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8/31/89

MASTER AGREEMENT

between the

WEST BLOOMFIELD BOARD OF EDUCATION

and the

WEST BLOOMFIELD EDUCATION ASSOCIATION

July 1, 1986 - ^{8/31,} ~~June 30,~~ 1989

West Bloomfield Schools
West Bloomfield, Michigan 48033

Michigan State University
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West Bloomfield Schools

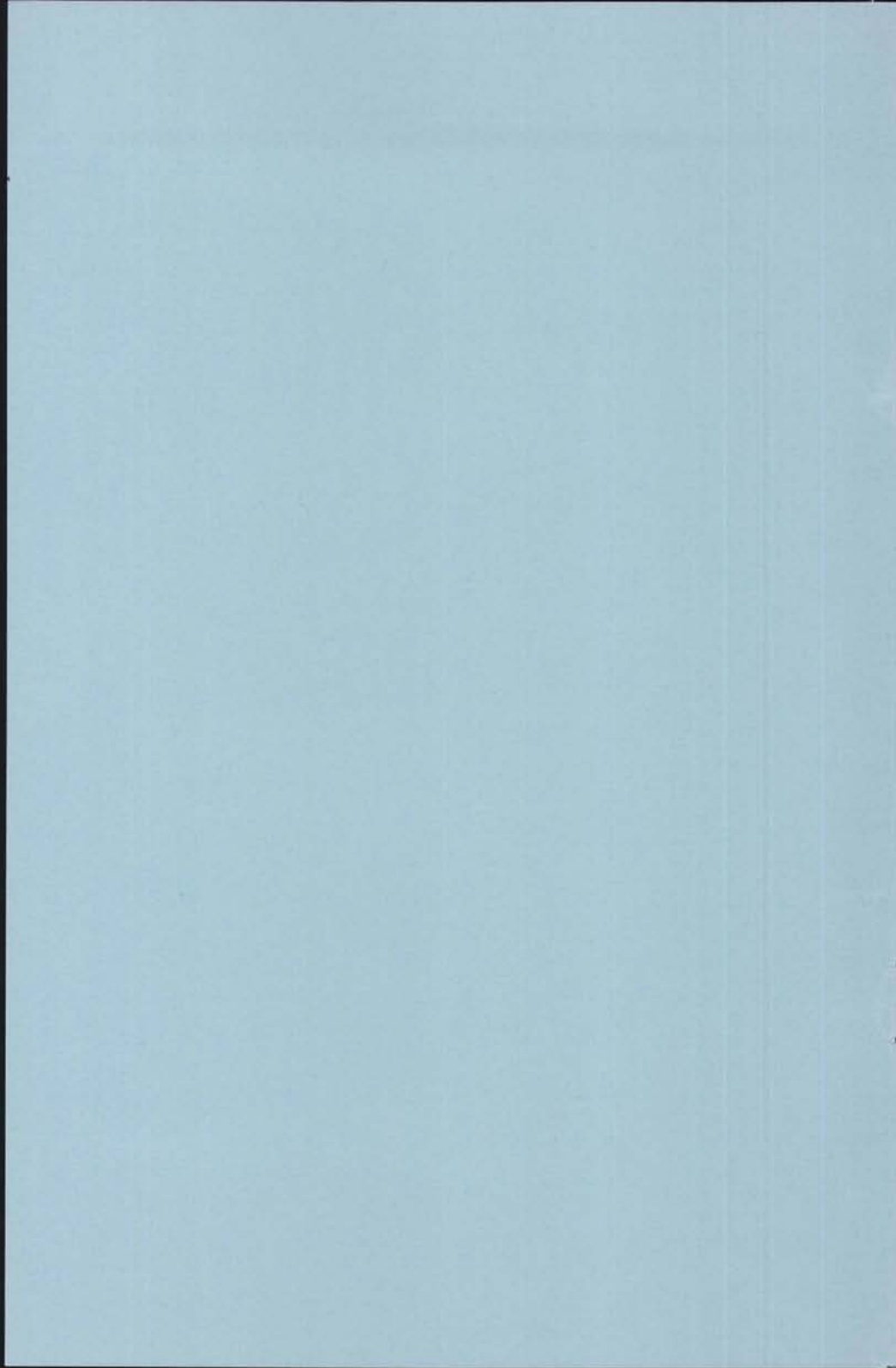




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AGREEMENT

This Agreement, entered into this 14th day of April, 1986, by and between the West Bloomfield Board of Education, Orchard Lake, Michigan, hereinafter called the "Board", and the West Bloomfield Education Association, MEA-NEA, hereinafter called the "Association",

WITNESSETH:

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 Board agrees not to negotiate with or recognize any teachers' union other than the West Bloomfield Education Association, MEA-NEA, for the duration of this Agreement; and

WHEREAS, the Board and Association, following extended and deliberate negotiations, have reached certain agreements with respect to wages, hours, and other terms and conditions of employment;

IT IS HEREBY AGREED AS FOLLOWS:

ARTICLE I
RECOGNITION

- A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all contract classroom teaching personnel, including those on leave, to the extent required by Act 379 of the Public Acts of 1965, as amended, for purposes of collective bargaining in respect to rates of pay, wages, hours of employment, and other terms and conditions of employment.

"Contract classroom teaching personnel" includes the following certified personnel: classroom teachers, art, physical education, music teachers, special education classroom teachers and special education teaching consultants, Chapter I and Headstart Teachers, media consultants (librarians), reading and development consultants, counselors, social workers, school psychologists and speech therapists.

Excluded from the bargaining unit are administrative and supervisory personnel, substitute teachers, teachers of adult education, certified employees working in a non-certified

position, and non-certified personnel employed by the Board of Education.

The term "teacher", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining unit as above defined, and reference to male teachers shall include female teachers.

For the purposes of this Agreement, the term "certified" includes certification for classroom teachers and approval for special education personnel as construed and defined by the Michigan Department of Education.

- B. Teachers employed and appointed to teacher bargaining unit positions on or before March 1 shall enjoy all benefits of the Master Agreement. After the date of March 1, teachers employed and appointed to teacher bargaining unit shall be accorded the rights and benefits extended by the Master Agreement except for the following:
- (1) Appointment shall be made by Letter of Appointment for the remainder of the school year only (employment automatically terminates as of the end of the school year), and Board payment of fringe benefits shall cease as of the end of the school year. If, however, said teacher is offered a contract for the following year before the end of the current school year, any fringe benefit coverage normally extended to members of the teacher bargaining unit during the summer shall be paid by the Board.
 - (2) The article on teacher evaluation does not apply to teachers appointed by Letter of Appointment. Such teachers do not receive seniority for purposes of layoff and recall.
 - (3) It is expressly understood that substitute teachers may temporarily fill teacher bargaining unit positions in order that the Board can meet its obligation to post positions and to consider applications. If at all practicable, such temporary assignment of a substitute teacher shall not exceed ten (10) school days for any one teacher.
- C. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement.
- D. Whenever the term "Board" is used, except in the grievance procedure provisions, Board means the Board of Education of the West Bloomfield School District or the Superintendent or Assistant Superintendents, Deputy Superintendent, or other authorized representatives.

- E. The provisions of this Agreement and the wages, hours, terms and conditions of employment set forth herein shall be applied without regard to sex, race, color, creed, age, marital status, national origin, weight, height or handicap. The Board and the Association pledge themselves to seek to extend the advantages of public education to every student without regard to sex, race, color, creed, age, marital status, national origin, weight, height or handicap.
- F. The headings used in this Agreement neither add to nor subtract from the meaning of the provisions herein, but are for reference only.

ARTICLE II
TEACHERS RIGHTS AND DUTIES

- A. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided by law.
- B. In the course of normal school business, including evaluations, a teacher should not request association representation when asked to meet with an administrator. However, when a teacher has reasonable grounds to believe that an interview with an administrator is an investigatory interview, in which the risk of discipline reasonably inheres, he may request that an Association representative be present as a witness for the teacher.
- C. A teacher will have the right to review, upon request, the contents of all records of the employer pertaining to said teacher originating after initial employment, except confidential credentials, and to have a representative of the Association accompany him/her in such a review. With the exception of employees of the Personnel Department and the Superintendent, a record shall be made in each file indicating who has reviewed the file and on what date.
- D. Any complaint lodged against a teacher, judged by a supervisor to have substance, shall be brought to the teacher's attention within ten (10) school days of receipt in a personal conference. Such complaints shall be put in writing along with name(s) of the complainant(s), and any administrative action taken. The supervisor shall offer the teacher an opportunity to meet with the complainant. The teacher may submit a written notation or reply regarding any material, including complaints, and the same shall be attached to the file copy of the material in question. No

complaints shall become a part of the evaluation or placed in any file unless it is serious in nature or regularly occurring.

- E. No teacher shall be disciplined or reprimanded, reduced in compensation, suspended or demoted without just cause. Any such discipline shall be subject to the grievance procedure.

The non-renewal of an appointment to an annual assignment of extra duty for extra pay shall not be construed as discipline, reprimand or reduction in compensation.

The discharge or demotion of a tenure teacher is not subject to the grievance procedure, but will be subject to the appeal procedure as provided for in the Michigan Teacher Tenure Act.

The parties agree that the object of any discipline is to improve performance/behavior with the least disruption. Therefore, a system of progressive discipline shall be instituted. Such program will begin with an oral warning and proceed to written warning, a written reprimand, suspension, discharge. Any of the steps, prior to discharge, may be repeated and, in extremely serious instances, steps may be skipped. A teacher shall be entitled to have an Association representative present during any meeting which will or may lead to disciplinary action by the Employer. Any document not previously made known to a teacher must be made known to the teacher at least twenty-four (24) hours before any disciplinary action is taken.

- F. Teachers shall be responsible for furnishing information requested by the Administration. Examples of such necessary information are:

- (1) Timely proof of freedom from tuberculosis, a communicable disease, or transmissible disease as required by State law or State regulation.
- (2) Medical Examination. The Board may require a medical or psychiatric examination if the Board determines to consider granting a medical leave pursuant to the Teacher Tenure Act. The doctor administering said examination shall be selected from a list of certified practitioners in the appropriate specialty provided by the Board and shall be at Board expense. In the event the teacher refuses to present a physician's report as required by the Board as provided above, such refusal shall be considered as just cause for discharge.

If a teacher requests medical leave, failure to provide, upon request, appropriate reports of medical examination shall be grounds for refusing the leave.

- (3) The return of teacher contracts and/or supplements on or before the date or dates specified by State law, State regulation, Board policy and/or administrative rules.
 - (4) Written records of student performance and behavior such as report cards, grade record book and attendance book, CA-60's in the elementary schools, and special education reports when necessary.
 - (5) Usable written daily lesson plans must be available for any time the teacher is absent.
 - (6) Up-to-date transcripts and records of educational preparation.
- G. Teachers will prepare and plan, in writing and in advance, the teaching they will be doing. The lesson taught should reflect the written plans. Teachers should be prepared to explain the concepts covered, procedures used, expected outcomes and methods of measuring outcomes.
- H. It is the right and duty of a teacher to determine the academic level of achievement of all students assigned to his class and establish a grade or symbol indicating their levels in accordance with Board approved evaluation systems. Grading shall not be used for disciplinary reasons. This indication of achievement is unalterable except by agreement between the teacher, counselor and administrator or by majority vote of that group. At the elementary level, the Assistant Superintendent for Instruction will substitute for the counselor. Assignments of students to grade level or class shall be according to Board Policy 5110.

ARTICLE III RESERVATION OF RIGHTS

The Board reserves all the rights and powers conferred upon it by the constitution and laws of the State of Michigan, except as the same are expressly and specifically limited by the Agreement. Such rights include by way of illustration and not by way of limitation the right to:

- (1) Manage and control of the business, equipment and operations of the school district.
- (2) Assign personnel, determine number of personnel and their schedules and establish or modify school hours.

- (3) Select, promote and determine qualifications of personnel.
- (4) Determine the number and location of its facilities, including buildings, departments, offices and divisions thereof.
- (5) Determine the services, supplies and equipment necessary for the operation of the district and establish financial policies and procedures.
- (6) Determine the number, function, authority and organization of its administrative staff.

The exercise of the foregoing powers, rights, authority and duties by the Board shall be limited only by the terms of this Agreement.

