

8/31/99

DUNDEE COMMUNITY SCHOOLS

"AN OASIS OF LEARNING"

1996-97 - 1997-98 - 1998-99

MASTER AGREEMENT

between the

MONROE COUNTY EDUCATION ASSOCIATION - DUNDEE

and the

BOARD OF EDUCATION

DUNDEE COMMUNITY SCHOOLS

Dundee Community Schools

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ASSOCIATION AGREEMENT

This agreement entered into the 11th day of March, 1996, by and between the Board of Education of the Dundee Community School district hereinafter called the "Board", and the Monroe County Education Association hereinafter called the "Association", pursuant to Act 379 of the Michigan Public Acts of 1965. This contract shall terminate at 11:59 p.m. on the 31st of August 1999.

WITNESSETH;

WHEREAS,

The Board and the Association recognize and declare that providing quality education for children of Dundee is their mutual aim; and

WHEREAS,

The quality of education depends primarily upon the quality of the teaching service and the cooperation between teachers and administrators; and

WHEREAS,

Members of the teaching profession and the Board of Education will continue, through cooperation and communication, to improve the quality of education for the children of Dundee; and

WHEREAS,

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

WHEREAS,

The parties have reached certain understandings which they desire to confirm in this agreement,

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

ARTICLE I

Recognition

- A. The Board recognizes the Association as the exclusive legal bargaining representative for all full-time and regularly employed part-time teaching personnel under contract with the Board which are certified by the Department of Education, State of Michigan, including librarians, speech correctionists, counselors, and reading consultants but excluding administrators, such as the superintendent, principals, assistant principals, athletic and adult education directors, substitute teachers, school nurse, per diem employees, such as adult education teachers, and all others.

The term "regularly employed part-time teacher" shall mean a teacher employed for two hours or more per day for a semester.

The term "substitute" as used herein shall mean those teachers that are employed on a sporadic basis as a replacement for other full-time or regularly employed part-time teachers.

ARTICLE II

Board's Rights

It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Board, except those which are expressly relinquished herein by the Board, shall continue to vest exclusively in and be exercised exclusively by the Board. Such rights shall include, by way of illustration and not by way of limitation, the right to:

1. The executive management and administration of the school system and its properties, facilities, equipment, and the professional activities of its employees related to employment in the school district.
2. Hire all employees and, subject to the provisions of this contract and of law, to determine their qualifications and the conditions for their continued employment, to assign, schedule, promote, demote, transfer, discipline, suspend, lay-off, and dismiss all such employees; and to determine the duties and responsibilities of all such employees.
3. Establish levels and courses of instruction including special programs and to provide for athletic, recreational, and social events for students as deemed necessary or advisable by the Board.
4. Decide upon the means and methods of instruction, the selection of textbooks and other teaching materials and the use of teaching aids.
5. Determine the services, supplies, and equipment necessary to continue its operation and to determine all methods and means of distributing, disseminating and/or selling its services, methods, schedules, and standards of operation; the means, methods, and processes of carrying on the work including automation or contracting thereof or changes therein and the institution of new and/or improved methods or changes therein.
6. Adopt rules and regulations.
7. Determine the number and locations or relocation of its facilities, including the establishment or relocations of new school buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities thereof.
8. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization, provided that the Board shall not abridge any rights from employees as specifically provided in this Agreement.
9. Determine the policy affecting the selection of employees, providing that such selection shall be based upon lawful criteria.

The parties acknowledge that during the negotiations which resulted in this agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement.

Therefore, the Board and the Association, for the life of this Agreement, agree the other shall not be obligated to bargain collectively with respect to any subject or matter covered in this Agreement. Matters of common concern may be subject to negotiations during the period of this Agreement upon request and mutual agreement of both parties.

Any amendment or agreement supplemented hereto shall not be binding upon either party unless executed in writing and signed by both parties.

ARTICLE III

Financial Responsibilities & Payroll Deductions

- A. All teachers as a condition of continued employment shall either:
1. Sign and deliver to the Board an assignment authorizing deduction of membership dues of the Association (including the National and Michigan Education Association).

or

 2. Cause to be paid to the Association a representation fee equal to the membership dues, or should the non-member so elect, his/her proportionate share of all constitutionally permissible fees. Said fees shall be paid to the Association within 90 calendar days after the commencement of employment or by signing and delivering to the Board an assignment authorizing deduction of the representation fee.

The Association shall provide to a non-member sufficient information covering the amount of the membership dues as to enable him/her to determine the propriety of the non-member representation fee.

- B. In the event that neither of the provisions of paragraph A are met, the Board, upon receiving a written and signed complaint from the Association indicating that the teacher has failed to comply with either condition, shall process said complaint by affording the accused teacher of a due process hearing before the Board of Education. If it is determined by the Board of Education that the teacher has failed to pay the dues/fees as contained in paragraph A, then the teacher shall be discharged at the end of the then current school year.

If the teacher shall pay the dues to the Association prior to final determination by the Board of Education or within thirty calendar days thereafter, the teacher shall not be discharged by the Board of Education.

The refusal of the teacher to pay the representation fee is recognized by the Association and the Board of Education as reasonable and just cause for termination of employment.

It is expressly understood that political action funds or other constitutionally impermissible costs cannot be included in the non-member representation fee of an objecting non-member. The Association shall provide sufficient information to a non-member in order for him/her to gauge the propriety of the non-member

representation fee. The due process hearing referred to above before the Board of Education, shall not take place until the non-member shall have been afforded all constitutional rights as specified in Chicago Teachers Union v Hudson, 106, SCT 1066 (1986), and such other applicable cases, and the signed complaint by the Association herein referred to above shall certify the same and acknowledge that the Union's responsibility for according such constitutional rights has been fulfilled and that the Association assumes all liability therefore as specified in paragraph M of this Article.

- C. The Board agrees to deduct from the salaries of teachers dues for the Association, the Michigan Education Association and the National Education Association, or a non-member's representation fee when voluntarily authorized in writing by each teacher desirous of having such dues deducted.
- D. Regular dues or the non-members representation fee for any or all of the above stated organizations shall be deducted together, as one deduction, in twenty equal installments.

E.

FORM

On this _____ day of _____, 19 __, I, _____, hereby authorize the Board of Education to deduct the following sums in twenty equal installments as dues for the following organizations from the first bi-weekly paycheck of my employment as specified in the Master Agreement.

- \$ _____ Association
- \$ _____ Monroe County District
- \$ _____ Michigan Education Association
- \$ _____ National Education Association

or

\$ _____ Non-Member's Representation Fee

I further understand that in the event of a dispute over payments of the above specified amounts, I must seek my remedy from the Association. Further, it is my express understanding that this authorization for dues deduction shall be revocable only if I expressly so state in writing, a copy of which must be placed on file with the Superintendent and a copy with the Treasurer of the Association.

Indicate by checking below which category you wish to be in:

_____ Member

_____ Non-member

Signature

Filed with the Board of Education

on the _____ day of _____, 19 __.

