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8/31/2001

AGREEMENT BETWEEN
THE BOARD OF EDUCATION OF
MIO AUSABLE SCHOOLS
and
THE NORTHERN MICHIGAN EDUCATION
ASSOCIATION, MEA/NEA

1998-2001

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ARTICLE I

RECOGNITION

- A. This Agreement is entered into this 25th day of January, 1999, by and between the Board of Education of the Mio AuSable Schools, hereinafter called the Board, and the Northern Michigan Education Association, MEA/NEA, hereinafter called the Association, which shall represent all Mio AuSable employees who are included in Section B of this article.
- B. The Board hereby recognizes the Association as the exclusive and sole bargaining agent as defined in Section 11 of Act 379, Public Acts of 1965, for all certified personnel in the appropriate bargaining unit, described and defined as:
- All certified full-time and regular part-time teaching personnel, librarians, and counselors of the Mio AuSable Schools, excluding all administrative personnel, substitute teachers, and all other employees of the Mio AuSable Schools.
- C. The terms "teachers" or "employee," singular and plural, when used hereinafter in this Agreement shall refer to all personnel represented by the Association in the bargaining unit as defined above, and references to one gender shall include the other gender.
- D. The Board agrees not to negotiate with any teacher's organization other than the Association 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 intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such adjustment.

E. The term "Board" shall refer to the Board of Education of the Mio AuSable Schools and, where appropriate, its superintendent and administrative personnel.

ARTICLE II

RIGHTS OF THE BOARD

A. It is agreed that the Board hereby retains and reserves unto itself, without limitation and without prior negotiations with the Association, all the powers, rights, authority, duties and responsibilities enumerated in the School Code of 1976, and conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States, including, and without limiting the generality of the foregoing, the rights to:

1. The executive management and administrative control of the school district, its properties, equipment, facilities and operation and to direct the activities and affairs of its employees;
2. Hire all employees, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote and transfer all such employees;
3. Determine the size of the work force and to expand or reduce the force;
4. Establish, modify, or change any work, business, or school hours or days;
5. Decide upon the means and methods of instruction, including telecommunications instruction, the selection of textbooks and other teaching materials and the use of teaching aids of every kind and nature. The Board will consult with the teachers in affected areas with respect to these matters;
6. Determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers with respect thereto and non-teaching school activities and the terms and conditions of employment.

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 that such terms are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

- B. The express inclusion by an affirmative statement or delineation of any specific rights of the Board anywhere in the Agreement shall not by implication exclude or diminish those remaining rights and powers of the Board not so mentioned and hereby retained by the Board.

ARTICLE III

DUES DEDUCTION AND REPRESENTATION FEE

- A. Each bargaining unit member shall, as a condition of employment, (1) 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 (2) pay a legally permissible service fee to the Association, pursuant to the Association's "Policy Regarding Objections to Political-Ideological Expenditures" and the administrative procedures adopted pursuant to that policy. The service fee shall not exceed the amount of Association dues collected from Association members and shall be reduced by any amounts required by law. The bargaining unit member may authorize payroll deduction for such fee. In the event that the bargaining unit member shall not pay such service fee directly to the Association, or authorize payment through payroll deduction, the employer 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. 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 thirty (30) days following deductions.
- B. 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-union 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, or any other administrative or judicial procedure.

- C. Any bargaining unit member who is a member of the Association, or who has applied for membership, may sign and deliver to the employer an assignment authorizing deduction of dues in the Association as established by the Association. Such authorization shall continue in effect from year to year unless revoked in writing during the month of August according to the procedures outlined in the MEA constitution, bylaws, and administrative procedures. Pursuant to such authorization, the employer shall deduct such dues from each regular salary check of the bargaining unit member over the remaining paydays.
- D. Due to certain requirements established in recent court decisions, the parties acknowledge 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 non-payment of the representation fee by non-members shall be activated thirty (30) days following the Association's notification to non-members and the employer of the fee for that given school year.
- E. The Association agrees to indemnify and save the Board, including each individual school Board member, and its administrative employees, harmless against any and all claims, demands, costs, suits, or other forms of liability, including back pay, unemployment, and all court or administrative agency costs that may arise out of or by reason of action by the

Board for the purpose of complying with this Agreement. The Association shall have control of all litigation arising hereunder and shall be able to settle or compromise any such case in its discretion.

ARTICLE IV

RIGHTS OF TEACHERS AND ASSOCIATION

- A. No teacher shall be disciplined, reprimanded, or reduced in rank or compensation without just cause. Just cause requirements shall not be applicable in connection with the non-renewal of, or third year of probation for, a probationary teacher or with respect to non-reappointment to a position on the Co-Curricular Schedule (Appendix B). Should a teacher or the Association elect to seek relief through the Tenure Commission, courts or other avenues of law, then such discipline, reprimand, or reduction in rank or compensation cannot be arbitrated pursuant to this Agreement and is hereby specifically and expressly excluded from the arbitration provision of Article XIV. A probationary teacher who is dismissed or served written reasons for non-renewal pursuant to the requirements of the Tenure Act may utilize the grievance procedure through the Board level to obtain a hearing and opportunity to present arguments in opposition to such dismissal or non-renewal. Such dismissal or non-renewal cannot be arbitrated pursuant to this Agreement and is hereby specifically and expressly excluded from the arbitration provision of Article XIV. The decision of the Board in the case of the dismissal or non-renewal of the probationary teacher is final.
- B. The Association shall have the right to the use of school building rooms and facilities at all reasonable non-contractual hours for meetings, according to the Board's policy on the use of the building. Association business shall not be conducted during the regular

workday of any employee except during that teacher's duty-free lunch period or with prior administrator approval. The Association may conduct Association meetings for one (1) hour on the first and last teacher days.

- C. Bulletin boards in the teachers' lounge and school mailboxes shall be made available to the Association, and the public address system may be used for announcements subject to administrative approval. The administration shall receive a copy of general circulation materials.

ARTICLE V

MEDICAL EXAMINATIONS

- A. At the time of initial employment, each employee shall have a satisfactory current health certificate from a physician authorized to practice medicine in the state of Michigan. Said certificate will be filed in the Superintendent's office before taking up assigned duties. Cost of said examination to be borne by the employee.
- B. At the time of initial employment, each employee shall submit a report of a negative chest x-ray or a TB skin test taken within the past six months. Thereafter, a negative chest x-ray or TB test shall be required per State of Michigan directives at no expense to the individual.
- C. After five (5) consecutive days' absence due to illness or injury, a teacher may be required to obtain approval by a doctor before returning to work. This approval shall be made by a physician or psychiatrist authorized to practice in the state of Michigan.
- D. Any additional medical examination can be requested by the administration at the expense of the Board of Education.
- E. Medical examination results may be subject to verification by a doctor named by the district.

ARTICLE VI
TEACHING HOURS

- A. The teachers' workday will not exceed a total of 7½ hours per day, including a lunch period and preparation period. In keeping with the Board's rights as listed in Article II of this Agreement, the beginning and ending of the teachers' workday shall be determined by the Board. These workdays shall include, but not be limited to, regular workdays, parent-teacher conference days, early school closings due to inclement weather or other circumstances, days without students, half-days, in-service days, exams, and records days.

