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BRIDGMAN PUBLIC SCHOOL DISTRICT

TEACHERS' MASTER CONTRACT

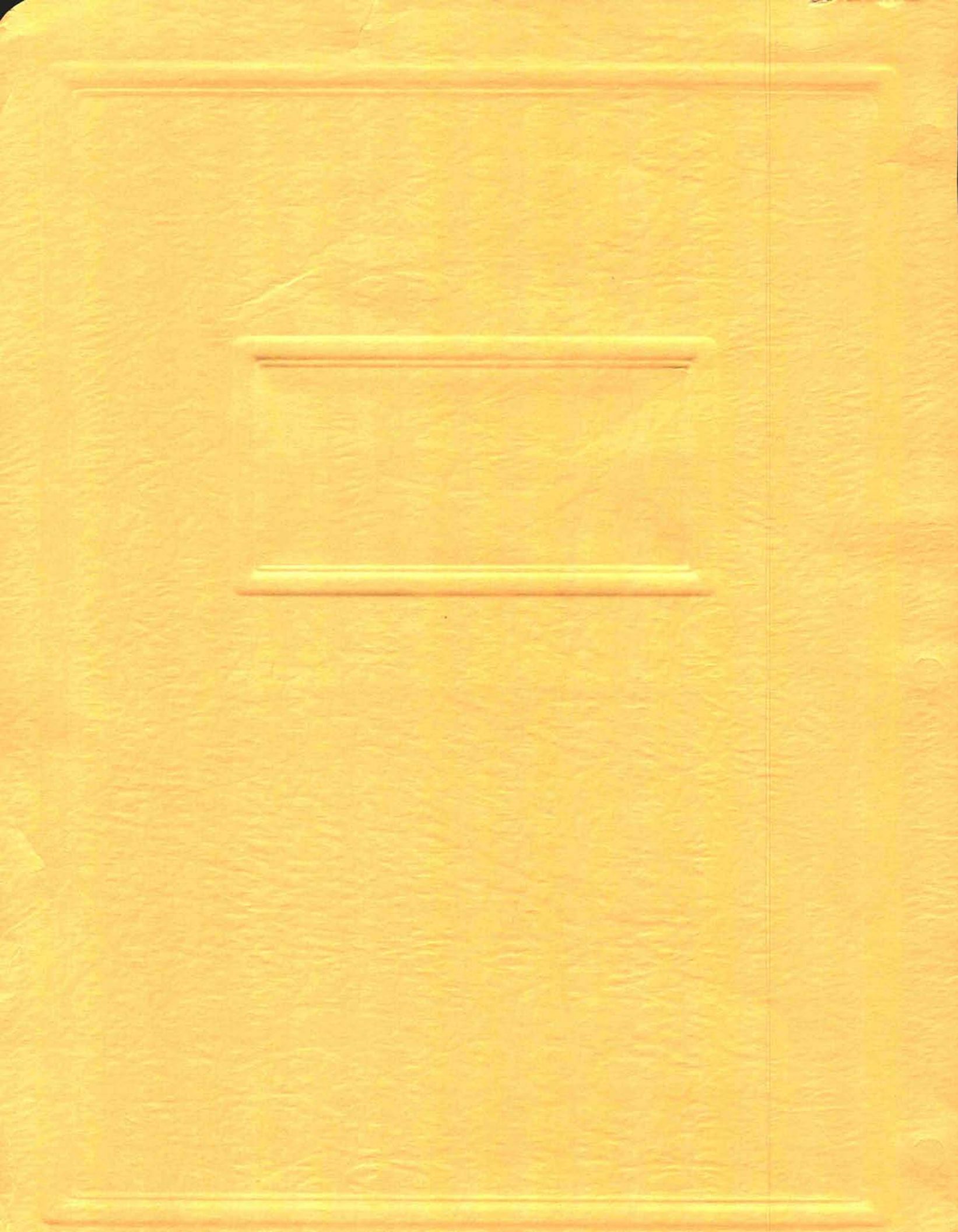
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BRIDGMAN PUBLIC SCHOOL DISTRICT

TEACHERS' MASTER CONTRACT

1987 - 1988

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PREAMBLE

This Agreement is entered into this 1st day of September, 1987, by and between the Bridgman Public School District, hereinafter called the "Board", and the Bridgman 5-C Education Association, MEA/NEA.

It is mutually understood that the rights, benefits and protections granted herein refer only to employees of the Bridgman Public School District.

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

ARTICLE 1 - RECOGNITION

Section 1: The Board hereby recognizes the Bridgman 5-C Education Association, MEA/NEA, as the exclusive bargaining representative as defined in Section 11 of Act 379, Public Acts of 1965, for all certified teaching personnel employed by the Bridgman Public School District who are under contract for a regular assignment, but excluding supervisory, administrative and executive personnel, office, clerical, maintenance, operating employees, substitute teachers, and all others identified as falling within these categories.

- (A) The term "teacher", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined.
- (B) The term "Board" shall include its officers and agents. The Board agrees not to negotiate with any organization other than that designated as the representative pursuant to Act 379, Public Acts of 1965, for the duration of this Agreement, pertaining to the next succeeding school year.

## ARTICLE 2 - ASSOCIATION RIGHTS AND RESPONSIBILITIES

Section 1: The Board agrees that the teacher will not be coerced or discriminated against with respect to hours, wages, or any terms or conditions of employment because of his/her membership in the Association, participation in the Association activities, collective negotiations with the Board, or his/her institution of a grievance. The Association agrees that the Association shall not coerce nor discriminate against any employee by reason of his/her membership or lack thereof in the Association. The Association shall include its leadership and members.

Section 2: The Board agrees to permit the Association the use of school buildings without charge for Association meetings. All meetings shall have prior approval of the building principal. All general membership meetings shall be held outside of regular teacher hours and will be restricted to times when regular custodial personnel are on duty. Any additional maintenance or service charges will be assumed by the Association.

Section 3: The Board agrees to permit the Association the use of teacher mailboxes for purposes of distributing Association materials.

Section 4: The Board agrees to permit the Association the use of bulletin board space in the teachers' lounge of each building for the purpose of posting Association notices. Each notice shall be initialed by the Association President or Building Representative.

Section 5: The Association shall have the right to use school business equipment normally available for teacher use provided that the use thereof is strictly to serve the legitimate business needs of the Association. Use of said equipment shall be cleared with the building principal. Any costs incidental to such use shall be the obligation of the Association.

Section 6: The Board agrees, by consent of the building principal, to permit the Association officers (president, vice president, secretary, treasurer, Executive Director and one Association representative from each building) to travel from building to building within the school system during school hours when said officers do not have direct responsibility for the supervision of children, and provided that the responsibilities of the visited party or parties are not interfered with as expressed by consent of the principal of the building to be visited.



Section 7: Upon written request, the Board agrees to furnish the Association a copy of information pertaining to the official business of the Board, including financial information, as prescribed by PL 240, Section 340.562. Examination of original records of above information shall be performed only in the office of the Board or its agents.

Section 8: Upon written request, the Board agrees to give the Association President prior notification of all Board meetings and provide the Association with a copy of each agenda, minutes and Treasurer's Report.

Section 9: The Board agrees that teachers shall be entitled to full rights of citizenship; and no religious or political beliefs of any teacher, or lack thereof, shall be grounds for any discipline or discrimination with respect to the professional employment of that teacher. The private and personal life of any teacher is not within the concern or attention of the Board unless the teacher's conduct adversely affects his/her relationship to students, the discharge of his/her teaching duties, or his/her image as a teacher in the community.