- F. Authorizations for deductions filed with the Superintendent on or before the 3rd day of school, of each year, shall become effective with the first scheduled deduction of the coming school year. Authorizations for deductions filed after the 3rd day of school, shall be deducted from the bi-weekly checks of the second semester.
- G. Dues authorizations once filed with the Superintendent shall continue in effect until a revocation form in writing and signed by the teacher is filed with the Superintendent and the Treasurer of the Association. It is expressly understood that the Superintendent and the Board need only honor one authorization form per year per teacher.
- H. The Association shall, on or before the first day of each school year, give written notification to the Superintendent of the amount of its dues and those of the MEA and NEA and the amount of the non-member's representation fee which are to be deducted in the coming school year under such authorizations. The amounts of deductions, as per said written notification shall not be subject to change during the entire school year. It is expressly understood that the Board is not required to deduct any assessment under the terms of this article.
- I. For the purpose of this article, the term "school year" shall include the period beginning with the first teacher working day of school in the fall to the last teacher working day of school in the spring.
- J. Dues deductions shall be transmitted by the Superintendent to the Treasurer within 10 days after such deductions are made. The Association shall be responsible for disbursements to MEA and NEA dues paid to it to the Treasurers of those organizations.
- K. All refunds claimed for deductions under such dues authorizations shall lie solely with the Association. The Association agrees to reimburse any teacher for the amount of any deduction deducted by the Board and paid to the Association, which deduction is by error in excess of the proper deduction and agrees to hold the Board harmless from all claims of excessive deductions.
- L. Any dispute between the Association and the Board which may arise as to whether or not an employee properly executed or properly revoked an authorization card pursuant to this article shall be reviewed with the employee by a representative of the Board. Until the matter is disposed of, no further deductions shall be made. The Board assumes no liability for the authenticity, execution, or revocation of the authorization form.

- M. The Association will save the Board harmless from any and all costs, including witness and attorney fees or other incidental cost of prosecution or defense or any liability resulting from the prosecution or defense of any action claimed or otherwise to which the Board of Education may be liable by virtue of enforcing the provisions of this article.

ARTICLE IV

Professional Compensation

- A. The salaries of teachers covered by this Agreement are set forth in Schedule A, Item Ia, which is attached.
- B. If negotiations under Article XIV are conducted during the school day by mutual consent of both parties, a teacher engaged in behalf of the Association shall be released from regular duties without loss of salary. The Association will pay the cost of substitutes when the regular classroom teacher is released from duty without loss of salary.
- C. The Board retains the right to assign or discharge teachers from their extra-service duties. Extra-service duties are those duties which are covered on a separate schedule set forth in Schedule A, Item II. In the event the Board of Education decides not to assign a teacher from within the bargaining unit to an extra-service duty and the Board has no qualified applicants from within the bargaining unit, the Board reserves the right to go outside the bargaining unit to fill the positions.
- D. All remunerations beyond the basic salary schedule are set forth in Schedule A, Items Ib, Ic, Id, II, III, IV, V, and VI.
- E. The Association shall not conduct internal business during school hours.
- F. Release time in the amount of eight (8) hours per school month shall be made available for Association business or conferences without loss of pay. Forty-eight (48) hour notice shall be given. This time may accumulate to 40 hours, but shall not be accumulative from year to year [i.e. each school year begins with eight (8) hours]. No more than two persons at one time shall be absent for the purpose of Association business. The Association shall pay the current cost of the substitute required under the provisions of this paragraph.
 - 1. It is understood and agreed that the Association shall, at the time of requesting Association days, state the purpose and function for which the days are to be used incorporating therein the name of the conference or Association business and its location. This is in accordance with past practice of the Association in requesting these days.
 - 2. It is further understood that the administration shall have the power to refuse to grant days for Association business where requests are made to participate in activities which are directly involved in public exposure to a strike including picketing by public school teachers at other districts within the State of Michigan contrary to the intent and purpose of Article XVI (No Strike Clause).

3. It is further understood that negotiations seminars are not objectionable to the Association or to the administration so long as the seminars are within the precepts of the Public Employees Relations Act, it being understood that attempts to legislatively change P.E.R.A. are permissible. Further, it is understood that the administration shall not have the right to impose its judgment as to the conduct of the delegates selected by the Association to attend any conference that is approved by the administration.
- G. Teachers may elect to receive their salaries in one of the following methods:
1. Salary spread over twenty-one (21) equal pays, payable during the school year.
 2. Salary spread over twenty-six (26) equal pays, payable over twelve (12) month period.
 3. Salary divided into twenty-six (26) equal pays, payable during the school year with a salary close out or the issuance of the remaining five (5) checks at the time of the twenty-first check.

Teachers will complete and submit the proper Board provided form to the payroll office by May 1st of the preceding year. New hires shall inform payroll office upon signing of contract.

H. This section of the contract provides two options for implementing a termination of services incentive. Teachers must have at least ten (10) years of service with Dundee Community Schools to be eligible to participate in the incentive program. The two plans are outlined below:

Plan A This plan will not be implemented unless first year minimum participation is met.

	<u>First Year 95-96</u>	<u>Second Year 96-97</u>
<u>Minimum Participation</u>	4	All eligible participating members 5 (9 over 1st-2nd year)*
<u>Notification Deadline</u>	2 - April 15, 1996 2 - May 1, 1996	February 1, 1997
<u>Termination Date</u>	June, 1996	June, 1997
<u>Incentive</u>	\$15,000*	\$15,000*
<u>Payable</u>	2nd pay, June 1996	2nd pay, June 1997

* Provided a minimum of four members participate in the first year, and a minimum combination of nine over two years, the incentive will increase to \$20,000 for each participant.

Plan B This plan will not be implemented unless first year minimum participation is met.

	<u>First Year 95-96</u>	<u>Second Year 96-97</u>
<u>Minimum Participation</u>	3	6
<u>Notification Deadline</u>	2 - April 15, 1996 1 - May 1, 1996	February 1, 1997
<u>Termination Date</u>	June, 1996	June, 1997
<u>Incentive</u>	\$15,000	\$15,000
<u>Payable</u>	2nd pay, June 1996	2nd pay, June 1997

ARTICLE V

Teaching Hours

- A. Teachers check in no later than 20 minutes before the opening of the pupils' regular school day. The school day is scheduled as follows:

Full Day	8:15 a.m. - 3:05 p.m.
Half Day a.m.	8:15 a.m. - 11:30 a.m.
Half Day p.m.	12:15 p.m. - 3:05 p.m.

- B. Teachers at assigned place of duty no later than 15 minutes before the opening of the pupils' regular school day. After the opening of the regular school day, secondary rooms shall be opened and supervised by the teacher assigned to said room prior to the start of the scheduled class period.
- C. Teachers may leave school after buses leave premises except when school is dismissed in advance of the normal teaching day. On days when school is dismissed in advance of the normal teaching day, teachers desiring to leave when buses leave shall request permission from the building principal. Reasonable requests shall be granted unless professional duties are required for the good of the system.
- D. Elementary teachers (grades K-5) shall be entitled to a duty-free, uninterrupted lunch period of not less than forty-five minutes per day unless they volunteer for noon supervision services paid at the contracted rate per year.

Elementary teachers (grades K-5) may use time when their classes are scheduled for art, music, physical education, and other instruction from specialized teachers for preparation periods. Total preparation time provided by these classes and recess time will be at a minimum:

Art	46 minutes per week
Physical Education	46 minutes per week
Music	46 minutes per week
*One yet to be named special	46 minutes per week
Library	30 minutes per week
Recess	15 minutes on full days

*Fourth special will be implemented in the 1997-98 school year.

During the 1996-97 school year all other specials identified and one additional twenty (20) minute recess on full days will be used to provide release time for elementary

teachers. Any classroom with no special on a half day session will be entitled to a fifteen minute recess.

It is understood that deviations in the above total preparation time may occur when specialized teachers are absent and substitutes are unavailable. These programs may be removed due to severe budgetary considerations or occasional calendar modifications (i.e. half days, special programs, field trips, inclement weather days). If a special is eliminated due to budgetary restraints it will be replaced with a once a week thirty (30) minute recess. Should a special be eliminated due to budgetary restraints, the Board agrees to meet with the Association Leadership to come up with a plan to meet the minimum required instructional minutes and hours. All recesses are duty free. Elementary teachers may also use unassigned recess and lunch period time for preparation periods.