During the 1998-1999 and 1999-2000 school years, 1,066 hours of student instruction at the elementary level will be scheduled. During the 2000-2001 school year, 1,113 hours of student instruction at the elementary level will be scheduled. During the 2000-2001 school year, the additional instructional hours (47) necessary to meet the 1,113 hours of student instruction will be from teacher supervision of recess. Teachers supervising recess will be compensated at the rate of 0.04% of the BA base salary per recess worked. This recess duty will be on a voluntary basis first. Should sufficient volunteers not come forth, the administration will assign teachers on a rotational basis to recess duty. During the 1998-1999, 1999-2000, and 2000-2001 school years, sufficient professional development days will be scheduled to meet the state requirement.

- B. Teachers may be required to work a reasonable number of hours, given adequate notice, beyond the normal work day/week for the purposes of staff meetings, curriculum

committee meetings, school improvement committee meetings, and parent conferences. The Board will make such extra hours voluntary. In consideration for volunteered time, the Board will recognize such voluntary service through the following means: conference attendance, school visitation, released time, in-service and professional development activities, compensatory time, compensated time.

The Association will encourage all members to participate in the school-improvement process.

- C. All teachers shall have a duty-free, uninterrupted lunch period of no less than 30 minutes, except as mutually agreed.
- D. Teachers shall not be required to work on scheduled days of student instruction which are not held because of conditions not within the control of school authorities, such as inclement weather, fires, epidemics, mechanical breakdowns, or health conditions as defined by city, county, or state health authorities. The Board may reschedule any such days. Teachers will receive their regular pay for days which are cancelled, but shall work on any rescheduled days with no additional compensation.
- E. The Association shall strongly encourage its members to attend school-sponsored events in which students take part and shall strive to achieve full and appropriate faculty representation at students' academic honors or awards programs sponsored by the Board or administration.

ARTICLE VII

TEACHING CONDITIONS

- A. The administration will make every attempt to meet recommended class sizes as listed below:
1. Kindergarten and elementary grades -- 30 pupils.
 2. Special classes for special education students -- 12 pupils at one time, or more as permitted by special education rules with approved deviations.
 3. High school classes -- 30 pupils, except:
 - a. when work stations limit enrollment;
 - b. Music or study hall -- 40 pupils, or 75 pupils with one teacher and an aide;
 - c. Phys. Ed. -- 25 pupils, with one side of gym or 40 pupils if using entire gym.
- B. To relieve teachers of cafeteria, patrol, and bus duty, the Board agrees to engage non-professional people as aides in high school and elementary. The aides will handle patrol duties, duplication of teaching materials, collecting moneys for lunch and milk, and similar nonprofessional responsibilities, subject to economic conditions.
- C. The Board shall make available in each school a lounge, restroom, and lavatory facilities for teacher use and at least one room appropriately furnished which shall be reserved for use as a faculty lounge.
- D. A telephone shall be made available for teachers for their reasonable use in the lounge area. A pay phone or a system of collecting expenses from teachers for non-teaching calls shall be worked out between teachers and the administration.

- E. Adequate designated parking facilities shall be made available to the staff during the normal school day.
- F. The Board shall determine the school calendar. The school calendar shall be attached to this Agreement as Appendix C. The maximum number of teacher workdays shall be as specified in the school calendars. Scheduled days of student instruction may be rescheduled in accordance with Article VI, Section D.
- G. Teaching load and schedule:
 - 1. The normal weekly teacher load in the junior and senior high school will be thirty (30) assigned periods and five (5) unassigned preparation periods. Any teacher assigned more than five (5) preparations (defined by course title) per semester (not including an additional prep caused by someone accepting a teaching assignment during his preparation period) shall be paid an additional One Hundred Fifty-Five Dollars (\$155) per semester for each additional preparation during the 1998-99 school year. This amount will be increased by the same percentage increase as the BA base in subsequent years. The normal weekly teaching load in the elementary school will be thirty (30) teaching periods. The administration will notify the Association of schedule changes. If schedules are changed, similar time ratios to the above shall be maintained.
 - 2. Recognizing those management rights of the Board as stated in Article II, the Board shall determine the daily teaching schedule. Said daily schedule shall not conflict with the assignment specifications outlined above.
- H. Based upon known conditions, teachers who will be affected by a change in positions in the elementary grades and by changes in subject and assignments in the secondary grades will be consulted and notified by their principals of a tentative position prior to the last day of school. In the event of assignment changes during the summer, the administration will make every effort to notify the affected teacher as soon as possible after the change is

known. Such changes will be voluntary to the extent possible. Every effort will be made to avoid reassigning probationary teachers to different grade levels unless the teacher approves or requests such change.

- I. Team teaching situations shall be mutually agreed to by teachers and principals.
- J. The administration shall make the teacher assignments.
- K. The administration agrees at all times to maintain a list of substitute teachers. Teachers shall be informed of a telephone number they may call to report unavailability to work. Teachers shall call this number at least an hour and a half before the regular school day starts, except in an emergency. Once a teacher has reported his unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher.
- L. Supervisors shall make themselves available to the teaching staff.
- M. Complaints by parents or students directed toward a teacher shall be called to the teacher's attention within a reasonable time.
- N. Telecommunications Instruction:
 - 1. Telecommunications instruction assignments shall be voluntary.
 - 2. Telecommunications instructional providers may be evaluated for program effectiveness and student progress. A teacher cannot be terminated because of his/her performance as a telecommunications teacher, unless that teacher was hired specifically as a telecommunications teacher.
 - 3. The telecommunications instructor is telecasting as an employee of the Board; therefore, videotapes of instruction belong to the district and may be reused in the case of student make-up work without the instructor's permission. Use of tapes for other than student make-up shall be by mutual consent between the teacher and the Board.
- O. Whenever it is known that a special education student designated as SMI, TMI, SXI, POHI, AI, or EI has unusual special needs due to the severity of the disability, at least fifty

percent (50%) of the regular teachers who will be providing instructional services to that student will be invited, in writing, to participate in the IEPC meeting. A substitute will be provided if required for any teacher participating in the IEPC meeting.

The parties recognize the extent to which a handicapped student can satisfactorily participate in regular education programs, and services will partially depend upon the training which will be provided the regular education personnel responsible for instructing the handicapped student as needed.

Bargaining unit members, except trained special education personnel or other medically trained personnel, shall not be required to provide ongoing, repetitive medical or hygienic services for the above-referenced special education students except in an emergency situation.

- P. In the event that any provision(s) of a school improvement plan (SIP) or application thereof violates, contradicts, or is inconsistent with the collective bargaining agreement, the collective bargaining agreement shall prevail. The agreement shall not be altered or modified through the school improvement process, absent written mutual agreement through a properly executed letter of agreement between the Board and the Association.

The conditions which follow shall govern employee participation in any and all plans, programs, or projects included in the term "SIP":

1. Participation by the employee outside required work hours is voluntary, pursuant to the provisions of Article VI, Section B.
2. School improvement and site-based activities may be scheduled during the normal school year and normal school day set forth in the contract. These activities shall be attended, unless the principal excuses a staff member.

3. Participation or non-participation shall not be used as a criterion for evaluation, discipline, or discharge.

Q. The Board and Association recognize and accept the concept of participatory management systems that facilitate collaborative decision making on select issues, joint planning, and joint problem solving which focus ultimately on the goals of improving the quality and delivery of educational service and the work environment.