ARTICLE IV
AGENCY SHOP - CREDIT UNION

- A. Pursuant to Section 10 of PERA, as amended, membership in the Association is not compulsory. Teachers have the right to join, not join, maintain, or terminate their membership in the Association as they see fit. Neither party shall exert or put pressure on or discriminate against a teacher regarding such matters.
- B. Except as provided elsewhere herein, all teachers in the bargaining unit shall, on or before the sixtieth (60th) day following the beginning of the school year, beginning of their employment, or the execution of the collective bargaining agreement, whichever is later, as a condition of employment or of continued employment, either:
 - (1) become members of the Association; or
 - (2) Pay to the Association an amount of money which the Association certifies in writing as a cost equal to the Association's dues. Such cost amount shall be verified and submitted in writing to the Board within fifteen (15) days after the beginning of the school year, and notice of this shall be presented, in writing, by the Association to all teachers.
- C. Exceptions to Section B above shall be:
 - (1) Temporary teachers shall not be required to join the Association or pay a service charge thereto.
 - (2) Members of the bargaining unit hired during the school year shall be required, as a condition of employment to tender

(through direct payment or deduction authorization) only a pro rata amount of the membership dues or service charge. Such pro ratum shall be based on a maximum of ten (10) months (school year) and the number of months remaining in the school year. (Within a month, it is the majority of days left that shall govern.)

- D. In the event that a teacher covered by Section B above does not join the Association, either directly or through a voluntary deduction authorization, as provided in Section G below, by the sixtieth (60th) day as required, such teacher shall be terminated in conformance with the Michigan Tenure of Teachers Act (i.e., notice at least sixty (60) days before the end of the school year); provided the Association has complied with the following:
- (1) Fulfillment of its obligations by sending written notice to the teacher that he has an obligation to tender dues or service charge, the reasonable date for such obligation, the amount of such tender, and to whom such tender is to be made. A copy of such notice should be sent to the Board.
 - (2) Fulfillment of its responsibilities by sending written notice to the teacher (copy to the Board) that he has not fulfilled his obligation by the requisite date of reasonable period of time thereafter, and that a request for his termination was being made to the Board.
 - (3) By stating in the request for termination that such request is in conformance with the provisions of this Article, that the teacher has not complied with his obligations, and that it is an official request of the Association.
- E. If a teacher has tendered directly to the Association his membership dues or the service charge, or has a written authorization in effect requiring the deduction of dues or service charge, the employee shall not, under any circumstance, risk the loss of his job because of a lack of good standing in the Association. The Association cannot cause the discharge of an employee who has resigned from, or has been expelled by, the Association for any reason other than his failure to tender the dues or service charge to the Association either directly or after revocation of his authorization.
- F. In the event a teacher does not tender his payment of dues or service charge directly to the Association, he may execute a written authorization to the Board for deductions from his pay. Such written authorization must be voluntary and is revocable from year to year, between June 1 and September 1. The deductions permitted under the authorization shall be:

(1) Association Member - The regular and equal amount of Association dues and fees, including the M.E.A. and N.E.A. (but excluding fines, assessments, etc.).

(2) Non-members - The certified amount of the cost equal to annual dues, as defined above.

G. The procedure for deductions shall be:

(1) Within fifteen (15) days after the beginning of the school year, the Association shall certify to the Board, in writing, the current rate of Association dues, as defined above, and the service charge amount.

(2) Deductions shall be made in ten (10) equal monthly installments after receipt of the authorization.

(3) By the fifteenth (15th) of each succeeding month, the Board shall transmit the monies to the Association Treasurer.

H. Accompanying the transmittal of monies deducted, the Board shall send a list of full-time teachers who have had monies deducted from their pay, the amount deducted from each teacher, the amount to be deducted from future paychecks, receipts of signed authorizations and/or revocation, and other pertinent information necessary to administer this Article.

I. The Association shall hold the Board harmless on account of any monies deducted and remitted to the Association pursuant to this section. In the event the Board fails to comply with the provisions of this section, the previous statement shall not apply.

J. As a condition of the effectiveness of this article, the Association agrees to assume the legal defense of any suit or action brought against the Board regarding this article of the Agreement.

The Association further agrees to indemnify the Board for any costs or damages which may be assessed against the Board as the result of said suit or action subject, however, to the following conditions:

(1) The damages have not resulted from the negligence, misfeasance, or malfeasance of the Board or its agents.

(2) The Association, after consultation with the Board, has the right to decide whether to defend any said action or whether or not to appeal the decision of any court or other tribunal regarding the validity of this article or the costs which may be assessed against the Board by any court or tribunal.

- (3) The Board shall notify the Association of the Board's attorney and the Board's attorney shall consult with the Association's attorney as to all phases of the suit or action.
 - (4) The Association shall have the right to compromise or settle any claim made against the Board under this article.
- K. Teachers may sign and deliver to the Board Office an authorization to deduct a specific sum payable to the Birmingham Teacher's Credit Union, said sum to be paid regularly thereafter. No more than one (1) change may be made each year following the initial September declaration.

ARTICLE V
TEACHING HOURS/CLASS LOAD/JOB SHARING

Section 1. Teaching Hours and Class Load

- A. The regular school day for teachers shall not exceed six (6) hours and fifty (50) minutes, excluding the lunch period, except for parent and/or pupil conferences which may necessitate an extension of the regular school day. Faculty meetings shall normally be held during the regular school day whenever possible. The administration may call extended staff meetings if needed. If an extended staff meeting is anticipated, the building administrator shall meet with the Association building representative prior to the meeting. The purpose for this meeting is to discuss the agenda and to encourage input from Association representatives.

If there are complaints from the Association that there is abuse of this section in terms of frequency or relevancy of meetings, or a lack of opportunity for input on the part of the Association representatives, the Association President and the Deputy Superintendent for Personnel shall meet to attempt to resolve the problem. If no resolution can be reached, the language in this section will revert to prior language; i.e. that there shall be no more than seven (7) extended staff meetings per school year. If invoked, this provision will apply only to the building(s) involved. Teachers shall be given advance notice of such meetings with the extension of the school day for teachers not to exceed more than one (1) hour beyond normal working hours. In addition, teachers may be required to attend open houses outside of the regular school day to the extent of one (1) open house per building during a school year.

Teachers are also encouraged to attend other meetings outside of the regular school day, i.e. plays, concerts, presentations and performances which involve students with whom the teacher comes in contact. Interest and attendance at such meetings helps establish a positive image for West Bloomfield Schools and the teaching staff.

Kindergarten teachers shall be released from their regular teaching duties one additional day (if needed) at parent/teacher conference time to meet with parents.

- B. On the secondary level, a daily period will be provided for preparation. An assignment to a supervised study hall shall be considered a teaching period for the purpose of this article. No secondary teacher will be required to teach an additional class during said preparation period on other than a temporary basis.
- C. Since it is recognized (1) that elementary teachers need preparation time; and (2) that an enrichment program for elementary schools, including art, music, and physical education, is desirable; it is agreed as follows:
 - (1) The Board will provide an enrichment program in each elementary school grade commencing with Grade 1 in art, music, and physical education. Further, it shall assign art, music and physical education teachers as classroom teachers in their specialty. The enrichment program shall provide at least 150 minutes of such instruction per pupil, per five (5) day week of school.
 - (2) All elementary teachers, including specialists shall be provided a minimum of two hundred and twenty-five (225) minutes per week for preparation time. Any time before and after school, passing time, and recess time shall not be considered as preparation time.

The recess time prohibition shall not apply to art, music and physical education teachers. However, no planning time shall be in increments of less than twenty-five (25) minutes.
 - (3) Elementary teachers shall utilize time during which their classes are receiving instruction from various teaching specialists for instructional preparation.
- D. Each teacher shall have not less than a thirty (30) minute (including passing time) duty free uninterrupted lunch period. Travel time for itinerant teachers shall not be considered as part of their preparation or lunch time.

- E. When a teacher's preparation period must be reassigned for other purposes, the assignments shall be rotated so that all of the staff share these responsibilities equitably.
- F. The Board will provide, whenever and wherever practicable, aides to handle noon lunch, recess, and playground duties for elementary teachers; study hall, noon lunch duties, parking lot attendants, restroom checks, and smoking lounge checks for secondary teachers; and clerical assistance at all levels.
- G. The following pupil-teacher ratios represent desired objectives dependent on the availability of teachers, facilities and funds:
- (1) Elementary classroom teachers should be assigned to each building in sufficient numbers to maintain an average number of students per classroom teacher in that building of twenty-seven (27).
- Elementary split classes shall not exceed twenty-six (26) pupils.
- Art, physical education, music, special education classroom teachers and special education teaching consultants and reading and development teachers are excluded from the above-average. If the building average of twenty-seven (27) is exceeded in a classroom by 10%, or if a split class exceeds twenty-six (26), the involved principal, teacher involved, Association representative, and Board representative shall meet and recommend one of the solutions below to the Administration in order to resolve the situation. The Administration will consider the situation and make a final decision within eleven (11) school days.
- (2) Each secondary teacher should be assigned no more than a class average of thirty (30) students per class. The administration will balance classes wherever practicable. Typing and vocational classes shall not exceed the number of work stations available per classroom. Administration will attempt to maintain home economics food classes to four (4) per teaching station, but no greater than thirty (30) students per class. Computer classes will be established not to exceed two (2) students per teaching station. Physical education and music teachers are excluded from these student maximums.
- H. The Board agrees to maintain a ratio of twenty-two and one-half (22-1/2) teachers to each five hundred (500) pupils, kindergarten through grade twelve.

ARTICLE VI
TEACHING CONDITIONS

- A. Teachers shall annually, or when requested, convey to the building principal through administrative channels their requests for supplies and equipment. The principal in each building will establish a procedure for handling such requests and responses thereto.
- B. The Board will continue to make available to teachers typing and duplicating facilities to aid teachers in the preparation of instructional material.
- C. The Board shall provide in future construction of schools lavatory facilities for non-student use and at least one (1) room, appropriately furnished, which shall be reserved for use as an employee lounge-lunchroom in which smoking shall be permitted.
- D. All schools shall provide an assigned desk, carrel or other suitable work area for each teacher.
- E. Telephones shall be available to teachers for professional use in all buildings. All telephone calls shall be logged on forms provided by the administration. Teachers shall pay the charges for any personal calls made from school telephones.
- F. When a teacher is unable to be in school on any given day, he shall call a central telephone number designated by the Superintendent during such hours as specified by the Superintendent prior to six a.m. for the high school and prior to seven a.m. of said day for other schools. Teachers should call as soon as possible to facilitate obtaining a substitute.

A teacher is required to call his building principal prior to one-thirty (1:30) p.m. for the high school and the middle schools and two-thirty (2:30) p.m. for the elementary schools on the day before he will return to his post. In the absence of such a call it will be assumed that the teacher does not plan to return and the substitute will be retained for the following day. If the teacher does not make the call as set forth above and both the teacher and the substitute report for work the following day, the substitute's salary may be deducted from the teacher's salary if there is no other assignment available for the substitute.

- G. The Board agrees to post signs at parking lots indicating areas designated for teacher use at the high school.
- H. No teacher shall be expected or required to transport students to or from school-sponsored activities in his private car.

- I. The Board shall provide a professional library reference section within each media center in the District.
- J. Under no condition shall a teacher be required to drive a school bus as part of his regular assignment.
- K. When requested by a principal, a teacher will arrange a conference with a parent either during his preparation time or immediately before or after school. At no time will a teacher be required to attend a conference at which adversary legal counsel is present without twenty-four (24) hours notice and without opportunity to retain his own counsel.
- L. All child accounting sheets shall be typed or printed by the Board. Teachers shall be responsible for verifying the accuracy thereof and for collecting the data.
- M. When students are dismissed because of building failures, teachers will be permitted to leave. Teachers shall not be required to report back until students are required to report.
- N. When the school schedule is cancelled by the Superintendent because of conditions not within the control of school authorities, teachers are not required to report. Notification will be by telephone or by announcement on major radio stations.

