

**Professional Agreement
Between
The
Blissfield Community
School District**

And

**The Lenawee County
Education Association
Affiliated with the
BEA, MEA/NEA**

07/01/2014 - 06/30/2016

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**BLISSFIELD COMMUNITY SCHOOLS
PROFESSIONAL CONTRACT**

This Contract is entered into this 21st day of July, 2014, between the Board of Education of the Blissfield Community School District, hereinafter referred to as the "Board", and the Lenawee County Education Association, BEA, MEA/NEA, hereinafter referred to as the "Association".

DURATION OF AGREEMENT

This Agreement shall be effective as of the 1st day of July, 2014, and shall continue in effect until the 30th day of June, 2016.

EDUCATION ASSOCIATION**BOARD OF EDUCATION**

By: _____
Its President

By: _____
Its President

and

and

By: _____
Its Secretary

By: _____
Its Secretary

WITNESS

In consideration of the following mutual covenants the Board, on behalf of the District, and the Association agree as follows:

ARTICLE I: Recognition

The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all professional certified teacher personnel, behavior specialists, and all personnel hired under Sections 1233, 1233b and 1237 of the Revised School Code and regularly employed by the Board of Education. Such representation shall exclude supervisory and administrative personnel, including but not limited to, superintendent, assistant superintendents, directors of school and community relations, principals, assistant principals, per diem substitute teachers, athletic director, teacher aide and paraprofessional personnel, business manager, per diem employees, CETA or CETA-type employees, adult and community education teachers, coaches and extracurricular supervisors who are not otherwise part of the bargaining unit as teachers, noon period supervisors, recreational personnel, office and clerical personnel, custodial and maintenance personnel, together with summer school employees and summer driver education teachers, and all other employees of the Board. The term "teacher" when used hereinafter in the Agreement shall refer to all professional employees represented by the Association in the bargaining or negotiating unit as above-defined.

The Board agrees not to negotiate with or recognize any teachers' organization other than the Association for the duration of this Agreement.

ARTICLE II: Board Rights

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

- A. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees;
- B. To hire only degree teachers and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion, and to promote, and transfer all such employees;
- C. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;
- D. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature;
- E. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and with respect to administrative and non-teaching activities, and the terms and conditions of employment.

The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms hereof, and be in conformance with the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States. The above Board Rights are subject to the provisions of Public Act 379 and the specific provisions of this Agreement.

ARTICLE III: Teacher Rights And Teaching Conditions

- A. Teachers in Blissfield shall have the right to use school building facilities at reasonable times as mutually agreeable to the parties hereto and shall reimburse the Board for all additional costs incurred in connection therewith.
- B. The District recognizes that appropriate texts, library facilities, maps and globes, laboratory equipment, art supplies, audio-visual equipment, athletic equipment, current periodicals, standard tests, and questionnaires, and similar materials are the tools of the teaching profession. The parties concerned will confer from time to time for the purpose of improving the selection and use of such educational tools, and the Board on behalf of the District agrees at all times to keep the schools reasonably and properly equipped and maintained as determined advisable within budgetary limitations.
- C. One vending machine per building for appropriate beverages shall be installed, if reasonable and convenient, at the request of the Association.
- D. Parking facilities on existing parking areas shall be made available to teachers.
- E. Each semester will conclude with two half days of student instruction or exams in the mornings and using the two afternoons for Records Day.
- F. The Association shall be responsible for the orderliness, cleanliness and professional atmosphere of the staff lounges with respect to its own members.
- G. Millage issues and campaigns will be discussed with the Association by the Board of Education.
- H. Teachers shall be entitled to full rights of citizenship and no religious or political activities, or lack thereof, of any teacher, unless contrary to state or federal law, shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, unless such activity is carried into the classroom.
- I. The Board agrees to furnish the Association, in response to requests, all available public information pursuant to the Freedom of Information Act or the Public Employment Relations Act provided the Association pays for the actual cost including labor of doing so.

- J. The Association may make recommendations to the Board on any major educational, budgetary, or construction changes.
- K. The parties seek to educate young people in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and Bill of Rights. The Board agrees to support teachers within the body of objective research of the teacher's given discipline and within the scope of adopted policy and established District curriculum areas. Teachers will be kept advised of any curriculum guidelines established by the Board. Teachers will be expected to comply with Board guidelines which affect their subject areas.

