in grade assignments in the elementary school grades and by changes in subject assignment in the secondary school grades will be notified and consulted by their principals as soon as practicable. Reasonable effort will be made to teachers of their tentative schedules prior to the last teacher workday. Changes in assignment thereafter will be voluntary to the extent possible. In the event the teacher refuses consent, the administration shall have the right to implement involuntary change, but only after notice to the teacher and the Association.
- H. Any involuntary transfer, assignment or other reassignments of teachers between the adult education/community education and K-12/alternative programs shall not be permitted absent joint agreement between the District, the Association and the affected teacher, unless otherwise required by the Teachers' Tenure Act.

ARTICLE 9

LAYOFF PROCEDURE

- A. Before the Board makes any necessary reduction in personnel, it will first consult with the Association regarding the effects of such reduction. This will include, but not be limited to, such matters as the implementation of criteria used to determine who will be laid-off. The parties recognize that the final decision to reduce staff rests with the Board.
- B. The District shall develop and present to the Association by October 1st of each school year, separate and updated seniority lists; one for K-12/alternative education teachers and one for the adult education/community education teachers. Each seniority list shall consist of two (2) sections, one (1) for tenured teachers and one (1) for probationary teachers.

The parties agree that the processes of assignment (refer to Article 8, Vacancies, Promotions and Transfers), layoff, and recall for K-12/alternative education program positions shall be accomplished only within the confines of the K-12/alternative education seniority list and that the processes of assignment, layoff and recall for adult education/community education program positions shall be accomplished only within the confines of the adult education/community education seniority list, except as may otherwise be required by the Teachers' Tenure Act.

The following rules shall determine an individual's placement on either the K-12/alternative education or adult education/community education seniority list: (Cross-reference with Article 1 and Article 19.)

1. Each teacher shall be ranked on the list in order of his/her beginning date of employment (date stated on the first contract issued by the District, usually the date the teacher verbally accepts a position) in this School District.
2. If two (2) or more teachers are found to have equal status in one (1) above, the teacher possessing the most teaching experience shall be placed higher on the seniority list.
3. If two (2) or more teachers are found to have equal status in one (1) and two (2) above, the teacher possessing a master's degree shall receive the higher ranking on the seniority list.
4. If two (2) or more teachers are found to have equal status in one (1), two (2), and three (3) above, the teacher possessing the greater number of semester hours beyond his/her degree shall receive the higher ranking on the seniority list.
5. If two (2) or more teachers are found to have equal status in one (1), two (2), three (3), and four (4) above, the teachers so affected will participate in a drawing, by lot, to determine position on the seniority list. The Association and teachers so affected shall be notified in writing of the date, place, and time of the drawing conducted by the Superintendent and Association President. The drawing shall be conducted openly between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday.

6. The seniority list shall be published and posted conspicuously in all buildings of the District. Periodic revisions shall be derived, published, and posted in the same manner as described above.
 7. All seniority is lost when there is both severance of employment and a break in service; however, seniority is retained if a severance of employment and a break in service is due to layoff or leave of absence.
- C. In the event of necessary reduction, the following procedures and conditions shall be observed by the Board.
1. The Board shall develop, in consultation with the Association, a list of necessary staff positions based upon the proposed educational programs remaining after the reduction. Such list shall include types of positions required, i.e., grade level (elementary), subjects (grades 5 through 12). The list of staff positions to be eliminated shall be published and posted in each building and a copy shall be sent to the Association.
 2. Beginning with the first name on the seniority list, each tenure teacher will be placed in an assignment matching his/her current grade, if an elementary teacher, or department, if a secondary teacher, and building, if this is possible, based upon staffing needs.
 3. If no assignment exists in the tenure teacher's current grade or department, s/he will be assigned to another grade or department for which s/he is certified and qualified. When a choice of grade or department is possible, the teacher being assigned will have his/her choice, provided s/he is certified and qualified, based on seniority.
 4. Beginning with the first name on the seniority list, each probationary teacher will be placed in an assignment matching his/her current grade, if an elementary teacher, or department, if a secondary teacher, and building, if this is possible, based upon staffing needs.
 5. If no assignment exists in the probationary teacher's current grade or department, s/he will be assigned to another grade or department for which s/he is certified and qualified. When a choice of grade or department is possible, the teacher being assigned will have his/her choice provided that s/he is certified and qualified, based on seniority.
 6. If no assignment remains in any grade or department for which the teacher is certified and qualified, the teacher will be laid off upon forty-five (45) calendar days written notice. Any teacher who draws unemployment compensation benefits due to this provision and then is called back to full time employment at the beginning of the school year immediately following layoff shall repay the School District in the amount of unemployment compensation benefits received through adjustment of his/her salary in the immediately succeeding school year.
 7. "Certified" shall mean holding all certificates, endorsements and approvals required by law and the Michigan Department of Education to serve in the position assigned.

Further, it is the teacher's responsibility to file such certificates, endorsements or approvals with the District. The certification status of a teacher on file with the District shall be considered conclusive for all purposes under this Agreement.

The teacher shall provide written notice to the District of any change to his/her certificate, endorsements or approvals after the original filing of the same with the District. This shall include notice of any additional endorsements, certificates, renewals, approvals, as well as expirations, revocations and any limitations thereon. The teacher shall further notify the District, in writing, in the event that s/he petitions the State Board of Education for nullification or limitation of his/her certificate, one or more endorsements thereon or a grade level certification appearing on the certificate.

8. For purposes of this Article, Article 10, Article 6 E and Article 11, I-5., the term "qualified" shall mean:
 - a. For positions at the secondary level (grades 9-12) possession of a major(s) or minor(s) in the subject(s) to be taught or a certificate endorsement(s) requiring training in the subject(s) to be taught.
 - b. For positions at the 7th and 8th grade levels, the following standards shall apply:
 1. A certificate which qualifies the teacher to instruct 7-8 grade general subject areas (social studies and English). For all other subject areas, a certificate which qualifies the teacher to instruct 7th and 8th grade levels, and at least twelve (12) semester hours in the discipline will be required, or
 2. A satisfactory teaching experience of at least two (2) semesters in the subject area in the Evart Public Schools in grades 7-8, or
 3. A middle school endorsement.
 - c. For positions at the elementary (K-6) levels, possession of an elementary certificate. For positions in special elementary (K-6) areas (such as music, art and physical education) the teacher must possess a major, minor or twelve (12) semester hours in the discipline(s) to be taught.
 - d. Teachers must possess the qualifications set forth in the applications or grants of any federally or state funded programs to be eligible to be assigned to such programs.
 - e. Special education teachers shall be deemed to be qualified for special education assignments if they are certified by the State of Michigan for those positions.
9. The Association shall be notified of the date, time, and place when the above procedures are implemented and related assignments are made.

ARTICLE 10

RECALL

- A. A laid-off teacher shall be recalled to the first vacancy within the respective classifications (under the conditions and procedures identified in Article 9 of this Agreement) for which s/he is certified and qualified in reverse order of layoff. "Classifications" shall refer to K-12/alternative education teachers and adult education/community education teachers.
- B. A laid-off teacher shall be considered laid-off until s/he is reinstated in the District, refuses an offer from the Board of a position for which s/he is certified, and qualified or fails to respond within ten (10) days of its receipt to a written offer of a position made by the Board. The teacher must be able to return within thirty (30) days of said receipt.
- C. Notification of a recall shall be made in writing, a copy being sent to the Association. The notification shall be sent by certified mail to the teacher's last known address. The teacher is responsible for notifying the District of any change in address which may occur during the period of layoff.
- D. Recalled teachers shall be entitled to all sick leave and leave benefits accumulated at the time of layoff and those existing in the contract at the time of recall.
- E. The certification and qualifications of a teacher to be laid off shall be the certification and qualifications on file with the Board at the time the notice of layoff is sent. The certification and qualifications of a teacher to be recalled from layoff shall be the certification and qualifications on file with the Board at the time the notification of recall from layoff is sent. It is the teacher's responsibility to notify the Board, in writing, of any correction or changes.
- F. The parties agree that they have a primary responsibility to find teaching positions for all laid off teachers at the earliest possible date. When a vacancy occurs for which a laid off teacher is certified and qualified, that position shall be filled by recalling that laid off teacher. Should more than one (1) laid off teacher be certified and qualified, the most senior shall be selected.

Individuals who are currently employed (not on layoff), shall not be entitled to move into a vacancy ahead of a certified and qualified, laid off teacher, even though the current teacher possesses proper certification and qualifications and has greater seniority. If a laid off teacher does not have proper certification and qualifications for a vacancy, or, if no one is on layoff waiting for an opening, the regular vacancy language shall apply.

1. Exceptions:

- a. If, in the process of laying off staff, a teacher is displaced from his/her teaching position due to the elimination of that position (referred to as Position A), but possesses greater seniority and displaces a less senior teacher (based on the requisite certification and qualifications) then at the time of recall and the re-establishment of Position A, the first most senior teacher shall have the option to return to his/her original position, thereby

allowing the second less senior teacher to return to his/her original position.

- b. At the time of recall, assuming that all certification and qualification requirements are in place, two (2) teachers, where at least one is returning from layoff status, may request an exchange of assignments from the Superintendent.

ARTICLE 11

LEAVES OF ABSENCE

A. Sick Leave

1. Each K-12/alternative education teacher shall be entitled to twelve (12) days each year accumulative to a total of one hundred seventy (170) days. Adult education/community education instructors working at least thirty (30) hours per week for a full program year shall be entitled to twelve (12) days of sick leave annually, accumulative to a total of one hundred thirty-six (136) days.

If a teacher goes to a funeral other than those specified by Article 11, Section A-2, the teacher shall forfeit only the regular substitute's salary unless the Superintendent, in his/her sole discretion, allows the day to be charged against the teacher's accumulated sick leave.

2. Acceptable reasons for sick leave with pay shall be personal illness, scheduled doctor's appointments, or injury or serious illness or death in the immediate family of the employee. "Immediate family" shall be interpreted to include father, mother, brother, sister, husband, wife, child, parent-in-law, son-or daughter-in-law, grandchildren and grandparents.
3. The administration reserves the right to request a doctor's statement for suspected abuses of sick leave.