Section 10: The Board agrees the provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status.

Section 11: The Board agrees that nothing contained herein shall be construed to deny or restrict to any teacher rights he/she may have under any other laws.

Section 12: The Association agrees to the establishment of a Professional Ethics Committee whose commitments include those of the Code of Ethics of the education profession as cited by the National Education Association.

Section 13: The Association will be allotted a total of seven (7) days per year to be used for Association business. These days are non-accumulative. The Association President will approve the use of said days and notify the building principal five (5) days prior to the requested date(s).

ARTICLE 3 - BOARD OF EDUCATION RIGHTS  
AND RESPONSIBILITIES

Section 1: The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States including, but without limiting the generality of the foregoing, the right:

- (a) to the executive management and administrative control of the school system and its properties and facilities, and the professional activities of its employees;
- (b) to hire all employees and, 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;
- (c) to establish grades and courses of instruction including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;
- (d) to approve the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature; and,
- (e) to determine class schedules, the hours of instruction, and the duties, responsibilities and assignments of teachers and other employees with respect hereto, and non-teaching activities, and the terms and conditions of employment.

Section 2: The exercise of the foregoing powers, rights, authority duties, and responsibilities by the Board; the adoption of policies, rules, regulations, and practices in furtherance thereof; and the use of judgment and discretion in connection therewith; shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms thereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

#### ARTICLE 4 - TEACHERS' RIGHTS AND RESPONSIBILITIES

Section 1: Upon written request, each teacher shall have the right to review the contents of his/her personnel file located in the Central Administration Office. The teacher may request an Association member to accompany him/her in this review.

Section 2: Any conference between administrator and teacher resulting in formal disciplinary action against the teacher shall have as an integral part of its proceedings the right of either party to request a witness of their choice whose only function will be to observe the proceedings of the conference. Conferences not resulting in formal disciplinary action shall not come within the scope of this Agreement. Formal disciplinary action shall be defined as demotion, suspension, discharge, or written reprimand of the teacher in question.

Section 3: There will be no mandatory lunch room duty for teachers unless as a teaching assignment. Playground duty shall be assigned only during K-6 recess time and only if deemed necessary by the principal.

Section 4: The negotiations committee of the Association shall be permitted a reasonable number of meetings to be held at the conclusion of the work day.

Section 5: When a teacher is absent, the teacher is responsible for the preparation and submission of an emergency lesson plan which contains sufficient detail that a substitute teacher can reasonably be expected to carry on classroom instruction.

Section 6: It is the sole responsibility of the teacher to maintain his/her teaching certification.

Section 7: Proper certification is necessary if the teacher is to work for the Bridgman Public Schools.



## ARTICLE 5 - TEACHING HOURS

Section 1: The regular work day for all teachers shall cover a seven-and-one-half (7-1/2) hour time span. Teachers are expected to be accessible to students in their classrooms, offices or assigned areas for a minimum of ten (10) minutes both prior to the start of the student school day and at the conclusion of the student school day. This will apply except for days on which necessary professional meetings are held. On Fridays and on days preceding holidays or vacations, teachers may leave at the close of the school day if no student or parent has requested a conference.

The parties agree that it is the intent to operate the instructional day between 7:30 a.m. and 3:45 p.m. If circumstances arise which conflict with this intention, the administration agrees to consult with the association prior to implementing any changes.

The instructional day shall not exceed the following limitations at these buildings:

Bridgman High School	300 minutes
Bridgman Elementary School	300 minutes
F. C. Reed Middle School	300 minutes

Section 2: All teachers shall be entitled to a thirty-minute, duty-free lunch period.

Section 3: The normal weekly teaching load shall include five (5) conference/preparation periods for full-time high school and middle school teachers. The length of the conference/preparation period shall not be less than one-seventh of the total number of instructional minutes in the school day. Assignment to a supervised study period shall not be considered as conference/preparation time for the purpose of this article. A conference/preparation period for elementary teachers shall be at least an average of thirty (30) minutes per day. This would include released time for such activities as physical education, music, etc.

Section 4: If bus scheduling requires that elementary students remain in the elementary building following the conclusion of the school day, the Board shall provide a designated area other than the classroom to accommodate these students.

Section 5: Should an act of God, or some other emergency, call for keeping students in their respective buildings beyond the end of the normal school day, teachers may be asked to remain with their students until such time as the emergency has ended or the students are sent home. Teachers shall have the right to refuse an order if it is perceived by the teacher that said emergency is dangerous to their health or well-being or that of their own family.

Section 6: The District shall employ sufficient classroom teachers to attain a pupil-teacher classroom ratio of not greater than thirty to one (30 to 1). Instructional personnel shall be used in determining this ratio. Students and teachers shall be counted on a full-time equivalency basis. Special Education students or teachers shall not be counted. This clause shall not apply to programs of an innovative nature nor to those which have large group instruction as an integral part.

Section 7: If the Board decides to hold parent-teacher conferences, the following schedule will be used:

- 3 1/2 days the first semester for conferences - K-4
- 2 1/2 days the second semester for conferences - K-4
- 2 1/2 days per semester for conferences - middle school
- 1 1/2 day per semester for conferences - high school

Section 8: During parent-teacher conferences, teachers will be given release time equal to the time of the conferences if said conferences are scheduled beyond the regular work day. Parent-teacher conferences, if scheduled, will be held at least ten (10) calendar days after the end of the marking period.

Section 9: It is expressly understood that elementary (K-6) teachers will have ten (10) calendar days after the end of the marking period to turn in report cards except for the last marking period when they will have seven (7) calendar days.

## ARTICLE 6 - TEACHING ASSIGNMENTS AND TRANSFERS

Section 1: Every effort will be made to assign elementary teachers to the grade level of their choice and competency. Decisions concerning grade-level assignment will be finalized, when possible, by August 1. Teachers who will be affected by a change in grade assignments will be notified and consulted by their principal as soon as feasible. Such changes will be voluntary to the extent possible. Every effort will be made to avoid reassigning probationary elementary teachers to different grade levels unless the teacher requests such a change.

Section 2: Every attempt will be made to assign teachers to teach in their major and minor fields only. Teachers affected by a change in subject assignment will be notified and consulted by their principal as soon as feasible.

Section 3: Assignment changes will be voluntary to the extent possible. Every attempt will be made to minimize transfers. However, teachers shall be subject to assignment and transfer at the discretion of the Superintendent of Schools of this District. One of the several considerations to be used in exercising such discretion will be the teacher's length of service in the District, giving the teacher the option by seniority when possible.



ARTICLE 7 - TEACHING VACANCIES AND PROMOTIONS

Section 1: Whenever any vacancy in a bargaining unit position in the District shall occur, the administration shall publicize same by giving written notice of such vacancy by appropriate posting in every school building, including posting of such notices on the bulletin boards in the respective teachers' workrooms. When vacancies occur when school is not in session, the President of the Association or his/her designee shall be notified of such vacancy by first class mail. The Board reserves the right to fill such positions on a temporary or interim basis when warranted by conditions. Positions filled on an interim basis shall be declared vacant at the conclusion of the school year and shall be subject to application.