Middle school teachers (grades 6-8) with a thirty (30) minute, duty-free, uninterrupted lunch period shall have one (1) assigned preparation period daily. Middle school teachers may use the time when their classes are scheduled for art, music, physical education, and instruction from specialized teacher for preparation periods. The time limit for duty free, uninterrupted lunch period does not apply to teachers who volunteer for noon supervision services paid at the contracted rate per year. High school teachers grades (9-12) shall be entitled to a duty-free, uninterrupted lunch period of not less than thirty (30) minutes per day unless they volunteer for noon supervision services paid at the contracted rate per year. High school teachers (grades 9-12) shall have one (1) assigned preparation period daily.

The Administration shall have the right to assign teachers classroom supervision during their preparation period on an emergency basis.

- E. Hours of Kindergarten teachers shall be fixed by the principal at the beginning of each semester, but shall be in no event longer than the foregoing.
- F. A teacher shall not leave his/her class unattended at any time except in emergency situations.
- G. Attendance at professional staff meetings is required of all teachers unless prior approval of absence from the principal is obtained. Such meetings shall not aggregate more than three (3) hours per month, accumulative to thirty (30) hours per year. A professional staff meeting is a mandatory meeting of the entire building or the entire district teaching staff.

Attendance at the annual open house is required of all teachers. Staff attendance at an evening inservice of up to two hours may be substituted for the open house at the discretion of the administration.

H. For repeated offenses of any or all of the above paragraphs or subsections of this Article, a teacher shall be subject to disciplinary action which may include any or all of the following:

Oral reprimand; written reprimand to be placed in the teacher's personnel file, a copy of which is sent to the Association; a deduction from the next regular pay check of an amount equal to the pro-rata daily pay for the time missed from the meeting; or, for repeated offenses, dismissal from the staff.

It is expressly understood that this section in no way limits disciplinary action which may be taken for teacher violations of other sections of this contract or Board policy.

ARTICLE VI

Teaching Loads and Assignments

- A. Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be permanently assigned outside the scope of their teaching certificates or their major or minor field of study.
- B. Teachers who will be affected by a change in grade assignments in the elementary school grades and by changes in subject assignments in the secondary school grades will be notified and consulted by their principals as soon as practicable. Such changes will be voluntary to the extent possible. Every effort will be made to avoid re-assigned probationary elementary school teachers to different grade levels unless the teacher requests such change.
- C. The administration shall make reasonable efforts to assign no more than three preparations or one study hall per day for each teacher.

If more than three preparations are assigned to a teacher, the teacher may request and shall be able to meet with the principal to explore other reasonable alternatives. The administration shall not assign any teacher more than one study hall nor more than four subject matter preparations per day unless there is no other academically or economically reasonable means of completing the scheduling of academic assignments.

ARTICLE VII

Teaching Conditions

- A. Because pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered wherever possible. The class sizes, as hereinafter specified, shall become effective as soon as possible but not later than, the fourth Friday count from the beginning of each school year of this contract in order to allow for administrative adjustments because of unforeseen contingencies. Second semester class size shall become effective as soon as possible, but not later than the fourth Friday of second semester.

Class Size

Kindergarten	27 students
1st - 6th	28 students
7th - 12th	32 students

In the event of an overload, the teacher or teachers affected or to be affected thereby may request a conference in writing to be held not less than 10 days from said request with the Superintendent, building principal, and Association representative, at which time an adjustment shall be discussed.

Teachers assigned classes which exceed these maximum standards shall receive in the secondary \$1.50 per pupil per class and \$7.00 per pupil per day in the elementary grades for those teachers who have students for a full day; for those teachers who have students less than a full day, the administration shall pro-rate the \$7.00 for actual time a teacher spends with the students. It is expressly understood that classes which have traditionally been taught in large groups such as, but not necessarily limited to, physical education, pool, and music need not conform to the above standards. Size of industrial-vocational classes, drafting, home economics, art and other specialized classes shall be determined by the nature of the program and special equipment available. Classes for slow achievers in grades 1-6 shall exceed 17 students per teacher only after a conference, as herein above mentioned.

The Board agrees to form a study committee to review concerns regarding special education classroom assignments. The committee will include the following membership:

- 1 Elementary regular education classroom teacher
- 1 Elementary special education teacher
- 1 Middle school regular education classroom teacher
- 1 Middle school special education teacher
- 1 High school regular classroom teacher
- 1 High school special education teacher
- 3 Building level principals
- 1 Director of Special Education Monroe ISD
- 1 Region Director of Special Education Monroe ISD (Chair)
- 1 Board of Education Member

Association will have input on teachers selected to serve on this committee. Committee will make a written recommendation to the Board no later than October 30, 1996.

The administration will make every effort to assign special education students in such a way that there is equal distribution of special students in various sections, grade levels and buildings which are consistent with the student's IEP. Additionally, the classroom teacher assigned a mainstreamed special needs student which requires an inordinate amount of attention or which student chronically disrupts the education of the rest of the class shall be entitled to a conference with the building principal, the special education teacher, and the special education supervisor to explore appropriate assistance to either the student and/or the teacher mainstreaming the student. It is understood that changing of placement or the educational plan shall be subject to special education laws and procedures, but the administration pledges appropriate support of the classroom teacher in coping with the needs of the special needs student.

The Board agrees that in the event the school district agrees to participate in a pilot program where severely handicapped students (SMI, TMI, SXI) are mainstreamed more than current practice, it will notify the Association and the Association or the Board may reopen this portion of the contract upon 10 days written notice to the other.

- B. Teachers shall not be required to correct or score standardized mental maturity and achievement tests that are part of a district-wide testing program. It is understood that this provision does not apply to testing programs which are part of an adopted textbook series or part of the curricular program.

- C. In addition to the existing lounge facilities, the Board agrees to provide a faculty lounge for the Middle School staff which shall conform to the same or better standards as those now in existence, so long as the space is not needed for instruction.
- D. Present telephone facilities shall be made available to teachers for their reasonable use.
- E. Each teacher bears the primary responsibility for maintaining proper control and discipline in the classroom, halls, and grounds. The teachers recognize that all disciplinary actions and methods invoked by them shall be reasonable and just and in accordance with established Board policy. 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, halls, and grounds.

Teachers shall not be assigned to detention supervision except on a voluntary basis. The Association will furnish a list of teachers available for the administration to call upon when necessary.

- F. A teacher may exclude a pupil from one class period when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. Said child shall be sent to the appropriate administrative office. In such cases, the teacher will furnish the principal, as promptly as his teaching obligations will allow but within the same school day, full particulars of the incident in writing.

ARTICLE VIII

Vacancies and Promotions

- A. Whenever permanent vacancies in professional positions and other contractual assignments occur, or new positions are established during the school year, the Board will publish the vacancy and the new position along with the qualifications as determined by the Board. Appointments by the Board will be final.
- B. Any qualified teacher may apply for vacancies within the school system. Any such vacancies will be filled on the basis of experience, competency and qualification of the applicant. Where experience, competency and qualifications are equal, seniority shall govern.
- C. Vacancies and newly established positions occurring in the summer vacation will be referred to the Association president and no appointments will be made until 14 days have elapsed since the posting of a letter to the Association. The foregoing shall not apply where the vacancy was caused by a resignation of a regular teacher from July 1 to September 1. The Board may fill this vacancy without notice to the Association.

Any teacher that files a letter of intent in accordance with Article XVII, H, will be considered as an applicant for the vacancy which occurs during the summer months.

ARTICLE IX

Transfers

- A. Any teacher who shall be transferred to a supervisory or executive position and shall later return to teacher status shall be entitled to retain such rights as he/she may have had under this Agreement including being placed on salary step in accordance with years of service.