ARTICLE VIII

PUPIL ADMINISTRATION

- A. It shall be the responsibility of the school district to periodically report to parents or guardians the progress of students. It shall be the responsibility of the administration and teachers to set up a reporting program. Formal methods of reporting shall include (1) report card, and (2) report card and/or a conference. Informal methods of reporting shall include (1) notes, and (2) phone calls. Organizing and establishment of the time schedule and the notification to the parents concerning conferences shall be the tasks of the administration assisted by the teachers.
- B. The teacher shall not be responsible for obtaining records of a student from a previous school district.
- C. No room with children present shall be left unsupervised. Each teacher is responsible to get someone to cover for him if he must leave his class.
- D. In the event that the classroom teacher feels in need of help, the administration may be called upon. Since the teacher's authority and effectiveness in his classroom is undermined when students discover that there is an insufficient administrative backing and support of the teacher, the Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom.
- E. Teachers of Mio AuSable Schools have an obligation to supervise, discipline, and take charge of pupils and all others using school equipment while under their assigned classes and/or activities.

ARTICLE IX

TEACHER EVALUATION

A. The performance of all teachers shall be evaluated in writing which could include a check list. Probationary teachers shall be evaluated at least twice each year by the administration. Tenured teachers shall be evaluated at least once every three (3) years. Formal evaluations for probationary and tenured teachers should normally be completed by May 1 of each year. However, the administration is not precluded from evaluating teachers informally after that date.

B. Evaluation Procedure:

1. All new teachers in the system may have a tenured teacher advisor assigned to them at a time approximately one month after the commencement of their employment in the system. The selection of said advisor shall be on the mutual agreement of the probationary teacher, the principal, and the advisory teacher. If possible, this assignment will continue until the probationary teacher receives tenure or one or the other of the teachers leaves the system.

It shall be the duty of the advising teacher to meet with and aid the probationary teacher in any way mutually agreed to. The advising teacher may be present at any meetings between the probationary teacher and the principal which are in regard to evaluation.

2. Each teacher may fill out a self-evaluation form to be filed with his personnel records.
3. The administrator shall prepare and submit a written report and recommendation to the teacher within ten days of an evaluation observation. If an administrator believes a teacher is doing unacceptable work, it shall be noted and set forth in specific terms. The administrator shall then set forth written recommendations for improvement. The teacher shall receive a copy of each form that is filled out.
4. Either the teacher or principal may request a conference following a written evaluation for the purpose of clarifying the written report and recommendations. A copy of each written evaluation will be submitted to the Superintendent. A teacher who disagrees with a written observation, evaluation, or recommendation

may submit a written answer within twenty (20) days, which shall be attached to the file copy of the written observation, evaluation, or recommendation in question.

5. The teacher shall be given reasonable notice of those formal evaluation observations conducted to fulfill the minimum requirements of Section A above. Advance notice need not be given for any additional observations.
6. All formal monitoring or observation of the work performance of a teacher shall be conducted openly and with the full knowledge of the teacher. Secret surveillance devices shall not be used to evaluate the performance of a teacher. If information obtained as a result of informal observation will be used in the evaluation of the teacher, then such information will be called to the teacher's attention.
7. Each teacher shall have the right upon request to review the contents of his own personnel file, except confidential, pre-employment references. A representative of the Association may be requested to accompany the teacher to such a review.
8. The evaluation process shall be continuous and comprehensive . The written evaluations, forms, and conferences may address the teacher's overall performance in the Mio AuSable Schools. A committee of teachers, administrators, and school Board members shall be established to study and make recommendations for improvements in the process of evaluation. This shall include forms, techniques, and criteria. Prior to implementing a change in the evaluation process, the Board shall review any of the recommendations of the committee.

ARTICLE X

VACANCIES, PROMOTIONS AND TRANSFERS

- A. Whenever any vacancy in any professional position in the district shall occur, the Board shall publish the vacancy by appropriate notice in the teachers' lounge. When a vacancy occurs in the summer, a written notice will be included with the teachers' paychecks or mailed to all other teachers. A vacancy is an opening in a bargaining unit position for a period greater than one hundred twenty (120) school days which the Board intends to fill on a regularly scheduled basis (full- or part-time) with someone other than a teacher who is on leave or layoff status. If a vacancy occurs during a school year after January 1, the Board may temporarily fill the vacancy with a substitute or temporary teacher until the end of the school year, at which time the position would be posted as a vacancy. However, the position need not be posted at that time as a vacancy if the vacancy occurred as a result of a teacher going on leave who is expected to return.
- B. Any teacher may apply for such vacancy. Applicants accepted for a teaching position must be certified from an accredited institution of higher learning or from the State Department of Education.
- C. The Board declares its support of a policy of promotions from within its own staff, including promotions to supervisory and executive levels.
- D. Criteria for qualifications to supervisory and administrative positions shall be spelled out by the Board of Education.

- E. Any teacher who shall be transferred to a supervisory or executive position and shall later return to teacher status shall be entitled to such rights as he had under this Agreement prior to such transfer.
- F. Transfer shall be accomplished through conference, evaluation, and between the administration and the teacher.
- G. Local teachers in the Mio AuSable Schools will be given first opportunity to have summer school assignments, provided they meet the qualifications and this does not conflict with the funding of the program.
- H. No teacher on continuing tenure shall discontinue his/her services with the Board except by mutual consent, without giving a written notice to said Board at least sixty (60) days before September 1 of the ensuing school year. Any teacher discontinuing his/her services in any other manner than as provided in this section shall forfeit his/her rights to continuing tenure previously acquired. The Board shall promulgate policy and regulations to enforce this section.

ARTICLE XI

REDUCTION IN PERSONNEL.

- A. In the event of a reduction in personnel, the Board shall retain tenured teachers in the order of greatest seniority, provided they are certified and qualified to teach in the available positions.

Seniority is defined as years of continuous service as a certified employee of the Mio AuSable Schools from the first day of services rendered under contract. Leaves of absence without pay and periods on reduction in personnel shall not accumulate as seniority but shall not operate as a break in continuous service. A list of teachers' first date of work shall be prepared and published no later than ninety (90) days from the first day of each school year. Prior to serving the notice for reductions in personnel, a seniority list shall be prepared and published. Those teachers with equal seniority shall participate in a drawing to determine their ranking on the seniority list. The Association and teacher(s) so affected will be notified in writing of the date, place, and time of the drawing. The drawing shall be conducted openly and at a time and place that will reasonably allow the affected teachers and Association representatives to be in attendance. A copy of the seniority list shall be provided to the Association.

- B. No teacher shall be reduced pursuant to a reduction in personnel unless the teacher is provided written notice of at least sixty (60) days sent by registered mail to the teacher's last known address on file with the Board.
- C. All compensation shall cease when the teacher is reduced pursuant to the reduction in personnel. The teacher shall be paid all compensation which has been earned up to the

date of reduction. The teacher shall be maintained as a member of the employee group for purposes of the reduced teacher continuing health insurance coverage at the group premium rate at the reduced teacher's expense for a period of up to twelve (12) months after reduction, subject to the permission of the health insurance carrier. The teacher shall submit the required payment to the school district in advance of the district's scheduled payment date to the insurance carrier.

- D. Teachers who have attained tenure in the Mio AuSable Schools and are reduced pursuant to a reduction in personnel shall be recalled to the first position for which the teacher is certified and qualified in order of greatest seniority among those remaining in reduced status. Notice of recall shall be sent by certified mail, return receipt requested, to the teacher's last known address on file with the Board. The teacher shall have fourteen (14) days from return of the receipt, or notice if undeliverable, to respond and accept recall, after which the teacher shall be deemed a quit.
- E. Nothing in this article shall supersede rights of a tenured teacher under the Michigan Teachers' Tenure Act.

