

6403

6/30/2003

Master Agreement

of the

Jonesville Chapter of the 4-C Unified Bargaining Association

with the

Board of Education

of the

Jonesville Community Schools

From July 1, 2000 through June 30, 2003

Jonesville Community Schools



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ARTICLE I
RECOGNITION

The Board of Education of the Jonesville Community Schools (hereinafter referred to as the Board) hereby recognizes the 4-C Unified Bargaining Association, MEA/NEA (hereinafter referred to as the Association) as the exclusive bargaining representative, to the extent required by Act 379 of the Public Acts of 1965, for all regularly employed long term substitute teachers, K-12 certified teachers including counselors, librarians and special education teachers employed by the Jonesville Community School Board, excluding but not limited to day to day substitute teachers, supervisory, executive personnel (superintendent, principal and assistants), office, clerical, custodial, school lunch employees, teacher aides, bus drivers, and all others. The term "teachers" when used hereinafter shall refer to all employees represented by the Association in the bargaining unit as defined above and references to male teachers shall include female teachers.

ARTICLE II
MEMBERSHIP, FEES AND PAYROLL DEDUCTIONS

A. Membership

- 1. In accordance with the terms of this Article, each bargaining unit member within thirty (30) days of employment shall join the Association or pay a Service Fee to the Association.*
- 2. During the life of this Agreement, and in accordance with the terms of the Dues/Fees Deduction Form, the Board agrees to deduct only membership dues/fees from the pay of each employee who executes or who has executed the Dues/Fees Deduction Form and filed the same with the Board. The Board shall be entitled to rely solely on the written notice of the JEA as to the amount to be deducted from the employee's wages and the employees from whom such deductions are to be made provided that the Dues/Fees Deduction Form shall be given to the Business Office at least three (3) weeks prior to the pay day of which deductions are to be made and provided deductions for dues/fees shall not supersede any legally required deductions and the Board shall not be required to make any check-off for dues/fees if the employees pay is not sufficient to cover the dues/fees in any pay period.*
- 3. Deductions under all properly executed Dues/Fees Deduction Forms shall become effective at the time the authorization is signed by the employee and shall be deducted bi-monthly.*
- 4. An employee shall cease to be subject to check-off dues/fees for this unit beginning with the month immediately following the month in which the employee is no longer a member of the bargaining unit. JEA will be notified by the Board of the names of such employees following the end of each month in which the termination took place.*

Article II - Membership, Fees & Payroll Deductions Contd.

5. Any employee who is not a member of the Association or who does not make application for membership within thirty (30) central office work days from the date of commencement of employment duties, or the effective date of this Agreement, shall pay to the Association a representation fee in the amount not to exceed the professional dues of the Association. Any non-member who makes objection pursuant to the Association's "Policy Regarding Objections to Political-Ideological Expenditures", and the "Objections to Political-Ideological Expenditures Administrative Procedures" (hereinafter referred to as the Association's policy and procedures) shall be required to pay a reduced representation fee to the full extent permitted by state and federal law. The objecting non-member's exclusive remedy shall be through the Association's policy and procedures. The non-member may authorize payroll deduction for such fees in the same manner as provided for member dues. The Association shall provide to all non-members copies of the Association's policy and procedures. The Association will promptly notify the District in the event that a court enjoins the operation of the current MEA Policies and Procedures for Agency Shop Fee Payers.
 - a) If a bargaining unit member does not pay the appropriate amount of dues or service fees to the Association, upon written notification by the Association the Employer shall deduct that amount from the bargaining unit member's wages as authorized under MCLA 408.477 and remit same to the Association.
 - b) Employees covered by this Agreement at the time it becomes effective, and who are members of the JEA at that time, shall be required to remain members of the JEA or pay to the JEA each month a service charge not to exceed the monthly dues. Employees hired, rehired, reinstated, or transferred into the bargaining unit after the effective date of this Agreement, and covered by this Agreement, shall be required to become members of the JEA, or pay to the JEA each month a service charge not to exceed the monthly dues.
6. The Association shall indemnify and save the Board harmless against and from any and all claims, demands, or other forms of liability that may arise out of by reason of complying with this provision, except where any said loss is caused by the school district's negligent conduct.
7. **Save Harmless Clause.** In the event of legal action against the employer brought in a court or administrative agency because of its compliance with this Article. The Association agrees to defend such action, at its own expense and through its own counsel, provided:
 - a) The employer gives timely notice of such action to the Association and

Article II - Membership Contd.

permits the Association intervention as a party if it so desires, and

- b) The employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available.*

B. Fees

- 1. The Board shall deduct membership dues, NEAPAC and MEAPAC contributions and Special Assessments of the Association. The Board agrees to promptly remit to the Association all monies so deducted, accompanied by a list of teachers from who the deductions have been made.*
- 2. Teachers have the option of paying fees in full to the Association Treasurer prior to October 1ST.*
- 3. A list of teachers to be deducted shall be presented to the Superintendent by the Association Treasurer within thirty (30) central office work days after the ratification of this Agreement in 2000 and by October 1, in each succeeding year.*

C. Other Payroll Deductions

- 1. The Board shall also make payroll deductions upon written authorization from teachers for Annuities, Credit Union, Hospitalization and/or Term Life Insurance or any other programs jointly approved by the Association and the Board.*
- 2. The Board shall provide the opportunity for any teacher to use Treasury Department ruling 7482 which allows tax-deferred annuities to be purchased by a teacher. Such payroll deduction may be established only when in compliance with the existing law and when consistent with Board policy specifying such insurance policy carriers.*
- 3. Ability to purchase MPSERS service with pre-tax dollars.*

ARTICLE III

BOARD RIGHTS

- A. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Board, except those which are clearly and expressly relinquished herein by the Board, shall continue to vest exclusively in and be exercised exclusively by the Board without prior negotiations with the Association either as to the taking of action under such rights or with respect to the consequence of such action during the term of this Agreement. Such rights shall include by way of illustration and not by way of limitation, provided that the Board shall not abridge any rights from teachers as specifically provided for in this agreement, the right to...*
 - 1. Manage and control the schools business, the equipment and the operations and to direct the*

Article III - Board Rights Contd.

working forces and affairs of the Board.

2. *Continue its rights of assignment and direction of work to all of its personnel, determine the hours of work and starting times and scheduling of all the foregoing, but not in conflict with the specific provisions of the Agreement.*
3. *The right to direct the teachers, including the right to hire, promote, suspend and discharge teachers, transfer teachers, determine the size of the teaching staff and to lay off teachers consistent with the terms of this Agreement.*
4. *Determine: The quantity and quality of supplies and equipment; quality and scope of curricular offerings; staffing requirements for classified and certificated personnel; schedules, standards, shifts and hours of all personnel assignments; procedures for instruction and accompanying grade reporting techniques. The aforementioned list shall in no way be construed to limit the rights of the Board except by limitation of this Agreement.*
5. *Adopt reasonable rules and regulations as published and made available to all teachers.*
6. *Evaluate and determine the qualifications of teachers.*
7. *Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments thereof and the relocation or closing of departments, buildings or other facilities.*
8. *Determine the placement of operations, service, or distribution of work and the source of materials and supplies.*
9. *Determine the financial policies, including all accounting procedures and matters pertaining to public relations.*
10. *Determine the size of the management organization, its functions, authority, amount of supervision and table of organization.*
11. *Determine the policy affecting the selection, evaluation, and training of teachers, providing that such selection shall be based upon lawful criteria.*

ARTICLE IV

TEACHER RIGHTS

- A. *The Board and the Association agree to adhere to the provisions of Act 379 of the Public Acts of 1965 and other laws of Michigan or the Constitutions of Michigan and the United States as amended.*
- B. *Nothing contained herein shall be construed to deny or restrict to any teacher those rights he may have under the Michigan General School Laws, General Laws of the State of Michigan and the*

Article IV - Teachers Rights Contd.