ARTICLE X

Illness or Disability

- A. Each full time teacher shall be credited with a sick leave allowance of twelve (12) days accumulative to 150 days. Sick leave shall be earned at the rate of one-tenth the yearly allowance for each month, or major fraction thereof, the teacher works, September through June. If a teacher's employment is terminated for any reason at any time during the school year, and he/she has used more sick leave than earned, his/her final pay will be adjusted accordingly by deducting from said pay the amount of unearned used sick leave previously credited to him/her. Sick leave shall be used for absences caused by illness or physical disability of teacher. The Board reserves the right to require medical verification that inability to work was due to illness.
- B. Absence due to injury or illness arising out of or in the course of the teacher's employment for which worker's compensation award is given shall not be charged against the teacher's sick leave days, and the Board shall pay to such teacher the difference between his salary and the benefits received under the Michigan Worker's Compensation Act up to one school year from the first day of absence.
- C. Terminal Leave
1. Teachers retiring with at least 10 years of service in the Dundee Community Schools will be compensated for unused sick leave as follows:

Unused sick days 1 to 140 inclusive \$25 per day

2. Should any teacher with 10 or more years of service in the Dundee Community Schools die while under contract, the district shall pay the estate of the deceased or a named beneficiary according to the above payout schedule.
- D. Teachers who anticipate disability have the option of utilizing either accumulated sick leave or choosing unpaid leave of absence status under the provisions of Article XI in lieu of sick leave utilization.

Teachers who anticipate disability and elect to use accumulated sick leave are subject to the following provisions:

1. Teachers who anticipate disability must notify the Superintendent of the anticipated disability not later than sixty (60) days prior to the projected onset of disability.
2. The district reserves the right to request medical verification regarding the disability itself, the teacher's continued ability to perform his/her job responsibilities prior to the taking of the leave and the teacher's capacity to resume employment upon the

conclusion of the leave. A second medical opinion may be required by the Board at Board expense, from another physician selected by the teacher or his/her physician and approved by the Board.

3. 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, as certified by medical opinion.
 4. For all sick leave days claimed the teacher must have a physician's certificate verifying physical disability which prevents him/her from fulfilling his/her teaching responsibilities.
 5. The teacher shall provide in writing all lesson plans and other materials required by the principal for the duration of the absence in order to maintain curricular continuity through the substitute teacher.
 6. A teacher who has exhausted his/her remaining sick days, under the provisions, shall be placed on an unpaid leave of absence with the provision that he/she return to service as soon as physically able to perform all duties as certified by his/her physician, said leave not to exceed one calendar year.
 7. If unusual and unanticipated complications occur concerning the health of the teacher (or the object child, in the event of disability attributable to maternity), the Board may grant an unpaid leave of absence to the teacher subject to the conditions specified in Article XI, said application to be made within fourteen (14) calendar days from the onset of the health complication.
- E. In order to discourage unnecessary utilization of sick leave, the Board shall do the following for those teachers not using any sick leave in the preceding school year:
1. In the last paycheck preceding the winter break, the sum of \$50.00 will be added to the regular amount, and the exemplary regular attendance will be appropriately publicized.
 2. The teacher will be granted one (1) additional personal day for use at the teacher's discretion provided the building principal is notified at least two (2) days in advance of use. (Exceptions may be made by the building principal in cases of emergency). This day may be used to extend vacations or holiday periods, but not during parent/teacher conferences or on exam days. The day may accumulate from year to year up to a maximum of three days, or may be cashed in at the end of the school year at the teacher's daily rate of pay at the time when the teacher earned the day by not using sick leave. (The school year preceding its award, i.e. if a teacher uses no sick leave in 1996-97, at the beginning of 1997-98, he/she is credited with an additional personal business day for use in 1997-98. The cash value of the day is the daily rate in 1996-97).

ARTICLE XI

Leaves of Absence

- A. Leaves of absence with pay chargeable against sick leave but not accumulative shall be granted for the following reasons:
1. Up to five (5) days of sick leave may be used in a school year for a critical illness in the teacher's immediate family or the teacher's spouse's immediate family. "Immediate family" shall include grandparents, parents, spouses, children, grandchildren, sisters, and brothers. It is expressly understood that this provision shall not apply to normal illness, medical appointments, other illnesses which are not of a critical nature. The determination of whether an absence is due to a critical illness shall rest with the building principal.
 2. Personal leave shall be allowed as follows:

Three (3) personal days/year, upon forty-eight (48) hours advance notice (except in case of an emergency upon approval of the principal), at the discretion of the teachers, excluding the first and last day of school, exam days, parent-teacher conference days, teacher in-service days and the day immediately before or after a holiday or vacation period.

Restriction can be made by the principal if more than three (3) teachers in a building or nine (9) teachers district-wide request personal days on the same day.
- B. Leaves of absence with pay not chargeable against sick leave shall be granted for the following reasons:
1. Up to five (5) days of leave of absence with pay, not chargeable to sick leave, may be used in a school year for bereavement and attendance of funerals in the immediate family as defined in A. 1. above.
 2. Absence when a teacher is called for jury service. School shall pay the difference between jury duty pay and school pay.
 3. Teachers shall be paid for appearing before administrative bodies or courts only if subpoenaed. It is expressly understood that this paragraph shall not apply to a teacher who is a party to any form of litigation, such as a plaintiff or defendant in any civil or criminal litigation.
 4. Each teacher may be allowed on prior approval of building principal and/or Superintendent attendance at conferences, clinics, or approved visitations to other

schools at Board expense. It is expressly understood that approval is for attendance at the discretion of the building principal and/or the Superintendent of Schools.

5. Time necessary to take the selective service physical examination, not to exceed one day.
- C. Any teacher granted a leave of absence under any provision hereafter contained in this article shall notify the Superintendent in writing at least 60 days prior to the termination date of his/her intent to return or resign. Leaves of absence without pay not to exceed one year may be granted with prior Board approval for the following purpose:
1. Study related to the assignment of the teacher.
 2. Study to meet eligibility requirements for a certificate other than the one held by the teacher.
 3. Study, research, or special teaching assignment involving probable advantage to the school system.
 4. Child care.

Upon return from approved leave, a teacher will be assigned to the same position, if possible, or to a position for which he/she is certified and qualified and at the same salary step as when the leave was taken. The year limitation may be extended at the discretion of the Board.

D. Unpaid Disability Leave.

Teachers who anticipate disability have the option of choosing unpaid leave of absence status or utilizing accumulated sick leave under the provisions of Article X.

Teachers who anticipate disability and elect to apply for unpaid sick leave are subject to the following provisions:

1. In order to provide for continuity in the classroom between pupil and teacher, the teacher shall submit a written request for unpaid disability leave to the Board of Education at least 60 days prior to the expected onset of the disability so that necessary arrangements can be made to procure the teacher's replacement.
2. Requests for unpaid disability leave shall specify the beginning date of the leave, be accompanied by a physician's statement that there is no medical reason why the teacher cannot continue to perform services until the beginning date of the leave, and a statement by the administration that the date requested by the teacher will not unduly interrupt the pupil-teacher continuity. As nearly as possible, the beginning date of the

leave of absence should conform to the beginning or ending of a marking period, semester, or school year.