ARTICLE XII

LEAVE DAYS

- A. Teachers shall be credited with three (3) days at the beginning of the school year. Thereafter they shall accumulate one (1) day per month for the remainder of the school year. These twelve (12) days may accumulate to one hundred (100) days.

All teachers shall be notified of their accumulated leave days at the beginning of each school year in September. The days must be used for the following reasons:

1. Personnel illness or accidental injury, including the period of personal disability and incapacitation due to pregnancy, childbirth, and recovery or complications therefrom. The following requirements and procedures shall apply to all teachers:
 - a. All teachers aware of an impending period of physical disability or illness shall notify the administration of such as soon as possible. Said notification is to be accompanied by a statement from the attending physician giving the anticipated date of disability or illness. Said notification shall be filed with the Superintendent of Schools.
 - b. The teacher may be required to furnish medical certification of continued ability to perform the duties of employment once a month following initial notification.
 - c. To receive sick leave payments, the teacher must perform all duties until physically disabled and return to service as soon as physically able to perform all duties.
 - d. In cases of extended illness or disability, chronic illness or disability, or mass absence of the teaching staff, the teacher may be required to have a physician's certification verifying the physical illness or disability which prevents performance of teaching duties.
2. Illness or injury to a member of the household under your support.
3. Each year not more than three days and not more than two consecutive days may be used for personal reasons. These days shall not be used immediately before or after a holiday or vacation period and the administration reserves the right to limit teachers so as not to exceed four teachers absent at any one time. Requests shall

be submitted at least forty-eight (48) hours in advance, except in emergency situations which preclude such notice. When such notice is precluded, the nature of the emergency preventing the notice shall be stated.

- B. A teacher may borrow up to seven (7) days from his anticipated sick leave, but shall reimburse the school district for leave taken but not earned at the time of severance.
- C. Each year two (2) days' leave shall be granted for attending funerals. Additional days, as needed, shall be charged against sick leave or personal business leave at the teacher's option.
- D. Teachers with students under their supervision attending a function of the organization for which the teacher acts as advisor shall not have these days deducted from business or personal leave days.
- E. Personal business days will not be deducted for attending school-oriented conferences.
- F. Any teacher called for jury duty during school hours or who is supposed to testify during school hours in any judicial or administrative matter, or who shall be subpoenaed to testify in any arbitration or fact-finding, shall be paid the difference between his/her regular salary and any pay received by the teacher for said duty.
- G. If a teacher with a serious illness or injury has used all existing sick days allotted to him/her, a committee of two school Board members, two teachers, and one administrator shall be formed to plan for a possible arrangement of borrowing of additional days from other teachers, or another plan of assistance for the ill or injured teacher. Any plan developed shall be subject to Board approval and Association approval and shall not be precedent setting.

H. Association Leave:

1. Each school year, teachers shall form a personal business leave pool of not to exceed three (3) days for use by the Association. The total days for Association leave during this Agreement shall equate to three (3) times the number of years' duration of said Agreement. All or a portion of the total Association leave days may be utilized during a given contract year; however, the total allotted by this provision shall not be exceeded during the life of this Agreement.
2. To institute this section, teachers shall contribute personal leave days granted according to Section A.3. of this Article XII. The mechanics of creating the pool shall be at the discretion of the Association.
3. The administration shall be advised as to whom personal leave shall be charged, so that a corresponding reduction may be made in a teacher(s)' personal leave availability. Article XII, Section A.3. provisions shall be controlling in the application of this Section H.

I. Teachers who attend conferences, conduct business on behalf of the school, chaperone students from a group sponsored by that teacher or another teacher, or who are engaged in an activity deemed to be equivalent in importance to executing their daily assignment shall be authorized to schedule such leave as "school business" so long as any of the foregoing reasons for leave are granted prior approval by the Superintendent. In such cases, personal business leave shall not be charged.

J. All "school business" leaves (conferences, school visitations, field trips, or other approved activity) shall be voluntary on the part of the teacher, regardless of whether such leave is teacher-initiated or via administrator request. Such "school business" leave is subject to prior administrative approval. Attendance by the teacher at an activity defined as "school business" shall not waive that teacher's responsibility or obligation to make up any student instruction days or teacher workdays cancelled at the time of said leave due to an Act of God in the district.

ARTICLE XIII

LEAVE OF ABSENCE

- A. Teachers may submit requests for leaves of absence without pay to the Board for consideration. The requests shall be in writing on the application provided by the Board and contain a full explanation of the reasons for the desired leave of absence. The application shall be submitted to the Superintendent for recommendation to the Board. The Board shall consider the request and provide an answer granting or denying the leave of absence as requested. The Board may indicate an alternative arrangement for leave of absence in its answer, which the teacher may accept by submission of an amendment to the original application.
- B. Upon the submission of a request by a teacher, the Board shall grant a leave of absence for the reasons and under the conditions as follows:
1. A military leave of absence shall be granted to any teacher who is drafted into any branch of the armed forces of the United States or is in the National Guard or Reserves and is called up for active duty.
 2. A leave of absence shall be granted to any teacher for the purpose of campaigning for and serving in a public office, except for a member of the Michigan Legislature. The leave shall commence no earlier than the date of filing for office and shall not be extended beyond one term of office.
 3. A leave of absence of up to one (1) year's duration shall be granted to any teacher for the purpose of caring for a member of the immediate family, as defined in Article XII.A.2. who is critically ill or disabled.
 4. A leave of absence shall be granted to a teacher who is medically certified as physically unable to perform the duties of employment due to a personal illness or disability and who has exhausted all accumulated leave days for the duration of the illness or disability, but not to exceed one (1) year.

5. A leave of absence for up to one (1) year shall be granted to a teacher for the purpose of pursuing additional education, leading to an advanced degree on a full-time basis at an accredited college or university, provided the advanced degree relates to teaching and will be of benefit to the district. Other leaves of absence for educational purposes may be granted by the Board in its discretion.
 6. A maternity leave of absence shall be granted to a teacher who elects not to use accumulated leave days for the period of physical disability and incapacitation due to childbirth and the recovery or complications therefrom for the purpose of childbirth and subsequent child care of the newborn infant for a duration of up to one (1) year.
 7. A child care or adoptive leave of absence shall be granted to a teacher for the purpose of care of the teacher's newborn infant or newly-adopted child for a duration of up to one (1) year.
- C. All leaves in Sections A and B in this article shall be subject to the following conditions:
1. All leaves of absence may be extended upon request by the teacher and approval by the Board of Education.
 2. If not precluded by the requirements of or conditions caused by reduction in personnel (see, Article XI), a teacher upon expiration of leave shall return to his/her former position, provided it has not been eliminated, or to a similar position if his/her former position has been eliminated.
 3. Upon return from leave, the teacher shall be placed at the same position on the salary schedule to which the teacher was entitled at the effective date of the leave.
 4. Except in emergencies which preclude such notice, the Board shall be provided notice of request for leave sixty (60) days in advance.
 5. Prior to returning from leave, the Board may request a physician's statement regarding the teacher's physical fitness for employment.
 6. All leaves of absence shall be for the remainder of a marking period, semester, or school year or full marking period, semester, or school year at the option of the teacher, unless otherwise arranged with and approved by the Board.