The Board reserves the right to require a physical and/or mental examination by a Board-designated physician in cases where abuse of sick leave is suspected. Such examination shall be paid for by the School District. The Association agrees that abuse of sick leave as above stated is not only contrary to professional behavior but may, in appropriate cases, constitute reasonable and just cause for disciplinary action.

4. In order to be eligible for pay for sick leave, as above stated, teachers shall be required to notify the building principal or his representative in the event of such an absence prior to 7:00 a.m. of the expected day of absence so that a substitute may be obtained unless circumstances make such notification impossible. It is understood that the building principal may require verification of the circumstances. Notification for funeral leave or death in the immediate family will be expected as soon as practicable to the Superintendent or the building principal.

5. Should a teacher exceed his/her accumulated sick leave, s/he shall receive the difference between substitutes' pay and his/her pay for the maximum of five (5) days.
 6. Where the School District has reason to believe that a teacher is not mentally and/or physically capable of resuming his/her teaching responsibilities, the Board may require verification of these capabilities, including a physical and/or mental examination by a Board designated physician at School District expense.
 7. Whenever a situation arises whereby a teacher has used his/her accumulated sick leave and is still facing a substantial loss of income due to catastrophic circumstances, the Board and Association shall meet to investigate the feasibility of donating sick days (drawn from the accumulated sick leave of other teachers) to said individual. At no time shall the donated number of days exceed the number of sick leave days needed to satisfy the LTD wait period (based on a maximum sixty (60) calendar day wait period), less any accumulated sick leave credited to the teacher under paragraph A-1 of this Article.
- B. Personal Business Day: Each full time K-12/alternative education teacher and those adult education/community education teachers working thirty (30) or more hours per week shall be allowed two (2) personal days. The request for said days shall be made five (5) days in advance of the time to be used, except in cases of emergency. Personal days may be taken in half or whole day increments, and shall be non-accumulative. Use of personal days before or after holidays or vacation periods shall be allowed only if substitutes are available.
- All part-time teachers shall be given one (1) such day prorated.
- C. Association Days: The Evart EA will be given a total of five (5) Association days for the purpose of conducting Association business which cannot be done outside of regular school time. These days shall be used at the sole discretion of the Association, and the expense of the substitute shall be paid by the Board. Additional leave days may be taken at the sole discretion of the Superintendent, and the expense of the substitute shall be paid by the Association.
- D. Inclement Weather: A teacher shall be allowed one (1) day without loss of pay per school year when he is prevented from arriving at school due to severe inclement weather. The administration reserves the right to require proof of inability to get to school.
- E. Retirement Pay: If a teacher shall retire or resign from the Evart Public School system and from teaching as a profession, a lump sum payment of unused accumulated sick leave at the rate of thirty-seven dollars and fifty cents (\$37.50) per unused day up to one hundred (100) days maximum may be paid the teacher, provided s/he has had at least fifteen (15) years of continuous service in the system. Leave of absence granted by the Board of Education shall not serve to interrupt the continuous service.

The teacher shall provide a written resignation to the Superintendent and the Board of Education.

- F. Workers' Compensation Benefits: Any teacher who is absent during a school year because of an injury or disease compensated under the Michigan Workers' Disability Compensation Act, shall be entitled to draw from his/her accumulated sick leave the difference between the allowance under the Workers' Disability Compensation Act and his/her regular salary ~~for~~ to the extent of the teacher's accumulated sick leave.
- G. Other leaves of absence with pay not chargeable against the teacher's sick leave allowance as herein before specified may be granted for the following reasons:
1. Court appearance as a witness in any school connected case where the teacher is not a party to the suit or where the Association is not a party to the suit except where subpoenaed by the Board.
 2. Approved visitation at other schools or for attending education conferences or conventions.
 3. Time necessary to take a selective service physical examination.
 4. Teachers will be given jury duty time off with the Board of Education paying the salary difference between jury duty and the teacher's salary. The teacher would be on the job except when actually serving jury duty.
- H. After five (5) years of teaching, all of which must be in the Evart Public Schools, a General Leave of Absence of up to one (1) year may be granted to a teacher upon application and for the following purposes:
1. Study related to the teacher's licensed field.
 2. Study to meet eligibility requirements for a certificate other than that held by the teacher.
 3. Study, research, or special assignment involving advantage to the school system as determined by the Board of Education.
 4. Personal illness, personal disability, or a serious health condition of a member of the teacher's immediate family which requires the teacher's personal supervision. (The five-(5) year service requirement is not applicable to the extent that the granting of this leave is required by the Family and Medical Leave Act of 1993).
 5. Extended childcare or other reasons deemed acceptable by the Board of Education. (The five (5) year service requirement is not applicable to the extent that the granting of this leave is required by the Family and Medical Leave Act of 1993.)
- I. General Leaves of Absence shall be under the following conditions:
1. Such leave shall be without salary or fringe benefits. (The parties recognize that the Family and Medical Leave Act of 1993 may require continuation of health insurance benefits for up to twelve (12) weeks of personal illness/disability, family illness and/or child leave, where eligibility requirements are otherwise met.)

2. Such leave shall correspond with the beginning and ending of the next school year or semester, as may be mutually agreed upon by the Board and the teacher.
3. Application for a General Leave of Absence must be submitted prior to May 1 in those circumstances where the teacher anticipates the need for leave at the inception of the ensuing school year. If the nature of the leave does not permit notice by May 1 (e.g. serious illness as contemplated in the Family and Medical Leave Act of 1993) thirty (30) days advance notice of leave is sufficient.
4. The teacher shall notify the Board, in writing, of his/her intention to return to the Evert Public Schools by May 1 for the succeeding school year.

Where return is other than at the beginning of a school year, the Board and the teacher agree to cooperate in scheduling return from leave so as to minimize disruption to the continuity of educational programming and service delivery.

5. The teacher shall return to his/her former position unless such position is filled, in which case s/he shall be returned to a position for which s/he is certified and qualified.

For purposes of this Agreement, restoration to a Bargaining Unit position for which the teacher is certified and qualified shall be considered as restoration to an equivalent teaching position. Restoration, depending upon certification, qualifications, and seniority, may be denied in the event of a reduction of staff.

A Bargaining Unit Member returning from a leave of absence shall be placed at the experience (pay) and seniority level s/he attained prior to taking the leave of absence.

6. No more than two (2) teachers may be on a General Leave of Absence at any one time, except that this limit may be exceeded for family illness or child care leaves, as outlined in the Family and Medical Leave Act of 1993. If there are more applicants than leaves available, the teacher(s) with the most seniority shall be granted the leave(s).
7. At the Board's sole discretion, extensions of General Leaves of Absence may be granted. It is understood that a teacher may qualify for a leave extension under the Family and Medical Leave Act of 1993 and such leave extension will be granted, when required by that statute.
8. Teachers taking unpaid leave under this Article for medical and/or psychological reasons shall provide, at the Board's request, appropriate verification of the necessity for leave and the teacher's fitness to return to duty at the conclusion of the leave. The Board has the right to require that a second opinion (at Board expense) be obtained. If that opinion differs from that of the teacher's health provider, the teacher and administration (in consultation with the Association if requested by the teacher) shall mutually designate a third health provider whose opinion relative to leave eligibility or initial fitness to return to work shall be considered final and

binding on the Board, the teacher and the Association. The cost of this examination shall be paid by the Board.

9. The Board of Education will continue premium payments for health care benefits up to twelve (12) weeks for a teacher who has been granted an unpaid leave required under the Family and Medical Leave Act. If the teacher fails to return from leave at its expiration (except in the event of the continuance, onset or recurrence of a serious health condition of the teacher or other circumstances beyond the teacher's control) the Board shall have the right to recover all premium payments made during the unpaid leave interval. This shall not include recovery of any health plan premiums for periods of paid leave which have been substituted for unpaid leave under the Family and Medical Leave Act. These amounts may permissibly be deducted from any wage or other payments due the teacher, provided that the teacher has been given ten (10) workdays prior written notice (at his/her last known address) of the impending deduction. Any deficiency is to be remitted by the teacher to the Board within thirty (30) days of demand.
10. Once a teacher has completed a General Leave of Absence, s/he will once again become eligible for another General Leave by meeting the qualifications as contained above. The accumulation of service time [five (5) years] would be service accumulated following completion of his/her General Leave.
11. The parties recognize that one or more of the conditions specified above for General Leaves may be superseded in certain instances by Federal law where a teacher is otherwise eligible for leave under applicable statutory authority.

J. Planned Leave of Absence Without Pay: A request for a planned absence must be made at least ten (10) days prior to the date of absence. All requests shall be submitted to the Superintendent, for approval, on a prepared form. A planned leave of absence cannot be used immediately preceding or succeeding any scheduled interruption of the school calendar such as a holiday or vacation. Planned absence will not be approved for more than five (5) consecutive school days and a suitable substitute must be obtained. Board paid benefits will continue during the five (5) days of absence. A teacher using a planned leave of absence day shall have his or her salary reduced by the daily rate of pay as specified in this Agreement. A teacher may request such leave no more than once each two (2) school years.

K. Anticipated Prolonged Medical Disability

1. Any teacher who anticipates a prolonged disability which would cause the teacher to be absent from work for five (5) consecutive days or more (such as scheduled surgery, other confinement to home or hospital, including maternity related physical disabilities) shall notify the building principal, in writing, as soon as possible. The notification shall contain the projected dates of absence.
2. It is understood that use of sick leave shall be only for the duration of the actual disability. The Board reserves the right of written verification of the disability(s) from a physician.

3. Any teacher who anticipates a prolonged disability shall have the option of submitting a written request for an unpaid leave of absence as set forth in paragraph H-4 of this Article. If anticipated prolonged disability continues after all accumulated sick leave has been used, (including any donated sick days), the teacher will automatically be placed on an unpaid leave of absence for the duration of the disability, as verified by a physician, but not to exceed one (1) calendar year from the date on which the teacher exhausted his/her sick leave.
4. The Board shall grant, pursuant to the conditions set forth in Paragraphs H and I of this Article, to any teacher an unpaid leave of absence for an anticipated prolonged disability (such as scheduled surgery, other confinement to home or hospital, including maternity and maternity related physical disabilities).