The Parties have agreed to school calendars which provide for make-up of cancelled days (Appendix F). No later than May 1 of each year, the calendar will be adjusted in the following manner as need dictates:

- (1) IF NO DAYS NEED TO BE MADE UP: No school for students the Friday before Memorial Day and this will be an in-service day for teachers. The last day for students and teachers will be adjusted to provide 181 student days and 185 teacher days and will be scheduled as follows:

	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>
Last day for students:	June 10	June 15	June 14
Last day for teachers:	June 11	June 16	June 15

- (2) IF ONE DAY NEEDS TO BE MADE UP: There will be no school for students and teachers the Friday before Memorial Day. The last day for students and teachers will be adjusted to provide 180 student days and 184 teacher days and will be scheduled as follows:

	1986-87	1987-88	1988-89
Last day for students:	June 10	June 15	June 14
Last day for teachers:	June 11	June 16	June 15

- (3) IF TWO DAYS NEED TO BE MADE UP: The last day for students and teachers will be adjusted to provide 180 student days and 183 teacher days and will be scheduled as follows:

	1986-87	1987-88	1988-89
Last day for students:	June 10	June 15	June 14
Last day for teachers:	June 11	June 16	June 15

- (4) IF THREE DAYS NEED TO BE MADE UP: The last day for students and teachers will be adjusted to provide 180 student days and 183 teacher days and will be scheduled as follows:

	1986-87	1987-88	1988-89
Last day for students:	June 11	June 16	June 15
Last day for teachers:	June 12	June 17	June 16

- (5) IF FOUR DAYS NEED TO BE MADE UP: No adjustment will be made in the calendars as provided in Appendix F.

	1986-87	1987-88	1988-89
Last day for students:	June 12	June 17	June 16
Last day for teachers:	June 12	June 17	June 16

- (6) If five or more days need to be made up, the parties will meet to negotiate the scheduling of such days.

The parties agree that make-up days shall not affect, or otherwise require an adjustment of salary, compensation or other benefits provided within this collective bargaining agreement. However, in the event that teachers are required to report for more than 185 days, the teachers will be compensated at their per diem rate for each such day.

- O. Should the current law requiring make-up of days cancelled due to conditions not within the control of school authorities be amended, repealed or changed so as not to require the make-up of these days, then Section N of this article will be null and void and replaced by the following:

When school is cancelled by the Superintendent because of conditions not within the control of school authorities, teachers are not required to report. Notification will be by telephone or by announcement on major radio stations.

ARTICLE VII
TEACHER ASSIGNMENTS, TRANSFERS AND PROMOTIONS

- A. It shall be the responsibility of the Deputy Superintendent for Personnel to hire the most qualified person for all openings in accordance with the policies of the Board of Education.

Individual teachers may express in writing their preference of:

- (1) Grade level
- (2) Subject
- (3) Department assignment
- (4) Extra-curricular assignment
- (5) Administrative assignment

Such requests shall be filed with the Deputy Superintendent for Personnel annually by March 1 and shall be kept on file for one (1) school year. Receipt of such requests will be acknowledged in writing provided the teacher solicits a receipt. These requests shall be given consideration as vacancies occur within the bargaining unit, in the building, or in the school system. Requests which were not acted upon must be refiled by March 1 each year in order to remain active. A teacher whose request was not acted upon may ask for an explanation and shall be given one. Notices regarding personnel vacancies, both administrative and teaching, including driver training and summer school teaching, but excluding extra duty assignments, extra-curricular assignments and summer curriculum development, will be mailed to the Association President or his designee for distribution to all buildings within twelve (12) calendar days prior to the filling of such vacancies. Mail to the President of the Association at his last known address will be sufficient. The twelve (12) calendar day posting requirement prior to the filling of vacancies may be waived in emergency situations such as in the case of an increase in student population during fourth Friday count where teachers are needed immediately. Contact with the Association will be made before an emergency situation is declared.

- B. Any teacher may apply for vacancies within the school district. In filling vacancies within the teacher bargaining unit, the Board agrees to give due weight to the professional background and attainments of all applicants and to other relevant factors. The Board declares its support of a policy of filling such vacancies with applicants, including applicants from within the bargaining unit, who in the judgment of the Board are best qualified to fill such vacancies. If the two (2) applicants have equal qualifications, the Board's decision shall be final and not subject to the grievance procedure.

When bargaining unit vacancies arise (excluding those governed by the recall language in Article VIII), the district will:

- (1) Develop an internal application form which will include:
 - a. Space (or directions for attachments) for applicant to set forth his/her qualifications
 - b. Where to return form
 - c. Reasons for desiring position
 - (2) Interview each bargaining unit member who applies and meets the qualifications for the position as determined by the administrator(s) who is interviewing.
 - (3) Notify each applicant of the decision concerning assignments to the position.
- C. In filling vacancies in full-time positions, part-time teachers having the posted qualifications for full-time positions, and satisfactory evaluations, shall be given preference in selection. For the purpose of this section, "posted qualifications" may include, but are not limited to, certification and experience after certification.
- Part-time teachers, less than five (5) days per week, shall, upon request, be placed at the head of the available substitutes for those days not scheduled.
- D. Teachers will be notified of their tentative schedules and building assignments for the coming year before the close of the present school year.
- E. Since pupils are entitled to be taught by teachers who are working within their major area of competence, teachers shall not be assigned, except temporarily and for good cause, outside the scope of their teaching certificate or their major or minor fields of study. Except for innovative programs (e.g. Elementary Intern Program), teachers hired on the basis of a state permit for a teaching assignment may be replaced with teachers holding a valid provisional or permanent teaching certificate when available.
- F. Assignment of teachers to non-teaching duties, such as homeroom, shall be on an equitable basis for the entire staff.
- G. No regularly assigned teacher shall be used as a substitute teacher except in case of an emergency, it being understood expressly that the failure of a substitute to arrive on schedule,

or the inability to secure a qualified substitute, shall be considered an emergency.

- H. The Board may make all transfers of teachers which it deems necessary, provided: (1) written notice of intent to transfer to be given to the teacher or teachers affected; (2) reasons for transfer in writing be given if requested by the teacher or teachers involved; (3) opportunity to meet with the Superintendent or his representative be given to discuss the transfer. Steps one (1) through three (3) shall be provided for before final action is taken. Decisions of the Board on transfers and the necessity, therefore, are final and not subject to the grievance procedure if the above procedure is followed. The Board shall give all notices required by this paragraph as soon as possible.
- I. Any assignment in addition to the normal teaching schedule and duties during the regular school year, such as driver education, extra duties enumerated in Schedule B and C and summer school assignments, shall not be obligatory but shall be with the consent of the teacher.
- J. Teachers who are interested in student teacher assignments will be given the opportunity to make their wishes known on appropriate forms supplied by the Administration during the month of September. Assignment of student teachers shall be made to qualified tenure teachers except that assignments may be made to experienced, qualified, non-tenure teachers with the agreement of the Association. The Administration shall initiate the request for such agreement prior to the assignment of the student teacher. The supervising teacher is not responsible for the teaching effectiveness of the student teacher.

The parties agree that no more than thirty-five (35) student teachers may be placed in the West Bloomfield Schools each year. Additional student teachers may be placed after notification has been provided to the Association and a waiver of the thirty-five (35) student teacher limitation has been approved. Student teachers will be allowed only under the following conditions:

- (1) No student teacher shall be placed with any teacher without the teacher's consent. No teacher shall supervise more than one (1) student teacher during one (1) class period.
- (2) If at all possible, the supervising teacher, along with the supervising principal, shall have the opportunity to interview the prospective student teacher prior to the acceptance of the student teacher.
- (3) If the student teaching assignment appears to be unsatisfactory, the supervising teacher may request a

meeting with the supervising principal and the college coordinator of student teaching to discuss the situation. If the problem cannot be resolved, the teacher may terminate his/her responsibility with the student teacher.

- (4) The ability to supervise a student teacher and the effectiveness of the student teacher shall in no way be reflected on the teacher's evaluation.
- (5) Any remuneration received by the school district from a college or university for its participation in a student teaching program will be allotted to the supervising teacher.

ARTICLE VIII LAYOFF AND RECALL

- A. In any contemplated layoff of staff within the bargaining unit, the Board agrees to notify the Association of the names of the affected teachers before official action is taken. If the reason for reduction is other than return from leaves or drop in pupil membership, the Board shall offer to meet with the Association to discuss the necessity and reasons for such layoff. A seniority list shall be provided to the Association no later than February 1.
- B. If the Board acts to layoff staff, teachers to be laid off shall be notified of such action by May 15 preceding the next school year.
- C. SENIORITY. Seniority shall be determined by length of employment in the School District in a certificated assignment within or outside of the bargaining unit and non-certified positions within the bargaining unit. Seniority shall accrue while on leave and less than full-time teachers shall accrue seniority on the same basis as full-time teachers. Seniority will not accrue on a period of layoff. Loss of seniority shall be effected by change in number of days worked. Seniority rights shall be severed by resignation, retirement or discharge.
- D. In the event of a layoff, teachers shall be laid off according to the following procedures:
 - (1) Teachers may be laid off in the following order:
 - a. Teachers with temporary certification

- b. Probationary teachers (unless no qualified and certified tenure teacher is available for the assignment)
 - c. Tenure Teachers
- (2) In reaching a decision within categories a, b, and c, in No. 1 above, the following criteria will be following in the order listed:

Qualifications as determined by:

- a. Major (or minor if the teacher is currently teaching in that area or meets the North Central Association Standards in high school assignments)
- b. Certification for assignments
- c. Seniority as defined in C above

Or, in the event of a tie:

- a. The number of additional certification areas
- b. The number of hours beyond the B.A. as defined in Article X
- c. If all else is equal, the Board and Association will devise a lottery to determine the order of layoff.

The Board will attempt, by means of transfer, to layoff by seniority, as long as retained teachers are certified and qualified for their assignments.

An elementary certified teacher may bump into, or be recalled to, any position in the middle school except the following:

- Industrial Arts
- Physical Education
- Music
- Math (advanced 7th grade and 8th grade)
- Science (7th and 8th grade)

To be eligible for these positions, an elementary teacher must have either a major or minor shown on their transcript or specific certification.

Further, the parties agree that all teachers currently placed in the middle school (1982-83 school year) shall be considered eligible for middle school placement even if they do not meet the above standards.

- (3) Teachers shall be recalled in reverse order of the procedure specified above.
- (4) No new teacher will be employed in a position for which a laid off teacher is certified and qualified and no probationary teacher will be retained in a position for which a laid off tenure teacher is certified.

The parties agree a teacher's eligibility for recall shall terminate if he:

- a. Accepts permanent employment within the public or private sector that is comparable or similar in keeping with the determinations of the Tenure Commission, or;
 - b. Resigns, or his employment by the Board otherwise terminates, or;
 - c. Fails to respond to his recall notice within seven (7) calendar days of his receipt of such notice, which shall be sent by first class mail, or fails to report to the teaching assignment he is recalled to, or;
 - d. Lacks tenure status when his layoff becomes effective and he is not recalled by the conclusion of the ensuing school year or a period equal to his service in the district, whichever is longer.
- E. The position of high school activities director shall not be considered as a separate department or area when applying the contractual language for layoff and recall.
 - F. A laid-off teacher, at his option, may elect to continue his health insurance as set forth in Article XI, by prepaying the monthly premium for the duration of the ensuing school year, subject only to the rules of the carrier.
 - G. All teachers laid off pursuant to a necessary reduction in staff shall be placed at the head of the substitute list of the district, provided that a written request for such placement is made by the affected teacher.

ARTICLE IX
LEAVES OF ABSENCE

A. With Pay

At the beginning of each school year, teachers shall be credited with leave days as follows: first year probationary teacher (or new to the district) ten (10) days; second year probationary teacher or third year probationary teacher, eleven (11) days; tenure teacher, twelve (12) days.

All days not used during that year will be credited to each teacher's individual sick leave accumulation to a maximum of one hundred and eighty (180) days.

The following described compensation days are provided for eligible teachers to protect them from loss of income when they are unable to be present at work due to the conditions described herein.