3. The district reserves the right to request medical verification regarding the disability itself and the teacher's continued ability to perform his/her job responsibilities prior to the taking of the leave. A second medical opinion may be required by the Board, at Board expense, from another physician selected by the teacher or his/her physician and approved by the Board.
 4. Once the beginning date has been approved by the Board, it shall not thereafter be changed, except in cases of emergency to be determined on an individual basis.
 5. The teacher shall be eligible to return from unpaid leave upon filing a physician's statement that he/she is physically fit for full-time employment. The teacher may request a prospective termination date of the leave of absence at the time of request for the leave.
 6. Unpaid leave will be granted without pay, without experience credit, without sick leave accumulation, and without other benefits. Upon return from unpaid leave, the teacher shall be restored to his/her same position on the salary schedule as when he/she left and be entitled to other accrued benefits prior to said leave. Accrued experience credit in the amount of one-half year would be allowed upon the completion of one (1) semester.
- E. An adoption leave without pay not to exceed one year may be granted with prior Board approval, renewable for up to one year at the discretion of the Board. Upon return from the leave, a teacher shall be assigned to the same position if possible, or to a position for which he/she is certified and qualified and at the same salary step as when the leave was taken.
- F. Sickness leave exceeding that for which sick leave days have been accumulated may be granted without pay upon written request for such leave when the contract teacher presents to the Board of Education written certification from a medical doctor that extended sickness leave is necessary. Said leave may extend up to the balance of the school year, and may be renewable at the discretion of the Board. Upon return from leave, a teacher will be assigned to the same position, if possible, or to a position for which he/she is certified and qualified and at the same salary step as when the leave was taken. In order to qualify for return, the teacher must present himself/herself for duty at the beginning of the school attendance year occurring not more than one year from the granting of the leave. See Tenure Act, Article V., Sec. 2.
- G. The Board may grant, at its discretion, a leave of absence not to exceed one year without pay to teachers who are required by their position as members of any school, political, religious, or labor association, or are appointed to its staff, for the purpose of performing duties for said association. Upon return from such leave, a teacher will be

assigned to the same position, if possible, or to a position for which he/she is certified and qualified and at the same salary step as when the leave was taken.

- H. Military leave of absence shall have all rights of re-employment as stated in Public Acts of 1943, as amended.

ARTICLE XII

Teacher Evaluation

- A. It is understood that evaluation of all teachers within the Dundee Community Schools is an administrative prerogative and a continuous and on-going process. The parties recognize the importance and value of developing a procedure for assisting and evaluating the progress of both probationary and tenure teachers. Each probationary teacher will be evaluated on the "Teacher Evaluation Form" at least twice each year, preferably once each semester and each tenure teacher will be evaluated at least once every two (2) years on the "Teacher Evaluation Form". The evaluator is to be an administrator. After evaluation is completed on the above mentioned evaluation form, the teacher is to sign the evaluation form to indicate that he/she is aware of the contents. The evaluation form will remain with the administrator and a copy will be given to the teacher. No teacher will be evaluated before September 15 or after May 15.
- B. Each new non-tenure teacher shall be assigned to a mentor teacher for the purpose of aiding the incoming teacher with lesson planning, instructional techniques, classroom management, scope and sequence of learning skills as they relate to course objectives, and development of interpersonal relationships. Teacher mentors will be selected by the administration from those interested parties. This assignment does not necessarily have to be made in the same grade or given to the department head. Teacher mentors will be tenure teachers and not responsible for evaluations. Teacher mentors will be provided a guide for implementing the program to be developed. Mentor teachers will receive a stipend of \$438 per year.

ARTICLE XIII

Protection of Teachers

- A. Teachers shall exercise care with respect to the safety of pupils and property, but shall not be individually liable, except in the case of negligence or neglect of duty.
- B. Any case of assault by a student upon a teacher shall be reported by the teacher or the Association to the Board within five (5) school days or the right to legal support by the Board shall be waived. After review of the report and any independent investigation it may make, the Board shall first determine whether the teacher has acted in good faith to carry out its policy and inform the teacher within five (5) school days of the reporting date of the incident. If the Board determines that the teacher has properly acted in good faith to carry out its policy, it shall provide an attorney at its own expense to discuss with the teacher his/her rights and obligations concerning the incident. This obligation shall not extend to trial preparation. The following letter of intent will serve to clarify the preceding sentence: While the Board's obligation to the teacher shall not include the necessity of trial preparation it may in its own discretion carry the expense of a trial thereafter. It is the policy of the Board of Education to back teachers in student discipline matters where the teachers use reasonable judgment in handling behavior problems.
- C. A teacher involved in an assault as specified in B shall not be charged with time away from the job which arose as a result of the assault provided the Board determines the teacher has properly acted within the scope of its policy.
- D. An employee shall have the right upon written request to review the contents of his/her personnel file (excluding initial references) and to have a representative of the Association accompany him/her in such review. Such reviews shall not exceed twice during any single calendar year, and shall not be held during the employee's regular duty hours unless expressly authorized by the building principal.

Whenever new, substantive material including but not limited to student, parental, or school personnel complaints which are determined by the administration to be valid are placed in an employee's personnel file, the employee shall be provided an opportunity to review the material so included within two (2) school days of its inclusion. The employee may submit a written notation regarding any material, including complaints, and the same shall be attached to the file copy of the material in question. After reviewing material to be placed in an employee's file, the affected employee shall sign said material and said signature shall be understood to indicate awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of said material. If the employee shall refuse to sign the material the administrator may send a copy of same to the designated representative of the Association who shall sign same and specifically acknowledge in writing that a copy was served on the employee and that the employee refused to sign same.

- E. Any complaint made by any parent, student, or other person shall be brought to the attention of the teacher. Complaints shall not be incorporated into the teacher's evaluation unless the teacher is informed, and after investigation, complaint is found to be justified.

- F. It is acknowledged that management has the right and duty to discipline employees for infractions of work rules, Board policy, or delinquency in professional performance. Also, it is acknowledged that discipline should be for just cause. The term "discipline" as used in this Agreement includes warnings, reprimands, or suspensions with or without pay. Any such discipline shall be subject to the grievance procedures contained in this Agreement including arbitration. Discharges of tenure teachers will be handled in accordance with the Teachers Tenure Act.

- G. Board has a statutory obligation to comply with all requirements of the Open Meeting Act, Public Act 267 of 1976. Statements in the nature of complaints against the performance of school employees will not be allowed to be made at Board meetings until the employee concerned has been notified in writing of the complaint and his/her rights to a closed meeting.

ARTICLE XIV

Negotiation Procedures

- A. No later than March 1 prior to the expiration of this Agreement, the parties will likewise begin negotiations for a new agreement covering wages, hours, terms, and conditions of employment of teachers employed by the Board.

- B. In any negotiations described in this article, neither party shall have control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of the Association. After ratification by both parties their representatives shall attach their signatures to the ratified agreement within twenty-four (24) hours.

There shall be no less than three (3) signed copies for the purpose of record; one retained by the Board, one by the Association, and one by the Superintendent.

ARTICLE XV

Grievance Procedure

- A. A grievance shall be an alleged violation or misapplication of the expressed terms of this contract or written Board policy.

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

1. The termination of services of or failure to re-employ any probationary teacher.
 2. It is expressly understood that the grievance procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion).
- B. The Association shall designate eight (8) representatives to handle grievances when requested by the grievant. The Board hereby designates the principal of each building to act as its representative at Level One as hereinafter described and the Superintendent or his designated representative to act at Level Two as hereinafter described.
- C. The term "days": as used herein shall mean days in which school is in session.
- D. Written grievances as required herein shall contain the following:
1. It shall be signed by the grievant or grievants and the Association.
 2. It shall contain a synopsis of the facts giving rise to the alleged violation.
 3. It shall cite the section or subsections of this contract or the written Board policy alleged to have been violated.
 4. It shall contain the date of the alleged violation.
 5. It shall specify the relief requested.

Any written grievance not substantially in accordance with the above requirements, may be rejected as improper. Such a rejection shall not extend the limitations hereinafter set forth.

- E. Level One - A teacher believing himself/herself wronged by an alleged violation of the express provisions of this contract or written Board policy shall [within eight (8) days of its alleged occurrence] with an Association representative orally discuss the grievance with the building principal (or his designated representative) in an attempt to resolve same. If no resolution is obtained within three (3) days of the discussion, the

teacher shall reduce the grievance to writing and resubmit same to the building principal within five (5) days of the discussion. The principal shall respond in writing within two (2) days of receiving the written grievance. Thereafter, if the resolution by the principal is unsatisfactory, the teacher shall proceed to Level Two within two (2) days of receipt of the principal's written response to the grievance. If the alleged occurrence happens after the beginning of the school year, but prior to October 15, the teacher shall have fifteen (15) school days to initiate the action.