ARTICLE 12

TEACHER EVALUATION

- A. The purpose of evaluation is to assess and improve teacher performance with the goal of promoting effective instruction and student learning through reinforcing good performance and remediating deficient performance. Formal classroom observation is an essential component of the evaluation process as is the assessment of job-related tasks and job-related conduct which affects students.

Each teacher shall be formally evaluated by his/her building principal unless there is disagreement over the evaluation in which case the evaluation may be done by another District administrator who has/had teacher certification credentials. Formal classroom observations for the purpose of teacher evaluation shall not be conducted during the first or last two (2) weeks of the school year, on the day before a school holiday, on the day before or the day after a scheduled break such as spring break, or on days where special school events and or holiday activities are scheduled.

All formal monitoring or observation of the work/classroom performance of a teacher shall be conducted openly with full knowledge of the teacher. Formal classroom evaluation as well as evaluation in other school related activities, (excluding non-tenure activities which are not part of the curriculum) is used by the administration for the purpose of determining work performance of the teacher. The private and personal life of the teacher is not within the appropriate concern or attention of the Board unless the same shall adversely affect the pupil-teacher relationship. A teacher by the very nature of his/her profession is an example to the youth around him/her and therefore must conduct himself/herself professionally at all times on or about the school premises while engaged in school activities. The use of eavesdropping, closed circuit television, public address or audio systems shall be strictly prohibited for the use of evaluation.

B. PROBATIONARY TEACHERS

1. Probationary Teachers shall be formally evaluated in writing at least twice each school year of their probationary service, once during the first semester and again

on or before April 30th [or at least sixty (60) days prior to the teacher's anniversary date, for those teachers hired other than at the beginning of a school year].

2. Each evaluation of a probationary teacher shall be based upon at least two (2) classroom observations of at least thirty (30) minutes in length.
3. Within twenty (20) school days of initial employment a probationary teacher's building principal shall provide the probationary teacher with an Individualized Development Plan (IDP) (form ____ in Appendix). The probationary teacher shall be consulted in the formulation of the IDP and shall sign a statement on the IDP attesting to that involvement and acknowledging receipt of the IDP. The probationary teacher and building principal shall be jointly responsible for implementing the IDP.

C. TENURE TEACHERS

1. Each tenure teacher shall be evaluated in writing at least once every three (3) years. The evaluation will be based upon at least two (2) thirty (30) minute classroom observations within the same school year. The classroom observations will be at least twenty (20) school days apart, unless otherwise agreed to by the evaluator and teacher being evaluated, and be completed prior to June 1st of the year that the tenure teacher is being evaluated.
2. If an observation summary is such that it would result in the tenured teacher receiving a less than satisfactory performance evaluation after a classroom observation of thirty (30) minutes or more, the principal shall indicate areas of unacceptable performance and suggest minimum expectations to improve the overall performance rating to satisfactory. "Less than satisfactory" shall be defined as an unsatisfactory overall performance rating. An overall unsatisfactory performance rating will result when the teacher receives an observation summary rating of unsatisfactory in one (1) of the seven (7) areas being evaluated. The teacher will receive at least twenty (20) teaching days from the post observation conference before another formal classroom observation occurs, unless otherwise agreed to by the evaluator and the teacher being evaluated.
3. If the tenured teacher receives more than one observation summary in the same evaluation cycle which contains an overall unsatisfactory performance rating in one (1) or more of the seven (7) areas being assessed, the evaluator will conduct at least one (1) additional observation before completing that teacher's evaluation. A third (or any subsequent) observation within the same evaluation cycle shall not be conducted earlier than ten (10) school days after the immediately preceding observation, notwithstanding the provisions of paragraph C-2 of this Article. If the third observation results in any unsatisfactory ratings, an IDP will be issued. If the third observation does not result in any unsatisfactory ratings, an IDP will not be issued unless the evaluator performs an additional observation. If that observation results in any unsatisfactory ratings the principal and the teacher will meet and develop an IDP to be implemented. The tenured teacher shall be consulted for input in the formulation of the IDP and shall sign a statement on the IDP attesting to that involvement and acknowledging receipt of the IDP. The principal shall have

the right on the IDP to include all areas identified as unsatisfactory on the form titled Teacher Final Evaluation.

The IDP will contain specified objectives for the attainment of satisfactory performance, suggestions for improvement and designation of the forms of assistance to be provided by the administration or other sources. The tenure teacher and the evaluator shall be jointly responsible for implementing the IDP. The IDP shall specify a time interval of not less than one (1) nor more than two (2) semesters for performance re-mediation to occur. The IDP shall be discontinued if the teacher receives an overall performance rating of "satisfactory".

D. An evaluation cycle shall consist of:

1. A pre-observation conference (optional for tenured teachers and to be held only if requested by either the administrator or tenured teacher).
2. At least two (2) classroom or work-site observations [at least thirty (30) minutes in length].
3. A post-observation conference (optional for tenured teachers and to be held only if requested by either the administrator or the tenured teacher).
4. A written post-observation summary [to be provided to the teacher within six (6) school days of each post observation conference or within six (6) school days of the observation if the conference is not held].
5. A written evaluation [to be provided within fifteen (15) school days of the final observation] shall be based upon the evaluation observation summaries as well as the teacher's performance in school related activities, as recognized in Paragraph A of this Article.
6. Evaluation conference (optional for tenured teachers and to be held only if requested by the administrator or tenured teacher).

E. A copy of the written evaluation shall be submitted to the teacher in a joint conference between the teacher and the evaluator (optional for tenure teachers, as described above) at which time the evaluation shall be discussed, and a copy of the evaluation shall be given to the teacher and another placed in the teacher's official personnel file in the Superintendent's office. If a teacher disagrees with the written evaluation, s/he may submit a written rebuttal (to be attached to the evaluation) within forty-five (45) calendar days of receipt of the written evaluation. A teacher's signature on the written evaluation shall be interpreted to indicate his/her awareness of the document.

F. Each teacher shall have the right, by appointment, to review the contents of his/her personnel file. A representative of the Association may, at the teacher's request, accompany the teacher at this review. Privileged information, such as confidential credentials and related personnel references from sources outside the Evart Public Schools, is specifically exempt from review. If the teacher believes that material to be placed in his/her file is inappropriate or in error s/he may receive adjustment, provided cause is

shown, through the grievance procedure and subject to its limitations. If the teacher is asked to sign materials placed in his/her file, such signature shall be understood to indicate his/her awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.

G. No teacher shall be disciplined or reprimanded without just cause.

H. MENTOR TEACHERS

1. The Board and Association realize that a new teacher will need assistance and orientation to be an effective teacher in the Evart Public Schools. The parties agree that providing Mentor Teachers for eligible probationary teachers, as defined by the Revised School Code, is an essential practice and further agree to cooperate in providing this assistance.
 - a. The Mentor Teacher may be a tenured member of the Bargaining Unit or may not be a member of the Bargaining Unit.
 - b. Each Bargaining Unit Member in his/her first three (3) years in the classroom shall be assigned a Mentor Teacher by the Administration. The Mentor Teacher shall be available to provide professional support, instruction and guidance. The purpose of the mentor assignment is to provide a colleague who can offer assistance, resources and information in a non-threatening collegial fashion.
 - c. A Mentor Teacher shall be assigned in accordance with the following:
 1. The Mentor Teacher may be a tenured member of the Bargaining Unit or may be a non-Bargaining Unit Member.
 2. Participation as a Mentor Teacher shall be voluntary.
 3. The Administration shall notify the Association when a Mentor Teacher is matched with a Bargaining Unit Member (Mentee). This assignment should be finalized within thirty (30) school days of the commencement of the starting date of the Mentee.
 - d. The Administration will attempt to match Mentor Teachers and Mentees who work in the same building, have similar grade level assignments or teach in similar subject matter areas.
 - e. The Mentee shall only be assigned to one (1) Mentor Teacher at a time.
2. Because the purpose of the mentor/mentee match is to acclimate the Bargaining Unit Member and to provide necessary assistance toward the end of quality instruction, the Board and the Association agree that neither the Mentor Teacher nor the Mentee shall be permitted to participate in any matter related to the formal evaluation of the other.

ARTICLE 13

PROTECTION OF TEACHERS

- A. Any case of an assault upon a teacher shall be immediately reported to the administration, and the teacher shall be required to give a full written explanation of the matter at the request of the administration. The Board may, upon request, provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault and may provide legal counsel to defend or prosecute on behalf of the teacher, provided the teacher has acted professionally and within the scope of Board and administration policy.
- B. Teachers are expected to exercise reasonable care with respect to the safety and supervision of pupils and District property, and it is understood that they may be individually responsible where they act in a negligent manner. If a teacher is sued because of disciplinary or supervisory action taken by the teacher against a student, the Board, upon determination that the teacher has acted reasonably and within the scope of Board and administration policy, will provide legal counsel for the teacher in his/her defense provided that the teacher is not covered for the claim by professional responsibility insurance or other insurance policies then in force in the District.
- C. Time loss in connection with A and B above shall not be charged against the teacher if the Board determines that the teacher has acted reasonably and within the scope of Board or administration policy.
- D. Any complaints by a parent or a student directed toward a teacher shall promptly be called to the teacher's attention if considered serious enough by the appropriate administrator to reflect on the teacher's credibility and/or evaluation, or to add to the teacher's personnel file.

ARTICLE 14

NEGOTIATIONS PROCEDURE

- 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. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information and otherwise constructively considering the resolving of any such matters.
- B. In any negotiations described in this article, neither party shall have any control over the selection of the negotiations or bargaining representative of the other party and each party may select its representatives from within or outside the School District. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of the Association but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

ARTICLE 15

GRIEVANCE PROCEDURE

- A. A grievance shall be an alleged violation of the expressed terms of this contract. It is expressly understood that the grievance procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion, failure to re-employ any probationary teacher, failure to re-employ any teacher to a position on the extracurricular schedule and any matter involving subjective teacher evaluation.) A grievance may be filed by an individual teacher, a group of teachers, and/or the Association.
- B. The Association shall furnish the building principal the names of the building representatives assigned by the Association to handle grievances on or before the 15th day of September of each year of this contract. The Board hereby designates the principal of each building to act as its representative at Level One as hereinafter described and the Superintendent or his designated representative to act at Level Two, as hereinafter described.
- C. The term "days" as used herein shall mean days in which school is in session, except during summer recess when "days" shall mean Monday through Friday, excluding legal holidays.
- D. Written grievances as required herein shall contain the following: signatures by the grievant or grievants, specific statement of the grievance, a synopsis of facts giving rise to the alleged violation, citation of the section or date of the alleged violation, and they shall specify the relief requested. Any written grievance shall be substantially in accordance with the above requirements.
- E. Level One: A teacher, believing himself wronged by an alleged violation of the express provisions of this contract, shall within fifteen (15) days of its alleged occurrence, orally discuss the grievance with the building principal and an Association representative in an attempt to resolve same. If no resolution is obtained within three (3) days of the discussion, the grievance shall be reduced to writing and submitted within ten (10) days of said discussion, to Level Two.