United States as well as the Constitutions of the State of Michigan and of the United States. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

- C. No tenure teacher shall be disciplined without just cause. Discipline is defined to include warning, oral reprimand, written reprimand, suspension (paid or unpaid), reduction in compensation, or discharge. Any such discipline by the Board or representative thereof, shall be done in private. It is likewise agreed that the teachers will adhere to professional courtesy by conducting business with the supervisor in privacy. All information forming the basis for disciplinary action will be made available to the teacher. If the Tenure Act is repealed, this Article and Section will be reopened to discuss the possible ramifications.*
- D. A complaint made by a parent, student or any other person which could prompt or promote disciplinary action toward a teacher must be brought to the attention of the teacher within five (5) working days of receipt of the written complaint. If the teacher is not informed within five (5) days, the complaint will not be used in a disciplinary manner or placed in the teacher's file.*
- E. During the period of a teacher's employment, a teacher shall have and retain all property and copyright interests in and to any book, lesson plans, articles, publications, motion picture, filmstrip, recording, musical composition, curricular outline, teacher materials or other creative or copyrightable work written, composed, created or devised by such teacher when not made, printed, written, mechanically produced or replicated with Board materials.*
- F. The Board agrees that it will in no way discriminate against or between employees covered by this Agreement because of their race, creed, religion, color, national origin or ancestry, age, sex, marital status, physical characteristics, place of residence, physical handicaps or activities in any employee organization.*
- G. A bargaining unit member shall be entitled to have present a representative of the Association during any meeting which will or may lead to disciplinary action by the Employer. When a request for such representation is made, no action shall be taken with respect to the bargaining unit member until such representation of the Association is present. The meeting will be scheduled within three (3) work days. Should disciplinary action be likely to occur at a given meeting, the bargaining unit member shall be advised immediately of said possibility and be advised by the Employer of the right to representation under this provision of the Agreement.*

ARTICLE V
ASSOCIATION RIGHTS

- A. Professional education association representatives of local, county, state or national level shall have the right to enter the school premises provided always that there shall be no interference with school functioning. Such representatives shall report to the principal's office to indicate their presence.
- B. **Teacher Association Meetings**
1. Those teachers wishing to be absent from school to attend meetings for teacher association business may do so by making arrangements at least three (3) days prior to the meeting except in cases of emergency in accordance with the leave with pay Article XI Section A Part 10.
 2. Teachers shall have the right to hold meetings for teacher association business in the school buildings after school hours. Arrangements for space shall be made in advance with the building principal and must not interfere with any school activity or other scheduled activities.
 3. **Teacher Association Expenses** - The Board agrees to supply, if available, items of supply, papers, pencils, stencils, etc., at a nominal cost, including long distance telephone calls. The Association agrees to pay such charges monthly.

ARTICLE VI
TEACHING CONDITIONS

- A. Telephone facilities shall be made available to teachers, and each building and floor shall have at least one telephone located in such a manner as to insure privacy. Long distance calls, if personal, shall be made at teacher expense.
- B. The Board shall make available in each school a faculty room.
- C. Vending machines shall be installed in a faculty room at the request of teachers of that building.
- D. The building staff shall be an advisory voice in the selection of educational tools.
- E. The Board shall provide texts, supplies, and materials for the purpose of student instruction. Department or grade level meetings shall be called by the administration in order to study the selection and improvement of educational tools.
- F. The Board may provide in-service programs when developed by the Educational Council, Professional Development Committee and/or administration.
- G. The private, personal, religious, and political views of any teacher are not within the appropriate concern or attention of the Board as long as such activities do not affect the teacher's effectiveness.
- H. The teachers employed by the Board for regular classroom teaching assignments, except vocational teachers holding a special vocational certificate, shall have a bachelor's degree from

Article VI - Teaching Conditions Contd.

an accredited university or college and a provisional, professional education, permanent or continuing teaching certificate valid in the State of Michigan, except in the areas of vocational, science, mathematics or computers when a certified teacher cannot be obtained. When employing non-certified teachers, the Board will follow all State Laws, Rules or Procedures pertaining to the employment of such teachers. It is understood that such teachers shall be members of the bargaining unit and shall be subject to all the terms and conditions of this Agreement, except as specifically provided herein.

- I. The nature and responsibility of a teacher's assignment requires a certain portion of preparatory work to be performed at home. Space and furniture necessary for such homework and their upkeep are the responsibility of the teacher whose assignment requires such equipment and/or space.
- J. Every teacher will be required each school year to sign an individual contract of employment as provided in Section 380.1231 of the School Code and that every such contract shall contain the following: This contract is subject to a collective labor agreement heretofore and hereafter negotiated by the Board and the exclusive bargaining representative of the teachers employed by the Board.
- K. A non-transferable pass for each teacher and spouse for all home athletic events shall be available upon request.
- L. When a concern relative to a safe environment is brought to an administrator's attention, the District will determine what corrective action, if any, is necessary and/or economically feasible.

**ARTICLE VII
CLASS SIZE**

Student population in sectioned classrooms at the elementary school shall remain numerically equal to the present whole number. IEPC'd students will be evenly distributed among the classrooms at each grade level.

The Board will make a reasonable effort to maintain classes at less than the following:

K - 3 22

4 - 6 25

7 - 12 30

When determining class size at the secondary level thirty (30) is not to be used as the average class size number but as the desired number to insure for more individualized instruction. Classes as music and physical education where the class size have traditionally been larger are exempt

Article VII - Class Size Contd.

from the above language.

**ARTICLE VIII
TEACHING HOURS**

- A. Teacher Hours 7:45 - 3:15 Elementary Student Hours 8:00 - 3:10
Teacher Hours 7:40 - 3:10 High School Student Hours 8:05 - 2:57
- B. Teachers shall be permitted to leave the premises at the same time the students are dismissed on Fridays, on the day preceding holidays and on days when students are dismissed early and have to report back to work such as parent-teacher conferences, in-service days, open house programs, etc.
- C. Principals will exercise their discretion regarding requests from teachers to leave the building during established work hours.
- D. At any time, in any building, if students are not required to be present because of physical breakdown and/or climatic conditions, teachers shall not be required to be present. During special dismissals for storm watches, teachers shall not be permitted to leave the building until students have been dismissed and have boarded buses.
- E. All elementary teachers shall have an assignment free lunch period of no less than thirty five (35) minutes except for those teachers volunteering for lunchroom supervision for additional compensation as provided for in Appendix B.
- F. All secondary school teachers shall have an assignment free lunch period of no less than thirty five (35) minutes.
- G. If a teacher assigns a student to stay in during the lunch period or recess, that teacher will be responsible for that student.
- H. Elementary teachers shall be allowed to use for planning and conference time all time during which their classes are receiving instruction from teaching specialists.
- I. Secondary teachers shall have one (1) planning period per day equal to a regular class period, except when teachers serve as substitute teachers as provided in Article IX.
- j. Elementary teachers will have planning time equal to the high school teachers.

**ARTICLE IX
ASSIGNMENT AND TRANSFER**

- A. Whenever a vacancy arises that the Board intends to fill or a new position is created within the bargaining unit, the Superintendent shall promptly notify the Association and post notice of same

Article IX - Assignment & Transfer Contd.

on a bulletin board in each school building for no less than five (5) working days before the position is filled to allow application by present teachers. Any new positions, including extra duty, shall be posted with a brief general description of duties and responsibilities. During the summer break notification shall be included with individual paychecks.

1. Prior to April 30 of each year, all vacancies in the bargaining unit for the following year resulting from resignations, retirements, terminations, out-of-unit transfers and leaves of absence which are known to the Employer as of that date shall be posted.
 2. All vacancies for the following year which are made known to the Employer after April 30 will be posted promptly in accordance with Article IX, Section A.
 3. All vacancies that occur during the school year shall be posted promptly in accordance with Article IX, Section A.
- B. All teachers shall be given written notice of class and/or subject assignments for the forthcoming year at least ten (10) days prior to the end of the current school year. If circumstances necessitate a modification of teaching assignment after the above date, the affected teachers, and the Association shall be consulted regarding such changes as soon as the need for such changes are known. All changes will be made in accordance with the terms of this Agreement, and to the extent possible will be limited to changes which are mutually acceptable.
- C. Teachers shall serve as substitute teachers during a conference period, an unassigned period of time or double class supervision in the elementary school. If the teacher is assigned for double class supervision for the entire day, they will be paid for their planning time. Assignments to serve as a substitute teacher shall be made to ensure equal distribution of assignment. Teachers who indicate a desire to be assigned to substitute duty shall be given preference in such assignment. Teachers who have no assignment temporarily, i.e. secondary teachers whose entire class is absent because of meetings, field trips or truancy, may be assigned temporary substitute work in the absence of a colleague.
- D. Teachers who are not planning to return to their positions for the coming school year shall submit a letter of resignation at least sixty (60) Central Office work days prior to June 30 of the current contracted school year to the Superintendent or as soon as possible.
- E. Teachers shall not teach outside their major, minor or certificated areas without the teacher's consent.
- F. **Transfers**
1. Voluntary
 - a) Teachers requesting transfer for the following year shall apply to the

Article IX - Assignment & Transfer Contd.

- Superintendent in writing by February 1.*
 - b) *Requests for transfer shall be renewed yearly or shall be void.*
 - c) *Transfers shall be made using the criteria of qualifications, certification and seniority.*
 - d) *Any teacher who is denied transfer for which he/she formally applied shall receive, upon request to the Superintendent, a written statement containing specific reasons for the denial within ten (10) Central Office working days of the request.*
2. *Involuntary*
- a) *Teachers may be transferred only to assignments for which they are certified.*
 - b) *When the Board has decided to close a teaching position and the teacher who holds the position to be closed also possesses more seniority than other teachers, the teacher, subject to the administration's approval, shall "bump" the least senior teacher assigned to a position for which the teacher is qualified and certified.*
 - c) *If the transfer occurs during the semester, the transferred teacher shall be given at least one (1) working day released time to prepare for the new assignment. Additional time will be determined by the administration.*
- G. *Part-time teachers shall be offered a full-time position before hiring new personnel, provided they are certified for same.*
- H. *The Superintendent will make every effort to honor requested transfers recognizing the applicant's length of service in the district. However, the Association recognizes that all requests for transfer cannot be honored each year.*

ARTICLE X

LAY-OFF AND RECALL

- A. *When the Board decides to reduce a number of teachers through lay-off of employment in a given subject area, field or program or to eliminate or consolidate position(s), the Board shall*
- 1. *First, consult with the Association and outline the need for lay off specifying which teacher positions will be selected to be laid off.*
 - 2. *Second, deliver to the President of the Association a list of the personnel to be laid off at least forty eight (48) hours before formal notice of lay off is issued.*

Article X - Lay-Off & Recall Contd.