ARTICLE 8 - ABSENCE WITHOUT LOSS OF PAY

Section 1: All contracted professional personnel of this school will be allowed a total of ten (10) days' absence each year without loss of salary for the following reasons:

- (a) Personal illness or quarantine.
- (b) Serious illness in the immediate family (husband, wife, child, stepchild, mother, father, stepmother, stepfather, brother, sister, mother-in-law, father-in-law, or a member of the household shall be considered as the immediate family). For any such illness, the teacher may utilize not more than five (5) days per illness to make arrangements for care.
- (c) If a teacher is absent for a period of five (5) or more consecutive school days due to illness or injury, the school administration may require that a doctor's certificate be furnished before payment of sick leave is granted. This certificate shall state the nature of the illness, that the teacher in question is physically unable to return to work, and the anticipated length of time that the teacher will be unable to return to work. If the teacher's absence extends for more than thirty (30) consecutive school days, the school administration may require additional doctor's certificates before continuing any payment of sick leave hereunder, but such certificates shall not be requested more frequently than once every month. If a teacher fails to provide such doctor's certificate when requested by the school administration, then the Board shall have no further obligation for payment of sick leave.

Section 2: At the end of each year, any unused portion of the ten (10) days (Section 1) shall become accumulative to a limit of one hundred (100) days and may be used at a subsequent time for the reasons listed in (a) and (b) only. It shall be understood that the one hundred (100) days shall not include the ten (10) days of the current school year.

Section 3: The sick pay provided for in this Article shall be available to the teacher on a prorata basis and charged against the teacher's sick leave accumulation when the teacher is absent and eligible to receive compensation under social security,

disability, teacher retirement disability, worker's compensation, or employer-provided short or long term disability insurance. Such pay shall be used to offset the difference between such disability subsidy and the teacher's normal net pay after applicable taxes, but shall not entitle the teacher to collect more than one hundred percent (100%) of the normal net pay after applicable taxes. Pay under this section shall not exceed the amount of leave the teacher has accrued at the onset of the illness or disability.

Section 4: Upon written request and prior approval, each teacher shall be permitted two (2) days of personal leave to take care of business of a nature which cannot be conducted after working hours, on weekends or during vacation periods. No personal leave days shall be granted on the day before or following a holiday or vacation period except in unusual circumstances. Personal leave may not be used for recreational or social purposes. Requests for personal leave should be made in writing on forms provided for that purpose. The decision concerning the approval will be made by the principal, subject to review by the superintendent.

Section 5: Upon written request and prior approval, teachers may be granted three (3) days of professional leave. Professional leave shall refer to such activities as deemed relative to professional growth in one's assigned or proposed assigned field. Should professional leave be granted, all expenses incurred as a result of same shall be borne by the teacher. The decision concerning the approval will be made by the principal, subject to review by the superintendent.

Section 6: If a teacher becomes ill and has already utilized his/her illness leave, he/she may apply to use his/her personal and professional leave days as part of his/her illness leave. However, professional and personal leave days may not be accumulated as illness leave days.

Section 7: Teachers shall be granted up to five (5) days' absence due to death in the immediate family as defined above. These days shall not be discounted from sick leave and shall not be accumulative.

Section 8: Teachers shall be eligible to apply for sabbatical leave after seven (7) consecutive years of employment in the school system. Teachers may receive a full year at half-pay on the salary schedule of the last year of their employment. Teachers granted a sabbatical leave must return to the school system for the



two (2) years immediately following the leave or be legally responsible for the return to the District of the full amount of the salary received from the District. Legally binding agreements shall be provided for those granted a leave. The sabbatical leave must be for professional improvement and requires the prior written approval of the school administration and the Board. Salary increments shall not accrue. Written notice to either return or resign shall be given to the Superintendent of Schools by March 1 of the year in which the leave expires.

Section 9: If a teacher is absent because of jury duty, he/she shall not lose any salary or benefits. However, any compensation received by such teacher for this jury duty (other than mileage) shall be given over to the Board. The Board may request the teacher to ask proper judicial authorities to excuse or delay jury duty when the teacher's absence may cause a hardship to the District.

## ARTICLE 9 - UNPAID LEAVES OF ABSENCE

Section 1: The Board may grant a leave of absence to any teacher for a period not to exceed one (1) year, subject to renewal at the will of the Board. The following conditions shall apply to all extended leaves of absence:

- (a) Sick leave days shall not accrue, but unused sick leave held at the start of the leave shall be reinstated.
- (b) Written notice to either return or resign shall be given the Superintendent of Schools by March 1 of the year in which the leave expires.
- (c) Re-employment during the year shall be at the discretion of the Board, and re-employment for the beginning of a new school year shall be in accordance with the then prevailing tenure provisions.

Section 2: Upon written application and Board approval, a leave of absence without pay for up to one (1) year may be granted for a study related to the teacher's licensed field. Salary increments shall not accrue.

Section 3: Upon written request and Board approval, any teacher whose personal illness extends beyond the accumulated sick leave days may be granted a leave of absence without pay not to exceed one (1) year. Upon return from leave, the teacher will be placed in the same position, provided a vacancy exists. Before the teacher returns from such leave, the Board may require a certificate of good physical and mental health from a properly licensed doctor. Salary increments shall not accrue.

Section 4: In case of pregnancy, teachers may receive paid sick leave for the period of time the teacher is actually sick or incapacitated from working due to pregnancy or childbirth, or for routine visits to physicians for pre- and post-natal care. Such sick leave shall be treated in the same manner as all other illnesses or disabilities, and the provisions of Article 8 governing such leaves shall be applicable to illnesses or disabilities associated with pregnancy or childbirth. If a teacher elects to utilize sick leave during the time of actual disability or illness associated with pregnancy or childbirth, she may return to work immediately upon termination of the disability in accordance with Article 8; or she may elect to receive an unpaid maternity leave, which leave may extend for up to two (2) semesters. Further extensions of such maternity leave shall be at the discretion of the Board.

In order to be eligible for the unpaid maternity leave provided for in this Article, teachers must notify the Board of their request for such leave prior to the onset of the pregnancy-related disability. Such notification shall not prevent teachers from utilizing paid sick leave during the period of time they are actually disabled; but in the event a teacher fails to make timely request for maternity leave, the teacher shall return to work immediately upon the termination of the disability.

Section 5: Upon written request and Board approval, the Board may grant a leave of absence without pay for reasons not previously mentioned but considered justified by said Board. This power is purely discretionary in nature.

Section 6: Administration of policy:

- (a) A record shall be kept for each employee of the Board on which there shall be a continued accounting of sick leave credit.
- (b) At the beginning of each year, a report shall be made to each employee of the Board indicating the amount of sick leave to his/her credit.
- (c) Holidays, vacations, or days when school is cancelled because of circumstances beyond human control occurring during illness shall not be considered deductible from the employee's sick leave accumulation.
- (d) The question of employing a substitute or replacement for an absent employee has no relation to deductions made under this policy.
- (e) No payment under the sick leave policy shall be made beyond the date of resignation, death or retirement of an employee.
- (f) The daily deductions from the salary made under this policy shall be made by dividing the base salary by the number of work days indicated in the master contract.
- (g) Teachers will be notified immediately of any deductions in pay because of absence and will be given the reasons for such deductions.
- (h) Teachers may choose which paychecks, either their next succeeding or final check, from which such pay will be deducted.
- (i) Teachers asked to substitute on an individual class basis shall be paid at the rate of \$15.00 per class. Payment made for substitution on an individual class basis shall be made as it accumulates.



## ARTICLE 10 - TEACHER EVALUATION

Section 1: The work performance of all teachers shall be evaluated in writing. Probationary teachers shall be evaluated at least two (2) times during the school year - once during the first semester and once during the second semester. The first semester evaluation shall occur before November 15. The second semester evaluation shall occur before March 15. Tenure teachers shall be evaluated at least once every other year and prior to May 15. Teachers will receive a copy of the evaluation tool with the contract at the beginning of the year.