ARTICLE XIV

GRIEVANCE PROCEDURE

- A. A grievance shall be an alleged violation of the expressed terms of this contract.
- B. Any teacher or the Association may file a written grievance on an alleged violation of this contract. The Board hereby designates as its representative for receipt of the grievance the building principals of the respective schools. By mutual consent of the parties, the grievance may be filed directly with the Superintendent.
- C. The term "days" as used herein shall mean days in which school is in session, provided that during the summer recess period "days" shall be weekdays except legal holidays. Any time limit may be extended by mutual agreement in writing.
- D. Written grievances must be filed within fifteen (15) days from the occurrence of the event which gave rise to the grievance. The teacher shall first discuss the alleged grievance with the building principal either personally or accompanied by an Association representative prior to reducing the grievance to writing.
- E. Written grievances as required herein shall contain the following:
 - 1. It shall be signed by the grievant or grievants.
 - 2. It shall be specific.
 - 3. It shall contain a synopsis of the facts giving rise to the alleged violation.
 - 4. It shall cite the section and/or subsections of the contract alleged to have been violated.
 - 5. It shall contain the date of the alleged violation.
 - 6. It shall specify the relief requested.

F. Within five (5) days of receipt of the grievance, the building principal shall meet with the grievant in an effort to resolve the grievance. If the parties cannot agree, the building principal shall issue a decision within ten (10) days of receipt of the grievance. If the grievant is not satisfied with the disposition, the grievant shall within five (5) days of receipt of the disposition transmit the grievance to the Superintendent who shall have ten (10) days thereafter to approve or disapprove the grievance.

If the grievance is filed directly with the Superintendent, he shall have ten (10) days from receipt to meet with the grievant in an effort to resolve the grievance and approve or disapprove it. If the grievance shall be denied by the Superintendent, the grievance may be appealed within ten (10) days to the secretary of the Board, with a statement of reasons why it is being appealed.

G. The secretary shall transmit the grievance to the Board at the next regularly scheduled Board meeting. (Provided the grievance was received five (5) days prior to the regular Board meeting). Within twenty (20) days from the consideration of the grievance, the Board shall render its decision in writing. Upon request of either party, the grievance shall be considered at a hearing before the Board.

In no event, except with express written consent of the Association, shall final determination of the grievance be made by the Board more than one month after the initial hearing.

A copy of the written decision of the Board shall be forwarded to the Superintendent for permanent filing, the appropriate principal, the grievant(s), and the secretary of the Association.

- H. A teacher or the Association may withdraw a grievance at any time and this shall cease the processing of the grievance.
- I. If the Association is not satisfied with the disposition of the grievance or if no disposition has been made within the period above provided, the grievance may be submitted within twenty (20) days of the Board disposition to arbitration before an impartial arbitrator. If the parties cannot agree as to the arbitrator within ten (10) days from the notification date that arbitration will be pursued, he/she shall be selected by the American Arbitration Association in accordance with its rules, which shall likewise govern the arbitration proceeding. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction. Only the Association, and not an individual grievant, may appeal to arbitration.
- J. The fees and expenses of the arbitrator shall be shared equally by the parties.
- K. The arbitrator shall render a decision only on the grievance.
- L. The arbitrator shall have no power to change any practice, policy, or rule of the Board which is not inconsistent with the terms of this Agreement nor to 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. The arbitrator shall have no power to rule upon any issue involving:
 - 1. The termination or failure to re-employ any probationary teacher.
 - 2. The placing of a probationary teacher on a third year of probation.
 - 3. The termination or failure to re-employ any teacher to an extra duty position.

4. Any matter of the content of a teacher's evaluation.
 5. Any matter for which the teacher has elected to pursue relief from an administrative agency specified in state or federal law as the procedure for review or resolution, such as, but not limited to, the Michigan Tenure Commission and the Michigan Civil Rights Commission.
- M. A grievance filed under the provisions of the Agreement may be processed until resolution even though the Agreement may have expired.

ARTICLE XV

TEACHER COMPENSATION

- A. Salary compensation for teachers is set forth in Appendix A, which is attached to and incorporated into this Agreement. Any credit for prior teaching or relevant work experience shall be determined by the Board of Education.

Teachers employed with the Mio AuSable Schools as of February 1, 1979, shall be compensated for additional credit hours beyond the BA and BA + 15 levels, which have been completed by September 1 of each school year of this Agreement, by adding to the designated salaries for the teachers at the BA or BA + 15 levels, One Hundred Dollars (\$100) for each block of five (5) credit hours completed beyond the applicable BA or BA + 15 salaries. Teachers employed after February 1, 1979 shall not be so compensated for additional credit hours beyond the BA or BA + 15 levels. Other conditions pertaining to placement on the various salary schedule columns are detailed in Appendix A.

- B. Salary compensation for teachers engaged in extra-curricular activities is set forth in Appendix B, which is attached to and incorporated into this Agreement.
- C. The Board shall for the duration of this contract provide the following MESSA PAK insurance coverage with teachers selecting either Plan A or Plan B as outlined below. The MESSA PAK health insurance, Super Care I, herein provided in Plan A shall contain rider XVA-2, which pursuant to provisions of P.A. 93 of 1997, School Aid Act, deletes coverage for abortion services.

PLAN A -- For employees needing health insurance

Health	Super Care I
Long Term Disability	66 2/3 % \$2,500 maximum 90 calendar days - modified fill Freeze on Offsets Alcoholism/drug addiction 2 year Mental/nervous 2 year
Delta Dental	75/50/75:\$750
Negotiated Life	\$5,000 AD & D
Vision	VSP-1

PLAN B -- For employees not needing health insurance

Delta Dental	Auto + 008 (100:90/90/90:\$1,500)
Vision	VSP-2
Negotiated Life	\$20,000 AD & D
Long-Term Disability	66 2/3 % Same as above

- D. For purposes of health insurance in Section C above, the Board shall pay the deductibles of up to, and not to exceed, \$50 for single person coverage and \$100 for two-person/family coverage per calendar/benefit year (January through December). Such payment of the deductible amount shall be by the process of reimbursement to the teacher. At a date and time to be specified by the Board, after a review of information received from MESSA, the teacher shall present to the Administrative Assistant official verification from MESSA as to the amount paid, and not reimbursed or otherwise covered as a benefit, by said teacher during the preceding calendar/benefit year (to be determined and the same for all

teachers). The district shall then process reimbursement of the deductible amount paid, claimed, and verified. The teacher has the responsibility to initiate the claim for reimbursement.

E. A teacher who has reached and fulfilled one school year at the top of the salary schedule and has ten (10) or more consecutive years of service in the Mio AuSable Schools shall receive as a longevity payment each year, added to his/her base salary specified in Appendix A, an additional Sixty Dollars (\$60) for each year of service in the Mio AuSable Schools beyond ten (10) years. Effective with the 1998-99 school year for current employees, the longevity amount will be Two Hundred Dollars (\$200) for those years beginning with 1984-85. This amount will be increased by the same percentage increase as the BA base in subsequent years. Leaves of absence without pay and periods on reduction in personnel shall not count as years of consecutive service, but shall not operate as a break in consecutive years of service.