Level Two - A copy of the written grievance shall be filed with the Superintendent or his designated agent as specified in Level One with the endorsement thereon of the approval or disapproval of the Association. Within five (5) days of receipt of the grievance, the Superintendent or his designated agent shall arrange a meeting with the grievant and the designated Association representative at the option of the grievant to discuss the grievance. Within five (5) days of the discussion, the Superintendent or his designated agent shall render his/her decision in writing, transmitting a copy of the same to the grievant, the Association secretary, the building principal in which the grievance arose, and place a copy of same in a permanent file in the Superintendent's office.

If no decision is rendered within five (5) days of the discussion, or the decision is unsatisfactory to the grievant and the Association, the grievant may appeal same to the Board of Education by filing a written grievance along with the decision of the Superintendent with the officer of the Board in charge of drawing up the agenda for the Board's meeting not less than five (5) days prior to the next regularly scheduled Board meeting.

Level Three - Upon proper application as specified in Level Two, the Board shall allow the grievant or grievants and not more than two (2) Association representatives an opportunity to be heard at the meeting for which the grievance was scheduled.

Within ten (10) days from the hearing of the grievance, the Board shall render its decision in writing. The Board may hold future hearings therein, may designate one or more of its members to hold future hearings therein or otherwise investigate the grievance, provided however, that 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 building principal for the building in which the grievance arose, the grievant, and the Secretary of the Association.

Level Four - Individual teachers shall not have the right to process a grievance at Level Four.

1. If the Association is not satisfied with the disposition of the grievance at Level Three, it may, within ten (10) days after the decision of the Board, request in writing the appointment of an arbitrator to hear the grievance. If the parties cannot agree upon an arbitrator, he/she shall be selected by the American Arbitration Association in accordance with its rules, except each party shall have the right to pre-emptorially strike not more than three (3) from the list of arbitrators.
 2. Neither party may raise a new defense or ground at Level Four not previously raised or disclosed at other written levels. Each party shall submit to the other party not less than three (3) days prior to the hearing a pre-hearing statement alleging facts, grounds, and defenses which will be proven at the hearing and hold a conference at that time in an attempt to settle the grievance.
 3. In the event the grievance is not settled prior to the hearing, the grievance may be tried before the arbitrator whose decision shall be binding upon both parties who agree that a judgment thereon may be entered in any court of competent jurisdiction.
 4. Notwithstanding the foregoing, the arbitrator shall not have the power to add or modify, alter or amend, or subtract from the terms of this agreement. He/she shall not hear any grievance previously barred from the scope of the grievance procedure, nor shall he/she question the reasonableness of Board policy, nor annual assignments of extra duties for extra pay outlined in Schedule A.
- If any grievance award shall include back pay, said award shall not extend more than thirty (30) days prior to the date of the Level One conference.
5. Grievance of similar nature may not be consolidated except upon express written mutual consent.
 6. The costs of arbitration shall be borne equally by the parties except each party shall assume its own cost for representation.
- F. Should a teacher fail to institute or appeal a decision within the time limits specified, or leave the employ of the Board, all further proceedings on a previously instituted grievance (except a claim involving a remedy directly benefiting the grievant regardless of his employment) shall be barred.
- G. The Association shall have no right to initiate the grievance involving the right of a teacher or group of teachers without his/her or their express approval in writing thereon. The Association shall have the right to withhold its signature at any level thereby stopping the processing of the grievance thereafter. It is expressly understood that the Association shall have the right to be present at the adjustment of a grievance at any level. The Board or its designated representatives shall inform the Association Grievance Committee Chairman or his/her designated representative prior to the time of any adjustment.

- H. All preparation, filing, presentation, or consideration of grievances shall be held at times other than when a teacher or a participating Association representative are to be at their assigned duty stations except upon mutual agreement.

- I. In the event a grievance is filed after May 5 of any year of this contract and strict adherence to the time limits may result in hardship to any party, the parties shall use their best efforts to process the grievance prior to the end of the school year or as soon thereafter as possible. After the end of the school year, "days when a school is in session" as referred to in Paragraph C of this article, shall be construed as "calendar days".

ARTICLE XVI

Continuity of Operations

- A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled by an impartial third party, the parties have removed the basic cause of work interruptions during the period of this Agreement. The Association accordingly agrees that it will not, during the period of this Agreement, directly or indirectly, cause, authorize, or support nor will any of its members take part in any strike (i.e., the concerted failure to report for duty or willful absence of a teacher from his/her position or stoppage of work or abstinence, in whole or in part, from the full, faithful and proper performance of the teachers' duties of employment) for any purpose whatsoever. Further, the Association will make every effort to carry out the above.

ARTICLE XVII

Miscellaneous Provisions

- A. Teachers shall be informed of telephone numbers and personnel they shall call two (2) hours before the opening of the pupil's regular school day to report unavailability for work. They shall also inform the personnel to whom they report of a telephone number where they can be reached in the event it is necessary to contact them on matters pertaining to their assignment or other urgent school business. Once a teacher has reported his/her unavailability for work, it shall be the responsibility of the administration to arrange for a substitute teacher. In the event the teacher shall fail to notify the designated personnel as above stated at the time indicated or before, his/her pay shall be reduced proportionately from the next regular pay check except when the Superintendent shall specifically waive, in his sole discretion, the provisions of this paragraph.
- B. The Association shall have the right to review such statistical information of the Board of Education as is available to the residents of the school district as provided by law.
- C. The Association and its members shall have the same privilege to use school building facilities as any other group pursuant to written Board policy. A bulletin board shall be made available in each school building exclusively for teachers' use. The Association shall have the right to use the teachers' mailboxes for distribution of Association materials.
- D. Board of Education Policies: The written policies of the Board which apply to wages, hours, and working conditions shall be a part of this contract and except as they may be superseded by express provisions of this contract shall be included herein, but the Board reserves the right to the contrary, to promulgate new policies from time to time as the need arises, but not to conflict with the provisions of this agreement.
- E. This agreement is subject in all respects to the laws of the State of Michigan with respect to the powers, rights, duties and obligations of the Board, the Association, and the employees in the bargaining unit, and in the event that any provision of this agreement shall at any time be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time limit provided for doing so such provision shall be void and inoperative; however, all other provisions of this agreement shall continue in effect.
- F. No new teacher shall be employed by the Board before August 1 for a regular teaching assignment for the ensuing school year who does not have a Bachelor's Degree from a college or university accredited by NCATE and a provisional or permanent certificate.

- G. The Board of Education reserves the right to require physical or psychiatric examination of any teacher when in their judgment such is necessary to determine ability of teacher to properly function as a teacher. Cost to be paid by the Board.
- H. Letter of Intent: Not to be issued before April 1, except when this date shall fall during or after spring vacation, the letter of intent may be issued immediately preceding the spring vacation.

DUNDEE COMMUNITY SCHOOLS
LETTER OF INTENT

I will be interested in a contract for _____

I will not be interested in a contract for _____

I am undecided _____

I have my master's degree _____

I expect to receive my master's degree this summer _____

I have completed 30 hours beyond my master's degree _____

I expect to complete 30 hours beyond my master's degree this summer _____

I will not change degree status for the upcoming year _____

Subject and/or grade level

First Choice Subject _____ Grade _____

Second Choice Subject _____ Grade _____

I have the education and/or experience qualifications for the following positions and desire to be considered for these positions if they are now open or will be open in the future.

Signature _____

Comments: _____

ARTICLE XVIII

Layoff Procedure

- A. New employees hired into the bargaining unit shall be considered as probationary employees as prescribed by the Michigan Teacher Tenure Act.
- B. Seniority within the school system shall be determined by years of continuous service.