Section 2: Evaluations shall be conducted by the teacher's immediate supervisor or any other administrator so designated by the Administration. Probationary teachers shall be given advance notice of one day prior to the initial observation. No notice shall be required thereafter. Tenure teachers need not be given advance notice of observation.

Section 3: Each observation shall be made in person and for a sufficient length of time to accomplish the objective. All monitoring or observation of work of a teacher shall be conducted openly and with full knowledge of the teacher. An observation report form will be given to the teacher within ten (10) school days after an observation occurs. The teacher may request a conference after an observation.

Section 4: All evaluations shall be based upon an established criteria for professional performance. Copies of all evaluation reports shall be furnished the teacher.

Section 5: Upon receiving a written evaluation, the teacher shall have the opportunity to review the evaluation report with the evaluator.

- (a) Upon review with the teacher of the evaluation report, the teacher shall sign a statement to the effect that the Administration has reviewed this evaluation report with the teacher; but the teacher's signature does not necessarily signify agreement with the evaluation.
- (b) If a teacher so desires, he/she may prepare a written response which shall be attached to said evaluation and be made part of his/her personnel file.

Section 6: Adverse observation and/or evaluation reports should include remedial steps to be followed. Plans of assistance, if appropriate, should be given the teacher. The Administration may call upon Association members to assist a given teacher in improving the quality of his/her work.

Section 7: Copies of all teacher evaluations shall be forwarded to the Superintendent and subsequently placed in the teacher's personnel file.

## ARTICLE 11 - GRIEVANCE PROCEDURE

### Section 1: Right to File

Any individual teacher, group of teachers, or the Association, believing that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement, may file a grievance with the Board through its designated representative. The Board hereby designates as its representative for such purpose, the Building Principal in each school building and the Superintendent of schools when the particular grievance arises in more than one school building or is directed against the principal.

### Section 2: Rights Under Law

Nothing herein shall deny or restrict any person covered by this Agreement or either party from exercising the rights or seeking redress under any applicable law.

### Section 3: Individual Right

Any individual grievance filed by a teacher shall be made known to the Association by the Board through its designated representative.

### Section 4: Prior Adjudication

No dispute pertaining to this contract which has first been adjudicated through any court of law or administrative agency of the State or Federal Government may then be processed through this grievance procedure.

### Section 5: Form of Grievance

A grievance shall be presented in writing and shall specify the following: 1) aggrieved party(s); 2) date(s) of occurrence; 3) party(s) involved; 4) the specific provision(s) of this Agreement cited and how the grievant claims the Agreement has been violated, misinterpreted or misapplied; and 5) relief desired.



Section 6: Adverse Claims

All teachers who possess adverse claims, or whose rights might be adversely affected by a grievance, must submit such claims or rights for determination in the same grievance proceeding.

Section 7: Procedure

The grievance procedure shall operate as follows:

- a. The teacher or his/her designee shall meet informally with their building principal or the superintendent, if the grievance is to be initiated at that level, and try to resolve the problem. If this informal meeting does not resolve the problem, the teacher shall have ten (10) school days from the date of the occurrence of any alleged contract violation to file for relief in writing with his/her principal or supervisor.
- b. Principals shall have five (5) school days within which they may respond to a grievance.
- c. Within ten (10) school days following the principal's response or fifteen (15) days after the initial filing, a grievance may be appealed to the Superintendent.
- d. The Superintendent shall have fifteen (15) school days after appeal to him within which he shall respond to a grievance.
- e. Within twenty (20) school days following the Superintendent's response, the grievance may be appealed to the Board of Education or to designated representatives of the Board (to consist of three (3) members of the Board). The Board or its designated representative shall thereupon schedule a hearing at the earliest reasonable date.
- f. Within twenty (20) days following the Board's response, the grievance may be submitted to binding arbitration. Individual teachers shall not have the right to submit grievances to binding arbitration. Such authority is vested solely with the union. The selection of an arbitrator and the procedures governing arbitration shall be in accordance with the rules and procedures

of the American Arbitration Association provided, however, that the Association shall be solely authorized to file for arbitration.

- g. All costs of arbitration shall be borne by the party whose case does not prevail.

Section 8: Powers of the Arbitrator

The Arbitrator shall be empowered, except as limited herein, to make a decision binding upon the parties and to grant such relief as will implement the Agreement of the parties; provided, however:

- a. He may not add to, subtract from, disregard, alter or modify any of the terms of this Agreement.
- b. He shall have no power to establish salary scales.
- c. He may not change any practice, policy or rule of the Board not inconsistent with the Agreement, nor may he substitute his judgment for that of the Board as to the reasonableness of any practice, policy or rule not inconsistent with this Agreement.
- d. He shall have no power to decide procedural questions relating to discharge under the Teacher's Tenure Act.

Section 9: Claims for Back Pay

- a. All claims for back pay shall be limited to the amount of wages that the employee would otherwise have earned, less any interim earnings or unemployment compensation received by the grievant during the period for which back pay is claimed, together with interest at the statutory rate established for interest on judgment.
- b. No decision in one case shall require a retroactive wage adjustment in any other case or for any other employee unless other cases are filed and pending on the representative case.
- c. The Board will not be required to pay back wages for more than ten (10) days prior to the date a written grievance is filed, except that in the case of continuing violation, back wages will be limited to no more than one year prior to the date of filing the grievance.

Section 10: Failure to Appeal

If no appeal is made in any stipulated period, a grievance shall be considered abandoned. If no response is made, the grievance shall automatically proceed to the next step.

Section 11: Time Limit

Any time limit or step provided in this Article may be waived in writing by mutual consent.

Section 12: Non-Grievable Items

The following matters shall not be the basis of any grievance filed under the procedures outlined in this Article:

- a. Failure to re-employ or the termination of services of any probationary teacher.
- b. The placement of a teacher on a third year of probation.
- c. The offer or withdrawal of extra-duty assignments from year to year.
- d. Discharge or demotion under the provisions of the Michigan Teacher's Tenure Act.



ARTICLE 12 - PROFESSIONAL COMPENSATION  
AND METHODS OF PAYMENT

Section 1: Refer to Appendix A-1, A-2 and A-3 relative to salary schedules; Appendix B relative to fringe benefits; and Appendix C relative to extra-curricular activities.

Section 2: Salary advancements, either through step increments or schedule improvements, are dependent upon satisfactory evaluations of previous assignments and are not to be considered automatic. A minimum of two (2) written evaluations shall be conducted by the building principal prior to April 1 of each fiscal year if salary advancements are to be withheld. If weaknesses exist in evaluations, constructive criticism will be given.

Section 3: Paychecks shall be distributed no later than 1:00 p.m. on alternate Fridays and shall begin with the first Friday which concurs with the payroll schedule of administrative and non-instructional personnel, after school opens. Each pay shall be, at the option of the teacher, either one twenty-second or one twenty-sixth of the contract salary, less legal and teacher-authorized deductions. Teachers shall notify the school district no later than August 15 of each year which of the foregoing options they elect.

Teachers electing to receive twenty-six (26) equal pays shall also have the option of receiving a lump sum at the close of the academic school year in accordance with Section 6 below.

Teachers electing to receive twenty-two (22) equal pays shall be paid no later than the 14th day following the end of the work period in which the wages are earned.

Section 4: Teachers terminating employment with the Bridgman Public School District shall be paid fully, in lump sum, all contractual monies due them. This payment will occur at the conclusion of the pay period immediately following their resignation.