Leave days are to be used as follows:

(1) Sick Leave

- a. Personal illness or temporary disability of the employee. The principal or Deputy Superintendent for Personnel, at his discretion, may request a doctor's certificate stating that the teacher is able to return to work. A physician's verification of illness may be required for an illness of five (5) consecutive school days or longer.
- b. Absence for serious illness in the family (spouse, children, parents, brother, sister, parents-in-law or members of the same household) and other relatives if approved by the building principal.
- c. Absence to make arrangements for medical or nursing care for emergency illness in the immediate family, as defined above.
- d. When, in the determination of the principal, a teacher may be abusing this sick leave program, a meeting with the teacher shall be held to discuss the employee's responsibility within the paid leave program under this agreement. An Association building representative will be informed and invited to be in attendance at such meeting. Precautionary steps may be outlined at this conference to alleviate any future reason(s) to believe

there may be abuse. Such steps may include warning the person, requiring a physician's statement for future illnesses or loss of pay for day(s) missed, or other disciplinary action.

- e. The Association may create a sick leave bank to be administered by the Association. Sick leave days in the bank shall not exceed the total accumulated unused sick days of teachers. The Association shall advise the Board in writing of loans to be made and against whom such loans are to be charged. Loans will be available to teachers who have exhausted their sick leave and who, because of personal illness, are unable to return to school. Days loaned shall not exceed one hundred twenty (120) days per teacher.

If a teacher shall be declared disabled by his/her physician and is in the waiting period to apply for disability, the district shall be allowed sufficient days to be utilized from the bank after the employee has used all his/her own sick days in order to reach the time of going onto disability without loss of pay.

- f. Employees who have perfect attendance during the school year shall receive attendance incentive pay on the final pay in June. The incentive shall be Two Hundred Dollars (\$200.00) for perfect attendance, One Hundred Fifty Dollars (\$150.00) for not more than two (2) absences, and One Hundred Dollars (\$100.00) for not more than three (3) absences. For the purpose of this section, all partial absences are cumulative.
- (2) Special leave for the following reasons not to exceed two (2) days per year (but cannot be utilized on a school day immediately before or after a holiday, vacation, or beginning or end of the school year).
 - a. Legal business that could not be handled after school or on Saturday.
 - b. Counseling or conference with college advisors that cannot be scheduled after school hours.
 - c. Conference with the certification office in Lansing.
 - (3) Absence for attendance of a religious holiday, not to exceed two (2) days per year.
 - (4) Additional special leave for important and urgent matters such as the wedding of an employee that cannot be handled

outside of school hours. Special leave days, however, will be at the sole discretion of the administration.

- (5) **Funeral Leave** - In addition to the above leave days, a teacher shall be allowed up to three (3) days per incident for the purpose of attending to a death in the immediate family. For the purpose of this section, immediate family shall be defined as father, mother, husband, wife, sister, brother, child, father-in-law, mother-in-law, or person living in the same household. Funeral leave for others may be taken, but the days will be deducted from the teacher's leave bank. Employees must state the name and relationship of the person whose funeral the employee wishes to attend. This relationship must be of such a nature so as to warrant the employee's attendance.
- (6) On leave days for religious holidays, and special leave, as well as any other leave, whenever possible such leave must be requested in advance on the form available in each school building office. The request shall include a statement by the teacher that the leave request is for a purpose authorized within this section, as set forth above. The teacher may be requested to set forth a specific reason for such leave.
- (7) Each teacher shall be entitled to one (1) personal day that does not require a written statement by the teacher giving the specific reason. However, this personal day and all other leave days shall be subject to the following:

Leave days shall not be used for personal pleasure such as hunting, fishing, skiing, sports events or extended vacations. Abuse of temporary leaves shall be subject to one or more warnings, to suspension and/or dismissal. All salary and fringe benefits of the employee are subject to being waived during the abused leave.
- (8) The above leaves, with the exception of funeral leave (except as noted), and personal illness, will be granted only to the extent that current leave days are available.
- (9) **Jury Duty** - Teachers who are summoned for jury duty examination and investigation must notify the Personnel Office within twenty-four (24) hours of receipt of such notice. If such teacher then reports for jury duty, he shall be paid an amount equal to the difference between the amount of wages such teacher would have otherwise have earned by working that day (see calendar) and the daily jury fee paid by the Court (not including travel allowance or reimbursement of expenses) for each day on which he reports

for, or performs, jury duty and on which he otherwise would have been scheduled to work. Such time spent on jury duty shall not be charged against his leave days.

To be eligible for jury duty pay differential, the teacher must furnish the Business Office with a written statement from the appropriate public official listing amounts of pay he received and the days he was on jury duty. Any teacher found abusing this privilege shall not be entitled to the pay differential.

B. Without Pay

- (1) Peace Corps, Teacher Corps, Job Corps - Leave of absence, without pay, may be granted any teacher who joins the Peace Corps, Teacher Corps or Job Corps as a full-time participant in such a program for a period of up to two (2) years. Experience and salary credit will be granted for the leave provided the Michigan Retirement Fund Board accepts the experience as teaching credit. Accumulated sick leave days at the time of leaving will be maintained.
- (2) Personal or Professional Leave: Leave of absence, without pay or fringe benefits, for good cause shown, may be granted teachers for a period of up to one (1) year subject to a one (1) year extension, upon request of the teacher and upon approval of the Board. Such request shall be made at least sixty (60) days prior to the termination of the leave. Neither experience nor salary credit will be granted for the leave, but accumulated sick leave days at the time of leaving will be maintained. Seniority will continue to accrue for layoff purposes.
- (3) Worker's Compensation Leave - Any teacher who is absent because of an injury or disease compensable under the Michigan Worker's Compensation Law shall receive from the Board the difference between the Worker's Compensation payment prescribed by law and his regular salary, to the extent and until such time as such teacher shall have used up any sick leave pay provided herein. The teacher may turn over all payments received by the Worker's Compensation insurance carrier to the district by endorsing any checks received. In this event, the Board will continue full pay during the compensable absence and there shall be no deduction of accrued leave days for such absence.
- (4) Military Leave - A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States. Upon return from such leave, a teacher shall

be placed at the same position on the salary schedule as he would have been had he taught in the district during such period. The period of said leave shall not exceed the period of one (1) enlistment if the teacher enlists or the period covered by the original induction orders if the teacher is drafted.

- (5) Association Office Leave - A leave of absence of up to two (2) years shall be granted to any teacher upon application for the purpose of serving as an officer of the Association. A leave of absence of one (1) year may be granted to any teacher upon application for the purpose of serving on the Association staff. Upon return from such leave, such teacher shall be placed at the same position on the salary schedule as when he left. Persons on this leave will receive no benefits except they will be allowed to retain sick leave already accumulated. This leave will be limited to not more than one percent (1%) of the bargaining unit.
- (6) Public Office Leave - A leave of absence of up to two (2) years shall be granted to any teacher upon application for the purpose of campaigning for, or serving in, a public office. Upon return from such leave, such teacher shall be placed at the same position on the salary schedule as when he left. Persons on this leave will receive no benefits except they will be allowed to retain sick leave already accumulated. This leave will be limited to not more than one percent (1%) of the bargaining unit. This leave will be for a minimum of one (1) semester and must commence at the beginning of a semester.

C. Returning from Leave:

Wherever practical, leaves of absence shall be made to coincide with the school year. In order to return from personal and professional leave, the teacher shall file with the Personnel Office a written request no later than March 1.

Provided this notice provision is complied with, the returning teacher shall be re-employed in a position for which he is qualified consistent with his major or minor fields and his Michigan certification. In the event no position exists for which the teacher is qualified according to the provisions above, and if the leave terminated during the school year, he will be offered a regular teaching contract for temporary assignments until the end of the semester, if practical, but in no event longer than the school year.

Failure of the teacher on leave to file a written request to return to work within the time limits specified above shall be

deemed evidence of voluntary resignation on the part of the teacher and all employment obligation of the Board shall expire at the end of the leave.

- D. Leave days will not be prorated for approved mid-year leaves. However, if an employee requests and is granted a leave during the school year and has used up all his/her leave days prior to going on leave, a dollar amount equal to a proration of the time on leave will be deducted from the final check before going on leave and will be held in escrow by the school district until the employee returns from that leave. If the employee resigns or terminates employment prior to returning from the leave, the monies held in escrow will remain the property of the West Bloomfield School District. If the employee returns from leave, that money will be paid to the employee. (Any leave days used in excess of the prorated number not "earned" through the actual days on the job would be held in escrow.)
- E. Leave days shall be prorated for:
- (1) Termination of employment during the school year;
 - (2) Teachers who have less than full-time positions;
 - (3) Teachers who begin employment after the beginning of the school year.

However, should a teacher die during a school year (and hence, cease employment), leave days would not be prorated.

ARTICLE X COMPENSATION

- A. The salary of teachers for the 1986-87 school year shall be set forth in Schedule A which is attached hereto and made a part hereof. For the 1987-88 school year, the parties shall negotiate a new Schedule A which will consist of 6.0% new money. The determination of the placement of this improvement will be determined prior to May 1, 1987. For the 1988-89 school year, the parties shall negotiate a new Schedule A. However, a guaranteed increase for 1988-89 shall be an improvement factor of 6.0% over the 1987-88 amounts.
- B. The compensation for athletic assignments is as set forth in Schedule B which is attached hereto and made a part hereof. Coaches shall be paid for their services within two (2) pay period after the administration certifies, to the payroll office, that the athletic assignment has been completed.

- C. The compensation for co-curricular positions is as set forth in Schedule C which is attached hereto and made a part hereof. Teachers employed in co-curricular positions shall be paid for their services within two (2) pay periods after the administration certifies, to the payroll office, that the assignment has been completed.
- D. If a secondary school teacher is absent and a regular substitute is not available, the principal may assign another teacher to that teacher's class on a temporary basis. This will be done with the substituting teacher's consent whenever practicable. Secondary teachers who consent, or who are assigned in an emergency, to substitute during their preparation period shall be paid Fifteen Dollars (\$15.00) for a regular class period. All sums payable hereunder shall be paid at the end of each semester.
- E. Traveling teachers shall receive a mileage rate equal to that of Oakland Intermediate Schools at the beginning of this agreement and adjusted twice yearly, on January 1 and July 1.
- F. A teacher who is employed in driver education, whether during the regular year or in summer school, shall be compensated at the rate of \$14.31 per hour for the 1986-87 school year, \$15.17 for the 1987-88 school year, and \$16.08 for the 1988-89 school year.
- G. Regular salary checks will be issued bi-weekly in accordance with the payroll schedule. Teachers will be paid 21 or 22 equal pay checks if they do not elect the 26 pay check option. The 21 or 22 pay checks will be determined by the number of payroll days occurring. The first check at the beginning of the school year will be issued the first payroll Friday after they begin work.

Optional Pay Plan: Upon written request received by the payroll office, no later than the end of the first day of work at the beginning of a school year, the teacher may elect to have salary calculated on the basis of 26 pay periods. In this event, the last regular check will pay the teacher the balance due from his annual contract.

- H. A teacher who is employed for summer school or for curriculum development, shall be compensated at the rate of \$13.38 per hour for the 1986-87 school year, \$14.18 for the 1987-88 school year, and \$15.03 for the 1988-89 school year. Teachers who are requested by the Board to extend their contractual year of 185 days in order to continue their regular assignments and who accept such extended contractual year, shall be paid on a prorated basis (1/185th of the annual scheduled salary per day). For purposes of inventory, librarians may apply where necessary for one week extended year before and after the regular school year for

teachers and, if approved, be compensated at the summer school rate. Summer school teaching and assignments to summer curriculum development projects are excluded from the preceding extended school year provision.

- I. If an elementary teacher substitutes for another teacher during his preparation time or does not receive at least 225 minutes preparation time per week, he shall be paid premium pay in the amount of:

For every 31 to 60 Minutes:	\$15.00
Up to and including 30 Minutes:	\$ 7.50

All sums payable hereunder shall be paid at the end of each semester.

- J. Any teacher who shall be promoted to a supervisory or executive position with the district and shall later return to teacher status shall be entitled to a place on the teacher salary schedule according to his total service credit (as determined by Schedule A).
- K. Regularly scheduled part-time teachers, excluding substitutes shall be paid an annual salary which is prorated on the step and track of full-time teachers. For example, a teacher working two (2) days a week earns two-fifths (2/5) of the salary he would earn as a full-time teacher.
- L. The salary schedule (Schedule A) is based upon training and experience and each step of the salary schedule is for full-time teaching for the school year. Each half step is for full-time teaching for a semester. A teacher working more than one-half (1/2) of the reporting days in a semester will be given credit for that semester on the salary schedule.