The word "certification" as used in this Article shall be defined as a certificate issued by the Michigan Department of Education.

For purposes of this Article "qualified" shall be based on certification in grades K-12. It is hereby recognized that all areas except mathematics, science, social studies, and English in grades 7 and 8 require special qualifications. For all other areas, except those listed above where certification is sufficient, additional qualifications are needed and shall be based on:

1. Certification and a major or minor or the equivalent hours in the specific teaching area, or
2. Certification as above and student teaching experience in the discipline, or successful teaching experience in the discipline.

In cases where teachers are hired in the same year, seniority will be granted on the basis of the date of hire, with the last person hired having the least seniority.

Leaves of absence granted pursuant to this contract shall not constitute an interruption in continuous service. Unpaid leaves of absence may not be used for the accumulation of seniority. Credit given for teaching experience in school districts other than the Dundee Community Schools shall not be considered for the purpose of accumulating seniority.

- C. Any teacher who is granted tenure shall have seniority from the last date of hire.
- D. The Board of Education shall prepare a seniority list and transmit a copy of same to the Association on or before the first day of October.

It shall be the responsibility of each employee to promptly check the seniority list. If any employee or the Association does not agree with the employee's length of teaching experience, the Superintendent shall be notified, in writing, of the alleged error within ten (10) days of the list's posting. If no challenges are made within the ten (10) day period, the seniority list shall be deemed to be accurate and shall thereafter be frozen until reposted.

E. Necessary Reduction of Personnel. In cases requiring a reduction of the teacher work force due to such factors as a decrease in operating funds, alteration of the curriculum, a decrease in students, or other factors, the following procedure will be used:

1. Reductions in the education program including personnel, are hereby recognized as being within the sole discretion of the Board.
2. In order to promote an orderly reduction in personnel when the educational program and curriculum is curtailed, the following procedure will be used:
 - a. Probationary employees will be laid off first where any teacher who has acquired any seniority and whose position has been curtailed is certified and qualified to perform the services of the probationary teacher.
 - b. If reduction is still necessary, seniority employees will be laid off according to certification, years of continuous service, and qualifications as defined in this Article. Tenure teachers on lay-off shall continue to accumulate seniority.

In the event a layoff shall occur, the Association and the teacher(s) to be laid off shall be notified of the pending layoff at least thirty (30) days before it is effectuated and shall have the right to review the layoff list. In the event of a dispute concerning the layoff list, the Association shall have the right to file a written grievance at Level Two of Article XV (Grievance Procedure) within five (5) days of the review of the layoff list.

F. Recall. Seniority teachers shall be recalled in inverse order of layoff for positions opening for which they are certified and qualified.

Notification of a recall shall be in writing, with a copy to the Association. The notification shall be sent by certified mail to the teacher's last known address. It shall be the responsibility of the teacher to notify the district of any changes in address. Tenure teachers shall not lose recall rights.

ARTICLE XIX

School Calendar

- A. Each year of the contract the Board of Education Negotiating Team will submit to the Association Negotiating Team a calendar proposal for the ensuing year by the first Monday in April. Agreement on the calendar for the ensuing year will be reached by the first Monday in May of the preceding school year or the Board shall have the right to set the school calendar for the ensuing school year which may not thereafter be challenged. In the event the Board of Education sets the calendar, the Board shall not alter the schedule identified in Section B below.
- B. Notwithstanding the foregoing, the Board shall have the right to expand the school calendar in order to achieve the minimum days of student instruction as required by law for the full payment of State Aid. On days when school is closed due to inclement weather, fire, epidemics, or health conditions as defined by city, county or state health authorities, teachers need not report to work. However, these days will be added to the calendar by the Board in order to achieve the calendar identified below on a meet and confer basis with the Association.

1996-97

182 Scheduled Student Attendance Days
178 Guaranteed Attendance Days*
2 Staff Development Days
184 Contract Days

1997-98

182 Scheduled Student Attendance Days
179 Guaranteed Attendance Days*
3 Staff Development Days
185 Contract Days

1998-99

183 Scheduled Student Attendance Days
180 Guaranteed Attendance Days*
3 Staff Development Days
186 Contract Days

****If the State eliminates or alters the requirement for make-up days, Dundee Schools will meet adjusted requirement in 1996-97, exceed adjusted requirement by one day in 1997-98, and exceed adjusted requirement by two in 1998-99.***

No additional pay will be granted teachers for the rescheduling of the guaranteed student attendance days.

- C. The Board has the right to schedule parent-teacher conferences and student exam days in its discretion as long as within the above limits.
- D. Snow day make-up schedule will be developed on a meet and confer basis (Superintendent and Association leadership).

SCHEDULE A, ITEM Ia

1996-97	3% increase
1997-98	2.25% increase + 1 per diem (1/184)
1998-99	2.25% increase + 1 per diem (1/185)

In third year of contract add column for MA+30 at 2% above MA schedule. All current graduate hours will be credited, however, all future hours beginning June, 1996, must have prior approval by supervisor. Should immediate supervisor deny approval, the decision may be appealed to the superintendent.

Step	1996-1997		1997-1998		1998-1999		
	Salary Schedule		Salary Schedule		Salary Schedule		
	BA	MA	BA	MA	BA	MA	MA + 30
1	\$26,202	\$28,030	\$26,938	\$28,817	\$27,693	\$29,624	\$30,216
2	\$27,510	\$29,336	\$28,282	\$30,159	\$29,074	\$31,005	\$31,625
3	\$28,812	\$31,030	\$29,620	\$31,900	\$30,450	\$32,794	\$33,450
4	\$30,245	\$32,854	\$31,094	\$33,776	\$31,966	\$34,723	\$35,417
5	\$31,747	\$34,489	\$32,637	\$35,457	\$33,551	\$36,451	\$37,180
6	\$33,314	\$36,246	\$34,249	\$37,263	\$35,209	\$38,307	\$39,073
7	\$35,008	\$38,329	\$35,991	\$39,404	\$37,000	\$40,509	\$41,319
8	\$36,769	\$40,415	\$37,800	\$41,549	\$38,860	\$42,714	\$43,568
9	\$38,458	\$42,570	\$39,537	\$43,765	\$40,646	\$44,992	\$45,892
10	\$40,678	\$45,109	\$41,819	\$46,375	\$42,991	\$47,674	\$48,627
11	\$44,230	\$49,409	\$45,471	\$50,796	\$46,745	\$52,220	\$53,264

SCHEDULE A, ITEM 1b

Insurance

- A. The Board will pay for single, employee and spouse (or child), full family, or sponsored dependent health insurance for MESSA Super Care 1, for which employee is eligible, during the life of this agreement. The Board will pay deductibles of \$50 for single and \$100 for employee and spouse/full family.

Employees may submit MESSA deductible expenses for reimbursement at any point during the school year through the first week in January. No partial payments will be made prior to the January deadline.

Employees enrolled for the full calendar year not incurring MESSA deductible expenses can request payment for appropriate deductible amount (\$50 single/\$100 employee and spouse or full family on the second payroll in February).

The Board will also provide a vision care program substantially equivalent to MESSA VSP-1 for those taking the Health Care Benefits.

- B. The Board will pay for a \$20,000 term life insurance with AD&D with a carrier to be named by the Board.
- C. The Board will provide for a long term disability insurance policy for each employee which shall contain at least the following benefits:

After ninety (90) consecutive calendar days of incapacity or the exhaustion of sick leave, whichever is greater, the employee will receive up to 60% of his/her monthly contractual salary exclusive of bonuses and/or overtime up to a maximum of \$1,500 a month. The Board shall be free to determine the carrier so long as the above benefits are present.