3. *Third, use seniority and certification as a basis for lay off. To the extent permitted by law, employees with the least seniority shall be the first laid off when they've been bumped by a more senior teacher who possesses certification in the position to be maintained or when those employees with the least seniority teach in a position that will be eliminated altogether.*
 4. *Fourth, provide lay off notice signed by the Superintendent and delivered by certified mail with return of addressee's signature or delivered in person with witness.*
 5. *Fifth, give notice of lay off to the individual involved at least twenty (20) Central Office work days prior to the effective date of the lay off except as might occur in G of this Article, millage defeats, or work stoppages.*
- B. *The Board shall provide the teachers with a current seniority list by the end of the first marking period.*
- C. *To implement recall the Board's designee shall consult with the Association and verify the selected teachers for recall with the presentation of a formal list of teachers to be recalled at least forty eight (48) hours before formal notice of recall is issued.*
1. *Any teacher on lay-off shall be recalled in inverse order of lay off provided the teacher is certified for the vacancy.*
 2. *The Board shall give written notice of recall from lay off by sending a certified letter with return of addressee's signature requested to said teacher. A copy shall be forwarded to the Association.*
 - a) *If the teacher fails to respond to the Board's recall within ten (10) Central Office work days of receipt of notice or within fifteen (15) Central Office work days of issuance, said teacher shall be considered as having resigned, thereby terminating the teacher's individual contract of employment with the Board.*
 - b) *It shall be the responsibility of each teacher to notify the Board of any change in address. The teacher's address as it appears on Board records shall be official when used in connection with lay offs, recalls or other notice to the teacher.*
 - c) *The employee who refuses recall for the beginning of the school year shall forfeit his right to remain on the Board's recall list.*
 - d) *The employee who refuses recall to employment during the school year shall remain on the Board's recall list with the same position of seniority for future vacancy.*
 - e) *The employee who refuses recall for less than a full-time position shall*

Article X - Lay-Off & Recall Contd.

not forfeit the right to remain on the Board's recall list.

- f) To accept recall, the recalled teacher must present to the Superintendent a signed acceptance of recall within ten (10) Central Office work days of the dated receipt of the addressee's returned certified letter or fifteen (15) Central Office work days of its issuance.
 - g) A tenure teacher may only remain on the recall list for a maximum of six (6) years.
- D. The teacher who is reinstated after recall shall receive salary and fringe benefits as though he/she had been continuously employed by the Board with a maximum of two (2) years service on the pay scale as long as the teacher was employed as a teacher, substitute teacher, teacher's aide or taking college classes in his/her field of study or courses which qualify for certification.
- E. The teacher who wishes to withdraw his name from the recall list shall submit to the Superintendent a signed statement indicating his decision.
- F. During a period of impending lay offs, the Board agrees to consider all teacher requests for leaves of absence which are specified in this Agreement.
- G. A teacher on lay off who attains additional certification shall replace a less senior employed teacher with the same certification at the beginning of the nearest semester after receipt of the official certificate by the Superintendent. The teacher shall notify the Superintendent when the require-requirements for certification have been completed.
- H. No new teacher shall be employed by the Board while there are employees who remain on the active recall list unless there are no employees on the active recall list with proper certification to fill any vacancy which may arise.
- I. **Definitions**
- 1. **Seniority**
 - a) Seniority shall be defined as the length of continuous service from the last date of hire of a teacher in the Jonesville Community Schools.
 - b) Approved leaves shall be credited for up to two (2) years toward seniority.
 - c) When more than one teacher has the same amount of seniority, the order of lay off shall be determined by a lottery. The procedures for a lottery shall be mutually developed by the Association and the Board.
 - d) Seniority for teachers who leave the employ of the school district and are rehired after the 1979-80 school year shall be calculated by subtracting the number of years out of the system from the number of years previously served in the system as a teacher.

Article X - Lay-Off & Recall Contd.

2. Lay Off

Lay off shall be defined as a reduction in the number of employed teachers at the Jonesville Community Schools caused by one (1) or more of the following reasons:

- a) Decrease in student enrollment.
- b) Deletions of curriculum due to budget limitations or low enrollment.
- c) Decline in subject or grade level enrollment.
- d) Shortage of revenues.
- e) Budget limitations in general operating budget.

3. Recall

Recall shall be defined as the reassignment of a laid off teacher to a bargaining unit position.

4. Days

Days shall be defined as Monday through Friday. Holidays shall not be included.

ARTICLE XI

COMPENSABLE LEAVE

- A. Accumulation of compensable leave, i.e. leave with pay days; for each of the ten (10) months beginning with September and ending with June, each teacher shall earn 1 and ½ leave per month.
 1. Compensable leave days shall be construed as days that a teacher is scheduled for school duty only.
 2. Compensable leave days for the normal school year will be granted at the rate of fifteen (15) days per year. Such leave with pay shall be granted after the first working day of the year.
 3. Compensable leave days for less than or greater than the normal school year will be earned at the rate of 1.5 days per month.
 4. The unused portion of sick leave may accumulate to two hundred (200) days.
 5. Payment of unearned sick leave shall be withheld from the final salary due.
 6. Accumulated sick leave days may be used by the teacher for the following reasons and subject to the following conditions:
 - a) Personal illness, accident or medical treatment of the teacher.
 - b) Exposure to contagious disease in which the health of others would be endangered by his attendance on duty.
 - c) Death in the family. (See Item #9 below)
 - d) Serious illness, accident, or medical treatment of family members: spouse, child, ward, or guardian, father, mother, father-in-law, or mother-in-law, with illness defined as serious by a doctor. In the case of other family members, leave may be allowed by the Superintendent upon request and at his

Article XI - Compensable Leave Contd.

discretion.

- e) *Disability caused by pregnancy, childbirth and/or related conditions shall be granted as in the case of any other temporary disability.*
- 7. *If a teacher is on or requests to be placed on sick leave, a physician's statement may be required. The statement shall specify whether or not the employee is capable of returning to work. In the event that an employee is unable to work, the physician shall be asked to specify an estimated date of return. Periodic statements shall be furnished at regular intervals decided by the employee's physician. If there is reason to believe that the statement(s) provided by the employee's physician are inaccurate, the Board may request a statement by a physician of their choice, at their expense.*
- 8. *A teacher who has exhausted all accumulated sick leave days and is unable to teach because of personal illness or disability shall be granted a leave of absence without pay for the duration of the illness or disability up to one (1) year. The teacher may be required to provide a physician's statement indicating the inability to return to work. A physician's statement verifying that the teacher is capable of returning to work may be required. This leave may be renewed each year upon written request of the teacher and approval of the Board. During the course of the leave the teacher may elect to continue the current insurance package or any portion, at their own expense, if allowed by the insurance carrier. After accumulated sick leave days have been exhausted, paid sick leave days may be extended by the Board at their discretion.*
- 9. **Funeral Leave:** *Three (3) days shall be granted for a family member. Additional days may be granted with approval from the Superintendent and additional days to be deducted from accumulated sick days. In the case of other deaths, leave may be allowed by the Superintendent, upon request and at his discretion.*
- 10. *Up to six (6) days shall be granted to conduct Association business to the president of the Jonesville Chapter of the 4-C UBA and/or his designee.*
- B. *Any teacher who willfully violates or misuses the benefits of this Article or misrepresents any statement or condition under this Article shall forfeit salary for days found in violation.*
- C. **Workers' Compensation**
Any teacher who is absent due to conditions compensable under the Michigan Workers' Compensation Law shall receive from the Board the difference between workers' compensation payments received and teacher's salary. Sick leave is to be deducted proportionately to the amount of teacher's salary paid by the Board.
- D. *Leave days not charged against accumulated compensable leave days.*

Article XI - Compensable Leave Contd.

1. Conference Leave

Professional conference expenses shall be allowed only for those conferences approved by the administration. Teachers may apply for professional conference leave by submitting a request to the building principal with copies of the request forwarded to the Superintendent. A written report of the conference shall be submitted to the building principal.

2. Court Duty

If a teacher is required to serve on a jury or is subpoenaed, he shall be granted leave and paid the difference between his pay for such court service and the money he would have received under this Agreement.