- (1) Teachers new to the district shall be given credit for a maximum of five (5) years of experience on the salary schedule.

Such credits may be:

- a. Full-time teaching experience under a valid certificate. Beginning August 30, 1976, anyone absent from the teaching act for three (3) years or more shall not be granted experience credit, except under this provision teachers will be given half credit for years taught within the district. However, where deemed necessary, the Superintendent may approve the granting of five (5) years experience credit.

- b. Approved school related experience.
 - c. Military service not to exceed two (2) years if he has had teaching experience prior thereto.
 - d. A combination of the above.
- (2) With recommendation of the Superintendent and the approval of the Board, an additional six (6) years at half credit may be approved in special situations.
- (3) Increments become effective the first day of the school year for teachers. When teachers are eligible,, they may apply on Board forms for advancement to a new track.

Tracks are defined as the various degree training levels such as BA, BA+20, etc. In order to be placed on a new track for the full school year, the teacher must apply and submit initial proofs such as grade reports and unofficial transcripts by October 1.

In order to be placed on a new track for a half year, the teacher must make application and submit initial proofs by February 1.

Official action on changes will only be made after the receipt of official transcripts which must be ordered from the university and paid for by the teacher who is applying for a change in track.

- (4) In order to qualify for a higher track:
- a. All hours must be in the area of the teacher's teaching major or minor field or part of an approved graduate program in education.
 - b. All graduate semester hours must be in the field of education or the teacher's major or minor teaching field for the BA+20 track. To be placed on the BA+20 track, a teacher must provide evidence that he is a candidate for an advanced degree. Courses taken for the MA+30 track may be in any field but all hours must be earned after the completion of the MA degree.
 - c. All hours earned prior to the date of this Agreement, which were recognized previously, shall continue to be recognized.
 - d. All credit hours must be earned at a regionally approved college or university, such as the North Central

Association for Michigan institutions. All collegiate work qualifying a teacher for elevation to a new track must be completed prior to the semester in which the new track becomes effective.

- e. Any exceptions must have the written approval of the superintendent of schools.
- M. Per diem entitlement will be 1/187th of contract amount for new teachers and 1/185th of contract amount for returning teachers.
- N. If a teacher is asked to teach an additional class on a permanent basis during said planning period, or at any other time and the teacher agrees and does teach said additional class, he shall be paid one-sixth (1/6th) of his regular salary as compensation thereof, if at the high school or one-seventh (1/7th) if his regular salary as compensation at the middle school or, if for a period less than the normal school year, pro rata amount thereof.
- O. Upon separation from the school district, Twenty Dollars (\$20.00) per day will be paid the teacher if then living, or to his estate if deceased, for unused sick leave time up to a maximum of one hundred eighty (180) accumulated days.

ARTICLE XI
TEACHER BENEFIT INSURANCE

A. Life Insurance

Each full-time teacher (more than half-time), upon application at the time of employment, shall be provided group life insurance in the amount of thirty thousand dollars (\$30,000) in toto. Such insurance shall cease upon termination of employment.

Each half-time, or less, teacher upon application at the time of employment, shall be provided group life insurance in the amount of fifteen thousand dollars (\$15,000) in toto. Such insurance shall cease upon termination of employment.

B. Accidental Death and Dismemberment Insurance

Each full-time teacher (more than half-time), upon application at the time of employment, shall be provided group accidental death and dismemberment insurance in the amount of thirty thousand dollars (\$30,000) in toto. Such insurance shall cease upon termination of employment.

Each half-time, or less, teacher upon application at the time of employment shall be provided group accidental death and dismemberment insurance in the amount of fifteen thousand dollars (\$15,000) in toto. Such insurance shall cease on termination of employment.

C. Medical Insurance

Upon application of a full-time (more than half-time) teacher, the Board will pay up to a maximum of the cost of full family protection for twelve (12) months, for those completing the school year. This insurance is provided for those not otherwise covered and there shall be no double coverage. Teachers may choose either the Blue Cross/Blue Shield 4.0 program with \$2.00 drug rider (a zero deductible program) or Michigan Special Services Association (M.E.S.S.A.) Super Med 1 (SM-1), or Health Alliance Plan (H.A.P.). The Board's maximum liability shall be up to the monthly dollar amount of the full premium of any of the three plans.

Each half-time (two and one-half days per week) teacher shall be provided the same coverage as for full-time teachers except the coverage shall be the cost of a single subscriber policy. No coverage shall be provided for less than half-time teaching.

D. Option for Those not Electing Health Insurance

Full-time teachers not electing health insurance shall, upon application, be provided with any Board approved T.S.A. in the amount of Fifty Dollars (\$50.00) per month for twelve (12) months annually, as long as they complete the school year.

E. Dental Insurance

Upon application of a full-time (more than half-time) teacher, the Board will pay up to a maximum of the cost of dental insurance for twelve (12) months, for those completing the school year. This insurance is provided for those not otherwise covered by dental insurance. The plan shall be the Travelers Dental Plan (80/80/50).

Each half-time teacher shall be provided Travelers Dental Plan 50/50/50. Teachers teaching less than half-time shall not be eligible for dental insurance.

Teachers covered by dental plans not provided by the West Bloomfield Schools or carried by another employee of the West Bloomfield Schools shall be eligible for Travelers Dental Plan 50/50/50. There shall be both internal and external coordination of benefits.

F. Long-Term Disability

The Board shall provide, without cost to the teacher, a long-term disability insurance plan. Such disability insurance shall provide benefits of sixty-six and two-thirds (66-2/3%) percent of the monthly earnings (70% back door), maximum payment of Two Thousand Two Hundred Dollars (\$2,200), to the teacher who is unable to work due to extended sickness or injury. The benefit payments shall be subject to the same restrictions as the present policy. The benefits of this plan shall commence after twelve (12) months of such sickness or injury and shall be payable until the teacher reaches the age of seventy (70). For the purpose of the long-term disability coverage, monthly earnings shall be the teacher's regular salary divided by twelve (12) months. Benefits for disabilities which commence after age sixty (60) are limited to five (5) years, or age seventy (70), if earlier. Long-Term Disability Insurance shall cease on termination of employment.

G. Vision Insurance

The Board will provide full-family vision coverage for all full-time (more than half-time) teachers. Upon application, the Board shall pay for the full premium for Travelers Vision Care Insurance, Plan II, to provide benefits in each twelve (12) consecutive month period.

H. Day Care

The Board of Education will provide, if requested, a Forty Percent (40%) discount to the teachers for the day care facilities program in operation through the Community Education Department for the West Bloomfield School District, after an opportunity for current participants to register. Teachers who wish to enroll their children in this program will have a one-day early registration prior to the registration of the general public. Teachers will be guaranteed three (3) openings in this program if the openings are available at the time of the registration. If the Community Education Department opens an additional section, openings will be available to staff up to a maximum of ten (3 plus 7 additional positions). The employee is responsible for being aware of when registration is available through the Community Education Department. No additional information will be distributed by the Personnel Office to inform employees of the registration period.

I. The Teacher Enrichment Program established in the 1984-85 school year will continue under the guidelines established by the joint committee during the aforementioned time period. In addition, the program shall be funded by the Board in the amount of Thirty Thousand Dollars (\$30,000) for the 1986-87 school year.

The parties will meet in April of 1987 and 1988 to discuss the possibility of refunding the Teacher Enrichment Program for each successive year.

- J. The provisions of the group policies purchased by the Board and the rules and regulations of the carriers will govern as to commencement and duration of benefits and all other aspects of coverage. The Board agrees that any new policy will be comparable to the policy presently carried.

K. Tax Deferred Annuities and Custodial Accounts

Teachers may participate in the following tax-deferred annuities or custodial accounts on the basis of voluntary salary deduction:

M.E.A. Tax Deferred Annuities
Washington National Tax Deferred Annuity
MONY Tax Shelter Annuity
Equitable Tax Shelter Annuity
T. Rowe Price Funds 403(b) Custodial Account
Templeton World 403(b) Custodial Account
Great American Life
Great-West Life Assurance Company
Kemper Investors Life Insurance Company

ARTICLE XII
TEACHER EVALUATION

- A. The parties agree that it is the right and duty of the administration to evaluate teachers. The parties also agree that the purposes of evaluation are to provide information which will determine the employment status of the individual teacher, to recognize levels of teaching performance, to identify areas of improvement if necessary, and to provide appropriate and specific techniques and/or resources for improvement. The primary goal of evaluation is the improvement of instruction. The evaluation process must be done according to the following express procedure so as to assure the fairest and most beneficial evaluation of teachers.
- B. Teachers shall only be evaluated by a principal, assistant principal, or district administrative supervisor. Additional evaluations may be made by the Assistant Superintendent for Instruction, Deputy Superintendent for Personnel or the Superintendent. In cases where the teacher may have more than one immediate supervisor, the teacher shall be informed, prior to the evaluation, who his evaluator will be.

- C. Probationary teachers shall be evaluated a minimum of twice during the school year. The first evaluation shall be completed prior to December 1. The second evaluation shall be completed prior to February 26. Tenure teachers shall be evaluated once every year. However, more frequent evaluations may be instituted at the request of the administrative supervisor or the teacher.
- D. All observation or monitoring of the work performance of teachers shall be conducted openly and with full knowledge of teacher. Teachers shall not be subject, except when good cause is shown, to observation before or after the regular school day as defined in Article V, Section A, or during their lunch period.
- E. No teacher shall be evaluated on his performance except after at least one (1) observation by the evaluator. Observation is defined as:
1. Work station visits of at least thirty (30) minutes.
 2. Work station visits of less than thirty (30) minutes.
 3. Other direct observations by the administration.
- F. Every teacher must receive at least one (1) work station visit of at least thirty (30) minutes prior to April 15. However, it is recommended that more than one (1) observation be made prior to each written evaluation (using Schedule D). If more than one observation is made, those observations shall be made within a four (4) week period or less each time the teacher is evaluated during that year. It is also recommended that an administrator meet with a teacher prior to the evaluation observations for a pre-evaluation conference.

Such pre-evaluation conference could include discussion relating to explanation of Schedule D, what specific things the evaluator will be looking for, scheduling and methods of observation(s) and any concerns the teacher may have. It is agreed that this conference will not be used for teacher self-evaluation or evaluation of other staff members.

Following the observation(s) of at least thirty (30) minutes (each), the evaluator shall prepare and submit a written report (using Schedule D) to the teacher within thirty (30) school days of the first visit. The evaluator shall also hold a conference with the teacher for the purpose of clarifying the written report within thirty (30) school days of the first visit.

After each work station visit of less than thirty (30) minutes, or other recorded observation, the evaluator shall prepare and submit, within five (5) days, a written memo which outlines the

specific area needing improvement and provides assistance, if necessary, to the teacher if unacceptable behavior is observed. If observed behavior is acceptable, a written memo is optional on the part of the evaluator. The parties agree to adhere to this method of observation and written evaluation and there shall be no other official form of observation or evaluation instrument.

If the teacher does not agree with the evaluation, he may submit a self-evaluation or letter of dissent within ten (10) school days of the conference. In this event, such evaluation or letter shall be placed in the teacher's personnel file in the Personnel Office.

- G. There must be no presumption of incompetence with regard to any teacher on the part of the evaluator. Any judgment of incompetence (found in Schedule D) must not be arbitrary or capricious but must be supported by observation or documentation to support the conclusion made by the evaluator. Should the information demonstrate that a teacher has any area that needs improvement, the evaluator shall:
- (1) Identify specifically the area that needs improvement.
 - (2) Provide the teacher with specific, appropriate written recommendations for improvement, which are stated in behavioral terms, measurable and observable.
 - (3) Develop a fair and workable timeline for such improvement. This timeline shall include follow-up visit(s) to evaluate the area(s) of concern.
 - (4) Provide definite, positive assistance which might include time (during the school day), material, resources and consultant services to implement the recommendations.
- H. In the event a probationary teacher is not recommended for continued employment, the administration shall advise the teacher at least sixty (60) school days prior to the end of the school year that his work is unsatisfactory, inform him in writing of the reasons thereof, said reasons to be consistent with the evaluation report (Schedule D) and this article.
- I. Provided the procedures outlined in this article are complied with, provisions A through G are not subject to arbitration (Step III) of the grievance procedure.