Section 5: Teachers terminating employment shall be advised of proper procedures for recovering contributions made to the Michigan Public School Employees' Retirement Fund.

Section 6: Teachers may elect to draw in a lump sum all monies earned, at the close of the academic school year. Said request must be made in writing prior to March 1. The monies shall be incorporated in the check which follows the first data processing payroll submittal date after the close of the school year.

Section 7: Compensation for the discharging of extra-curricular duties shall be paid in full at the conclusion of the activity in question.

Section 8: For the purpose of advancement on the salary schedule, semester hours granted beyond the Bachelor's and/or Master's Degree must be earned in graduate courses which are in a degree program in which the teacher is enrolled, courses which are in the teacher's area of assignment, or other courses which the Superintendent may approve.

Section 9: In the employment of teachers new to the Bridgman Public School District, outside teaching experience may be granted on the schedule up through eleven years on BA and twelve years on MA.

Section 10: The salary of any teacher employed during mid-year or part-time shall be in direct proportion to the salary schedule.

Section 11: Advancement from one column of the salary schedule to another shall occur at the semester following completion and submission of evidence of the required amount of graduate work.

Section 12: Teachers attending professional meetings or conferences shall have prior approval of their building principal and Superintendent. Only those conference or meeting expenses approved by the building principal will be paid by the District. When mileage expenses are paid, the rate shall be \$0.21 per mile. Other expenses that may be paid with prior approval of the principal and superintendent include conference registration fee and lodging and meals.

Section 13: Teachers who are assigned a daily (every instructional day) teaching responsibility during the student instructional day at two or more buildings; i.e., Immanuel Lutheran building, the elementary school, the middle school building or the high school building, shall be reimbursed, for expenses, \$100.00 per year, plus actual mileage at the current mileage rate established by the district for necessary travel between two or more district school buildings during said instructional day.

The following staff members shall be paid only actual mileage at the current mileage rate established by the district for necessary travel between two or more district school buildings during the student instructional day. If, however, their teaching assignment is such that they have daily teaching responsibilities as defined in the first paragraph of this Section, they shall receive actual mileage as defined, plus \$100 expense reimbursement:

- K-6 Language Arts Coordinator/K-6 Chapter 1 Coordinator
- 7-12 Language Arts Coordinator
- K-4 Computer Education Coordinator
- 5-12 Computer Education Coordinator
- K-8 Math Coordinator
- K-8 Science Coordinator
- K-12 Media Coordinator
- K-12 G & T Teacher Coordinator
- Guidance Counselors
- Special Education teachers who work with individual students or groups of students in another building on other than a daily basis.

Said actual mileage must be claimed on Records Day each semester on forms provided by the business office and will be paid immediately following the regularly-scheduled Board of Education meetings in February and July.

All teachers who by definition are eligible for the \$100 expense reimbursement will receive same immediately following the regularly-scheduled Board of Education meeting in June.



ARTICLE 13 - SCHOOL CALENDAR

1987 - 1988 School Year

August	31	(Monday)	Teacher Orientation and Classroom Preparation
September	1	(Tuesday)	Teacher Preparation
September	2	(Wednesday)	First Day of School - 1/2 day with students, 1/2 day Teacher Preparation
September	7	(Monday)	Labor Day - No School
November	25	(Wednesday)	Thanksgiving - School dismissed at Noon
November	26	(Thursday)	Thanksgiving Day
November	27	(Friday)	Thanksgiving
December	19	(Saturday)	Christmas Vacation begins
January	4	(Monday)	School Resumes
January	22	(Friday)	Records Day for Teachers
April	1	(Friday)	Good Friday - Spring Vacation begins - No School
April	11	(Monday)	School Resumes
May	30	(Monday)	Memorial Day - No School
June	10	(Friday)	Last Day of school - 1/2 day with students, 1/2 day Program Evaluation
June	13	(Monday)	Records Day for Teachers

1. 180.5 student instruction days.
2. Five additional work days for teachers (as specified above).
3. Parent-Teacher Conferences may be scheduled during the school year as approved by the Administration.
4. Teacher orientation and in-services shall be planned cooperatively by the Administration and teaching staff.

NOTE: The school district shall be entitled to reschedule any days lost in the event schools are closed for reasons beyond the control of the school district which do not allow such days to be counted as days of student instruction. The rescheduling of such days shall not entitle employees to additional compensation.

Teachers will not be required to report on days when schools are closed. Any days which need to be made up will be added as an extension of the school year in June.

## ARTICLE 13 - SCHOOL CALENDAR

1988 - 1989 School Year

August	29	(Monday)	Teacher Orientation and Classroom Preparation
August	30	(Tuesday)	Teacher Preparation
August	31	(Wednesday)	First Day of School - 1/2 day with students, 1/2 day Teacher Preparation
September	5	(Monday)	Labor Day - No School
November	23	(Wednesday)	Thanksgiving - School dismissed at Noon
November	24	(Thursday)	Thanksgiving Day
November	25	(Friday)	Thanksgiving
December	24	(Saturday)	Christmas Vacation begins
January	9	(Monday)	School Resumes
January	20	(Friday)	Records Day for Teachers
March	24	(Friday)	Good Friday - Spring Vacation begins - No School
April	3	(Monday)	School Resumes
May	29	(Monday)	Memorial Day - No School
June	9	(Friday)	Last Day of school - 1/2 day with students, 1/2 day Program Evaluation
June	12	(Monday)	Records Day for Teachers

1. 180.5 student instruction days.
2. Five additional work days for teachers (as specified above).
3. Parent-Teacher Conferences may be scheduled during the school year as approved by the Administration.
4. Teacher orientation and in-services shall be planned cooperatively by the Administration and teaching staff.

**NOTE:** The school district shall be entitled to reschedule any days lost in the event schools are closed for reasons beyond the control of the school district which do not allow such days to be counted as days of student instruction. The rescheduling of such days shall not entitle employees to additional compensation.

Teachers will not be required to report on days when schools are closed. Any days which need to be made up will be added as an extension of the school year in June.

## ARTICLE 13 - SCHOOL CALENDAR

1989 - 1990 School Year

August	28	(Monday)	Teacher Orientation and Classroom Preparation
August	29	(Tuesday)	Teacher Preparation
August	30	(Wednesday)	First Day of School - 1/2 day with students, 1/2 day Teacher Preparation
September	4	(Monday)	Labor Day - No School
November	22	(Wednesday)	Thanksgiving - School dismissed at Noon
November	23	(Thursday)	Thanksgiving Day
November	24	(Friday)	Thanksgiving
December	23	(Saturday)	Christmas Vacation begins
January	8	(Monday)	School Resumes
January	19	(Friday)	Records Day for Teachers
March	31	(Saturday)	Spring Vacation begins - No School
April	9	(Monday)	School Resumes
April	13	(Friday)	Good Friday - No School
May	28	(Monday)	Memorial Day - No School
June	8	(Friday)	Last Day of school - 1/2 day with students, 1/2 day Program Evaluation
June	11	(Monday)	Records Day for Teachers

1. 180.5 student instruction days.
2. Five additional work days for teachers (as specified above).
3. Parent-Teacher Conferences may be scheduled during the school year as approved by the Administration.
4. Teacher orientation and in-services shall be planned cooperatively by the Administration and teaching staff.

NOTE: The school district shall be entitled to reschedule any days lost in the event schools are closed for reasons beyond the control of the school district which do not allow such days to be counted as days of student instruction. The rescheduling of such days shall not entitle employees to additional compensation.