3. School Business

- a) *A teacher may receive leave with pay to carry out school business at the discretion of the building principal. Such leave shall be used for school visitations, chaperoning school-sponsored student trips, meetings sponsored by the Michigan Department of Education and other school related functions.*
- b) *Such leave shall not be available for business related to activities of the Association.*

E. Personal Business Leave

1. *Teachers shall receive four (4) personal leave days per year. Unused days shall accumulate. A maximum of five (5) may be carried over to the succeeding year.*
 2. *Personal days shall be requested three (3) days in advance, except in the case of emergency.*
 3. *Personal days used consecutively immediately before or after either a semester or a scheduled vacation period, on scheduled parent/teacher conference days or on in-service days shall be limited to the following:*
 - a) *Court cases.*
 - b) *Legal personal business.*
 - c) *Serious illness in the immediate family (defined in XI A, 6d)*
 - d) *Other reasons with the approval of the principal.*
 - e) *OR an emergency.*
 4. *All requests shall be submitted to the principal on the form found on Appendix C.*
 5. *Unused days not carried over will be credited to sick leave at the end of the school year.*
- F. *The provisions of the Family Medical Leave Act of 1993 shall apply. These provisions will not provide teachers with any greater benefits than required by the Act. The Board reserves all rights granted by the Act.*

ARTICLE XII
SABBATICAL LEAVE

- A. *The sabbatical leave is designed to provide opportunity for professional staff to improve their abilities and increase their value to the school district. This staff improvement is usually achieved by formal study or research and/or writing as approved by the Board upon the recommendation of the Superintendent.*

The formal application shall include the following as applicable:

1. *Formal study - an outlined plan of work intended to qualify personnel for higher credential or program of recognized courses intended to improve the applicant in his field of endeavor.*
2. *Research and/or writing - the proposed undertaking shall be approved as it relates to the service of the personnel in his profession.*

B. Qualifications

An employee possessing a permanent, continuing or professional education teaching certificate valid in the State of Michigan and having been employed full-time for a period of seven (7) consecutive years in the Jonesville Community Schools system is eligible to apply for sabbatical leave of absence.

C. Filing the Application

Completed applications for sabbatical leave must be filed with the Superintendent on or before March 1 of the year preceding the academic year for which the leave is being requested. Once filed, the application may be withdrawn at any time prior to the date of action by the Board. Such requests must be made in writing to the Superintendent.

D. Review Committee

The Educational Council will review all applications submitted. The committee will consult with the candidate and any other persons who can be of assistance to the committee in assessing the proposal on which the request for sabbatical leave is made.

E. Action

The Superintendent will submit the recommendations of the Educational Council for sabbatical leave with name, along with any qualifying conditions of those applicants being recommended for a sabbatical grant to the Board on or before the second Wednesday in April preceding the academic year for which the leave is requested.

F. Notification

- A. *Upon receipt of the application, the Superintendent will forward a written acknowledgment. At the conclusion of the preliminary screening of the applications, each candidate will be notified as to the status of his application. The date for each notification will be no later than*

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April 1, earlier if possible.

2. *Upon action by the Board each candidate will be informed in writing as to the final disposition of his application. This notification will occur within five (5) days following the official action of the Board.*

C. Execution of Agreement

Prior to the granting of sabbatical leave, each professional staff member will sign an agreement with the Board to comply with the following requirements:

1. *Professional staff on sabbatical leave shall inform the Superintendent of any changes in the planned program and request their approval.*
2. *Professional staff returning from sabbatical leave shall submit a written report to the Superintendent within thirty (30) days after resumption of active service. The report shall include the names of the institutions attended, courses taken and transcripts of credits received.*
3. *Professional staff agrees to serve three (3) years at the Jonesville Community Schools after having returned from sabbatical leave. If three years of service are not completed after sabbatical-leave, that person shall reimburse the school district for the salary received during such leave.*

H. Change of Plans After Award

Should the recipient of a sabbatical grant at a time prior to the effective date of the sabbatical leave wish to give up the grant and return to regular service, he will notify the Superintendent in writing. If the applicant so notifies the Superintendent prior to the end of the school year, he shall return to his assignment. If the applicant so notifies the Superintendent after the close of the school year, the applicant will have no legal claim to an assignment during the period of the sabbatical grant. He will be given priority consideration to be assigned to an unfilled position for which he is certified.

I. Quota

Prior to March 1 of each year, the Board will specify the number of sabbatical leaves or the dollar amount for such purposes to be incorporated in the budget for the next fiscal year.

J. Salary Provision

An approved sabbatical leave of absence will carry an allowance of full fringe benefits and fifty (50) percent contractual salary subject to such deductions as are required by law or employee election.

ARTICLE XIII
NON-COMPENSABLE LEAVE

A. Child Care

1. *An unpaid child care leave shall be granted upon request of a bargaining unit member. An adoptive parent may apply for a child care leave under these guidelines.*
2. *The applicant shall submit a written request to the Superintendent at least forty five (45) days prior to the effective date of the leave except in case of emergency. Said request shall include specific dates of the leave.*
3. *Leave for child care shall not exceed one (1) year. However, the Board may act to extend such leaves after reviewing pertinent data as presented by the teacher on leave.*
4. *Reinstatement shall be to the employee's same regularly assigned duties.*

B. Military Leave

A military leave of absence shall be granted to any teacher under contract who shall be drafted for military duty in any branch of the armed forces of the United States in accordance with Act 145 of 1943 as amended. Upon separation from the service, he shall be placed at the same position on the salary schedule as he would have been had he taught in the district during such period.

C. Other

Requests for leaves of absences without pay can be submitted to the Superintendent and may be granted if, in his opinion, such leave shall be of value to the district or the teacher.

- D.** *While on unpaid leave, except family medical leave, such teachers may reimburse the Board for fringe benefits as per regulations of the insurance carriers.*
- E.** *The provisions of the Family Medical Leave Act of 1993 shall apply. These provisions will not provide teachers with any greater benefits than required by the Act. The Board reserves all rights granted by the Act.*

ARTICLE XIV
TEACHER EVALUATION

Tenure in the Jonesville Community Schools shall be regulated by the Michigan Teacher Tenure Act No. 4 of the Public Acts of the Extra Session of 1937, as amended.

A. Probationary Teachers

1. *A "Mentor Teacher" shall be assigned to the probationary teacher by the building principal. The "mentor teacher", insofar as possible, shall be a tenure teacher teaching in the same building, grade or discipline as the probationary teacher. It shall be the duty of the "mentor teacher" to assist and counsel the probationary teacher in acclimating himself to the teaching*

Article XIV - Teacher Evaluation

profession and the school system.

- 2. Probationary teachers shall be evaluated in writing (see Appendix "A") at least three (3) times each year. The time line for each evaluation is as follows: First evaluation prior to November 15; second evaluation prior to February 15; third evaluation prior to May 15. Each evaluation is to include as least two classroom observations conducted at least fifteen (15) days apart.*
- 3. Each probationary teacher shall submit to the principal not later than the third Friday following Labor Day following the teacher's commencement of service a statement of his individual goals for the remainder of the school year. These goals include one (1) academic, one (1) personal and one (1) enrichment goal.*

B. Tenure Teachers

- 1. Tenure teachers will be evaluated in writing (see Appendix "A") a minimum of once every three (3) years prior to March 15th. The evaluation shall not be completed prior to October 1st of any school year. This performance evaluation shall be based on, but is not limited to, at least two (2) classroom observations at least thirty (30) days apart conducted during the period covered by the evaluation.*
- 2. Tenure teachers shall submit to the principal not later than the third Friday following Labor Day the teacher's commencement of service a statement of his individual goals for the remainder of the school year. The required contents of the goals are outlined in Section A 3 above.*

C. Mentor Teacher

- 1. In accordance with the Michigan School Code (380.1526), each bargaining unit member in his/her first three (3) years in the classroom shall be provided a mentor teacher. In no instance will an administrator serve as a teacher mentor. The mentor shall be selected by the Administration from a list of tenured teachers in the district who have indicated an interest in mentoring and who meet the criteria of the Department of Education publication, "Guidelines and Recommendations for the New Teacher Induction/Teacher Mentoring Process in Michigan." Teachers in the district will not be forced to be mentors. Every effort will be made to match mentor teachers and mentees who work in the same building and who have the same area of certification. Where possible, the mentor teacher and the mentee shall be assigned common preparation time. If there is an insufficient number of mentor teachers, retired teachers or college professors may serve as a mentor teacher provided that he/she shall be paid at the rate listed in Section C below.*
- 2. The mentor teacher shall be available to provide professional support, instruction and*

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guidance. The purpose of the mentoring assignment is to provide a peer who can offer assistance, resources and information in a non-threatening collegial fashion. It is understood that the mentor-mentee relationship shall be confidential and shall not be a matter included in the evaluation of the mentor teacher nor of the mentee. Neither mentor nor the mentee shall be permitted to participate in the evaluation of the other. The job description for mentors shall be in accordance with the Michigan Department of Education publication, "Guidelines and Recommendations for the New Teacher Induction/Teacher Mentoring Process in Michigan."

3. The mentor teacher assignment shall be for one (1) school year subject to review by the mentor teacher and mentee in April of each school year. The assignment may be renewed in succeeding years upon concurrence of the mentor, mentee and the Administration. The mentor teacher shall be paid four hundred dollars (\$400) per mentee, per school year.
4. Mentees shall be provided with a minimum of fifteen (15) days of professional development during their first three (3) years of classroom teaching.

D. Teacher Observations

All monitoring or observations of the work of a teacher shall be conducted openly and with full knowledge of the teacher.