ARTICLE XIII
CURRICULUM DEVELOPMENT

A. Curriculum Development Program

The parties mutually recognized that the school district has important needs to improve and evaluate its instructional program and, furthermore, that teachers must play a necessary and important role in shaping and developing that curriculum.

B. The district will provide a formalized curriculum decision-making model that teachers will have direct input including, but not limited to, the following areas:

- (1) Initiators of curriculum proposals;
- (2) Establish objectives for the curriculum council and/or its committees;
- (3) Recommend approval or non-approval of summer workshops, innovative projects, textbooks and programs.

C. Teachers serving as building representatives on the District Curriculum Council shall be elected by teachers in their building.

D. Participation on any committee by any teacher shall be voluntary. No teacher shall be required to work on more than one committee at a time.

E. Compensation for curriculum work done by teachers after the regular school day shall be accomplished by:

- (1) Paying the teacher an hourly rate established by Article X, Section H.
- (2) Initiating an individual supplementary contract at a dollar amount determined by Article X, Section H.
- (3) Any combination of release time, hourly rate and/or individual supplementary contract.

ARTICLE XIV
SCHOOL CALENDAR

A. The school calendar for each of the school years covered by this agreement is attached hereto as Schedule F.

- B. It is agreed by the parties that the following holidays are included in the calendar without any reduction in salary:

New Year's Day
Memorial Day
Labor Day
Thanksgiving Day
Christmas Day

ARTICLE XV
STUDENT DISCIPLINE AND TEACHER PROTECTION

- A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in their school. Teachers, on the other hand, accept their responsibility in maintaining proper discipline in their school according to written building discipline policies.

Each building shall develop its own written student discipline policy with rules, regulations and specific procedures to implement the general policies set forth by the Board. These shall be developed by the administrators, teachers, and counselors, and reviewed annually by them. Teachers shall receive a copy of the building policy at the beginning of each school year. The Board shall review its discipline policy annually in order to refine and improve its effectiveness.

- B. In any instance of alleged assault of a teacher by a student, the teacher shall report the incident promptly to the Board or its designated representative. Within twenty-four (24) hours a written report shall be submitted as well. In the event of personal injury to the teacher, the procedures relative to Worker's Compensation leave shall apply.
- C. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property and shall not be individually liable for any damage or loss to person or property, except in case of gross or proven negligence and/or neglect of duty.

ARTICLE XVI
GRIEVANCE PROCEDURE

- A. A grievance is a written complaint by a bargaining unit employee or the Association concerning:

- (1) Any alleged violation, misinterpretation, or misapplication of the terms of this agreement; or
 - (2) Any disciplinary action not covered by the Michigan Teacher Tenure Act.
 - (3) No grievance shall be filed under this agreement for incidents occurring before the effective date of this agreement.
- B. All time limits herein shall consist of school days. Time limits may be extended upon good cause shown or upon mutual consent of the parties. It is understood that the time limits set forth herein or agreed upon shall be considered as substantive, and failure to conform to them shall mean default by the party failing to conform.
- C. In the handling and processing of a grievance, the following procedure shall apply:

Step 1: Any teacher who believes he has a complaint may present such complaint, on an informal basis, to his immediate administrator. If the complaint is not resolved, the matter shall be reduced in writing by the grievant and submitted to his immediate administrator. The grievance must be reduced in writing five (5) days from the time of the discussion between the grievant and his immediate administrator. The written grievance may be presented to the immediate administrator either (a) by the teacher alone, or (b) by the teacher accompanied by an Association representative. In the event the grievance involves more than one (1) building or is filed by the Association, it must be filed at Step 2.

No grievance shall be processed unless it is presented at Step 1 within five (5) school days of its occurrence or knowledge of its occurrence. The same time restriction applies to a grievance filed by the Association.

Within five (5) days after the presentation of the written grievance, the immediate administrator shall give his answer in writing to the grievant.

Step 2: In the event the grievant, or the Association, is not satisfied with the disposition of a grievance at Step 1, within ten (10) days after receipt of the administrator's answer, the grievant may appeal the grievance to the Superintendent or his designee. Such appeal shall be in writing.

Within twelve (12) days after receipt of such request for appeal, the Superintendent or his designee shall meet with the Grievance Committee of the Association. The parties shall attempt to resolve the dispute at this level. Within five (5) days upon conclusion of such meeting, the Superintendent or his designee shall present the grievants and the Association President or his designee with a written answer to the grievance.

Step 3: If the grievance is not settled at Step 2, the matter may be referred to arbitration by the Association, provided that notice to refer the matter is given to the Superintendent within twenty (20) days from the date of the receipt of the written decision at Step 2. Within ten (10) days after the date of the written request for arbitration, a designated representative of the Board and the Association or its designated representative shall meet and make every effort to agree upon a mutually acceptable arbitrator. If the parties are unable to agree on an arbitrator within five (5) days, the Association or the Board shall file a request with the American Arbitration Association to submit a list of qualified arbitrators. The arbitrator shall then be selected according to the Rules of the American Arbitration Association which shall likewise govern the arbitration proceedings.

The Arbitrator shall hear the grievance in dispute and shall render his decision in writing within thirty (30) days from the close of the hearing. The Arbitrator's decision shall be submitted in writing and shall set forth his findings and conclusions with respect to the issues submitted to arbitration. The arbitrator's decision shall be final and binding upon the Board of Education, the Association, and the teacher or teachers involved. Neither party shall be permitted to assert any new ground, add any new issues, present any new claims or make new arguments that had not previously been disclosed except where procedural issues arise subsequent to the last grievance proceeding. In this event, at least a five (5) day notice will be provided to the other party.

The Arbitrator shall have no authority except to pass upon alleged violations of the provisions of this agreement and to determine disputes involving the application or interpretation of such provisions. The Arbitrator shall have no power or authority to add to, subtract from, or modify any of the terms of this

agreement, nor shall he render any decision which would require any action in violation of Michigan School Law. The fees and expenses of the Arbitrator shall be shared equally by the Board and the Association.

All hearings shall take place at a site no further than five (5) miles from the Board Office. Hearings will not be held at an M.E.A. office.

- D. The filing of a grievance shall in no way interfere with the right of the Board to proceed in carrying out its management responsibilities, subject to the final decision of the grievance.
- E. In the event an alleged grievance involves an order, requirement, etc., the grievant shall fulfill or carry out such order or requirements, etc., pending the final decision of the grievance so long as such order, requirement, etc., is not illegal or does not entail a hazard to the teacher or student.
- F. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discussing it and having it resolved informally with the Board's representatives; provided that the Association be given the opportunity to be present at the hearings or meetings of such grievance and that the final decision by the Board is not inconsistent with the terms of this agreement.
- G. It is understood by the parties that no grievance shall be filed or based upon any prior or previous agreement or upon any alleged grievance occurring prior to the effective date of this agreement.
- H. It is understood that each grievance will be resolved on its own merits.
- I. Nothing in this agreement shall deny to any teacher, or to the Association, the right to file a grievance alleging a violation or violations of any term or terms of this Agreement, except those items specifically excluded.
- J. Should the Superintendent or the principal decide to hold any grievance hearing during normal school hours, teachers participating in such hearings shall be released from their regular duties without loss of salary. The expense and compensation for attendance of any teacher, witness or participant in arbitration shall be paid by the party calling such teacher or witness or requesting such participant.

All meetings concerning grievances are to take place at reasonable hours and will not interfere with assigned duties unless said meetings are called by the school administration or Arbitrator.

The grievant and up to two other witnesses and the Association grievance chairperson shall be released from their work responsibilities to be present at such meeting with no loss of pay. If the Association desires additional witnesses, they will be granted Association days in order to attend the hearing. The Association will pay the Board the costs for substitute teachers, if necessary, if such substitutes are required to replace teachers called upon as Association witnesses.

Any matter subject to the grievance procedure which has been filed before the expiration of this Master Agreement shall be processed through the entire procedure, if necessary.

ARTICLE XVII
NEGOTIATION PROCEDURES AND NO-STRIKE CLAUSE

- A. 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 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 Association, for the life of this agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to wages, hours and other conditions of employment except by mutual consent.

The parties recognize the right of the Board to make any changes in policies and regulations consistent with the terms of this agreement. In the event that a change inconsistent with the terms of this agreement is contemplated, the Board will notify the Association and the Association will have the opportunity to express its position and to request negotiations concerning the contemplated change.

- B. In any negotiations of a new agreement, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by the Board of Education and by the Association, but the parties mutually pledge that representatives selected by each shall be clothed with 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.

- C. The Association fully recognizes that the statutes of the State of Michigan confer upon public employees and their organizations not only certain rights and privileges, but also certain duties and responsibilities, the latter including particularly the duty to maintain and continue the functions of government, in this case the operation of the public schools, without interruption or interference due to strikes. Accordingly, the Association agrees, on behalf of itself and all those whom it represents, that the no-strike provisions of the Public Employment Relations Act (Act 336 of 1947, as amended) will be faithfully observed at all times.

ARTICLE XVIII
MISCELLANEOUS

- A. This agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contract. All future individual teacher contracts shall be made expressly subject to the terms of this agreement.
- B. The Board and the Association will each pay an equal share of the expenses of publication of the agreement and the Board shall distribute a copy to all teachers promptly after the Master Agreement is reproduced. Prospective teachers shall also receive a copy at the time a contract is offered to them.
- C. Whenever a pay day falls due and school is not in session, checks shall be mailed to the teacher's home on the date due. Any delay or loss of check after mailing by the Board is not subject to the grievance procedure.
- The above notwithstanding, the Board may distribute checks to teachers on the last reporting day, except that checks will be dated within the calendar year in which the check normally falls due.
- D. The Association recognizes the benefit of building handbooks for disseminating procedural information relative to the orderly operation of the building. No item in any building handbook shall be contrary to the terms and conditions of this Agreement. Any change in working conditions requiring bargaining, as determined by P.E.R.A., shall be negotiated by the parties.

ARTICLE XIX
ASSOCIATION PREROGATIVES

- A. Association officers and representatives shall be entitled as a group to receive a total of twenty-five (25) days of paid leave during the school year without expense compensation to attend Association conventions, meetings, negotiations, arbitration hearings, and for the purpose of presentation. Five (5) of these days may be taken as either whole or half days (to equal 10 half days). The President of the Association shall notify the Personnel Office and the affected principal(s) at least two (2) school days in advance. In emergency situations, leave may be granted on shorter notice.
- B. The Board shall provide, at no cost to the individual or the Association, release time to the President of the Association on the following basis:
- (1) Should the President be a high school teacher, he/she will be released sixth hour.
 - (2) Should the President be a middle school teacher, he/she will be released seventh hour.
 - (3) Should the President be an elementary school teacher or a teacher in a non-classroom assignment, he/she will be released according to a mutually agreed upon arrangement to equal the time specified in items 1 or 2 of Section B of this article.

It is understood that the district will make every effort to schedule the Association President's preparation period as 5th period in the high school or 6th period in the middle school.

Nothing in this section shall prohibit the parties from developing an alternative form of released time as long as the parties mutually agree to the arrangement.

- C. Vending machines, approved by the administration as to size, may be installed in the teachers' lounge of each school by the West Bloomfield Education Association, which shall be solely responsible for the maintenance and operation of the machines.
- D. The Board shall make available to the President of the Association, or his designee, upon his reasonable requests, such statistics or financial information in the possession of the Board as are relevant to the negotiation of collective bargaining agreements succeeding this agreement. It is understood that the foregoing shall not be construed to require the Board to compile

information or statistics not already compiled. Original records of the foregoing specified information are to be examined only at the office of the Board. If the President of the Association or his designee requests copies of any such material, then the Association agrees to reimburse the Board for actual expense incurred in furnishing such copies.