Teachers will not be required to report on days when schools are closed. Any days which need to be made up will be added as an extension of the school year in June.



## ARTICLE 14 - REDUCTIONS IN TEACHING PERSONNEL

- A. It is recognized that it is within the sole discretion of the Board to reduce its educational program, curriculum, or staff. Whenever the Board determines that a reduction of teaching staff is necessary, the following procedure shall apply to the layoff and recall of teaching personnel. The teacher and Association shall be notified sixty (60) days prior to the end of the school year.
1. Probationary teachers shall be layed off first, provided there are fully qualified and certified tenured teachers available to perform the duties of the position the probationary teacher is vacating, or when the position the probationary teacher is vacating is being eliminated.
  2. If a reduction in personnel is still necessary, then tenured teachers will be layed off, provided that a fully qualified and certified tenured teacher is available to perform the duties of the position the tenured teacher is vacating.
- B. In determining the order of layoff and the order of recall to available positions, the Board will retain or recall those teachers who are most qualified to perform the remaining or available teaching positions.
- C. In determining qualifications for retention or recall under this Article, the following criteria shall apply:
1. Grades K-4
    - (a) Possession of a life, provisional, permanent or continuing certificate from the State of Michigan for Grades K-6 or K-8 and
    - (b) Successful classroom teaching experience within the past eight (8) years at the K-6 level, or
    - (c) Where no teachers possess successful classroom prior teaching experience in the K-6 level, then student teaching experience at the K-6 classroom level.
  2. Grades 5-6
    - (a) Possession of a life, provisional, permanent or continuing certificate from the State of Michigan for Grades K-6 or K-8 and

- (b) Successful classroom teaching experience within the past eight (8) years at the K-8 level, or
- (c) Where no teachers possess successful classroom prior teaching experience in the K-8 level, then student teaching experience at the K-8 classroom level.

3. Grades 7-8

- (a) Possession of a life, provisional, permanent or continuing certificate from the State of Michigan for Grades K-8 or 7-12, and
- (b) A major or minor (or equivalent credit hours) in the specific teaching area to which the teacher is to be assigned, or
- (c) Successful classroom teaching experience during the past five (5) years in the specific teaching area, or
- (d) Where no teachers possess successful classroom prior teaching experience in the specific teaching area, student teaching experience in the specific teaching area.

NOTE: 7th and 8th grade teachers do not need to be North Central credited to teach at the 7th and 8th grade levels.

4. Grades 9-12

- (a) Possession of a life, provisional, permanent or continuing certificate from the State of Michigan for Grades 7-12, and
- (b) A major or minor (or equivalent credit hours) with a sufficient number of credit hours to meet the requirements of the North Central Association of Secondary Schools and Colleges in the specific teaching area to which the teacher is to be assigned, or
- (c) Successful classroom teaching experience within the past five (5) years in the specific teaching area with a sufficient number of credit hours to meet the requirements of the North Central Association, or
- (d) Where no teachers possess prior successful classroom teaching experience in the specific teaching area, student teaching experience in the specific teaching area.

5. Grades K-12

Special certification in the specific teaching areas, such as art, music, and physical education, and other qualifications required by the Michigan Department of Education; successful teaching within the past five (5) years within the specific subject matter or assignment to which the teacher is to be assigned.

6. Special Programs

For special programs which the Board may from time to time establish, such as gifted and talented or alternative education, successful teaching experience within the past five (5) years; or where no teacher possesses prior successful teaching experience, completion of special course work in the given teaching area, such as college course credits, in-service training, seminar attendance, etc.

7. As used in this Article, classroom teaching shall not include either assignments in art, music, physical education or other special courses requiring special certification from the Michigan Department of Education as set forth in Paragraph 5 above, or assignments to special programs as set forth in Paragraph 6 above.

D. As among those teachers whose qualifications as defined above are identical, the following point system shall be used to determine their respective qualifications for job retention or recall, with the teachers being arranged in order of the greatest number of points:

1. One point per full year of full time teaching experience in the Bridgman Public Schools (September - June equals ten (10) months). Part-time teaching and/or less than full year teaching experience will be prorated.

2. Certification held:

(a) Two points for permanent or continuing certificate

(b) One point for provisional certificate.

E. As among those teachers whose qualifications and points are identical, the teacher with the greatest seniority within the District shall be retained or recalled first. Seniority shall commence with the earliest of the following dates: letter of intent, first day of work, date of individual contract, or board action. Seniority shall continue to accrue without interruption unless the teacher resigns or is terminated.



- F. Where teachers' qualifications, points, and seniority are identical, the teacher who has the earliest birth date will be retained.
- G. Teachers are responsible to provide to the Board by no later than October 15 of each year, information concerning additional semester or quarter hours, degrees, or certifications earned during the preceding year if they desire that information be included in determining their respective qualification points.
- H. The Board shall compile and keep current a qualification point list and provide the Association a copy of said list prior to December 15. It is expressly understood that the Association President or his/her designee shall, with the Administration, review the layoff list prior to notification of the individuals to be laid off.
- I. Any layoff pursuant to this Agreement shall automatically terminate the individual's employment contract and all benefits allowed except for insurance benefits. If a teacher is laid off after working any portion of a school year, the teacher will receive insurance coverage for two months from the last working day.
- J. Recall shall be made in person; or if personal contact cannot be made, then notice of recall shall be made by certified mail, return receipt requested, forwarded to the last address provided to the Superintendent's office by a teacher, or to any agent named by a teacher and empowered by the teacher with a power of attorney. In all such cases, the Association shall be notified simultaneously.
- K. Seniority and job rights shall be lost by a teacher if that teacher has been offered and not re-entered into an individual contract with the Board of Education within fifteen (15) working days of the date of personal notification of recall or mailing of the recall notification.

## ARTICLE 15 - DEDUCTIONS OF PROFESSIONAL DUES

Section 1: Any teacher who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment authorizing deduction of Dues, Assessments and Contributions in the Association as established by the Association. Such authorization shall continue in effect from year to year unless revoked according to the procedures outlined in the MEA Constitution and Bylaws. Pursuant to such authorization, the Employer shall deduct one-tenth of such dues, assessments and contributions from the regular salary check of the bargaining unit member each month for ten months, beginning in September and ending in June of each year.

Section 2: Teachers contracted after October 30 of each fiscal year shall pay their dues directly to the Association Treasurer.

Section 3: The Board shall deliver to the Association Treasurer any dues, assessments, contributions, or service fees deducted from a teacher's salary no later than twenty (20) days after said deduction. The Board shall not be held responsible for any dues money once it is remitted to the Association Treasurer.

Section 4: The accounting system of the Association shall not be a responsibility of the Business Office of the Board.

## ARTICLE 16 - NEGOTIATIONS PROCEDURES

Section 1: Before, but no later than, April 1 prior to the expiration of this Agreement, the Board and teacher bargaining representative will begin negotiations for an agreement pertaining to the ensuing school year(s) contingent upon either party notifying the other by registered mail at least two (2) weeks prior to April 1.

Section 2: In the negotiations procedure, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board and by a majority of the membership of the Association; but the parties mutually pledge that the representatives selected by each shall be given all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification. Such representatives shall be empowered to agree to negotiations schedules and procedures.

Section 3: If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the State Labor Mediation Board or take any other lawful measures it may deem appropriate.