E. Administrative Evaluation Report

1. All reports must be discussed with each teacher prior to April 1. A teacher shall sign his evaluation report. Such signing may not constitute approval but merely an indication that the teacher has read the report. A teacher's refusal to sign the report shall be so noted by the principal with the date.
2. After the appraisal conference, the teacher may wish to add a written statement to the original report and such statements shall be attached to the evaluation.

F. Dismissal of Tenure Teacher

1. When a tenure teacher is not being recommended for re-employment under the provisions of the tenure act, the final evaluative report shall contain descriptive statements about the procedural due process to be utilized in such dismissal.

G. Teacher with Temporary Contract

In order to provide leaves as detailed in the Agreement, i.e. child care, sabbatical, etc. the Board may offer one semester or two semester contracts to teachers who fill those temporary vacancies. Neither the administrative evaluation of such employees nor the temporary nature of their contract shall be governed by any section or part of this Article. Furthermore, the pre-dated termination

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of such temporary contract shall not be influenced, modified nor changed because of any section or part of this Article. All teachers who possess such temporary contracts shall receive a wage agreement marked "**TEMPORARY CONTRACT**" which shall include a specified termination date.

H. Personnel Files

Personnel files shall be kept in compliance with the provisions of the Bullard-Plawecki Act of 1978. Each teacher shall have the right, upon request, to review the contents of his own personnel file maintained by the school system. The review will be made in the presence of the administrator responsible for the safekeeping of the file. A representative of the Association may, at the teacher's request, accompany the teacher in this review. Privileged information such as confidential credentials, letters of recommendation from universities, previous employers or individuals are specifically exempted from such file prior to the review of the file by the teacher. No material may be placed in the file without allowing the teacher an opportunity to file a response. After notification of such inclusion in the personnel file, the teacher may file a response thereto which shall become a part of said file.

ARTICLE XV

GRIEVANCE PROCEDURE

- A. A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of a provision of this Agreement may be processed as a grievance as hereinafter provided.
- B. The grievant shall be entitled to Association representation at any informal or formal meetings with the Board and/or its representatives.
- C. The number of days indicated at each step of the Grievance Procedure are teacher workdays. In the summer recess, days shall be defined as working days (Monday through Friday), excluding holidays.
- D. The Association may initiate a grievance directly at the Superintendent's level when either of the following conditions apply:
 1. A grievance involves a group of employees or an issue which applies to the unit as a whole, or
 2. The action precipitating the grievance was initiated by management at a level higher than the immediate supervisor. When such grievances are initiated at the Superintendent's level, the normal grievance procedures shall be followed as set forth in this Article.

E. Informal Grievance Procedure

In the event that any party identified above believes that there is a basis for a grievance, he shall

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discuss the alleged grievance with his building principal within ten (10) days of the occurrence or discovery thereof of the alleged violation, misinterpretation or misapplication of the provision of this Agreement. If no mutually agreeable solution has been reaching within five (5) days after the discussion, the teacher or the Association may proceed to Step 1 of the formal grievance procedure.

F. Formal Grievance Procedure

Step 1 *In order to invoke the formal grievance procedure, within twenty (20) Central Office work days of the occurrence or discovery thereof of the alleged grievance, the grievant or the Association shall complete the grievance form provided in Appendix "E" of the Agreement. The principal or his secretary shall sign for the receipt of the grievance with the date when the grievant or the Association presents the completed grievance form to the principal. The principal shall write his disposition of the grievance within five (5) Central Office work days of the receipt of the grievance and shall furnish a copy to the grievant and the Association.*

Step 2 *If the Association is not satisfied with the disposition of the grievance by the principal, the grievance shall be transmitted to the Superintendent within ten (10) Central Office work days. The Superintendent or his secretary shall sign for the receipt of the grievance form with the date. The Superintendent will conduct a formal hearing of the grievance within ten (10) Central Office work days of its receipt and shall furnish a copy to the grievant and the Association.*

Step 3 *If the Association is not satisfied with the disposition of the grievance by the Superintendent, or if no disposition has been made within five (5) Central Office work days of such meeting, the grievance shall be transmitted to the Board within ten (10) Central Office work days by filing a written copy thereof with the secretary or other designee of the Board. The Board, no later than the next regular Board meeting or within fifteen (15) Central Office work days, whichever shall be later, after the receipt of the grievance shall conduct a formal hearing of the grievance. Disposition of the grievance in writing by the Board shall be made no later than ten (10) Central Office work days thereafter. A copy of such disposition shall be furnished to the Association and grievant when identified.*

Step 4 *If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period provided, the grievance may be submitted to arbitration before an impartial arbitrator. The Association must notify the Board of its intent to pursue arbitration within twenty (20) Central Office work days of the receipt of the Board's disposition or within twenty (20) Central Office work days of the Board hearing if no disposition has been rendered by the Board. If the parties cannot agree on the selection of the arbitrator*

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within ten (10) Central Office work days from the notification date that arbitration will be pursued, the arbitrator shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceedings. Neither the Board nor the Association shall be permitted to assert in such arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party.

The powers of the arbitrator are subject to the following limitations:

- a) He/she shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.*
- b) He/she shall have no power to establish salary scales.*
- c) He/she shall have no power to interpret State or Federal laws.*
- d) More than one grievance may not be considered by the arbitrator at the same time except upon the express written mutual consent of the parties and then only if the grievances are of a similar nature.*
- e) The fees will be shared equally between the parties.*
- f) Both parties agree to be bound by the award of the arbitrator, and that judgment thereon may be entered in any court of competent jurisdiction.*

G. Guidelines

- 1. The time limits provided in the article shall be strictly observed but may be extended by written agreement of the parties.*
- 2. Notwithstanding the expiration of the Agreement, any claim or grievance having arisen thereunder may be processed through the grievance procedure until resolution.*
- 3. When any time limits are not adhered to except as provided in Section 2 above, the grievance is awarded to the party not violating the time limits.*
- 4. All parties of interest shall be present and may be represented by another person at all meetings and hearings at any level of the Grievance Procedure. When a teacher is not represented by the Association, the Association shall have the right on its request to have its representative present to state its views at all stages of the formal grievance procedure.*
- 5. A grievance may be withdrawn at any level without establishing a precedent.*
- 6. No reprisals of any kind shall be taken by or against any party of interest or participant in the grievance procedure by reason of such participation.*
- 7. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.*
- 8. All available information necessary to the determination and processing of any grievance shall be furnished upon request to all parties involved in said grievance with the exception of argument to be presented by either side in arbitration.*
- 9. Hearings and meetings at all grievance levels will be established by mutual agreement between the Board and the Association in no case will there be a loss of pay.*

ARTICLE XVI
NEGOTIATION PROCEDURE

- A. *Neither the Association nor the Board shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district.*
- B. *Copies of this Agreement shall be printed at the joint expense of the Board and the Association and presented to all teachers now employed or hereafter employed by the Board.*
- C. *If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers 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 applications shall continue in full force and effect.*
- D. *This Agreement shall supersede any rules, policies, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.*
- E. *The principal and Association Building Representative shall meet as needed for the purpose of reviewing the administration of the contract and to resolve problems which may arise. These meetings are not intended to bypass the grievance procedure.*
- F. *The Board agrees not to contract out Schedule B assignments unless otherwise provided in this Agreement.*
- G. *Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. Since the parties have established a comprehensive grievance procedure under which unresolved disputes may be settled by an impartial third party, the parties have removed the basic cause of work interruptions during the period of this Agreement. The Association/Union, accordingly agrees that it will not, during the period of this Agreement, directly or indirectly, engage in or assist in any strike against the Employer, as defined by the Public Employment Relations Act, (MCLA 423.201 et seq; MSA 17.455(1) et seq).*

ARTICLE XVII
RETIREMENT

Teachers retiring and qualifying for payments under the Michigan School Employment Retirement System or the Federal Social Security System shall be reimbursed at the current Board approved teacher substitute rate of pay for accumulated sick leave, but not to exceed one hundred seventy five (175) days.

ARTICLE XVIII
EDUCATIONAL COUNCIL

- A. *There shall be an Educational Council composed of six (6) members. Three (3) members shall be appointed by the Association and three (3) appointed by the Board.*
- B. *The Educational Council shall meet no later than the first Wednesday in October to elect a chairperson and to determine the meeting dates for the year.*
- C. *The Educational Council shall concern itself with the discussion and study of subjects relating to the school system. The Council shall establish elementary and secondary sub-committees and other such sub-committees as it shall deem necessary.*
- D. *In no way is this Council intended to provide a bypass in the grievance procedure.*
- E. *The recommendation of the Council to the Board shall be in an advisory capacity.*
- F. *Each year by May 15th, the Council will establish a list of concerns to both the administration and the teachers for study during the next school year.*

ARTICLE XIX
SCHOOL CALENDAR

- A. *For the term of this contract there shall be one hundred eighty (180) full days of instruction, two (2) half days of instruction, one (1) orientation day, two (2) full inservice days, one (1) half day (½) inservice, two (2) parent teacher conference days.*
- B. *In the event of school being canceled due to weather conditions or other emergencies the days will be made up at the end of the school year.*

In addition, if requirements change regarding days necessary to meet the minimal standards, the Board will consult with the Educational Council in order to correct the problem.