- E. The Association shall have the privilege of using school building facilities at all reasonable hours for meetings, without charge, during normal working hours of the custodians, provided such meetings shall not interfere with other regularly scheduled activities and provided the principal shall designate the location of said meeting within the building. Bulletin board space in lounges and usual school mail facilities shall be made available to the Association, provided that the Board shall have no responsibility in any way for any material in connection with use of school mail facilities. All Association communications shall be signed by a member of the WBEA Executive Board prior to distribution through the school mail facilities. The Association shall maintain bulletin boards in an orderly fashion, and bulletin board postings shall be signed by an Association officer.
- F. The Board shall provide an agenda of each regular and special Board meeting on or prior to the date of the meeting.

The Board shall also provide the Association with a copy of the unofficial (not approved by the Board) minutes of each regular and special Board meeting within five (5) school days of the meeting.

The Board shall continue to provide the Association with copies of the official minutes of each regular and special Board meeting. These copies will be sent within ten (10) school days after the minutes have been approved through the school mail addressed to the Association representative in each building.

The Board shall annually furnish the Association with copies of each building handbook.

- G. The Association shall have the privilege of using school typewriters, mimeograph machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment in connection therewith, subject to the following:
- (1) Such equipment may be used only during other than the normal school day which includes lunch and planning periods.
 - (2) Such equipment may be used only when such use will not interfere with use of such equipment by the Board.

- (3) The Association shall provide all materials and supplies incident to such use.
 - (4) The Association shall pay for any and all damage to such equipment caused by its use or misuse.
 - (5) Materials and equipment may be used only for Association business, except that it is not to be used for communications containing material derogatory of the Board or Administration.
 - (6) The building principal or his designated representative shall be advised prior to the use of the previously mentioned equipment.
 - (7) The Association shall not use services of secretaries, clerks, typists or stenographers hired by the Board.
- H. The hours immediately following the normal school day on the third Monday of each month will be the normal time for Association meetings. Such meetings will take precedence over any other meeting or activity tentatively scheduled for that time.

ARTICLE XX
CONFORMITY TO LAW

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 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 provided for doing so, such provisions shall be void and inoperative; however, all other provisions of this agreement shall continue in effect.

ARTICLE XXI
DURATION OF AGREEMENT

This Agreement shall be effective as of August 22, 1986, and shall continue in effect, as amended, until August 31, 1989. The salary schedule for 1986-87 as set forth in Schedule A shall be effective as of the first reporting day for teachers. Salary schedules for 1987-88 and 1988-89 shall be determined as set forth in Article X, Section A and provided to Association members when available.

Upon written notice to the other party at any time after March 1, 1989, either party may request that negotiations commence on a new Agreement. Either party may request that negotiations officially commence no later than May 1, 1989.

This agreement shall not be extended orally and it is expressly understood that it shall expire on the date set forth above unless mutually agreed to, in writing, by both parties.

WEST BLOOMFIELD BOARD OF EDUCATION: WEST BLOOMFIELD EDUCATION ASSO-
CIATION:

By: [Signature] By: [Signature]
Chief Negotiator Spokesperson

By: [Signature] By: [Signature]
Superintendent of Schools President

By: [Signature]
President

WEST BLOOMFIELD SCHOOLS
SCHEDULE A
1986-87

TEACHING YEAR	CODE	01 B.A.	02 B.A.+20	03 M.A.	04 M.A.+30	05 Ed.D./Ph.D.
1	01	18,432	19,126	20,539	21,797	
	02	18,670	19,410	21,173	22,192	
2	03	18,907	19,694	21,378	22,587	
	04	19,537	20,334	22,185	23,596	
3	05	20,166	20,974	22,992	24,603	
	06	20,900	21,668	23,799	25,210	
4	07	21,631	22,358	24,603	25,814	
	08	22,259	23,007	25,409	26,621	
5	09	22,889	23,656	26,218	27,428	
	10	23,514	24,283	27,024	28,237	
6	11	24,140	24,906	27,742	29,041	31,406
	12	24,777	25,553	28,638	30,054	32,158
7	13	25,409	26,200	29,445	31,059	32,909
	14	26,041	26,838	30,251	31,865	33,663
8	15	26,673	27,479	31,059	32,672	34,417
	16	27,304	28,112	31,866	33,478	35,175
9	17	27,934	28,741	32,672	34,284	35,924
	18	28,590	29,396	33,478	35,090	36,225
10	19	29,189	30,054	34,284	35,897	37,431
	20	30,435	31,097	35,496	36,906	38,276
11	21	34,474	35,040	40,004	41,325	42,648

SCHEDULE B
1986-89

SUPPLEMENTARY PAY - ATHLETICS

HIGH SCHOOL - BOYS	1986-87 SCHEDULE	(TO BE DETERMINED)		%
		1987-88 SCHEDULE	1988-89 SCHEDULE	
(1) Baseball, Varsity	\$ 2,729			8.0
(2) Baseball, Junior Varsity	1,880			5.5
(3) Baseball, 9th Grade	1,880			5.5
(4) Basketball Varsity	3,582			10.5
(5) Basketball J.V.	2,388			7.0
(6) Basketball Freshman	2,388			7.0
(7) Cross Country	2,388			7.0
(8) Football, Varsity	3,582			10.5
(9) Football, Varsity Assistant	2,388			7.0
(10) Football, Junior Varsity	2,388			7.0
(11) Football, 9th Grade	2,388			7.0
(12) Golf, Varsity	2,388			7.0
(13) Intramurals, Fall	853			2.5
(14) Intramurals, Winter	1,023			3.0
(15) Intramurals, Spring	853			2.5
(16) Skiing, Varsity	2,388			7.0
(17) Soccer	2,729			8.0
(18) Soccer J.V.	1,880			5.5
(19) Soccer, Freshman	1,880			5.5
(20) Swimming, Varsity	2,729			8.0
(21) Swimming, Junior Varsity	1,880			5.5
(22) Tennis, Varsity	2,388			7.0
(23) Tennis, Junior Varsity	1,535			4.5
(24) Track, Varsity	2,729			8.0
(25) Track, Assistant	1,880			5.5

HIGH SCHOOL - BOYS (Continued)	1986-87	(TO BE DETERMINED)		% FACTOR
	SCHEDULE	1987-88 SCHEDULE	1988-89 SCHEDULE	
(26) Track, 9th Grade	1,880			5.5
(27) Track, Indoor	1,880			5.5
(28) Wrestling, Varsity	2,729			8.0
(29) Wrestling, Junior Varsity	1,880			5.5

HIGH SCHOOL - GIRLS

FACTOR

(30) Basketball, Varsity	\$ 3,582			10.5
(31) Basketball, Junior Varsity	2,388			7.0
(32) Basketball, 9th Grade	2,388			7.0
(33) Cheerleading, Varsity Fall	1,194			3.5
(34) Cheerleading, Junior Varsity Fall	1,023			3.0
(35) Cheerleading, 9th Grade Fall	1,023			3.0
(36) Cheerleading, Varsity Winter	1,194			3.5
(37) Cheerleading, Junior Varsity Winter	1,023			3.0
(38) Cheerleading, 9th Grade Winter	1,023			3.0
(39) Cross-Country, Varsity	2,388			7.0
(40) Golf, Varsity	2,388			7.0
(41) Pon-Pom, Fall	853			2.5
(42) Pon-Pom, Winter	853			2.5
(43) Skiing, Varsity	2,388			7.0
(44) Soccer, Varsity	2,729			8.0
(45) Soccer, Junior Varsity	1,880			5.5
(46) Soccer, 9th Grade	1,880			5.5
(47) Softball, Varsity	2,729			8.0
(48) Softball, Junior Varsity	1,880			5.5
(49) Softball, 9th Grade	1,880			5.5
(50) Swimming, Varsity	2,729			8.0
(51) Swimming, Junior Varsity	1,880			5.5
(52) Tennis, Varsity	2,388			7.0
(53) Tennis, Junior Varsity	1,535			4.5

HIGH SCHOOL - GIRLS (Continued)	1986-87	(TO BE DETERMINED)		%
	SCHEDULE	1987-88 SCHEDULE	1988-89 SCHEDULE	
(54) Track, Varsity	2,729			8.0
(55) Track, Assistant	1,880			5.5
(56) Track, 9th Grade	1,880			5.5
(57) Trainer, Fall	1,364			4.0
(58) Trainer, Winter	1,364			4.0
(59) Trainer, Spring	1,364			4.0
(60) Volleyball, Varsity	2,729			8.0
(61) Volleyball, Junior Varsity	1,880			5.5
(62) Volleyball, 9th Grade	1,880			5.5
<u>MIDDLE SCHOOL ATHLETICS - BOYS</u>				<u>FACTOR</u>
(63) Basketball, 8th Grade	\$ 1,364			4.0
(64) Basketball, 7th Grade	1,364			4.0
(65) Intramurals, Fall	682			2.0
(66) Intramurals, Winter	853			2.5
(67) Intramurals, Spring	682			2.0
(68) Track, 7th and 8th	1,364			4.0
<u>MIDDLE SCHOOL ATHLETICS - GIRLS</u>				
(69) Basketball, 8th Grade	1,364			4.0
(70) Basketball, 7th Grade	1,364			4.0
(71) Cheerleading	853			2.5
(72) Intramurals, Winter	853			2.5
(73) Pon-Pom	853			2.5
(74) Track, 7th and 8th Grade	1,364			4.0
<u>ELEMENTARY SCHOOLS</u>				
(75) Boys' Intramurals - All Seasons	682			2.0
(76) Girls' Intramurals - All Seasons	682			2.0

SCHEDULE C
1984-86

SUPPLEMENTARY PAY CO-CURRICULAR

HIGH SCHOOL	1986-87 SCHEDULE	(TO BE DETERMINED)		%
		1987-88 SCHEDULE	1988-89 SCHEDULE	
(1) Activities Director	\$ 2,047			6.0
(2) Band, Instrumental	2,217			6.5
(3) Band, Assistant Instrumental	1,535			4.5
(4) Band, Marching	2,217			6.5
(5) Band, Jazz	1,535			4.5
(6) Class Sponsor, Senior	1,023			3.0
(7) Class Sponsor, Junior	1,023			3.0
(8) Class Sponsor, Sophomore	682			2.0
(9) Class Sponsor, Freshman	682			2.0
(10) Color Guard, Fall	682			2.0
(11) Color Guard, Winter/Spring	853			2.5
(12) Debate	1,535			4.5
(13) Drama, Director	1,706			5.0
(14) Drama, Assistant Director	853			2.5
(15) Drama, Publicity Director	341			1.0
(16) Forensics	1,023			3.0
(17) Musical, Director	1,706			5.0
(18) Musical, Assistant Director	853			2.5
(19) Musica, Publicity Director	341			1.0
(20) Musical, Orchestra Director	682			2.0
(21) Musical, Choreographer	682			2.0
(22) National Honor Society	682			2.0
(23) Newspaper	1,023			3.0
(24) Radio Station	1,535			4.5
(25) Student Council	1,535			4.5
(26) Teacher-Coordinator	2,217			6.5

<u>HIGH SCHOOL</u>	1986-87	<u>(TO BE DETERMINED)</u>		<u>%</u>
	<u>SCHEDULE</u>	<u>1987-88</u>	<u>1988-89</u>	
(27) United Nations	\$ 1,535			4.5
(28) Vocal Music	2,047			6.0
(29) Yearbook	1,023			3.0
(30) Other Clubs	341			1.0
<u>MIDDLE SCHOOLS</u>				
(31) Drama	682			2.0
(32) Instrumental Music	682			2.0
(33) Ski Club	682			2.0
(34) Student Council	682			2.0
(35) Teacher Coordinator	1,023			3.0
(36) Vocal Music	682			2.0
(37) Yearbook	682			2.0
<u>ELEMENTARY SCHOOLS</u>				
(38) Safety Patrol	341			1.0
(39) Service Squad	341			1.0
(40) Student Council	341			1.0
(41) Teacher Coordinator	1,023			3.0

It is agreed that in future years, the supplementary salaries will be determined by using the percentage factor in the last column and applied to the BA maximum of the contract for the given year.

SCHEDULE D
TEACHER EVALUATION
WEST BLOOMFIELD SCHOOLS

TEACHER: _____ SOC. SEC. NO: _____

BUILDING: _____ POSITION: _____

OBSERVATION DATE(S): _____ EVALUATION DATE: _____

This instrument recognizes the need for adequate and proper evaluation of all teachers pursuant to Article XII of the Master Agreement between the West Bloomfield Board of Education and the West Bloomfield Education Association.