F. A teacher who retires from teaching in accordance with the requirements of the Michigan Public School Employees Retirement System and has ten (10) or more consecutive years of service in the Mio AuSable Schools shall receive as a termination payment fifty percent (50%) of the days accumulated for sick leave purposes, up to a maximum of eighty (80) days. The teacher may receive this payment in one lump sum or in twelve (12) equal monthly payments. The days shall be paid at the rate determined by dividing the then current yearly salary of the retiring teacher, as specified in Appendix A with any additional longevity payment, by the number of contract days in the then current contract. Leaves

of absence without pay and periods on reduction in personnel shall not count as years of consecutive service but shall not operate as a break in consecutive years of service.

- G. If school is not in session on any payday, the paychecks for that pay period will be distributed on the last day of session before that normal payday if possible.
- H. The district shall pay teachers who use their personal vehicle on authorized school business the current mileage rate that is paid to all other school employees for school business.
- I. Teachers performing noon-time supervision duties shall be paid \$6.75 per noon time worked for the 1998-99 school year. This amount will be increased by the same percentage increase as the BA base in subsequent years.
- J. Payday schedules shall be constructed so as to avoid payment to teachers for a specific school year prior to actual rendering of teaching services in that specific year; the first payday shall be on or after the established Teachers' First Day in the school calendar.
- K. Payment to a teacher or teachers for major repair work to school-owned equipment shall require prior administrative approval on a per project basis (shop equipment).
- L. The Board may, with prior approval by the administration, reimburse expenses to a limit set by the administration for continued in-service training of an EMT certified teacher/instructor, with the understanding that said reimbursement would be reduced by an amount equivalent to reimbursement from other sources.
- M. All payroll checks shall be computer-generated per the regular payroll process. There shall be no hand-issued paychecks for extra-duty pay; rather, such extra-duty pay will be

included in the teacher's regular computer-generated bi-weekly pay. It is the teacher's responsibility to confer with the administrative assistant relative to payment date(s) in sufficient time to allow for regular payroll processing.

N. Upon appropriate written authorization from the employee and approval of the employer, the employer shall make requested deductions from the employee's salary and make appropriate remittance. The deductions on the current list dated July 9, 1992, shall be grandfathered, provided it is possible to continue that number of deductions. Whenever a particular deduction is not requested that deduction shall be dropped from the list.

O. Teachers performing the duties of detention supervisor, after-school tutoring in a district-established program, homebound instruction, and in-staff substituting shall be paid an hourly rate of \$16.50 during the 1998-99 school year. In-staff substituting requires loss of preparation/conference time and must be pre-authorized for extra compensation by an administrator and will not apply to coaches covering for each other. In emergency situations, when substitutes cannot be obtained, staff members may be reassigned by the administration to cover for absent teachers until a substitute is available. Teachers may also be required to substitute for absent teachers during their conference periods when no one is available. This amount will be increased by the same percentage increase as the BA base in subsequent years.

ARTICLE XVI

DURATION OF AGREEMENT

- A. This Agreement constitutes the sole and entire existing Agreement between the parties and supersedes all prior practices whether oral or written and expresses all obligations imposed upon the Board and the Association. This Agreement is subject to amendment, alteration, or additions only by a subsequent written Agreement between and executed by the Board and the Association. The waiver of any breach, term, or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.
- B. If any specific provision of the Agreement or any specific application of this Agreement to any employee or group of employees shall be found contrary to law, then such specific provision or specific application shall be deemed null and void, but all other provisions or applications shall continue in full force and effect.
- C. This Agreement shall supersede any rules, regulations, or practices of the Board 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 heretofore in effect. All individual teacher contracts shall be made expressly subject to the terms of this Agreement.

- D. This Agreement shall become effective upon ratification by a majority of the Board and by the Association and shall continue in effect through the 31st day of August, 2001, at which time it will terminate. The compensation provisions only shall be retroactive to the beginning of the 1998-99 school year. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.
- E. Copies of this Agreement shall be printed and presented by the Board to all teachers now employed or hereafter employed. These copies shall be made as soon as practicable after ratification by the Association.
- F. This Agreement was fully ratified by the Association on the 25th day of January, 1999, and by the Board on the 25th day of January, 1999.

NORTHERN MICHIGAN EDUCATION
ASSOCIATION, MEA/NEA

By *Dan Bennett*
Dan Bennett, NMEA President

By *David Bowman*
David Bowman, NMEA Staff
Liaison

By *Charles T. Herring*
Charles T. Herring, Uniserv Dir.

By *Michael Kaufman*
Mike Kaufman, Neg. Comm.

By *Gary Wood*
Gary Wood, Neg. Comm.

By *Delores McArdle*
Delores McArdle, Neg. Comm.

MIO AUSABLE SCHOOLS
BOARD OF EDUCATION

By *Joan Bahlinger*
President

By *James S. Mangut*
Vice President

By *Penny J. Ireland*
Secretary

By *Charles W. North*
Treasurer

By *Jason L. Neta*
Trustee

By *Patricia Jamison*
Trustee

By *Paul G. Cook*
Trustee

Dated this 25th day of January, 1999

*OK
B.R.
[Signature]*

APPENDIX A-1
Salary Schedule

Salary Schedules for the Master Agreement Between the Board of Education and NMEA/MEA/NEA

1998-1999 First Half				1998-1999 Second Half			
Step	Provisional Certificate (Bachelor's Degree)	Continuing or Professional Certificate (Must be at least BA + 15 for those on staff during 1989-90)	Master's Degree (BA + 30 allowed for those on staff during 1989-90)	Step	Provisional Certificate (Bachelor's Degree)	Continuing or Professional Certificate (Must be at least BA + 15 for those on staff during 1989-90)	Master's Degree (BA + 30 allowed for those on staff during 1989-90)
	4%	4%	4%		4%	4%	4%
1	\$25,345	\$26,928	\$28,645	1	\$26,359	\$28,005	\$29,791
2	26,542	28,125	29,840	2	27,604	29,250	31,034
3	27,867	29,447	31,163	3	28,982	30,625	32,410
4	29,491	31,073	32,782	4	30,671	32,316	34,093
5	30,878	32,454	34,165	5	32,113	33,752	35,532
6	32,584	34,159	35,864	6	33,887	35,525	37,299
7	34,194	35,766	37,470	7	35,562	37,197	38,969
8	35,798	37,372	39,077	8	37,230	38,867	40,640
9	37,416	38,989	40,691	9	38,913	40,549	42,319
10	39,030	40,600	42,303	10	40,591	42,224	43,995
11	41,306	42,871	44,307	11	42,958	44,586	46,079

NOTES:

- (a) *above shall mean that no teacher employed beginning with the 1990-91 school year shall advance beyond Step 6 of the Provisional Certificate column . . . extensions not accepted . . . to advance, said teacher must move to the Continuing or Professional column or the MA column . . . Steps 7 - 11 exist solely for the computation of Appendix B; and for those teachers on staff during or prior to the 1989-1990 school year.
- (b) For those employed beginning with the 1990-91 school/contract year, placement on the Continuing/Professional or Master's column shall only occur upon completion of the requirements for a Continuing/Professional Certificate or MA Degree.
- (c) Hours earned beyond the BA shall be graduate level "500" courses or above. With the Superintendent's prior approval, an exception may be made for up to six semester hours of undergraduate courses below the "500" level.
- (d) Teachers who have earned ten semester hours beyond the Master's Degree (at the "500" level or beyond) shall be compensated an additional \$525 + MA salary. This amount will be increased by the same percentage increase as the BA base in subsequent years.