ARTICLE XX
SALARY ADMINISTRATION

- A. **Newly Employed Teachers:** *Unlimited years of previous teaching experience in other districts may be accepted in placing new teachers on the salary schedule.*
- B. *Since a regular full-time teacher teaches for five (5) class periods and one seminar period and receives six-sixths (6/6) and one (1) full conference period, each part time contract will be interpreted from that model.*

Examples:

- 1. *The part-time teacher with four (4) class periods of assignments will be paid four-sixths (4/6) of a full salary and will be expected to remain for four-sixths (4/6) of a conference period. This teacher's yearly increase shall be four sixths (4/6) of the amount of a full-time teacher receives.*

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2. The part-time teacher with three (3) class periods of assignments will be paid three-sixths (3/6) of a full salary and be expected to remain for three-sixths (3/6) of a conference period. This teacher's yearly increase shall be three-sixths (3/6) the amount of a full-time teacher receives.
3. The part-time teacher with two (2) class periods of assignments will be paid two-sixths (2/6) of a full salary and be expected to remain for two-sixths (2/6) of a conference period. This teacher's yearly increase shall be two-sixths (2/6) the amount a full-time teacher receives.
4. Teachers teaching more than a normal number of class assignments six (6) will be paid according to the previous model also.

Example:

- a) A teacher having seven (7) class periods of assignments will be paid seven-sixths (7/6) of a full salary. Such increased assignments and increased salaries shall not affect the awarding of fringe benefits as per this Agreement.

C. Extended Contracts

1. Compensation for individual services which have been contracted for a period of time exceeding the normal school year shall be made by increasing the individual's basic step amount by the following formula:

$$\text{Amount of increase} = \frac{D-N}{N} \times \text{step amount}$$

N = number of contract days in full school year

D - number of contract days in the individual's contract.

Example: If there were 188 days in a full contract year (N) and 203 contract days (D) in the contract of a teacher whose salary was based on step D-6, the

$$\text{Amount of increase} = \frac{203 - 188}{188} \times \text{step amount D-6}$$

2. If the teacher will be teaching less than six (6) full periods per day during the extended period, then the amount of increase will be given by the following formula:

$$\text{Amount of increase} = \frac{H(D-N)}{6N} \times \text{step amount}$$

H = number of class periods per extended contract day.

Example: If the teacher in Example 1 were teaching two (2) classes per day during the extended period of his contract, then

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$$\text{Amount of increase} = \frac{2(203 - 188) \times \text{step amount D-6}}{6 \times 188}$$

D. **Longevity:** \$450 in contract year 2000-01, \$500 in contract year 2001-02 and \$550 for contract year 2002-03 after twelve (12) years of continuous service in this system plus an additional \$50.00 per year. (See Appendix H)

E. **Extra Duty**

1. The Board retains the prerogative of filling the positions listed on Appendix B.
2. The Board retains the prerogative of assigning extra duties to incumbent personnel for the ensuing school year upon the recommendation of the administration and acceptance by said personnel of such position and will not post those reassigned extra duties as vacant.
3. Any position not filled under the provisions in #2 above shall be posted.
 - a) All applications will be evaluated on the following criteria:
 - 1) Demonstration of ability to work with young people.
 - 2) Evidence of maturity, character, and physical health.
 - 3) Evidence of basic knowledge of techniques and rules of the sport.
 - 4) Sufficient background knowledge of or has received instruction in interscholastic athletic philosophy, emergency procedures, liability, and M.H.S.A.A. regulations to perform the duties and responsibilities required.
 - 5) Members of the bargaining unit who apply for posted positions of extra duty and who meet the criteria cited in items 1, 2, 3 and 4 above will be awarded the position.
4. Supplementary contracts shall be offered as non-tenure contracts and the Board may void the contract at any time for any of the following reasons:
 - a) Insufficient student interest in that activity.
 - b) Lack of funds.
 - c) Position is abolished. If the position is abolished after the teacher has been on the job, he will be paid on a pro-rated basis for the time worked.
5. Assignments to this extra duty position and the pay rate attached in Appendix B terminates at the end of the school year and shall not constitute tenure payment nor a tenure assignment to the position and salary listed.
6. Any assignments in addition to the normal teaching schedule during the regular school year shall not be obligatory but shall be with the consent of the teacher. Jonesville teachers employed in extra duty assignments shall be paid in accordance with the salary provisions on Appendix B.

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7. In no case shall anyone hired from outside the bargaining unit be paid at a rate in excess of that established in Schedule B.

8. Duties of Department Chairpersons

- a) To call and chair necessary meetings of the department.
- b) To develop, with department members, a single departmental budget to be presented to the principal, and to requisition necessary departmental budget items.
- c) To work with their departments to make recommendations to the areas of curriculum development and textbook adoption.
- d) To meet, from time to time, with the principal in order to facilitate communications.

F. Description of Salary Levels:

- 1. **Level A:** Those teachers holding a Bachelor's degree and a current Michigan teaching certificate.
- 2. **Level B:** Those teachers holding a Bachelor's degree plus eighteen (18) semester hours of graduate course work and a current Michigan teaching certificate.
- 3. **Level C:** Those teachers holding a Master's degree and a current Michigan teaching certificate.
- 4. **Level D:** Those teachers holding a Master's degree plus thirty (30) semester hours of graduate course work and a current Michigan teaching certificate.
- 5. Teachers who have been hired and have an out of state teaching certificate will be placed at the appropriate level but will be required to take the next available competency test and meet all requirements for the Michigan teaching certificate for their area.

G. Movement to the next step of the salary schedule will be automatic at the beginning of each school year. Movement across the columns to the appropriate salary level will be automatic at the beginning of each semester provided the teacher has completed the requirements for placement on the levels as specified in Section F above.

H. Fringe Benefits

- 1. The Board shall provide each full time teacher with the option of one of the two packages (PAK A or PAK B) listed below:

PAK A	PAK B
Super Care 1	\$250 Cash option in lieu of health care
75/75/50 (\$1,000) Dental	75/75/50 (\$1,000) Dental
VSP-3 Vision	VSP-3 Vision
\$20,000 Life	\$30,000 Life

The Board will reimburse teachers up to \$100.00 per insurance year. Teachers should submit a request for reimbursement as soon as the deductible has been met or no later than February

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28 of the following year. Payment of the deductible will be paid one time per calendar year. Teacher will submit verified statement indicating that such expenses have been incurred and paid by teacher.

2. Teachers will be reimbursed the tuition costs of graduate classes up to two hundred fifty (250.00) dollars per year upon successful completion and verification of such to the superintendent. A minimum grade of 3.0 is required for eligibility.
3. **Schedule of Payments** - The Board shall provide either twenty-one (21) or twenty-six (26) equal payments of salary. Teachers are to notify the business office two (2) weeks prior to the first pay period of the start of school regarding having equal payments of twenty-one (21) or twenty-six (26). If the business office has not been contacted, the pay periods will be based on twenty-six (26).
4. The Board shall pay the retirement premium on all contractual dollars to the Michigan School Employees Retirement System for all teachers in this bargaining unit.
5. The Board will provide a Cafeteria Plan which complies with Section 125 of the Internal Revenue Code. The Cafeteria Plan is intended not to change any benefits except as required by Section 125.

ARTICLE XXI

CHARTER SCHOOLS

- A. The district will provide notice to the Association of any contact, correspondence, or inquiry regarding a public school academy application made to the district, or an application to an ISD, community college, or public university of which it has knowledge.
- B. In the event that a charter school is started in the Jonesville Community School District, this contract will be reopened for the purpose of dealing with those subjects and provisions related to the operation of a charter school.

ARTICLE XXII

LEAST RESTRICTIVE ENVIRONMENT AND MEDICALLY FRAGILE STUDENTS

- A. Application of this Article shall apply to special education students.
- B. Mainstreaming is defined as the placement of an identified special education student referenced above in Section A into a regular education program for any part of the regular school day. When a general education classroom teacher is assigned a special education student as set forth above, the teacher shall not be expected to perform routine, scheduled maintenance of an apparatus used by the student to sustain his/her bodily functions nor render routine scheduled care or maintenance of bodily functions (e.g. tracheotomy, custodial care, etc.) related to the

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impaired condition. The teacher shall be informed and instructed as to emergency measures which may be necessary on occasion due to the student's impaired condition. Otherwise, it shall be the teacher's responsibility to implement the student's individualized educational plan and for attending to the educational needs of the student while in the teacher's class.

In addition to other established procedures, the student's special education teacher will have the responsibility of contacting the general education teacher(s) for purposes of sharing pertinent information, discussing the special needs of said students and addressing other appropriate issues as same may arise.