The process of evaluation is categorized into three general areas:

1. SUBJECT MATTER CONTENT
2. MANAGEMENT
3. RELATIONSHIPS

The evaluator indicates his/her perception of the teacher's performance and verifies this perception with written comments and offers specific suggestions for improvement, where needed.

The evaluator's signature indicates the person responsible for conducting the evaluation. The teacher's signature indicates that he/she has read the evaluation. The teacher has the option to attach a letter of dissent, if so desired.

A	ABOVE AVERAGE
S	SATISFACTORY
U	UNSATISFACTORY
NA/NO	NOT APPLICABLE/NOT OBSERVED

I. SUBJECT MATTER CONTENT

- | | A | S | U | NA/NO |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| A. KNOWLEDGE OF TEACHING AREA | | | | |
| 1. Exhibits a sound background and understanding of the subject matter required of the position. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Keeps abreast of current theory and practice in his/her field. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Can respond satisfactorily to questions posed by students either as to information required or as to a source for obtaining available information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

OBSERVATIONS LEADING TO JUDGEMENT: _____

IMPROVEMENT NEEDED TO CORRECT DEFICIENCIES: _____

- | | A | S | U | NA/NO |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| B. METHODOLOGY | | | | |
| 1. Stimulates interest in subject area. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Utilizes a variety of teaching and learning techniques designed to serve the differing abilities of the students. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Subject content is consistently relevant. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Student inputs are encouraged and treated with respect. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Varied resources are used appropriately. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

OBSERVATIONS LEADING TO JUDGMENT: _____

IMPROVEMENT NEEDED TO CORRECT DEFICIENCIES: _____

White-Personnel

Yellow-Employee

Pink-Evaluator

C. EVALUATION

1. The teacher gives evidence of sharing with students the purpose for each assignment and involves the students in setting objectives for themselves.
2. The capability of the student is taken into consideration, as well as the amount of effort the student has expended.
3. Accurate records are kept.
4. Assignments are reviewed and turned back promptly.

A	S	U	NA/NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OBSERVATIONS LEADING TO JUDGMENT: _____

IMPROVEMENT NEEDED TO CORRECT DEFICIENCIES: _____

II. MANAGEMENT

A. ORGANIZATION AND DIRECTION

1. The teacher organizes classroom routines in an efficient manner.
2. Lessons are planned and the class is organized so that order is maintained at a reasonable level, even though a variety of activities may be carried on simultaneously.
3. Most of the teacher's time is devoted to teaching and learning activities.

A	S	U	NA/NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OBSERVATIONS LEADING TO JUDGMENT: _____

IMPROVEMENT NEEDED TO CORRECT DEFICIENCIES: _____

B. CARE OF ROOM AND EQUIPMENT

1. The teacher exerts reasonable care to see that furnishings are kept in good condition.
2. Maintenance needs are promptly reported.
3. Audio-visual and other learning tools are used and stored properly.
4. Students are guided in sharing the responsibility for care of furnishings and equipment.

A	S	U	NA/NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OBSERVATIONS LEADING TO JUDGMENT: _____

IMPROVEMENT NEEDED TO CORRECT DEFICIENCIES: _____

C. DISCIPLINE

1. The teacher promotes a friendly environment which is conducive to learning.
2. Building and classroom rules are made known to the students.
3. Breaches of discipline are handled according to the district and building policy.
4. Students are dealt with in a fair and consistent manner.

A	S	U	NA/NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OBSERVATIONS LEADING TO JUDGMENT: _____

IMPROVEMENT NEEDED TO CORRECT DEFICIENCIES: _____

III. RELATIONSHIPS

A. SELF-RELATIONSHIPS		A	S	U	NA/NO
1.	Exhibits a positive attitude.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Exercises initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Encourages others by his/her attitude toward the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Seeks out new ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is open-minded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is willing to give and receive assistance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Implements suggestions for personal and professional manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OBSERVATIONS LEADING TO JUDGMENT _____					

IMPROVEMENT NEEDED TO CORRECT DEFICIENCIES _____					

B. INTERPERSONAL RELATIONSHIPS		A	S	U	NA/NO
1.	Relationships with students, colleagues and parents are honest and forthright.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Dignity and rights of people are respected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Shows consistent interest in students' academic and social growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Identifies problems needing special assistance and makes appropriate plans and/or referrals for services of specialized personnel for meeting those needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OBSERVATIONS LEADING TO JUDGMENT _____					

IMPROVEMENT NEEDED TO CORRECT DEFICIENCIES _____					

C. INSTITUTIONAL RELATIONSHIPS		A	S	U	NA/NO
1.	Shares freely and constructively any criticism or ideas for improvement of education in the district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Seeks resolution of the professional concerns and personnel problems through appeal channels developed by Administration and the Association.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Observes district and building rules, administrative regulations, agreements and policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Reports and bookkeeping are accurately kept and promptly turned in when requested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OBSERVATIONS LEADING TO JUDGMENT _____					

IMPROVEMENT NEEDED TO CORRECT DEFICIENCIES _____					

D. EMPLOYEE RESPONSIBILITIES		S	U	NA/NO	
1.	Adheres to required time schedule:				
	a) School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b) Classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Demonstrates good pattern of attendance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Attends staff meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OBSERVATIONS LEADING TO JUDGMENT _____					

IMPROVEMENT NEEDED TO CORRECT DEFICIENCIES _____					

SCHEDULE E
WEST BLOOMFIELD SCHOOLS

GRIEVANCE REPORT

(Number _____)

BUILDING (District)	ASSIGNMENT	AGGRIEVED	DATE
_____	_____	_____	_____

I. Grievance (Five (5) day interim)

Date of alleged violation: _____

Alleged Violation: (1) Agreement, Article _____ Date _____
(2) Written Working Rules _____
(3) Disciplinary Action _____

Statement of Grievance:

Relief Sought:

Signature Date

II. Processing of Grievance

Step 1: Principal's Level (within 5 days after presentation of grievance)

Disposition of Principal: _____
(within 5 days of presentation)

Signature Date

Position of Aggrieved:

___Disposition Acceptable

___Disposition Unacceptable

Signature

Date

Step 2. Superintendent's Level

(within 10 days of receipt of administrator's decision)

Date Received: _____

Hearing Scheduled for: _____
Date Time

Disposition of Superintendent:
(within 12 days after receipt of appeal)

Signature

Date

Position of Aggrieved:

___Disposition Acceptable

___Disposition Unacceptable

Signature

Date

Step 3: Arbitration Level

(within 20 days of receipt of decision at Step 2)

Arbitration hearing scheduled for: _____
Date Time

Location: _____

Arbitrator Selected: _____

Final Disposition of Grievance: (within 30 days from close of hearing)

SCHEDULE I
WEST BLOOMFIELD SCHOOLS
1986-87 SCHOOL CALENDAR

Friday, August 22 and Monday, August 25	New Teachers Report
Tuesday, August 26	All Teachers Report - Full Day
Wednesday, August 27	All Students Report - 1/2 Day AM P.M. Kindergarten to begin Thursday All Teachers Report - Full Day
Thursday, August 28	Students Report All Day
Monday, September 1	Labor Day Recess
Friday, October 10	1/2 Day AM Students 1/2 Day PM In-Service
Monday, October 13	Non-Membership Day (No School, Non-Work Day for the Teachers)
Monday, November 10 and Tuesday, November 11	Eve - OLM Parent/Teacher Conference Eve - Abbott Parent/Tea Conference
Wednesday, November 12	AM - Student Instruction PM - Parent/Teacher Conference Eve - Elem. Parent/Teacher Conference
Thursday, November 13	AM - Student Instruction PM - Parent/Teacher Conference Eve - H.S. Parent/Teacher Conference
Friday, November 14	AM - Parent/Teacher Conference PM - In-service
Wednesday, November 26	AM - Student Instruction PM - Teacher Comp. Day
Thursday, November 27 and Friday, November 28	Thanksgiving Recess
Monday, December 22 through Friday, January 2	Winter Recess
Friday, January 23	AM - Student Instruction PM - Records/In-service
Friday, February 20 and Monday, February 23	Mid-Winter Break
Friday, April 17 through Friday, April 24	Spring Recess
Monday, May 25	Memorial Day Recess
Thursday, June 11	AM - Student Instruction PM - Records
Friday, June 12	AM - Student Instruction PM - Records

Notwithstanding the above, the intent of the parties is to provide the total number of days as follows:

187	New Teacher Days
185	Returning Teacher Days
181	Student Days

SCHEDULE
WEST BLOOMFIELD SCHOOLS
1987-88 SCHOOL CALENDAR

Thursday, August 27 and Friday, August 28	New Teachers Report
Monday, August 31	All Teachers Report - Full Day
Tuesday, September 1	All Students Report - 1/2 Day AM P.M. Kindergarten to begin Wednesday All Teachers Report - Full Day
Wednesday, September 2	Students Report All Day
Monday, September 7	Labor Day Recess
Thursday, September 24 and Friday, September 25	Non-Membership Day (No School, Non-Work Day for the Teachers)
Friday, October 9	1/2 Day AM Students 1/2 Day PM In-Service
Monday, November 16 Tuesday, November 17	Eve - OLM Parent/Teacher Conference Eve - Abbott Parent/Tea Conference
Wednesday, November 18	AM - Student Instruction PM - Parent/Teacher Conference Eve - Elem. Parent/Teacher Conference
Thursday, November 19	AM - Student Instruction PM - Parent/Teacher Conference Eve - H.S. Parent/Teacher Conference
Friday, November 20	AM - Parent/Teacher Conference PM - In-service
Wednesday, November 25	AM - Student Instruction PM - Teacher Comp. Day
Thursday, November 26 and Friday, November 27	Thanksgiving Recess
Monday, December 21 through Friday, January 1	Winter Recess
Friday, January 22	AM - Student Instruction PM - Records/In-service
Friday, February 12 and Monday, February 15	Mid-Winter Break
Friday, April 1 through Friday, April 8	Spring Recess
Monday, May 30	Memorial Day Recess
Thursday, June 16	AM - Student Instruction PM - Records
Friday, June 17	AM - Student Instruction PM - Records

Notwithstanding the above, the intent of the parties is to provide the total number of days as follows:

187	New Teacher Days
185	Returning Teacher Days
181	Student Days

SCHEDULE F
WEST BLOOMFIELD SCHOOLS
1988-89 SCHOOL CALENDAR

Thursday, August 25 and Friday, August 26	New Teachers Report
Monday, August 29	All Teachers Report - Full Day
Tuesday, August 30	All Students Report - 1/2 Day AM P.M. Kindergarten to begin Wednesday All Teachers Report - Full Day
Wednesday, August 31	Students Report All Day
Monday, September 5	Labor Day Recess
Thursday, September 12 and Friday, September 13	Non-Membership Day (No School, Non-Work Day for the Teachers)
Wednesday, September 21	Non-Membership Day (No School, Non-Work Day for the Teachers)
Friday, October 14	1/2 Day AM Students 1/2 Day PM In-Service
Monday, November 14 Tuesday, November 15	Eve - OLM Parent/Teacher Conference Eve - Abbott Parent/Tea Conference
Wednesday, November 16	AM - Student Instruction PM - Parent/Teacher Conference Eve - Elem. Parent/Teacher Conference
Thursday, November 17	AM - Student Instruction PM - Parent/Teacher Conference Eve - H.S. Parent/Teacher Conference
Friday, November 18	AM - Parent/Teacher Conference PM - In-service
Wednesday, November 23	AM - Student Instruction PM - Teacher Comp. Day
Thursday, November 24 and Friday, November 25	Thanksgiving Recess
Wednesday, December 21 through Friday, December 30	Winter Recess
Friday, January 20	AM - Student Instruction PM - Records/In-service
Friday, February 10 and Monday, February 13	Mid-Winter Break
Friday, March 24 through Friday, March 31	Spring Recess
Monday, May 29	Memorial Day Recess
Thursday, June 15	AM - Student Instruction PM - Records
Friday, June 16	AM - Student Instruction PM - Records

Notwithstanding the above, the intent of the parties is to provide the total number of days as follows:

187	New Teacher Days
185	Returning Teacher Days
181	Student Days