APPENDIX A-2
Salary Schedule

Salary Schedules for the Master Agreement Between the Board of Education and NMEA/MEA/NEA

1999-2000 First Half				1999-2000 Second Half			
Step	Provisional Certificate (Bachelor's Degree)	Continuing or Professional Certificate (Must be at least BA + 15 for those on staff during 1989-90)	Master's Degree (BA + 30 allowed for those on staff during 1989-90)	Step	Provisional Certificate (Bachelor's Degree)	Continuing or Professional Certificate (Must be at least BA + 15 for those on staff during 1989-90)	Master's Degree (BA + 30 allowed for those on staff during 1989-90)
	2%	2%	2%		2%	2%	2%
1	\$26,886	\$28,565	\$30,387	1	\$27,424	\$29,136	\$30,995
2	28,156	29,835	31,655	2	28,719	30,432	32,288
3	29,562	31,238	33,058	3	30,153	31,863	33,719
4	31,284	32,962	34,775	4	31,910	33,621	35,471
5	32,755	34,427	36,243	5	33,410	35,116	36,968
6	34,565	36,236	38,045	6	35,256	36,961	38,806
7	36,273	37,941	39,748	7	36,998	38,700	40,543
8	37,975	39,644	41,453	8	38,735	40,437	42,282
9	39,691	41,360	43,165	9	40,485	42,187	44,028
10	41,403	43,068	44,875	10	42,231	43,929	45,773
11	43,817	45,478	47,001	11	44,693	46,388	47,941

NOTES:

- (a) *above shall mean that no teacher employed beginning with the 1990-91 school year shall advance beyond Step 6 of the Provisional Certificate column . . . extensions not accepted . . . to advance, said teacher must move to the Continuing or Professional column or the MA column . . . Steps 7 - 11 exist solely for the computation of Appendix B; and for those teachers on staff during or prior to the 1989-1990 school year.
- (b) For those employed beginning with the 1990-91 school/contract year, placement on the Continuing/Professional or Master's column shall only occur upon completion of the requirements for a Continuing/Professional Certificate or MA Degree.
- (c) Hours earned beyond the BA shall be graduate level "500" courses or above. With the Superintendent's prior approval, an exception may be made for up to six semester hours of undergraduate courses below the "500" level.
- (d) Teachers who have earned ten semester hours beyond the Master's Degree (at the "500" level or beyond) shall be compensated an additional \$525 + MA salary. This amount will be increased by the same percentage increase as the BA base in subsequent years.

APPENDIX A-3
Salary Schedule

Salary Schedules for the Master Agreement Between the Board of Education and NMEA/MEA/NEA

2000-2001

Step	Provisional Certificate (Bachelor's Degree)	Continuing or Professional Certificate (Must be at least BA + 15 for those on staff during 1989-90)	Master's Degree (BA + 30 allowed for those on staff during 1989-90)
	2%	2%	2%
1	\$27,972	\$29,719	\$31,615
2	29,293	31,041	32,934
3	30,756	32,500	34,393
4	32,548	34,293	36,180
5	34,078	35,818	37,706
6	35,961	37,700	39,582
7	37,738	39,474	41,354
8	39,510	41,246	43,128
9	41,295	43,031	44,909
10	43,076	44,808	46,688
11	45,587	47,316	48,900

NOTES:

- (a) *above shall mean that no teacher employed beginning with the 1990-91 school year shall advance beyond Step 6 of the Provisional Certificate column . . . extensions not accepted . . . to advance, said teacher must move to the Continuing or Professional column or the MA column . . . Steps 7 - 11 exist solely for the computation of Appendix B; and for those teachers on staff during or prior to the 1989-1990 school year.
- (b) For those employed beginning with the 1990-91 school/contract year, placement on the Continuing/Professional or Master's column shall only occur upon completion of the requirements for a Continuing/Professional Certificate or MA Degree.
- (c) Hours earned beyond the BA shall be graduate level "500" courses or above. With the Superintendent's prior approval, an exception may be made for up to six semester hours of undergraduate courses below the "500" level.
- (d) Teachers who have earned ten semester hours beyond the Master's Degree (at the "500" level or beyond) shall be compensated an additional \$525 + MA salary. This amount will be increased by the same percentage increase as the BA base in subsequent years.

APPENDIX B

MIO AUSABLE SCHOOLS
CO-CURRICULAR SCHEDULE

- A. A contract will be issued each year for each co-curricular assignment. There will be no tenure in any co-curricular position.
- B. Payment for each item is based on a percentage of the B.A. Salary Schedule, as indicated in the column labeled "Percent of B.A." Experience in the activity will determine the step on the B.A. Schedule. Credit for previous outside experience in the activity may be granted as determined appropriate by the Board of Education.
- C. Determination of whether to fill the various positions and appointments to all approved positions shall be the sole responsibility and authority of the administration.
- D. Additions to or changes in the listed positions may be the subject of discussion between the Board and the Association. Any agreement on the additions or changes is subject to approval by the Board and the Association and, upon approval, shall be conveyed in a "Letter of Understanding" attached to the current Agreement. The Agreement itself shall not be subject to opening or re-negotiations during the life of said Agreement. Any new activities must demonstrate significantly to the Board a major contribution to the school, students, and community.
- E. Job descriptions for each position listed in Appendix B shall be developed by the athletic director (for athletic positions) and the principals for all other positions during 1990-91. All such job descriptions shall be subject to approval by the Superintendent. No new position will be considered without there first being a job description.

Groupings

- * Groups I, II, III, IV, V, VI, VII: Experience may accumulate and be applied to assigned activity within the group.
- * Group IX: Experience may accumulate but not be applied to any other activity within or outside the group.
- * Groups VIII, X: Experience does not accumulate and may not be transferred.

<u>GROUP</u>	<u>CO-CURRICULAR SCHEDULE</u>	<u>PERCENT OF B.A.</u>
I	Head Basketball Coach	8
	J.V. Basketball Coach	6.2
	Freshman Basketball Coach	3.5
	8th Grade Basketball Coach	3
	7th Grade Basketball Coach	3

II	Head Football Coach	8
	Assistant Varsity Football Coach	5
	J.V. Football Coach	5
	Assistant J.V. Football Coach	3
III	Head Baseball Coach	5
	J.V. Baseball Coach	2.5
	Head Softball Coach	5
	J.V. Softball Coach	2.5
IV	Head Track Coach, Boys	5
	Head Track Coach, Girls	5
	Assistant Track Coach (1 position for whole program)	3
	JH Track Coach, Boys	2
	JH Track Coach, Girls	2
	Head Cross Country Coach (1 position B/G comb.)	5
V	Football Cheerleading Advisor	2.5
	Basketball Cheerleading Advisor	3
	Jr. High Cheerleading Advisor	1.4
VI	Head Volleyball Coach	6
	Assistant Volleyball	3
VII	Senior Class Advisor	2
	Junior Class Advisor	1.5
VIII	Sophomore Class Advisor	1
	Freshman Class Advisor	1
	8th Grade Class Advisor	1
	7th Grade Class Advisor	1
IX	Assistant Athletic Director	9
	Band Director	8
	Audio Visual	4
	Yearbook Advisor	2.8
	National Honor Society	2
	Plays	2
	Chorus	2
	Student Council, High School	3
	Student Council, Middle School	2
	Student Council, Elementary	1.5
	Knowledge Bowl Coach	3
	Pride Advisor	1
	Spanish Club	1
	Golf Coach (1 position, B/G Comb.)	4