- C. *If any teacher has a reasonable basis to believe that a handicapped student's current Individual Education Plan (IEP) is not meeting the student's unique needs as required by law, the teacher will advise his/her principal of that opinion in writing.*
- D. *On a case-by-case basis, the District will determine what training if any will be necessary for the general education teacher who has a mainstreamed student as set forth in Section B assigned to his/her classroom.*
- E. *A Least Restrictive Environment Committee process is hereby established.*
 - 1. *The Committee process will be ad hoc and composed of two (2) teachers and two (2) administrators, all of whom will be selected in accordance with the respective parties' procedures. At least one (1) of the teachers will be a special education teacher and one (1) administrator shall be the Special Education Director.*
 - 2. *The Committee shall convene upon written request of a general education teacher who is seeking assistance in resolving problem(s) related to a mainstreamed student in his/her classroom. The Committee shall convene within five (5) work days of receipt of the teacher's request.*
 - 3. *The teacher's request will provide evidence that she/he has reasonably exhausted avenues of available assistance and guidance from special education staff and his/her building principal. Additionally, the teacher will provide a written description of the problem(s).*
 - 4. *After its review, the Committee may issue a written recommendation in response to the teacher's request for assistance. The written recommendation of the Committee will be submitted to the Superintendent for review and consideration within ten (10) days of the receipt of the request from the general education teachers.*
 - 5. *The Superintendent will submit his/her recommendations in writing following a*

Article XXII - Least Restrictive Environment & Medically Fragile Students Contd.

review of the teacher's request and committee's recommendation within five (5) days of the receipt of the written recommendation from the committee. The decision of the Superintendent shall be final and not subject to the grievance procedure.

- F. 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 considerations of the student's unique needs as determined by an Individual Education Planning Committee (IEPC). Although it is agreed that the handicapped student's participation and right to participate in regular education programs and service cannot be affected by this Agreement.
- G. The District shall determine the need for a teacher who will be providing instructional or other services to a handicapped student to participate in the IEPC which may initially place (or continue the placement of) the student in a regular education classroom. The District shall provide release time in the event the District directs or authorizes a teacher to attend an IEPC which is scheduled during the time the teacher is assigned to teach a class.

ARTICLE XXIII

DURATION OF AGREEMENT

- A. This Agreement incorporates the agreement reached by the parties on all agreed issues which were subjects of negotiation. This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties as an amendment of this Agreement.
- B. This Agreement shall be effective as of July 1, 2000, and shall continue in effect until June 30, 2003. No other organization may ask for exclusive bargaining rights during the fixed term of this Agreement.

FOR THE BOARD

By Kristi A. Leacock

By Doreen Joe

By Dennis Howard

Date Signed May 17, 2000

Date Signed May 25, 2000

FOR THE ASSOCIATION

By Donald Coppinger

By Raymond St. James

By Sally Wood

By Don H. Brown

By Martha Godfrey

By 4C UBA Cynthia K. Moore

By MEA/NEA Judith K. Vance, MEA

APPENDIX A

EVALUATION FORM

This form to be used in evaluation of probationary and tenure teachers as per Article XIV of the Master Agreement.

COMMENTS:

Considering the observations made during this school year, I believe this teacher should be rated as: (Mark only one)

_____	SATISFACTORY
_____	NEEDS IMPROVEMENT IN THE FOLLOWING AREAS:
_____	UNSATISFACTORY BECAUSE: _____

TO BE COMPLETED AFTER FINAL EVALUATION:

This teacher is: **RECOMMENDED FOR REEMPLOYMENT** (Strike only one line)

NOT RECOMMENDED FOR REEMPLOYMENT

Signature of Teacher with Date

Signature of Principal with Date

Original to teacher; first carbon personnel file; second carbon principal

APPENDIX B

**EXTRA DUTY SCHEDULE
(Percentage)**

ATHLETICS

Baseball	Head Varsity		10%
	Assistant Varsity		5%
	JV		5%
	Girls Softball		10%
	JV Girls Softball		5%
Basketball	Head Boys Varsity		11%
	Boys JV		7%
	Boys 9th Grade		6%
	Head Girls Varsity		11%
	Girls JV		7%
	Girls 9th Grade		6%
	Jr Hi Boys (one person)		7%
	Jr Hi Boys (two persons)	each	5%
	Jr Hi Girls (one person)		7%
	Jr Hi Girls (two persons)	each	5%
	Jr Pro Boys Elementary		3%
	Girls Elementary		3%
Cheerleading	JV and Varsity (Fall and Winter)		7%
	7th Grade		4%
	8th Grade		4%
Cross Country	Varsity Coed (one team-same season)		6%
	Varsity Boys or Girls (separate coaches)	each	5%
	Varsity (two separate teams - one coach)		10%
	Jr Hi Coed		5%
Football	Head Varsity		11%
	Assistant Varsity		8%
	JV		8%
	Assistant JV		6%
	Assistant 9th Grade		5%
	Jr Hi Flag		3%
	Elementary Flag		3%
Golf	Varsity Coed (one team)		7%
	Boys Varsity		5%
	Girls Varsity		5%
	Varsity Boys and Girls (two separate teams-one coach)		8%
Jump Rope Team	Supervisor		3%
Soccer	Varsity		10%
	JV		6%
Tennis	Varsity Coed		7%

Appendix B Contd.

Tennis	Boys Varsity	5%
	Girls Varsity	5%
	Varsity Boys and Girls (two separate teams-one coach)	8%
Track	Boys Varsity	10%
	Assistant Boys Varsity	5%
	Girls Varsity	10%
	Assistant Girls Varsity	5%
	Assistant Boys and Girls Varsity	7%
	Jr Hi Coed	6%
	Jr Hi (two persons)	each 4%
Volleyball	Head Varsity	10%
	JV	7%
	Jr Hi (one person)	5%
	Jr Hi (two persons)	each 4%
	Elementary	3%
Weight Lifting	Supervisor	3%
Wrestling	Head Varsity	10%
	Assistant Varsity	7%
	Jr Hi	5%
	Elementary	3%

NON-ATHLETIC

Band Director		10%
Lunch Room Supervisor		
	Elementary (current or previous teachers with experience)	10%
	New Supervisor (no experience)	per semester \$1000
Class Advisors	12th Grade	\$500
	11th Grade	\$500
	10th Grade	\$350
	9th Grade	\$350
	8th Grade	\$200
	7th Grade	\$200
Computer Club		\$500
Curriculum Chairs	Elementary (targeted years)	\$300
Department Heads - High School		\$300
Drama Club		\$200
Driver Ed	per hour	2000/01 \$19.00 - 2001-02 \$19.50 - 2002-03 \$20.00
Duplicating Coordinator		per yr \$350

Appendix B Contd.

Elementary Math Club			\$300
Elementary Science Club			\$300
Elementary Grade Level Representatives			\$300
Fair Board	Chairperson		\$125
	Grade Representatives		\$ 35
Flag Corp			\$500
Homecoming	Chairperson (Fall and Winter)	each	\$100
Honors Choir			\$ 75
100 Mile Club			\$100
MLAG		per yr	\$1000
Mentor Teacher	(Payment per mentee)	per yr	\$400
NCA Steering Committee Chair			\$500
NCA Target Area Chair			\$150
National Honor Societies - Senior High			\$500
	Junior High		\$200
Nature Club			\$300
Play Director	(Per Play)		\$500
Playground Duty	(Per Semester)		\$1000
Quiz Bowls	High School - \$300	Plus per bowl	\$ 50
	Junior High - \$200	Plus per bowl	\$ 50
	Elementary - \$100	Plus per bowl	\$ 50
Safety Patrol Supervisor			\$750
Spelling Bee	(Each Chairperson)		\$ 50
Students Against Driving Drunk (SADD)			\$300
Student Council			\$300
Substituting	Per Hour	2000/01 \$19.00 - 2001/02 \$19.50 - 2002-03	\$20.00
Web Page Coordinator			\$1000
Year Book			\$750

Appendix B Contd.

Elementary Yearbook

\$400

Appendix B percentages shall be computed on the individual's appropriate salary column (A, B, C, or D) with credit for each year of experience in that sport or activity for all coaches or sponsors who were active in 1989-90 in a particular sport or activity or who have ever had experience in that sport or activity in the Jonesville Schools. For individuals not so grandfathered, Appendix B percentages shall be computed on Column "A" of the salary schedule with credit for each year of experience in that sport or activity to a maximum of ten (10) years.

APPENDIX C

SCHEDULING PERSONAL BUSINESS DAYS

NAME: _____ DATE: _____

Notice for scheduling business day on: Date _____

Is this notice made as an emergency requiring less than three (3) days advance notice?

Yes No (Please circle one)

The utilization of this day as a personal business day is in conformity with the terms of the Master Agreement and does not require the administrator's signature of approval.