Level Two: A copy of the written grievance shall be filed with the Superintendent or his designated agent and the Association as specified in Level One. Within ten (10) days of the grievance, the Superintendent or his designated agent shall arrange a meeting with the grievant and the Association. Within five (5) days of the discussion, the Superintendent or his designated agent shall render his decision in writing, transmitting a copy of the same to the grievant and the Association Secretary.

Level Three: If no decision is rendered within ten (10) days of the discussion or the decision is unsatisfactory to the grievant and the Association, the grievant may appeal same to the Board of Education by filing a written grievance, along with the decision of the Superintendent, with the officer of the Board in charge of drawing up the agenda for the Board's next meeting at least ten (10) days preceding the next regularly scheduled Board meeting. Once filed, in accordance with the above requirements, the grievance shall be placed upon the agenda of the next regularly scheduled meeting. Any grievance appealed

to the Board shall contain the endorsement of approval or disapproval of the Association thereon. The Board shall allow the teacher and the Association an opportunity to be heard at the meeting for which the grievance is scheduled.

Not later than its next regularly scheduled meeting, the Board shall render its decision in writing. The Board may hold future hearings thereon, may designate one or more of its members to hold future hearings thereon, or otherwise investigate the grievance, provided, however, that in no event, except with express written consent of the Association, shall the final determination of the grievance be made by the Board more than one (1) month after the initial hearing.

A copy of the written decision of the Board shall be forwarded to the grievant and the President of the Association.

Level Four: Only the Association shall have the right to process a grievance at Level Four.

1. If the Association is not satisfied with the disposition of the grievance at Level Three, it may within ten (10) days after the decision of the Board refer the matter to arbitration to the American Arbitration Association in writing and request the appointment of an arbitrator to hear the grievance. Within such ten-(10) day period the Association will also serve a copy of the Demand for Arbitration upon the Board of Education. The arbitrator shall be selected by the American Arbitration Association in accordance with its rules.
2. Neither party may raise a new defense or ground at Level Four not previously raised or disclosed at other written levels.
3. The decision of the arbitrator shall be final and conclusive and binding upon employees, the Board, and the Association, subject to the right of the Board or the Association to judicial review, any lawful decision of the arbitrator shall be forthwith placed into effect.
4. Powers of the arbitrator are subject to the following limitations:
 - a. He shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
 - b. He shall have no power to establish salary scales.
 - c. He shall have no power to change any practice, policy, or rule of the Board or substitute his judgment for that of the Board as to the reasonableness of any such practice, policy, rule, or any action taken by the Board in compliance with this Agreement.
 - d. He shall have no power to decide any questions which, under this Agreement, are within the responsibility of the management to decide.
5. If either party disputes the arbitrability of any grievance, and the parties have consented in writing that the arbitrator shall determine the arbitrability of said

grievance, the arbitrator shall first rule upon the issue of arbitrability before proceeding to the merits of the grievance. In the event that the arbitrator rules that the matter is not arbitrable, the grievance shall be disposed of without recommendation on the content of the grievance. Either party shall have the right to seek a judicial determination or review of any award of the arbitrator pertinent to his/her jurisdiction.

6. More than one grievance may not be considered by the arbitrator at the same time except upon expressed, written, mutual consent and then only if they are of similar nature.
 7. The cost of arbitration shall be borne equally by the parties except each party shall assume its own cost for representation including any expense of witnesses.
- F. Should a teacher fail to institute a grievance within the time limits specified, the grievance will not be processed. Should a teacher fail to appeal a decision within the limits specified, all further proceedings on a previously instituted grievance shall be barred.
- G. The Association shall have the right to initiate grievances involving a group of teachers as an Association grievance.
- H. All preparation, filing, presentation, or consideration of grievances shall normally be held at times other than when a teacher or a participating Association representative is to be at his assigned duty station except when mutually agreed to the contrary.
- I. Where no wage loss has been caused by the action of the Board complained of, the Board shall be under no obligation to make monetary adjustments, and the arbitrator shall have no power to order one.
- J. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or non-occurrence of the event upon which the grievance is based. In no event, however, shall the settlement be earlier than thirty (30) days prior to the date on which the grievance is filed.

ARTICLE 16

CONTINUITY OF PROFESSIONAL SERVICE

The Association (or its members) agrees not to strike during the life of the contract, nor will it aid or support any strike by any other employees of the District, nor will the Association participate in the picketing at any other public school within the State of Michigan or any other state during the scheduled working day.

ARTICLE 17

MISCELLANEOUS PROVISIONS

- A. The Association shall be duly advised by the Board of fiscal, budgetary, and tax programs affecting the District and the Association shall, whenever feasible, have the opportunity in advance to consult with the Board with respect thereto.
- B. This Agreement shall supersede any rules, regulations, or policies of the Board or the Association, which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts. All individual teacher contracts shall be made expressly subject to the terms of this Agreement.
- C. Copies of this Agreement shall be printed at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board.
- D. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or application shall continue in full force and effect.

ARTICLE 18

INSURANCE

- A. The Board has adopted and implemented a Section 125 plan. This plan shall remain in effect throughout the life of this Agreement.
- B. The Board will make total payment toward the monthly premium cost of the following MESSA PAK Insurance Program for eligible Bargaining Unit Members and their eligible dependents for a twelve-(12) month period. Each employee shall have the option of selecting one of the Plans in this Article.
 - 1. MESSA requires that each employee have health, dental, vision insurance, and LTD and negotiated life. This requirement determines which of the plans (B, C, D, or E) any employee is qualified to take.
 - 2. Employees not electing Plan A shall receive a dollar amount equal to the total of (1) 90% of the cost of Super Care I Single Subscriber rate and (2) the cost of Plan B. Part of that dollar amount must be spent to elect one of Plans B, C, D, or E. The entire dollar amount remaining may be used in any combination for any MESSA options or may be received as a cash option under the terms of the Evart Public Schools Cafeteria Plan. A Bargaining Unit Member electing to receive this cash option may separately direct this compensation to a tax-deferred annuity under Section 403b of the Internal Revenue Code as a voluntary and elective contribution made through salary reduction.

The above mentioned MESSA-PAK to be provided the Bargaining Unit Members is described as follows:

Plan A: Employees electing health insurance

Health	Super Care I (Includes \$5,000 Life with AD&D)
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The health plan specifications shall not include coverage for abortion services which the Board is prohibited from funding under Section 166d of the 1997-98 State School Aid Act or its successor provision.

Effective upon ratification of this Agreement by both the Board and the Association, the District will notify MESSA to change the drug co-pay from \$2.00 to \$5.00.

Effective September 1, 2000 the deductible for the Super Care I health plan will be changed from \$50/\$100 to \$100/200.

Long Term Disability	70% \$5,000 Maximum Monthly Benefit 60 Calendar Days-Modified Fill Maternity Coverage Pre-existing Condition Freeze on Offsets Alcohol/Drug - 2 years Mental/Nervous - 2 years
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Negotiated Life	\$20,000 with AD & D
-----------------	----------------------

Vision-Plan Month Sept	VSP-3 Plus
------------------------	------------

Dental Plan Year (July 1 through June 30)	80/80/80: \$1300 (\$1000 Maximum Class I and II)
--	---

Plan B: Employees not electing health insurance

LTD	70% (Other LTD benefits same as above)
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Negotiated Life	\$20,000 with AD&D
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Vision-Plan Month Sept	VSP-3 Plus
------------------------	------------

Dental Plan Year (July 1 through June 30)	80/80/80: \$1300 (\$1000 Maximum Class I and II)
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- Plan C:** Employees not electing health, already covered by dental LTD, vision and Negotiated life same as above in Plan B
- Plan D:** Employees not electing health and already covered by vision LTD, Negotiated life and dental same as above in Plan B
- Plan E:** Employees not electing health, already covered by dental and vision LTD and Negotiated life same as above in Plan B

The amount of the cash option will be determined by subtracting the cost of Plan C, D, or E from the total cost of someone selecting Plan B.

ARTICLE 19

SALARY SCHEDULE

A. Receiving Credit for Course Work

The M.A. column will also apply to teachers who have a BA+30 hours. BA+30 hours will be credited provided that the Superintendent, in his discretion, shall have the right to approve the course taken, in advance of enrollment. Beginning with the 1989-90 school year, credit shall be given for course work that could be accepted by an accredited University or College toward teacher certification.

B. Salary Schedules: K-12 Teachers

1999-2000

Step	BA	BA + 20	BA +30/MA
1	27,753	29,234	30,711
2	29,284	30,764	32,243
3	30,819	32,299	33,785
4	32,356	33,844	35,331
5	33,903	35,393	36,879
6	35,455	36,944	38,435
7	37,009	38,502	39,997
8	38,570	40,067	41,562
9	40,137	41,635	43,135
10	41,707	43,211	44,709
11	43,286	44,786	46,293
12	44,864	46,374	47,882
L1	3,420		
L2	4,420		

2000-2001

Step	BA	BA + 20	BA +30/MA
1	28,544	30,067	31,586
2	30,119	31,641	33,162
3	31,697	33,220	34,748
4	33,278	34,808	36,338
5	34,870	36,402	37,930
6	36,466	37,997	39,531
7	38,064	39,599	41,137
8	39,669	41,209	42,747
9	41,281	42,822	44,364
10	42,896	44,443	45,983
11	44,520	46,063	47,612
12	46,143	47,696	49,247
L1	3,518		
L2	4,518		

Longevity for K-12 teachers:

L1 Beginning with the 13th year

L2 Beginning with the 26th year = L1 + \$1,000

A "year" for longevity purposes shall include years of service with Evart Public Schools as well as years/steps of salary credit given at time of hire with Evart Public Schools.