- D. The Board will provide for a dental program for all employees which shall be substantially equivalent to Delta Dental Plan C. Coverage will include up to full family including sponsored dependents.
- E. For those employees not electing to participate in health care coverage in paragraph A, the Board will provide both an additional \$40,000 term life as provided in paragraph B, a vision care program substantially equivalent to MESSA VSP-3 for the employee's family, an orthodontic rider (50/50/50 maximum \$1,000), and a \$50/month annuity program with a carrier to be named by the Board.

- F. The foregoing benefits will be prorated for part-time teachers under contract with the Board, provided the hours worked permit the teacher to be eligible for coverage under the policies. Proration will be based upon full-time teaching, thus a teacher who works only two-thirds (2/3) time will have two-thirds (2/3) of the premium paid by the Board and be required to pay one-third (1/3) of the premium through payroll deduction in order to receive the benefit.

SCHEDULE A, ITEM 1c

Longevity Pay

Longevity pay in the amount of \$375 will be paid to each teacher, beginning with the 15th, and continuing in like amount for the 19th, 23rd, 27th, 31st, and 35th years of continuous service with the Dundee Community Schools. A leave of absence granted by the Board shall not constitute an interruption of service, but the time on leave shall not be counted as service time.

SCHEDULE A, ITEM 1d

Retirement

The Board will pay all basic state retirement contributions as well as federal employer contributions on all salary and wages which are included in the teachers' payroll.

SCHEDULE A, ITEM 1e

Salary Reduction Plan

The Board will implement an approved Section 125 Plan.

SCHEDULE A, ITEM 1f

Mileage

Pre-approved mileage will be reimbursed at \$.25 per mile or at the higher rate that may be paid to other employee groups during the life of this contract. All receipts/requests must be submitted within five school days.

SCHEDULE A, ITEM II

Extra Assignments

Association proposed schedule becomes 1996-97 pay schedule.

Extra services receive same percentage increase as Schedule A Item 1a with exception of coaching assignment for the 1996-97 school year. 1997-98, 1998-99 percentage rate will apply to all extra duty assignments.

Extra Duty Assignment	1996-97	1997-98	1998-99
Certified Teachers (Board Approved Programs)	18.52	18.94	19.37
Summer Hours (Librarian, Industrial Arts)	18.52	18.94	19.37
Chaperones for Student Activities	21.65	22.14	22.64
Dept./Grade Chair			
1-5	346	354	362
6-8	409	418	427
9-12	756	773	790
Noon Supervisor (1/2 hr x 180 days)	1210	1237	1265
Club Supervisor (meet once per week)	676	691	707
Yearbook Sponsor	1045	1069	1093
FHA Sponsor	915	936	957
FTA Sponsor	352	360	368
NHS Sponsor	238	243	248
Senior Class Asst. Advisor	238	243	248
Junior Class Advisor	449	459	469
Sophomore Class Advisor	238	243	248
Freshmen Class Advisor	238	243	248
HS Student Council Advisor	472	483	494
MS Student Council Advisor	365	373	381
Band Director, MS & HS Band	2870	2935	3001
HS Choral Music Director	221	226	231
EL Choral Music Director	221	226	231
Fall Play Director	619	633	647
Spring Play Director	619	633	647
Debate Coach	580	593	606
Art Coordinator, County Fair	414	423	433

Coaching Assignments	STEP	1996-97	1997-98	1998-99
Category I				
Football, Varsity (includes extra week)	1	\$3,416	\$3,488	\$3,563
Basketball, Varsity Boys	2	\$3,596	\$3,672	\$3,751
Basketball, Varsity Girls	3	\$3,785	\$3,865	\$3,948
Category II				
Wrestling, Varsity	1	\$3,006	\$3,035	\$3,064
Swimming, Varsity Boys	2	\$3,165	\$3,195	\$3,225
Swimming, Varsity Girls	3	\$3,331	\$3,363	\$3,395
Volleyball, Varsity Girls				
Category III				
Football, Varsity Assistant	1	\$2,555	\$2,579	\$2,605
Football, JV Assistant	2	\$2,690	\$2,715	\$2,742
Basketball, JV Boys	3	\$2,831	\$2,858	\$2,886
Basketball, JV Girls				
Baseball, Varsity				
Softball, Varsity				
Track, Varsity Girls				
Track, Varsity Boys				
Golf				
Cross Country				
Category IV				
Basketball, 9th Grade Boys	1	\$2,095	\$2,140	\$2,188
Wrestling, Assistant	2	\$2,205	\$2,253	\$2,303
Baseball, JV	3	\$2,321	\$2,372	\$2,424
Softball, JV				
Volleyball, JV				
Category V				
Football, MS	1	\$1,655	\$1,735	\$1,815
Basketball, MS Boys	2	\$1,742	\$1,826	\$1,911
Basketball, MS Girls	3	\$1,834	\$1,922	\$2,012
Wrestling, MS				
Swimming, MS, Boys & Girls combined				
Track, MS Boys				
Track, MS Girls				
Other				
Cheerleading sponsor (attend games)				
Varsity		\$1,203	\$1,237	\$1,273
Junior Varsity		\$1,058	\$1,076	\$1,095
Middle School		\$899	\$914	\$931
Wrestlerettes		\$447	\$484	\$521
Coaching Aides (hours to be determined by the Board)		\$6.18	\$6.32	\$6.46

SCHEDULE A, ITEM III

No meetings during school hours, except the Student Council, unless approved by the administration.

Noon Supervision. In the event there are no volunteer teachers, lay people will be hired if possible.

Supplementary contracts will be issued for all extra services which do not appear on the teachers individual contract.

SCHEDULE A, ITEM IV

Teachers at the secondary levels shall be paid at the Certified Teacher rate as shown in Schedule A, Item II, Extra Assignment Pay Schedule, for actual time assigned for each conference period they are used as substitute teachers. Contract elementary teachers, when used as substitute teachers for art, music, and physical education shall be paid at the same rate per hour as secondary teachers for actual time assigned.

All substitute pay in this paragraph shall be paid at the end of each semester.

When it is necessary for a staff member to substitute for a class, units will accumulate according to the time spent supervising the students.

One high school instructional period equals 1 unit
Six units equals one (1) earned personal day

Teachers shall have the option to take the personal day the following year, or be reimbursed for his/her time. Teachers can break personal days into half days, but no smaller increments. Reimbursement will be current "certified teachers" pay listed in Schedule A. Item II.

Earned personal days, under this provision, will be subject to the same restrictions identified in Article XI, Section A, Paragraph 2.

The maximum number of personal days that an employee can carry forward will be restricted to no more than four in total (sum of days earned in Article X & XI). Personal days earned beyond a total of four must be cashed in at the end of the school year.

SCHEDULE A, ITEM V

Credit for prior teaching experience in the subject area up to and including five (5) years will be granted to those teachers newly employed.

SCHEDULE A, ITEM VI

Inservice Training Program:

After obtaining permanent certification by the Department of Education, the Board of Education will pay \$15.00 per semester hour for credit earned after employment at the Dundee Community Schools begins; said payment not to exceed \$300 and subject to the following:

1. Reimbursement will be made in October following completion of work to a teacher employed at that date. Evidence of successful completion of hours qualifying under this reimbursement must be presented to the Superintendent on or before October 1st of the year of completion in order to receive reimbursement.
2. Reimbursement will be limited to courses which pertain to the teaching assignment of the teacher.

DURATION OF AGREEMENT

This Agreement shall be effective as of September 1, 1996, and continue in effect for three years until 11:59 p.m. on the 31st day of August, 1999. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

BOARD OF EDUCATION

By: _____
Patrick Funk, President

By: _____
John Perion, Secretary

By: _____
Al Widner, Superintendent

EDUCATION ASSOCIATION

By: _____
MCEA-Dundee, President

By: _____
MCEA-Dundee, Secretary

By: _____
MCEA-Dundee, Chief Negotiator