ARTICLE 17 - NO STRIKE/NO LOCKOUT

Section 1: The Association and its members agree that they will not, during the period covered by this Agreement, lower their standards and efforts relative to the educational process, nor will they directly or indirectly engage in or assist in any strike, slow-down or work stoppage.

Section 2: The Employer agrees that there will be no lockout during the term of this Agreement.

ARTICLE 18 - MISCELLANEOUS PROVISIONS

Section 1: This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.

Section 2: Any individual contract between the Board and an individual teacher, heretofore executed, shall be subject to and consistent with the terms and conditions of this Agreement; and any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this Agreement and its amendments. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

Section 3: This Agreement shall supersede any rules, 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.

Section 4: If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

Section 5: Copies of this Agreement shall be printed at the expense of the Board and presented to all teachers now employed or hereafter employed during the life of this Agreement.

Section 6: A teacher's violation of the Master Contract shall be considered as grounds for discipline by the school administration and a basis for referral to the Professional Ethics Committee of the bargaining unit. This clause shall not be construed as a limitation of the legally authorized power for the Board.

Section 7: The parties recognize that some situations do require immediate action; however, if cause arises to discipline, demote, suspend or discharge a teacher, the Board agrees that such actions will not be taken in an arbitrary or capricious manner.

Section 8: Curriculum Council

1. The curriculum council shall be comprised of:
  - a) One teacher from each building as follows:

Bridgman Elementary School  
F. C. Reed Middle School  
Bridgman High School

Teachers shall be elected annually by the teachers in the respective building.

- b) Three administrators or their designated representatives.
  - c) One Board member or designated representative who will also act as liaison between the Board and Council.
2. The curriculum council shall serve in an advisory capacity only, by making recommendations to the Board of Education.
3. Meetings shall be scheduled at times other than during regular work hours.
4. The council should meet each month of the school year except during the month of December.

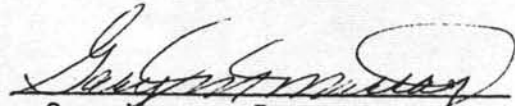
Section 9: Any teacher who shall serve, or is serving, in a supervisory or executive or administrative position within the Bridgman Public Schools and who is later returned to teacher status in this District shall be entitled to retain all rights he or she may have had under this Agreement prior to such service in administrative position. Years spent in a supervisory or executive or administrative position shall be considered as years spent for computation of salary only.

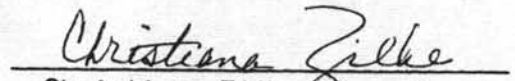


ARTICLE 19 - DURATION OF AGREEMENT

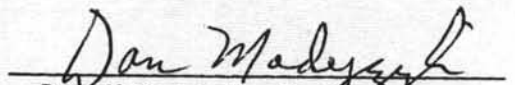
This Agreement shall be effective September 1, 1987 and shall continue in effect until August 31, 1990. It shall be extended only by written mutual agreement.

BRIDGMAN PUBLIC SCHOOL DISTRICT

  
Gary Murray, President

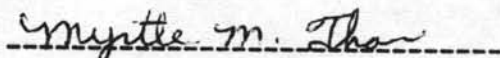
  
Christiana Zilke, Secretary

BRIDGMAN 5-C EDUCATION ASSOCIATION

  
Dan Madejczyk, President

  
Robert Wagner, Secretary

Subscribed and sworn to before me this 10th day of August A.D., 1987.

  
Notary Public in and for the  
County of Berrien, State of  
Michigan

My Commission expires: March 14, 1989

APPENDIX A-1

1987 - 1988 SALARY SCHEDULE\*

<u>Step</u>	<u>BA/BS</u>	<u>BA+15**</u>	<u>MA/MS</u>	<u>MA+15**</u>	<u>MA+30**</u>	<u>MA+45**</u>
0	18,855	19,779	20,703	21,683	22,626	23,569
1	19,779	20,703	21,627	22,626	23,569	24,512
2	20,703	21,627	22,551	23,569	24,512	25,454
3	21,627	22,551	23,474	24,512	25,454	26,397
4	22,551	23,474	24,398	25,454	26,397	27,340
5	23,474	24,398	25,322	26,397	27,340	28,283
6	24,398	25,322	26,246	27,340	28,283	29,225
7	25,322	26,246	27,170	28,283	29,225	30,168
8	26,246	27,170	28,094	29,225	30,168	31,111
9	27,170	28,094	29,018	30,168	31,111	32,054
10	28,094	29,018	29,942	31,111	32,054	32,996
11	29,018	29,942	30,866	32,054	32,996	33,939
12			31,790	32,996	33,939	34,882
13			32,713	33,939	34,882	35,825

\* For 12 months of employment  
 \*\* Semester Hours

APPENDIX A-2

1988 - 1989 SALARY SCHEDULE\*

<u>Step</u>	<u>BA/BS</u>	<u>BA+15**</u>	<u>MA/MS</u>	<u>MA+15**</u>	<u>MA+30**</u>	<u>MA+45**</u>
0	19,987	20,966	21,946	22,985	23,984	24,984
1	20,966	21,946	22,925	23,984	24,984	25,983
2	21,946	22,925	23,904	24,984	25,983	26,982
3	22,925	23,904	24,884	25,983	26,982	27,982
4	23,904	24,884	25,863	26,982	27,982	28,981
5	24,884	25,863	26,843	27,982	28,981	29,981
6	25,863	26,843	27,822	28,981	29,981	30,980
7	26,843	27,822	28,801	29,981	30,980	31,979
8	27,822	28,801	29,781	30,980	31,979	32,979
9	28,801	29,781	30,760	31,979	32,979	33,978
10	29,781	30,760	31,739	32,979	33,978	34,977
11	30,760	31,739	32,719	33,978	34,977	35,977
12			33,698	34,977	35,977	36,976
13			34,677	35,977	36,976	37,975

\* For 12 months of employment  
 \*\* Semester Hours

NOTE: Should the CPI for United States City Average urban wage earners and clerical workers for the period beginning July 1, 1988 and ending June 30, 1989 increase by more than 8%, the parties agree to re-open negotiations for the specific purpose of bargaining the 1989-1990 salary schedule only.



APPENDIX A-3

1989 - 1990 SALARY SCHEDULE\*

<u>Step</u>	<u>BA/BS</u>	<u>BA+15**</u>	<u>MA/MS</u>	<u>MA+15**</u>	<u>MA+30**</u>	<u>MA+45**</u>
0	21,086	22,140	23,195	24,249	25,303	26,358
1	22,140	23,195	24,249	25,303	26,358	27,412
2	23,195	24,249	25,303	26,358	27,412	28,466
3	24,249	25,303	26,358	27,412	28,466	29,520
4	25,303	26,358	27,412	28,466	29,520	30,575
5	26,358	27,412	28,466	29,520	30,575	31,629
6	27,412	28,466	29,520	30,575	31,629	32,683
7	28,466	29,520	30,575	31,629	32,683	33,738
8	29,520	30,575	31,629	32,683	33,738	34,792
9	30,575	31,629	32,683	33,738	34,792	35,846
10	31,629	32,683	33,738	34,792	35,846	36,901
11	32,683	33,738	34,792	35,846	36,901	37,955
12			35,846	36,901	37,955	39,009
13			36,901	37,955	39,009	40,063

\* For 12 months of employment  
 \*\* Semester Hours

## APPENDIX B

### FRINGE BENEFITS 1987-1990

#### Health Insurance

Upon application by the employee, the Board shall provide without cost to the teacher MESSA Super Care 1 protection for a full twelve-month period for the employee and his/her entire family and any other eligible dependents as defined by MESSA. With attainment of Medicare eligibility, either MESSA Super Care 1 or Limited Medicare Supplement and Medicare Part B premiums shall be paid on behalf of the employee, spouse, and/or dependents eligible for Medicare. (Sponsored dependents shall be considered eligible dependents for health insurance.)