C. Salary Schedule Adjustment

1. Horizontal movement to the BA+20 or BA+30/MA columns of the salary schedule shall be based only on credits earned subsequent to the issuance of a Michigan Provisional or Continuing teaching Certificate and after a bachelor's degree has been earned. In order to be eligible for a horizontal move on the Salary Schedule, transcripts shall be submitted prior to September 15th of each year.
2. Upon ratification of this Agreement, and for purposes of vertical movement on the Salary Schedule, a contract year shall consist of a minimum of one hundred twenty (120) days of which seventy (70) days must be work days.
3. Credit for experience outside the school system shall be evaluated by the Board, and credit shall be allowed whenever the prior service of the teacher is deemed satisfactory. Full credit shall be given for the first five years of experience.

D. Tuition Reimbursement

Beginning with the 1985-86 school year, the Board will reimburse any teacher who has either permanent or continuing certification up to six (6) semester hours of tuition per year. Credit will be given for classes transferable to any state-accredited college or university or for any special training in programs endorsed by the Ewart School District. Course work taken must be approved by the Superintendent prior to enrollment. Tuition payment will be made upon successful completion and submission of the course grade to the Superintendent.

ARTICLE 20

NON TENURE DUTIES

A.	Varsity Football	12.0%
	Assistant Football (3); (4, if 55 or more participants)	8.0%
	Basketball - Boys	
	Varsity	12.0%
	Junior Varsity	8.0%
	9th Grade	7.7%
	8th Grade	5.5%
	7th Grade	5.5%
	Basketball - Girls	
	Varsity	12.0%
	Junior Varsity	8.0%
	9th Grade	7.7%
	8th Grade	5.5%
	7th Grade	5.5%
	Cheerleaders (fall)	
	Varsity	8.0%
	Junior Varsity	5.0%
	Cheerleaders (winter)	
	Varsity	8.0%
	Junior Varsity (basketball)	5.0%
	7th Grade	4.0%
	8th Grade	4.0%
	Varsity Baseball	10.0%
	Junior Varsity Baseball	7.0%
	Varsity Softball	10.0%
	Junior Varsity Softball	7.0%
	Track	
	Boys'	10.0%
	Girls'	10.0%
	Junior High Boys'	6.0%
	Junior High Girls'	6.0%
	Track Assistant (if 40 or more participants)	7.0%
	Cross Country	
	Boys	4.5%
	Girls	4.5%
	(If four students or less are on either team, the pay shall be 2.5% for that team)	
	Volleyball	
	Varsity	11.0%
	Junior Varsity	7.7%
	Marching Band	4.5%

The above salary maximums shall be based on a maximum of the 7th step of the BA schedule in accordance with the number of years and coaching experience in that sport.

Sponsors

12th Grade	\$1200
11th Grade	\$1600
10th Grade	\$800
9th Grade	\$600
8th Grade	\$200
7th Grade	\$200
6th Grade	\$200
5th Grade	\$200

Advisors

Junior/Senior Play	\$800
SADD	\$250
Spanish Club	\$350
French Club	\$350
Gifted and Talented Coordinator	\$250
OM Director	\$100
OM Coach/Team	\$250 (If eight teams or less)
(If more than eight teams, the coaches shall split equally a two thousand dollar (\$2,000) amount. Teams must compete at the regional level in order for a coach to be paid. Special circumstances will be considered.)	

B. Concert Band	5.5%
(Concert Band shall include summer band activities as approved by the administration)	
Yearbook	\$1200
Student Council	
High school/\$800; middle school/\$600)	\$1400
Driver Education (or classes voluntarily taught outside the school year)	\$18/hr
Elementary Chorus	
(to be divided equally by the number of evening performances)	\$500
Vocal Music	
High School (per out-of school performance /maximum 4)	\$125
Middle School Chorus/Drama	\$500
Elementary Yearbook	\$200
Honor Society (2)	\$500
Computer Coordinator	\$1750
Noon Hour Supervision	\$9 per 1/2 hour
Middle School Yearbook	\$200

Although listed, non-tenure duties do not have to be offered by the Board of Education.

- C. In the event a teacher is assigned an extracurricular activity and resigns from said activity prior to its completion, the compensation therefore will be prorated between the original teacher and his/her successor on the basis of the amount of work performed and that work left to be performed. Proration shall be decided within five (5) school days by the teachers involved. In the event they are unable to agree within the time specified, the administration shall make the final decision as to proration. In no instance shall the Board of Education be required to pay more than the original money allotted for said extracurricular activity.

shall make the final decision as to proration. In no instance shall the Board of Education be required to pay more than the original money allotted for said extracurricular activity.

- D. In the spring the administration shall issue form letters to determine the intent of a K-12 teacher in an extracurricular position to return (or not to return) to that position for the ensuing school year. Upon receiving these letters of intent from K-12 teachers, the administrator shall indicate tentative recommendation thereon and inform the teacher of the administrative decision. The administration shall post all unfilled extracurricular positions for a period of not less than ten (10) working days prior to assignment by the administration. Upon Board approval, a separate contract will be issued when possible.

Further, it is expressly understood that non-tenure (extracurricular) positions are subject to annual reassignment at the discretion of the Board.

The Board shall make fall assignments at its May Board meeting and it shall make all other non-tenure appointments at its September meeting. It is expressly understood that the grievance procedure outlined in Article 15 shall not apply to a teacher in circumstances where the Board fails to re-employ that teacher to a position on the extracurricular schedule.

Where the qualifications of a Bargaining Unit applicant for a non-tenure assignment are equal to or better than those of a non-Bargaining Unit applicant for the same assignment, preference shall be afforded to the Bargaining Unit candidate.

ARTICLE 21

DURATION OF AGREEMENT

This Agreement shall be effective as of ratification by both the Board and the Association and shall continue in effect until August 15, 2002. The 1999-2000 Salary Schedule set forth in Article 19 shall be retroactive to the first teacher workday of the 1999-2000 school year for those teachers in the employ of the Board on the date on which the Association ratifies this Agreement. In the third (3rd) year of this Agreement (i.e. July 1, 2001 to June 30, 2002) there shall be an economic re-opener limited to Article 18-Insurance and Article 19-Salary Schedule. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

BOARD OF EDUCATION

By Alan S. Bengry
Its President

By Sarah S. Parsons
Its Secretary

EVART EDUCATION ASSOCIATION

By Ann Teikema
Its President

By Margaret Westmaas
Its Secretary

Evert Public Schools Calendar

1999-2000

AUGUST 1999

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 1999

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OCTOBER 1999

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NOVEMBER 1999

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DECEMBER 1999

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JANUARY 2000

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30	31					

1999-2000

August 1999

23 - Teacher's 1st Day
24 - Student's 1st Day
27 - No School

September 1999

3 - No School
6 - Labor Day

October 1999

8 - Area Wide Prof. Dev.
29 - End of Marking Pd.

November 1999

3 & 4 - P/T Conferences
15 - Safety Day
24 - Students A.M. only
25 & 26 - Thanksgiving

December 1999

23 - 31 - Winter Break

January 2000

14 - End of 1st semester
17 - Records Day/Prof. Dev.*

February 2000

21 - President's Day

March 2000

24 - End of 3rd Marking Pd.
29 & 30 - P/T Conferences
31 - Students A.M. Only

April 2000

3 - 7 - Spring Break
21 - Good Friday

May 2000

29 - Memorial Day

June 2000

1 - Student's Last Day
2 - Staff Last Day

FEBRUARY 2000

S	M	T	W	T	F	S
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27	28	29				

MARCH 2000

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APRIL 2000

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MAY 2000

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JUNE 2000

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JULY 2000

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30	31						

○ NO SCHOOL

□ NO STUDENTS

□ STUDENTS A.M.

*Records day will be pushed back if school is closed on January 12, 13, or 14.

Evart Public Schools Calendar 2000-2001

AUGUST 2000

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2000

21 - Staff First Day
22 - Students' First Day

September 2000

1 - No School
4 - Labor Day

FEBRUARY 2001

S	M	T	W	T	F	S
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24	25	26	27	28		

SEPTEMBER 2000

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17	18	19	20	21	22	23
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October 2000

13 - Area Wide Prof. Dev.
27 - End of Marking Pd.

November 2000

1 & 2 - P/T Conferences
15 - Safety Day

22 - Students A.M. only
23 & 24 - Thanksgiving

MARCH 2001

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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31						

OCTOBER 2000

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APRIL 2001

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NOVEMBER 2000

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January 2001

1-5 - Winter Break
16 - End of 1st Semester
17 - Records Day*

MAY 2001

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February 2001

16 & 19 - President's Wkend

DECEMBER 2000

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March 2001

23 - End of 3rd Marking Pd.
28 & 29 - P/T Conferences
30 - Students A.M. only

JUNE 2001

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April 2001

2-6 - Spring Break
13 - No School

JULY 2001

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22	23	24	25	26	27	28
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JANUARY 2001

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28	29	30	31			

May 2001

28 - Memorial Day

June 2001

5 - Students' - Last Day
6 - Staff Last Day



NO SCHOOL



NO STUDENTS



STUDENTS A.M.

*Records day will be pushed back if school is closed on January 15 or 16.

Evart Public Schools Calendar 2001-2002

AUGUST 2001

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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19	20	21	22	23	24	25
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SEPTEMBER 2001

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OCTOBER 2001

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31						

NOVEMBER 2001

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2001

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2002

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2001

20 - Staff First Day
21 - Students' First Day
31 - No School

September 2001

3 - Labor Day

October 2001

12 - Area Wide Prof. Dev.
26 - End of Marking Pd.