Teacher's Signature

If the day(s) is to be used before or after a semester, scheduled vacation, or on scheduled parent-teacher conference days, check one of the following reasons:

- _____ Court Case
- _____ Legal Personal Business
- _____ Serious Illness in the Immediate Family
- _____ Emergency
- _____ Other Reason Approved by the Principal

Principal's Signature

Date

APPENDIX D

SALARY INDEX SCHEDULE

	LEVEL A	LEVEL B	LEVEL C	LEVEL D
1	1.000	1.0550	1.1130	1.1742
2	1.0500	1.1078	1.1687	1.2329
3	1.1025	1.1631	1.2271	1.2946
4	1.1576	1.2213	1.2884	1.3593
5	1.2155	1.2824	1.3529	1.4272
6	1.2763	1.3465	1.4205	1.4986
7	1.3401	1.4138	1.4915	1.5735
8	1.4071	1.4845	1.5661	1.6522
9	1.4775	1.5587	1.6444	1.7348
10	1.5513	1.6367	1.7266	1.8216
11	1.6289	1.7185	1.8130	1.9126
12	1.7103	1.8044	1.9036	2.0083

APPENDIX D

2000-01 SALARY SCHEDULE

	BA	BA +18	MA	MA +30
	LEVEL A	LEVEL B	LEVEL C	LEVEL D
1	28,517	30,087	31,740	33,485
2	29,944	31,592	33,328	35,160
3	31,441	33,168	34,995	36,919
4	33,013	34,828	36,743	38,764
5	34,663	36,571	38,581	40,701
6	36,397	38,400	40,509	42,736
7	38,217	40,319	42,535	44,873
8	40,127	42,334	44,662	47,117
9	42,134	44,450	46,894	49,473
10	44,240	46,674	49,238	51,948
11	46,453	49,008	51,703	54,543
12	48,774	51,458	54,287	57,272

APPENDIX D

2001-02 SALARY SCHEDULE

	BA	BA +18	MA	MA +30
	LEVEL A	LEVEL B	LEVEL C	LEVEL D
1	29,548	31,175	32,887	34,696
2	31,027	32,735	34,533	36,431
3	32,578	34,368	36,260	38,253
4	34,206	36,087	38,071	40,165
5	35,916	37,893	39,976	42,172
6	37,713	39,788	41,973	44,281
7	39,599	41,776	44,072	46,495
8	41,577	43,865	46,277	48,821
9	43,658	46,057	48,589	51,261
10	45,839	48,362	51,018	53,826
11	48,132	50,780	53,572	56,515
12	50,538	53,318	56,249	59,343

APPENDIX D

2002-03 SALARY SCHEDULE

	BA	BA +18	MA	MA +30
	LEVEL A	LEVEL B	LEVEL C	LEVEL D
1	30,617	32,302	34,076	35,950
2	32,149	33,918	35,782	37,748
3	33,756	35,610	37,571	39,636
4	35,443	37,392	39,448	41,617
5	37,215	39,263	41,421	43,697
6	39,076	41,226	43,491	45,882
7	41,030	43,287	45,666	48,176
8	43,081	45,450	47,950	50,586
9	45,236	47,722	50,346	53,115
10	47,497	50,110	52,863	55,772
11	49,873	52,616	55,509	58,558
12	52,365	55,246	58,283	61,488

APPENDIX E GRIEVANCE REPORT FORM

Jonesville Chapter of the 4-C Unified Bargaining Association, Jonesville Community Schools

Building: _____

Name of Grievant Date Filed

Step One

1. Date Cause of Grievance Occurred or Discovered: _____

2. Statement of Grievance with Reference to Portions of Master Agreement Allegedly Violated, Misapplied, ect, _____

3. Relief Sought: _____

Signature of Principal's Secretary or
Principal at receipt of Grievance with Date

Signature of Grievant or Association Representa-
tive with Date

4. Disposition of Principal: _____

Signature of Principal with Date

5. Position of Association: _____

Signature of Association Representative with
Date

Appendix E Cont'd

Step Two

1. Signature of Superintendent's Secretary or Superintendent at receipt of grievance with date: _____

2. Disposition of Superintendent: _____

Signature of Superintendent with Date

3. Position of Association: _____

Signature of Association Representative with Date

Step Three

1. Signature of Secretary of Board of Education at receipt of grievance with date: _____

2. Disposition of Board of Education: _____

Signature of Secretary of Board of Education
with Date

Step Four

1. Date Submitted to Arbitration: _____

2. Disposition and Award of Arbitrator: _____

APPENDIX F
JONESVILLE COMMUNITY SCHOOLS
JONESVILLE, MICHIGAN

SUPPLEMENTARY SALARY NOTICE

TO: _____ DATE: _____

EXTRA PAY FOR EXTRA DUTY

This supplementary salary notice covers extra pay for extra assignments for the school year: _____.

This supplementary salary is provided in lieu of released time to carry on the functions, responsibilities and duties as hereinafter set forth.

ASSIGNMENT	SALARY
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	_____

Assignment to this extra duty position and the rate of pay attached terminates at the end of the _____ school year, and shall not constitute a tenure payment or a tenure assignment to the position and salary listed on this notice.

Please acknowledge your acceptance of this assignment by signing and returning to the Office of the Superintendent.

BY: _____
Faculty Personnel

BY: _____
Superintendent

Date: _____

2000-01 CALENDAR

Jonesville Community Schools

AUGUST

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

21 Teacher Orientation
22 Students First Day

SEPTEMBER

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 & 4 Labor Day - No School
25 Fair Day - Teacher In Service

OCTOBER

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

6 1st Marking Period Ends
13 11 & 12 Parent/Teacher Conference
20 13 1/2 Student Day

NOVEMBER

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

17 17 End 2nd Marking Period
23 24 23 & 24 Thanksgiving Holiday

DECEMBER

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

21 thru 2 Christmas Holiday

JANUARY

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

3 School Resumes
12 12 End 3rd Marking Period
19 15 1/2 In Service - 1/2 Record Day

FEBRUARY

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

16 19 No School-President's Day
23 23 4th Marking Period
28 Parent/Teacher Conference

MARCH

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2 1 Parent/Teacher Conference
9 2 1/2 Student Day
23 23 Teacher In Service

APRIL

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

6 Spring Break
13 12 5th Marking Period Ends
20 13 Good Friday - No School

MAY

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	27	25
28	29	30	31	

28 Memorial Day

JUNE

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

5 Last Day of School

180 - Full Student Days

2 - 1/2 Student Days

2 - Parent/Teacher Conference Days

3 - Full In Service Days

1 - 1/2 In Service Day

188 TOTAL DAYS

2001-02 CALENDAR

Jonesville Community Schools

AUGUST

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

20 Teacher Orientation
21 Students First Day

SEPTEMBER

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

31 & 3 Labor Day-No School
24 Fair Day - In Service Day

OCTOBER

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

5 End 1st Marking Period
12, 10 & 11 Parent/Teacher Conference
19 1/2 School Day

NOVEMBER

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

16 End 2nd Marking Period
22, 23, 22 & 23 Thanksgiving Holiday

DECEMBER

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Christmas Holiday

JANUARY

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

3 School Resumes
11 End 3rd Marking Period
14 1/2 In Service - 1/2 Records Days

FEBRUARY

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

18 Presidents Day - No School
22 End 4th Marking Period
27 & 28 Parent/Teacher Conference

MARCH

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 1/2 Day
18 In Service Day
29 Good Friday - No School

APRIL

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Spring Break
12 End 5th Marking Period

MAY

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

27 Memorial Day

JUNE

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
26	27	28	29	30

3 Last Day of School

- 180 - Full Student Days
- 2 - 1/2 Student Days
- 2 - Parent/Teacher Conference Days
- 3 - Full In Service Days
- 1 - 1/2 In Service Days

188 TOTAL DAYS

2002-03 CALENDAR

Jonesville Community Schools

AUGUST

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

19 Teacher Orientation
20 Students First Day

SEPTEMBER

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

30 & 2 Labor Day - No School
23 Fair Day - In Service Day

OCTOBER

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

4 End 1st Marking Period
11 9 & 10 Parent/Teacher Conference
18 11 ½ Student Day

NOVEMBER

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

15 15 End 2nd Marking Period
28 & 29 Thanksgiving Holiday

DECEMBER

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

10 10 End 3rd Marking Period
13 ½ In Service - ½ Records Day

FEBRUARY

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

17 Presidents Day - No School
21 21 End 4th Marking Period
28 26 & 27 Parent/Teacher Conference
28 ½ Student Day

MARCH

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

21 In Service Day

M	T	W	Th	F
31				

APRIL

Spring Break

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

11 11 End 5th Marking Period
18 18 Good Friday - No School

MAY

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

26 Memorial Day

JUNE

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

4 Last Day of School

180 - Full Student Days
2 - ½ Student Days
2 - Parent/Teacher Conference Days
3 - Full In Service Days
1 - ½ In Service Day
188 TOTAL DAYS

ATTACHMENT H LONGEVITY RATE CHART

YEAR	2000-01	2001-02	2002-03
13	450	500	550
14	500	550	600
15	550	600	650
16	600	650	700
17	650	700	750
18	700	750	800
19	750	800	850
20	800	850	900
21	850	900	950
22	900	950	1000
23	950	1000	1050
24	1000	1050	1100
25	1050	1100	1150
26	1100	1150	1200
27	1150	1200	1250
28	1200	1250	1300
29	1250	1300	1350
30	1300	1350	1400
31	1350	1400	1450
32	1400	1450	1500
33	1450	1500	1550
34	1500	1550	1600
35	1550	1600	1650
36	1600	1650	1700
37	1650	1700	1750
38	1700	1750	1800
39	1750	1800	1850
40	1800	1850	1900
41	1850	1900	1950
42	1900	1950	2000
43	1950	2000	2050
44	2000	2050	2100
45	2050	2100	2150
46	2100	2150	2200
47	2150	2200	2250
48	2200	2250	2300
49	2250	2300	2350
50	2300	2350	2400