	JH Science Olympiad	1
	HS Science Olympiad	1
	NCA Co-Chairs (Steering) - limit 2 positions	3 (each)
	NCA Committee Chairs/Curriculum Chairs	max. 1 each committee
	BPA	1
X	Elementary Basketball, Boys	2.3
	Elementary Basketball, Girls	2.3
	Mentor Teacher	1
	Citizenship Policy Coordinator, Elem.	1
	Citizenship Policy Coordinator, Secondary	1

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182 student days

184 teacher days

○ = no school

□ = staff only

△ = early dismissal

= = end marking period

July	August	September																																																																																																																																					
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- Aug. 24 Teachers only
- Aug. 25 First day, students
- Sep. 7 Labor Day, no school
- Sep. 18 11:45 student dismissal professional develop.
- Oct. 9 11:45 student dismissal professional develop.
- Oct. 23 End 1st marking period (43 days)
- Nov. 5 11:45 student dismissal Parent/Teacher Conf. 12:30-4:30/5:30-8:30
- Nov. 6 11:45 student dismissal professional develop.
- Nov. 20 11:45 student dismissal professional develop.
- Nov. 26/27 Thanksgiving, no school
- Dec. 23 11:45 dismissal End 2nd marking period (41 days) Christmas vacation
- Jan. 1 (inclusive)
- Jan. 5 11:45 student dismissal teacher work day
- Jan. 6 11:45 student dismissal teacher work day
- Feb. 5 11:45 student dismissal professional develop.
- Feb. 15 President's Day, no school (make up day if needed)
- Mar. 5 11:45 student dismissal professional develop.
- Mar. 12 End 3rd marking period (49 days)
- Mar. 25 11:45 student dismissal Parent/Teacher Conf. 12:30-4:30/5:30-8:30
- Mar. 26 11:45 dismissal
- Apr. 2 Spring Break
- Apr. 9 (inclusive)
- Apr. 30 11:45 student dismissal professional develop.
- May 27 11:45 student dismissal Exams
- May 28 11:45 student dismissal Exams - end 4th marking period (49 days)
- Jun 1 Last day, students Last day, Teachers

1999

January	February	March																																																																																																																																																			
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Student make up days due to school closings:
 Any closings prior to February 5, 1999 will be made up Feb. 15. Closings after that day will be made up June 1 and subsequent weekdays (M-F) until make-up is completed. Teacher last day to be next weekday (M-F) after students' last day.

Mio AuSable Schools
1999-00 Calendar

182 students days

184 teacher days

- = no school
- = staff only
- △ = early dismissal
- = = end marking period

- Aug. 23 Teachers only
- Aug. 24 First day, students
- Sept. 6 Labor Day, no school
- Sept. 17 11:45 student dismissal
professional development
- Oct. 8 11:45 student dismissal
professional development
- Oct. 22 End 1st marking period
(43 days)
- Nov. 4 11:45 student dismissal
Parent/Teacher Conference
12:30-4:30/5:30-8:30
- Nov. 5 11:45 dismissal
- Nov. 15 Opening Day Deer Season
No School
- Nov.25/26 Thanksgiving, no school
- Dec. 22 11:45 dismissal
End 2nd marking period
(40 days)
- thru Christmas vacation
- Dec. 31 (inclusive)
- Jan. 5 11:45 student dismissal
- Jan. 21 11:45 student dismissal
professional development
- Feb. 11 11:45 student dismissal
professional development
- Feb. 14 President's Day, no
school (make up day if
needed)
- Mar. 3 11:45 student dismissal
professional development
- Mar. 10 End 3rd marking period
(49 days)
- Mar. 23 11:45 student dismissal
Parent/Teacher Conference
12:30-4:30/5:30-8:30
- Mar. 24 11:45 dismissal
- Mar. 27 Spring Break
- thru
- Mar. 31 (inclusive)
- Apr. 14 11:45 student dismissal
professional development
- Apr. 21 Good Friday, no school
- Apr. 24 No School
- May 5 11:45 student dismissal, P.D.
- May 29 Memorial Day, no school
- May 30 11:45 student dismissal
- exams
- May 31 11:45 student dismissal
Exams-end 4th marking
period (50 days)
Last day students
- Jun 1 Last day, teachers

1999

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
											7-T							21-T		
											6-S							21-S		

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2					4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31					21-T						19-T							16-T		
					21-S						19-S							16-S		

2000

January							February							March							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
						1				1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	5	6	7	8	9	10	11	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	12	13	14	15	16	17	18	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	19	20	21	22	23	24	25	
23	24	25	26	27	28	29	27	28	29					26	27	28	29	30	31		
30	31				21-T						20-T							18-T			
					21-S						20-S							18-S			

April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1						5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30					18-T						22-T							1-T		
					18-S						22-S									

Student make up days due to school closings:
Any closings prior to Feb. 4, 2000 will be made up Feb. 14. Closings after that day will be made up June 1 and subsequent weekdays (M-F) until make-up is completed. Teacher last day to be next weekday (M-F) after students' last day.

Mio AuSable Schools
2000-01 Calendar

182 student days

184 teacher days

○ = no school

□ = staff only

△ = early dismissal

= = end marking period

Aug. 21 Teachers only

Aug. 22 First day, students

Sep. 4 Labor day, No school

Sep. 15 11:45 student dismissal

professional development

Oct. 13 11:45 student dismissal

professional development

Oct. 20 End 1st marking period

(43 days)

Nov. 2 11:45 student dismissal

Parent/Teacher conferences

12:30-4:30/5:30-8:30

Nov. 3 11:45 dismissal

Nov. 15 Opening Day Dear Season

No School

Nov. 23/24 Thanksgiving, no school

Dec. 1 11:45 student dismissal

professional development

Dec. 22 11:45 student dismissal

End 2nd marking period

(42 days)

thru Christmas vacation

Jan. 2 (inclusive)

Jan. 5 11:45 student dismissal

Jan. 19 11:45 student dismissal

professional development

Feb. 9 11:45 student dismissal

professional development

Feb. 19 President's Day, no school

(make up day if needed)

Mar. 9 11:45 dismissal

professional development

Mar. 16 End 3rd marking period

(52 days)

Mar. 29 11:45 student dismissal

Parent/Teacher conferences

12:30-4:30/5:30-8:30

Mar. 30 11:45 dismissal

Apr. 9 Spring Break

thru

Apr. 16 (inclusive)

Apr. 27 11:45 student dismissal

professional development

May 25 11:45 student dismissal

exams

May 28 Memorial Day, no school

May 29 11:45 student dismissal

exams-end 4th marking period

(45 days)

Last day, students

May 30 Last day, teachers

2000

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31											9-T						20-T		
												8-S						20-S		

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30						29	30					
					22-T							19-T						16-T		
					22-S							19-S						16-S		

2001

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5					1	2	3					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28				25	26	27	28	29	30	31
					21-T							19-T						22-T		
					21-S							19-S						22-S		

April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30						29	30						29	30					
					15-T							21-T								
					15-S							20-S								

Student make up days due to school closings:
Any closings prior to Feb. 9, 2001 will be made up Feb. 19. Closings after that day will be made up May 30 and subsequent weekdays (M-F) until make-up is completed. Teacher last day to be next weekday (M-F) after students' last day.