November 2001

7 & 8 - P/T Conferences
15 - Safety Day
21 - Students A.M. only
22 & 23 - Thanksgiving

December 2001

24 - 31 - Winter Break

January 2002

1-4 - Winter Break
15 - End of 1st Semester
16 - Records Day*

February 2002

15 - 18 - President's Wkend

March 2002

22 - End of 3rd Marking Pd.
26 & 27 - P/T Conferences
28 - Students A.M. only
29 - No School

April 2002

1-5 - Spring Break

May 2002

27 - Memorial Day

June 2002

4 - Students' Last Day
5 - Staff Last Day

FEBRUARY 2002

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2002

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2002

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2002

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2002

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2002

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

○ NO SCHOOL □ NO STUDENTS ■ STUDENTS A.M.

*Records day will be pushed back if school is closed on January 14 or 15.

APPENDIX B

JOB DESCRIPTIONS

THE PURPOSE OF THIS JOB DESCRIPTION IS TO SET FORTH QUALIFICATIONS AND EXPECTATIONS OF A VARSITY COACH

A. Professional Preparation:

Employment as a teacher with coaching preparation either through previous coaching experience, college preparation or playing experience is desired but not required.

B. Background Experience:

Possesses working knowledge of all aspects of the sport in question.

C. Demonstrated Interest and Aptitude to Perform the Following Tasks:

1. At every opportunity urge the student body to be polite, courteous, and fair to the visiting team.
2. Always display good sportsmanship, losing or winning.
3. Maintain poise and self-control at all times, especially at the contests.
4. Teach the team to play fairly. Games should be played hard, but not as "blood and thunder" or "survival of the fittest" contests.
5. Be a good host to the visiting team, coach and spectators.
6. Discipline and, if necessary, dismiss players who disregard good sportsmanship.
7. Educate the players on the sidelines to the fact that it is unsportsmanlike conduct to yell intimidating remarks at the visiting team or officials.
8. Respect the officials' judgment and interpretation of the rules. If an interpretation appeal is necessary, follow appropriate procedures.
9. Let the officials control the game and the coach control the team.
10. Publicly attempt to shake hands with the officials prior to the game and the opposing coach before and after the game.
11. To be able to assume responsibility for the facilities and equipment that are placed in your care.
12. To be in regular attendance at practice sessions and events that your group participates in.
13. To be able to assume full responsibility for the overall supervision of the program, including junior high, freshman and junior varsity teams.
14. To be able to assign all duties of assistant coaches working under his/her supervision.
15. The ability to follow a list of rules and procedures in a fair and consistent manner. (Student and Teacher Handbooks, School Board Policies and Administrative Directives).

D. Such alternatives to the above qualifications as the Board and Administration may find appropriate and acceptable.

**THE PURPOSE OF THIS JOB DESCRIPTION IS TO SET FORTH QUALIFICATIONS
AND EXPECTATIONS FOR AN ASSISTANT, JUNIOR VARSITY, FRESHMAN
OR JUNIOR HIGH COACH**

A. Professional Preparation:

Employment as a teacher with coaching preparation either through previous coaching experience, college preparation or playing experience is desired but not required.

B. Background Experience:

Possesses working knowledge of all aspects of the sport in question.

C. Demonstrated Interest and Aptitude to Perform the Following Tasks:

1. At every opportunity urge the student body to be polite, courteous, and fair to the visiting team.
2. Always display good sportsmanship, losing or winning.
3. Maintain poise and self-control at all times, especially at the contests.
4. Teach the team to play fairly. Games should be played hard, but not as "blood and thunder" or "survival of the fittest" contests.
5. Be a good host to the visiting team, coach and spectators.
6. Discipline and, if necessary, dismiss players who disregard good sportsmanship.
7. Educate the players on the sidelines to the fact that it is unsportsmanlike conduct to yell intimidating remarks at the visiting team or officials.
8. Respect the officials' judgment and interpretation of the rules. If an interpretation appeal is necessary, follow appropriate procedures.
9. Let the officials control the game and the coach control the team.
10. Publicly attempt to shake hands with the officials prior to the game and the opposing coach before and after the game.
11. To be able to assume responsibility for the facilities and equipment that are placed in your care.
12. To be in regular attendance at practice sessions and events that your group participates in.
13. The ability to follow a list of rules and procedures in a fair and consistent manner. (Student and Teacher Handbooks, School Board Policies and Administrative Directives).

D. Such alternatives to the above qualifications as the Board and Administration may find appropriate and acceptable.

**THE PURPOSE OF THIS JOB DESCRIPTION IS TO SET FORTH QUALIFICATIONS
AND EXPECTATIONS FOR NON-ATHLETIC ACTIVITY SPONSORS**

I. QUALIFICATIONS

A. Professional Preparation:

Preparation either through experience or college preparation is desired.

B. Background Experience:

Possess a working knowledge of all aspects of the assigned position.

C. Such alternatives or combinations to the above qualifications as the Board and administration may find appropriate and acceptable.

II. EXPECTATIONS

Demonstrated interest and aptitude to perform the following tasks would be expected of the individual who is hired for this position.

1. The ability to get along and relate to other people in a positive manner.
2. The ability to urge students to be polite, courteous, and fair while representing our school and community.
3. The ability to maintain poise and self-control at all times, especially in times of stress.
4. To be able to discipline in a firm and positive way and if necessary, dismiss participants who disregard school policies.
5. To be able to assume responsibility for the facilities and equipment that are placed in your care.
6. The ability to assume control over those students assigned to you when such control is needed.
7. To be in regular attendance at practice sessions and events that your group participates in.
8. The ability to make sound decisions and withstand pressures and criticisms.
9. The ability to follow a list of rules and procedures in a fair and consistent manner. (Student and Teacher Handbooks, School Board Policies, and Administrative Directives).

FORM FOR OVERLOAD COMPENSATION
GRADES K-2

TEACHERS NAME _____ GRADE _____

Each bargaining unit member shall be responsible for reporting his/her student count as recorded on the class roster for every student day of every month, September through May. In order to receive compensation for overload, **the employee must submit the completed form to the Superintendent's office no later than ten (10) days after the end of the marking period in which the overload occurred.** Compensation for overload will be paid per Master Agreement, Article 7, page 10.

Please follow the instructions below in determining your overload pay.

Column 1 - is the number of days the school is scheduled to be in session for a month.

Column 2 - is the number of students you have enrolled each day of the month.

Column 3 - is the students allowed in you grade or class per the master contract.

Column 4 - is the number of students enrolled minus the number of students allowed in your grade per the master contract.

Column 5 - multiply each line in column 4 by 5.0 and place the number in the correct line in column 5.

Please add column 5 and place the total amount on the line provided.

OVERLOAD COMPENSATION CALCULATIONS **Grades K-2**

Month _____ Name _____

Column 1	Column 2	Column 3	Column 4	Column 5
Mon	_____	- 25	= _____	x 5.0 = _____
Tues	_____	- 25	= _____	x 5.0 = _____
Wed	_____	- 25	= _____	x 5.0 = _____
Thur	_____	- 25	= _____	x 5.0 = _____
Fri	_____	- 25	= _____	x 5.0 = _____
Mon	_____	- 25	= _____	x 5.0 = _____
Tues	_____	- 25	= _____	x 5.0 = _____
Wed	_____	- 25	= _____	x 5.0 = _____
Thur	_____	- 25	= _____	x 5.0 = _____
Fri	_____	- 25	= _____	x 5.0 = _____
Mon	_____	- 25	= _____	x 5.0 = _____
Tues	_____	- 25	= _____	x 5.0 = _____
Wed	_____	- 25	= _____	x 5.0 = _____
Thur	_____	- 25	= _____	x 5.0 = _____
Fri	_____	- 25	= _____	x 5.0 = _____
Mon	_____	- 25	= _____	x 5.0 = _____
Tues	_____	- 25	= _____	x 5.0 = _____
Wed	_____	- 25	= _____	x 5.0 = _____
Thur	_____	- 25	= _____	x 5.0 = _____
Fri	_____	- 25	= _____	x 5.0 = _____
Mon	_____	- 25	= _____	x 5.0 = _____
Tues	_____	- 25	= _____	x 5.0 = _____
Wed	_____	- 25	= _____	x 5.0 = _____
Thur	_____	- 25	= _____	x 5.0 = _____
Fri	_____	- 25	= _____	x 5.0 = _____

FORM FOR OVERLOAD COMPENSATION
JUNIOR FIRST GRADE

TEACHERS NAME _____

Each bargaining unit member shall be responsible for reporting his/her student count as recorded on the class roster for every student day of every month, September through May. In order to receive compensation for overload, **the employee must submit the completed form to the Superintendent's office no later than ten (10) days after the end of the marking period in which the overload occurred.** Compensation for overload will be paid per Master Agreement, Article 7, page 10.

Please follow the instructions below in determining your overload pay.

Column 1 - is the number of days the school is scheduled to be in session for a month.

Column 2 - is the number of students you have enrolled each day of the month.

Column 3 - is the students allowed in you grade or class per the master contract.

Column 4 - is the number of students enrolled minus the number of students allowed in your grade per the master contract.

Column 5 - multiply each line in column 4 by 5.0 and place the number in the correct line in column 5.

Please add column 5 and place the total amount on the line provided.

NAME _____

Column 1	Column 2	Column 3	Column 4	Column 5
Mon	_____	- 20 = _____	x 5.0 = _____	
Tues	_____	- 20 = _____	x 5.0 = _____	
Wed	_____	- 20 = _____	x 5.0 = _____	
Thur	_____	- 20 = _____	x 5.0 = _____	
Fri	_____	- 20 = _____	x 5.0 = _____	
Mon	_____	- 20 = _____	x 5.0 = _____	
Tues	_____	- 20 = _____	x 5.0 = _____	
Wed	_____	- 20 = _____	x 5.0 = _____	
Thur	_____	- 20 = _____	x 5.0 = _____	
Fri	_____	- 20 = _____	x 5.0 = _____	
Mon	_____	- 20 = _____	x 5.0 = _____	
Tues	_____	- 20 = _____	x 5.0 = _____	
Wed	_____	- 20 = _____	x 5.0 = _____	
Thur	_____	- 20 = _____	x 5.0 = _____	
Fri	_____	- 20 = _____	x 5.0 = _____	
Mon	_____	- 20 = _____	x 5.0 = _____	
Tues	_____	- 20 = _____	x 5.0 = _____	
Wed	_____	- 20 = _____	x 5.0 = _____	
Thur	_____	- 20 = _____	x 5.0 = _____	
Fri	_____	- 20 = _____	x 5.0 = _____	
Mon	_____	- 20 = _____	x 5.0 = _____	
Tues	_____	- 20 = _____	x 5.0 = _____	
Wed	_____	- 20 = _____	x 5.0 = _____	
Thur	_____	- 20 = _____	x 5.0 = _____	
Fri	_____	- 20 = _____	x 5.0 = _____	

FORM FOR OVERLOAD COMPENSATION
GRADES 3-4

TEACHERS NAME _____ GRADE _____

Each bargaining unit member shall be responsible for reporting his/her student count as recorded on the class roster for every student day of every month, September through May. In order to receive compensation for overload, **the employee must submit the completed form to the Superintendent's office no later than ten (10) days after the end of the marking period in which the overload occurred.** Compensation for overload will be paid per Master Agreement, Article 7, page 10.