In lieu of hospitalization insurance, an employee may apply to be insured for a \$30,000 (thirty thousand dollar) Term Life Insurance benefit with corresponding Accidental Death and Dismemberment benefit under the current MESSA plan. In addition, said employee may select other available options under the current MESSA program, and/or a tax-deferred annuity sponsored by MESFA/MEA or other company authorized by the Board. However, the amount of employer-paid life insurance may not exceed \$50,000 (fifty thousand dollars) total under any combination of plans. The Board contribution toward the options and/or tax-deferred annuity shall not exceed the employee-only premium for Super Care 1 insurance.

It is the responsibility of the teacher to notify the business office of any change in his/her family dependency status within ten (10) days of said change.

#### Dental Insurance

Further, upon application by the employee, the Board shall provide without cost to the teacher MESSA/Delta Dental Plan "Auto +" with Orthodontic rider "008" including internal and external coordination of benefits (COB) for all teachers and their eligible dependents as defined by MESSA/Delta.

#### Life Insurance

In addition, the Board shall provide without cost to the employee MESSA Negotiated Term Life Insurance protection in the amount of \$20,000 (twenty thousand dollars) which shall be paid to the employee's designated beneficiary. The plan shall include accidental death and dismemberment (AD&D) and waiver of premium (WOP).

The Board shall provide without cost to the employee MESSA Negotiated Term Dependent Life Insurance protection in the amount of \$2,000 for the spouse and \$2,000 for each dependent child as defined by MESSA.

Long Term Disability

The Board shall provide at no cost to the teacher MESSA Long Term Disability Insurance. Benefits shall be paid at 70% of salary up to a monthly maximum of \$3,000 (three thousand dollars) and shall begin after the expiration of the greater of (1) the employee's accumulated sick leave or (2) sixty (60) calendar days. (Only the last three days of the waiting period need be consecutive and for the same condition.)

Vision Insurance

The Board shall provide at no cost to the teacher MESSA VISION SERVICE PLAN 3 for all teachers and their eligible dependents as defined by MESSA.



## APPENDIX C

### EXTRACURRICULAR SALARIES

Compensation shall be based on the following criteria:

- A. Percent of individual's salary schedule
- B. Salary step of years' experience in that activity
  - 1. Transfer into system only six (6) years' experience in said activity (Sixth Step)
  - 2. Top at eight (8) years' experience (Eighth Step)

### NON-ATHLETIC EXTRACURRICULAR

1. High School Bee Line	4.0%
2. High School Yearbook	6.5%
3. Freshman Class Sponsor	2.0%
4. Sophomore Class Sponsor	2.0%
5. Junior Class Sponsor	4.0%
6. Senior Class Sponsor	3.0%
7. Plays and Musicals (per play)	
a. One Director	4.0%
b. Two Directors	7.0% (3.5%/director)
c. Three Directors	9.0% (3%/director)
d. Four or more Directors	10.0% (2.5%/director)
8. F. H. A.	3.0%
9. High School Student Senate	3.0%
10. Middle School Student Council	3.0%

- |     |                                     |  |
|-----|-------------------------------------|--|
| 11. | High School Science/Medical Club    | 2.0%   |
| 12. | Choir Activities                    | 1.5%   |
| 13. | Variety Show                        | 1.5%   |
| 14. | Curriculum Council (3)              | 3.0% each  |
| 15. | High School Quiz Bowl (2)           | 1.0% each  |
| 16. | Bus Chaperones                      | \$20 per away game per teacher. Teacher shall accompany to and from game. Payment shall be made at the conclusion of each athletic season. |
| 17. | Cheerleading                        |  |
|     | a. High School - Varsity Football   | 3.5%   |
|     | b. High School - Varsity Basketball | 5.3%   |
|     | c. High School - JV Football        | 3.0%   |
|     | d. High School - JV Basketball      | 4.0%   |
|     | e. Ninth Grade                      | 2.5%   |
|     | f. Middle School                    | 4.0%   |
| 18. | Band                                |  |
|     | a. Band Activities                  | 6.0%   |
|     | b. Band Camp                        | 2.0%   |
|     | c. Summer Band                      | Instruction to be paid at summer school hourly rate.   |
| 19. | High School Intramurals             | 2.5%   |
| 20. | Pom Pon Squad                       | 4.5%   |
| 21. | High School Lunch Recreation        | 2.5%   |
| 22. | Sixth-grade Outdoor Ed Camp         | 1.0% organizer   |
| 23. | Sixth-grade Outdoor Ed Camp         | 1.0% chaperone   |
| 24. | High School Foreign Language Club   | 2.0%   |
| 25. | Middle School Math Club             | 2.0%   |

26.	Elementary School Math Club	2.0%
27.	Middle School A.V. Club	2.0%
28.	Middle School Yearbook	2.0%
29.	Elem. School Divorce Adj. Activity	2.0%
30.	Middle School Play Director	2.0%
31.	Middle School Language Arts Club	2.0%
32.	Literary Publications Club (each)	2.0%
33.	High School Forensics Club	2.0%



ATHLETIC EXTRACURRICULAR

1. BOYS' FOOTBALL

- |                            |           |
|----------------------------|-----------|
| a. Varsity Head Coach      | 14.5%     |
| b. Assistant Coach (3)     | 9.5% each |
| c. Middle School Coach (2) | 6.0% each |

Third middle school coach considered if numbers exceed 40

2. BOYS' BASKETBALL

- |                            |           |
|----------------------------|-----------|
| a. Varsity Head Coach      | 15.5%     |
| b. JV Coach                | 10.0%     |
| c. Freshman Coach          | 8.5%      |
| d. Middle School Coach (2) | 6.0% each |

3. BOYS' BASEBALL

- |                       |       |
|-----------------------|-------|
| a. Varsity Head Coach | 10.0% |
| b. JV Coach           | 6.5%  |

4. TRACK

- |                             |           |
|-----------------------------|-----------|
| a. High School Girls' Coach | 10.0%     |
| b. High School Boys' Coach  | 10.0%     |
| c. Middle School Coach (2)  | 6.0% each |

Third middle school coach considered if numbers exceed 50

5. GOLF Coach 8.0%

6. CROSS COUNTRY Coach 8.0%

7. BOYS' WRESTLING

- |                       |       |
|-----------------------|-------|
| a. Varsity Head Coach | 12.5% |
|-----------------------|-------|

Assistant Coach considered if numbers exceed 18	6.5%
--	------

- |                        |      |
|------------------------|------|
| b. Middle School Coach | 3.0% |
|------------------------|------|

Assistant Coach considered if numbers exceed 20	1.5%
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8. SWIMMING

- a. Boys' Varsity Head Coach 12.5%
- b. Girls' Varsity Head Coach 8.3%
- Diving Coach - if needed 6.5%

9. GIRLS' VOLLEYBALL

- a. Varsity Head Coach 8.5%
- b. JV Coach 6.0%
- c. Middle School Coach (2) 4.0% each

10. GIRLS' BASKETBALL

- a. Varsity Head Coach 12.5%
- b. JV Coach 8.5%
- c. Middle School Coach (2) 6.0% each

11. GIRLS' SOFTBALL

- a. Varsity Head Coach 8.5%
- b. JV Coach 5.0%

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