Please follow the instructions below in determining your overload pay.

Column 1 - is the number of days the school is scheduled to be in session for a month.

Column 2 - is the number of students you have enrolled each day of the month.

Column 3 - is the students allowed in your grade or class per the master contract.

Column 4 - is the number of students enrolled minus the number of students allowed in your grade per the master contract.

Column 5 - multiply each line in column 4 by 5.0 and place the number in the correct line in column 5.

Please add column 5 and place the total amount on the line provided.

NAME _____

Column 1	Column 2	Column 3	Column 4	Column 5
Mon	_____	- 28	= _____	x 5.0 = _____
Tues	_____	- 28	= _____	x 5.0 = _____
Wed	_____	- 28	= _____	x 5.0 = _____
Thur	_____	- 28	= _____	x 5.0 = _____
Fri	_____	- 28	= _____	x 5.0 = _____
Mon	_____	- 28	= _____	x 5.0 = _____
Tues	_____	- 28	= _____	x 5.0 = _____
Wed	_____	- 28	= _____	x 5.0 = _____
Thur	_____	- 28	= _____	x 5.0 = _____
Fri	_____	- 28	= _____	x 5.0 = _____
Mon	_____	- 28	= _____	x 5.0 = _____
Tues	_____	- 28	= _____	x 5.0 = _____
Wed	_____	- 28	= _____	x 5.0 = _____
Thur	_____	- 28	= _____	x 5.0 = _____
Fri	_____	- 28	= _____	x 5.0 = _____
Mon	_____	- 28	= _____	x 5.0 = _____
Tues	_____	- 28	= _____	x 5.0 = _____
Wed	_____	- 28	= _____	x 5.0 = _____
Thur	_____	- 28	= _____	x 5.0 = _____
Fri	_____	- 28	= _____	x 5.0 = _____
Mon	_____	- 28	= _____	x 5.0 = _____
Tues	_____	- 28	= _____	x 5.0 = _____
Wed	_____	- 28	= _____	x 5.0 = _____
Thur	_____	- 28	= _____	x 5.0 = _____
Fri	_____	- 28	= _____	x 5.0 = _____

FORM FOR OVERLOAD COMPENSATION
GRADES 5-12

TEACHERS NAME _____

GRADE _____

Each bargaining unit member shall be responsible for reporting his/her student count as recorded on the class roster for every student day of every month, September through May. In order to receive compensation for overload, **the employee must submit the completed form to the Superintendent's office no later than ten (10) days after the end of the marking period in which the overload occurred.** Compensation for overload will be paid per Master Agreement, Article 7, page 10.

Please follow the instructions below in determining your overload pay.

Column 1 - is the number of days the school is scheduled to be in session for a month.

Column 2 - is the number of students you have enrolled each day of the month.

Column 3 - is the students allowed in your grade or class per the master contract.

Column 4 - is the number of students enrolled minus the number of students allowed in your grade per the master contract.

Column 5 - multiply each line in column 4 by 1.65 and place the number in the correct line in column 5.

Please add column 5 and place the total amount on the line provided.

OVERLOAD COMPENSATION CALCULATIONS **Grades 5-12**

Month _____ NAME _____

Column 1	Column 2	Column 3	Column 4	Column 5
Mon	_____	- 33 = _____	x 1.65 = _____	
Tues	_____	- 33 = _____	x 1.65 = _____	
Wed	_____	- 33 = _____	x 1.65 = _____	
Thur	_____	- 33 = _____	x 1.65 = _____	
Fri	_____	- 33 = _____	x 1.65 = _____	
Mon	_____	- 33 = _____	x 1.65 = _____	
Tues	_____	- 33 = _____	x 1.65 = _____	
Wed	_____	- 33 = _____	x 1.65 = _____	
Thur	_____	- 33 = _____	x 1.65 = _____	
Fri	_____	- 33 = _____	x 1.65 = _____	
Mon	_____	- 33 = _____	x 1.65 = _____	
Tues	_____	- 33 = _____	x 1.65 = _____	
Wed	_____	- 33 = _____	x 1.65 = _____	
Thur	_____	- 33 = _____	x 1.65 = _____	
Fri	_____	- 33 = _____	x 1.65 = _____	
Mon	_____	- 33 = _____	x 1.65 = _____	
Tues	_____	- 33 = _____	x 1.65 = _____	
Wed	_____	- 33 = _____	x 1.65 = _____	
Thur	_____	- 33 = _____	x 1.65 = _____	
Fri	_____	- 33 = _____	x 1.65 = _____	
Mon	_____	- 33 = _____	x 1.65 = _____	
Tues	_____	- 33 = _____	x 1.65 = _____	
Wed	_____	- 33 = _____	x 1.65 = _____	
Thur	_____	- 33 = _____	x 1.65 = _____	
Fri	_____	- 33 = _____	x 1.65 = _____	

TOTAL _____

FORM FOR OVERLOAD COMPENSATION
9-12 English

TEACHERS NAME _____

Each bargaining unit member shall be responsible for reporting his/her student count as recorded on the class roster for every student day of every month, September through May. In order to receive compensation for overload, **the employee must submit the completed form to the Superintendent's office no later than ten (10) days after the end of the marking period in which the overload occurred.** Compensation for overload will be paid per Master Agreement, Article 7, page 10.

Please follow the instructions below in determining your overload pay.

Column 1 - is the number of days the school is scheduled to be in session for a month.

Column 2 - is the number of students you have enrolled each day of the month.

Column 3 - is the students allowed in you grade or class per the master contract.

Column 4 - is the number of students enrolled minus the number of students allowed in your grade per the master contract.

Column 5 - multiply each line in column 4 by 1.65 and place the number in the correct line in column 5.

Please add column 5 and place the total amount on the line provided.

NAME _____

Column 1	Column 2	Column 3	Column 4	Column 5
Mon	_____	- 26 = _____	x 1.65 = _____	
Tues	_____	- 26 = _____	x 1.65 = _____	
Wed	_____	- 26 = _____	x 1.65 = _____	
Thur	_____	- 26 = _____	x 1.65 = _____	
Fri	_____	- 26 = _____	x 1.65 = _____	
Mon	_____	- 26 = _____	x 1.65 = _____	
Tues	_____	- 26 = _____	x 1.65 = _____	
Wed	_____	- 26 = _____	x 1.65 = _____	
Thur	_____	- 26 = _____	x 1.65 = _____	
Fri	_____	- 26 = _____	x 1.65 = _____	
Mon	_____	- 26 = _____	x 1.65 = _____	
Tues	_____	- 26 = _____	x 1.65 = _____	
Wed	_____	- 26 = _____	x 1.65 = _____	
Thur	_____	- 26 = _____	x 1.65 = _____	
Fri	_____	- 26 = _____	x 1.65 = _____	
Mon	_____	- 26 = _____	x 1.65 = _____	
Tues	_____	- 26 = _____	x 1.65 = _____	
Wed	_____	- 26 = _____	x 1.65 = _____	
Thur	_____	- 26 = _____	x 1.65 = _____	
Fri	_____	- 26 = _____	x 1.65 = _____	
Mon	_____	- 26 = _____	x 1.65 = _____	
Tues	_____	- 26 = _____	x 1.65 = _____	
Wed	_____	- 26 = _____	x 1.65 = _____	
Thur	_____	- 26 = _____	x 1.65 = _____	
Fri	_____	- 26 = _____	x 1.65 = _____	

FORM FOR OVERLOAD COMPENSATION
PHYSICAL EDUCATION
Grades K-4

TEACHERS NAME _____ GRADE _____

Each bargaining unit member shall be responsible for reporting his/her student count as recorded on the class roster for every student day of every month, September through May. In order to receive compensation for overload, **the employee must submit the completed form to the Superintendent's office no later than ten (10) days after the end of the marking period in which the overload occurred.** Compensation for overload will be paid per Master Agreement, Article 7, page 10.

Please follow the instructions below in determining your overload pay.

Column 1 - is the number of days the school is scheduled to be in session for a month.

Column 2 - is the number of students you have enrolled each day of the month.

Column 3 - is the students allowed in your grade or class per the master contract.

Column 4 - is the number of students enrolled minus the number of students allowed in your grade per the master contract.

Column 5 - multiply each line in column 4 by 1.65 and place the number in the correct line in column 5.

Please add column 5 and place the total amount on the line provided.

OVERLOAD COMPENSATION CALCULATIONS P.E. Grades K-4

MONTH _____	NAME _____			
Column 1	Column 2	Column 3	Column 4	Column 5
Mon	_____	- 35	= _____	x 1.65 = _____
Tues	_____	- 35	= _____	x 1.65 = _____
Wed	_____	- 35	= _____	x 1.65 = _____
Thur	_____	- 35	= _____	x 1.65 = _____
Fri	_____	- 35	= _____	x 1.65 = _____
Mon	_____	- 35	= _____	x 1.65 = _____
Tues	_____	- 35	= _____	x 1.65 = _____
Wed	_____	- 35	= _____	x 1.65 = _____
Thur	_____	- 35	= _____	x 1.65 = _____
Fri	_____	- 35	= _____	x 1.65 = _____
Mon	_____	- 35	= _____	x 1.65 = _____
Tues	_____	- 35	= _____	x 1.65 = _____
Wed	_____	- 35	= _____	x 1.65 = _____
Thur	_____	- 35	= _____	x 1.65 = _____
Fri	_____	- 35	= _____	x 1.65 = _____
Mon	_____	- 35	= _____	x 1.65 = _____
Tues	_____	- 35	= _____	x 1.65 = _____
Wed	_____	- 35	= _____	x 1.65 = _____
Thur	_____	- 35	= _____	x 1.65 = _____
Fri	_____	- 35	= _____	x 1.65 = _____
Mon	_____	- 35	= _____	x 1.65 = _____
Tues	_____	- 35	= _____	x 1.65 = _____
Wed	_____	- 35	= _____	x 1.65 = _____
Thur	_____	- 35	= _____	x 1.65 = _____
Fri	_____	- 35	= _____	x 1.65 = _____

FORM FOR OVERLOAD COMPENSATION
PHYSICAL EDUCATION
Grades 5-12

TEACHERS NAME _____

GRADE _____

Each bargaining unit member shall be responsible for reporting his/her student count as recorded on the class roster for every student day of every month, September through May. In order to receive compensation for overload, **the employee must submit the completed form to the Superintendent's office no later than ten (10) days after the end of the marking period in which the overload occurred.** Compensation for overload will be paid per Master Agreement, Article 7, page 10.

Please follow the instructions below in determining your overload pay.

Column 1 - is the number of days the school is scheduled to be in session for a month.

Column 2 - is the number of students you have enrolled each day of the month.

Column 3 - is the students allowed in your grade or class per the master contract.

Column 4 - is the number of students enrolled minus the number of students allowed in your grade per the master contract.

Column 5 - multiply each line in column 4 by 1.65 and place the number in the correct line in column 5.

Please add column 5 and place the total amount on the line provided.

OVERLOAD COMPENSATION CALCULATIONS P.E. Grades 5-12

MONTH	NAME			
Column 1	Column 2	Column 3	Column 4	Column 5
Mon	_____	- 40	= _____	x 1.65 = _____
Tues	_____	- 40	= _____	x 1.65 = _____
Wed	_____	- 40	= _____	x 1.65 = _____
Thur	_____	- 40	= _____	x 1.65 = _____
Fri	_____	- 40	= _____	x 1.65 = _____
Mon	_____	- 40	= _____	x 1.65 = _____
Tues	_____	- 40	= _____	x 1.65 = _____
Wed	_____	- 40	= _____	x 1.65 = _____
Thur	_____	- 40	= _____	x 1.65 = _____
Fri	_____	- 40	= _____	x 1.65 = _____
Mon	_____	- 40	= _____	x 1.65 = _____
Tues	_____	- 40	= _____	x 1.65 = _____
Wed	_____	- 40	= _____	x 1.65 = _____
Thur	_____	- 40	= _____	x 1.65 = _____
Fri	_____	- 40	= _____	x 1.65 = _____
Mon	_____	- 40	= _____	x 1.65 = _____
Tues	_____	- 40	= _____	x 1.65 = _____
Wed	_____	- 40	= _____	x 1.65 = _____
Thur	_____	- 40	= _____	x 1.65 = _____
Fri	_____	- 40	= _____	x 1.65 = _____
Mon	_____	- 40	= _____	x 1.65 = _____
Tues	_____	- 40	= _____	x 1.65 = _____
Wed	_____	- 40	= _____	x 1.65 = _____
Thur	_____	- 40	= _____	x 1.65 = _____
Fri	_____	- 40	= _____	x 1.65 = _____

NAME _____

OVERLOAD COMPENSATION CALCULATIONS
Elementary P.E., Music, or Art
Over 255 Students

Each bargaining unit member shall be responsible for reporting his/her student count as recorded on the class roster for every student day of each month, September through May. In order to receive compensation for overload, the employee must submit the completed form to the Superintendent's office no later than ten (10) days after the conclusion of the marking period in which the overload occurred. Compensation for overload will be paid per Master Agreement, Article 7, page 10.

If you have more than 255 students per day, you need to fill out an overload form for each of your classes for each day of each month. After filling out the forms for each class, place the total overload for the month in Column B. Multiply Column B by .25 in Column C and place the amount in Column D. Total Column D and place the sum at the bottom in the overload total space.

Column A	Column B	Column C	Column D
September	x _____	x .25	= _____
October	x _____	x .25	= _____
November	x _____	x .25	= _____
December	x _____	x .25	= _____
January	x _____	x .25	= _____
February	x _____	x .25	= _____
March	x _____	x .25	= _____
April	x _____	x .25	= _____
May	x _____	x .25	= _____

OVERLOAD TOTAL _____

Month
OVERLOAD COMPENSATION CALCULATIONS/PER DAY +255 Students
Elementary P.E., Music, or Art

Period:	1	2	3	4	5	6	7	Total		Overload
Mon									- 255 =	
Tues									- 255 =	
Wed									- 255 =	
Thur									- 255 =	
Fri									- 255 =	
Mon									- 255 =	
Tues									- 255 =	
Wed									- 255 =	
Thur									- 255 =	
Fri									- 255 =	
Mon									- 255 =	
Tues									- 255 =	
Wed									- 255 =	
Thur									- 255 =	
Fri									- 255 =	
Mon									- 255 =	
Tues									- 255 =	
Wed									- 255 =	
Thur									- 255 =	
Fri									- 255 =	
Mon									- 255 =	
Tues									- 255 =	
Wed									- 255 =	
Thur									- 255 =	
Fri									- 255 =	

NAME
TOTAL

NAME _____

OVERLOAD COMPENSATION CALCULATIONS

Grades 5-8

Over 116 Students

Each bargaining unit member shall be responsible for reporting his/her student count as recorded on the class roster for every student day of each month, September through May. In order to receive compensation for overload, the employee must submit the completed form to the Superintendent's office no later than ten (10) days after the conclusion of the marking period in which the overload occurred. Compensation for overload will be paid per Master Agreement, Article 7, page 10.

If you have more than 116 students per day, not including Teacher Advocate, P.E., or Band, you need to fill out an overload form for each of your blocks for each day of each month. After filling out the forms for each block, place the total overload for the month in Column B. Multiply Column B by .55 in Column C and place the amount in Column D. Total Column D and place the sum at the bottom in the overload total space.

Column A	Column B	Column C	Column D
September	x _____	x .55	= _____
October	x _____	x .55	= _____
November	x _____	x .55	= _____
December	x _____	x .55	= _____
January	x _____	x .55	= _____
February	x _____	x .55	= _____
March	x _____	x .55	= _____
April	x _____	x .55	= _____
May	x _____	x .55	= _____

OVERLOAD TOTAL _____

Block:	1	2	3	4	5	Total	Overload
Mon						- 116 =	
Tues						- 116 =	
Wed						- 116 =	
Thur						- 116 =	
Fri						- 116 =	
Mon						- 116 =	
Tues						- 116 =	
Wed						- 116 =	
Thur						- 116 =	
Fri						- 116 =	
Mon						- 116 =	
Tues						- 116 =	
Wed						- 116 =	
Thur						- 116 =	
Fri						- 116 =	
Mon						- 116 =	
Tues						- 116 =	
Wed						- 116 =	
Thur						- 116 =	
Fri						- 116 =	
Mon						- 116 =	
Tues						- 116 =	
Wed						- 116 =	
Thur						- 116 =	
Fri						- 116 =	

NAME _____

OVERLOAD COMPENSATION CALCULATIONS

Grades 9-12
Over 87 Students

Each bargaining unit member shall be responsible for reporting his/her student count as recorded on the class roster for every student day of each month, September through May. In order to receive compensation for overload, the employee must submit the completed form to the Superintendent's office no later than ten (10) days after the conclusion of the marking period in which the overload occurred. Compensation for overload will be paid per Master Agreement, Article 7, page 10.

If you have more than 87 students per day, not including Teacher Advocate, P.E., or Band, you need to fill out an overload form for each of your blocks for each day of each month. After filling out the forms for each block, place the total overload for the month in Column B. Multiply Column B by .55 in Column C and place the amount in Column D. Total Column D and place the sum at the bottom in the overload total space.

Column A	Column B	Column C	Column D
September	x _____	x .55	= _____
October	x _____	x .55	= _____
November	x _____	x .55	= _____
December	x _____	x .55	= _____
January	x _____	x .55	= _____
February	x _____	x .55	= _____
March	x _____	x .55	= _____
April	x _____	x .55	= _____
May	x _____	x .55	= _____

OVERLOAD TOTAL _____

Month _____ OVERLOAD COMPENSATION CALCULATIONS/PER DAY +87 Students
 Grades 9-12

Block:	1	2	3	4	Total	Overload
Mon	_____	_____	_____	_____	_____	- 87 = _____
Tues	_____	_____	_____	_____	_____	- 87 = _____
Wed	_____	_____	_____	_____	_____	- 87 = _____
Thur	_____	_____	_____	_____	_____	- 87 = _____
Fri	_____	_____	_____	_____	_____	- 87 = _____
Mon	_____	_____	_____	_____	_____	- 87 = _____
Tues	_____	_____	_____	_____	_____	- 87 = _____
Wed	_____	_____	_____	_____	_____	- 87 = _____
Thur	_____	_____	_____	_____	_____	- 87 = _____
Fri	_____	_____	_____	_____	_____	- 87 = _____
Mon	_____	_____	_____	_____	_____	- 87 = _____
Tues	_____	_____	_____	_____	_____	- 87 = _____
Wed	_____	_____	_____	_____	_____	- 87 = _____
Thur	_____	_____	_____	_____	_____	- 87 = _____
Fri	_____	_____	_____	_____	_____	- 87 = _____
Mon	_____	_____	_____	_____	_____	- 87 = _____
Tues	_____	_____	_____	_____	_____	- 87 = _____
Wed	_____	_____	_____	_____	_____	- 87 = _____
Thur	_____	_____	_____	_____	_____	- 87 = _____
Fri	_____	_____	_____	_____	_____	- 87 = _____
Mon	_____	_____	_____	_____	_____	- 87 = _____
Tues	_____	_____	_____	_____	_____	- 87 = _____
Wed	_____	_____	_____	_____	_____	- 87 = _____
Thur	_____	_____	_____	_____	_____	- 87 = _____
Fri	_____	_____	_____	_____	_____	- 87 = _____

NAME _____

TOTAL _____