ARTICLE IV: PROTECTION OF TEACHERS

- A. Any case of assault by a student or parent upon a teacher on school premises during the regular school day or at any authorized school activity shall be reported to the Administration. If the teacher is not otherwise entitled to counsel and the teacher has acted within Board policy and applicable laws, the Board may provide legal counsel, upon request, to advise such teacher of his/her rights and obligations with respect to such assault.
- B. Before a complaint directed toward a teacher is used as the basis for disciplinary action or permanently placed in the teacher's file, it shall be brought to the teacher's attention.
- C. A teacher shall be entitled to have in the presence of a representative of the Association during any meeting which will lead to disciplinary action by the District. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present unless exigencies of the situation require immediate action. A teacher shall not be entitled to the presence of an Association representative during an evaluation conference providing the evaluation does not contain a reprimand.
- D. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property and shall discharge their duties and responsibilities to said students and property according to the Michigan School Laws.
- E. Except when not feasible, teachers will be notified within forty-eight (48) hours if there is a request to review his/her personnel file by a third party.

ARTICLE V: Corporal Punishment

- A. The District will publish to all students and staff at the beginning of each school year such reasonable rules of conduct for students as shall be effective at the time. In addition to the general rules of the District, each teacher may establish additional rules for students during the time said students are in his/her charge, as approved by the building administrator.
1. Teachers may use such reasonable physical force as may be necessary to:
 - a. Protect himself, herself, the pupil or others from physical injury.
 - b. Obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
 - c. Protect property from physical damage.
 2. Teachers may use reasonable physical force for the purposes set forth in Part 1 above, but shall not be obligated to risk their own safety to perform such functions.
 3. Except as provided in Part 1 above, a teacher shall not use corporal punishment. Corporal punishment consists of all three of the following characteristics:
 - a. The student is caused physical pain by a reasonable person standard.
 - b. The activity was intended as a penalty, punishment or threat for the pupil's offense.
 - c. The teacher intentionally administered pain, physically or psychologically.
 4. The District has established alternatives to corporal punishment, which shall be included in the Teacher Handbook.

ARTICLE VI: Teaching Loads

- A. Because of the importance of pupil-teacher ratio, the parties agree that class size be equalized if feasible. The Board and Administration will attempt to keep class size limits as follows:

	<u>Pupil/Teacher Ratio</u>
Kindergarten	25/1
First Grade	25/1
Second Grade	25/1
Third Grade	26/1
Fourth Grade	28/1
Fifth Grade	28/1
Grade Six – Twelve	32/1

When class size exceeds the above ratio, a paraprofessional will be assigned upon written request of the teacher to the building principal for the time period that the pupil/teacher ratio exceeds the limit.

Traditional large groups such as bands, choir, physical education, etc. are exempt from the guidelines and formula. Experimental classes that exceed class size guidelines shall be agreed upon by Administration and affected staff.

- B. The Middle School and High School day shall be comprised of six (6) class periods, including a teacher preparation period, with an additional VIP period (provided student instructional time requirements are met.) If a teacher is contracted to teach more than the normal teaching assignment as set forth in this Article, the teacher shall receive additional compensation at one sixth (1/6) of his/her base pay at the High School and Middle School.
- C. TMI, SMI, SXI disabled students placed in a regular education environment to conform with mandated least restrictive environment (LRE) requirements deserve an appropriate classroom learning environment along with all other students. Likewise, teachers in order to fulfill their assigned duties, must be provided an environment conducive to effective performance.

In implementing the above the following provisions will be adhered to:

1. IEP provisions will be followed. It is understood that the I.E.P.T. must "show cause" in accord with state administrative rules if a child is moved from or not assigned to an LRE. Appropriate teachers will be invited to I.E.P.T's.
2. Teachers will be exempt from performing procedures such as catheterization and suctioning to maintain disabled/medically fragile students.
3. Teachers, at their option, may assist in the physical transportation of students with disabilities.
4. Medical assistance will be available for disabled/medically fragile students. It is further understood that liability for the safety and welfare of disabled/medically fragile students placed in a regular classroom rests with the agency initiating and effecting placement except for cases of teacher neglect.
5. Special consideration should be given to Elementary classroom teachers who agree to work with special education students from resource rooms full time in homerooms as "inclusion students". Any teacher assigned inclusion students will carry a class load of two fewer students than the average class size in that grade level. However no student will be reassigned during the year to lower class size. Certified professional support will be provided to teachers assigned to "inclusion rooms" at a weekly rate of 7.5 hours for five full days of student instruction. The 7.5 hours will be prorated based on the actual amount of student instruction provided.

This provision is subject to any State Legislation current or pending with "waivers".

- G. A teacher who substitutes for an absent teacher during his/her conference period will be compensated twenty (\$20) per period. Administration will seek volunteers to substitute for absent teachers. In the event no one volunteers, a teacher will be required to substitute.

ARTICLE VII: Teaching Hours

- A. The teacher's normal teaching hours shall be as follows:
1. Teachers shall be in their buildings, excluding the teacher lounges, attending to teaching duties, at least fifteen (15) minutes before the regular school day begins.
 2. Teachers shall remain in the building attending to teaching duties at least ten (10) minutes after the regular school day ends.
 3. Hours and functions of special schedule teachers such as counselors, librarians, music teachers, speech correctionists, art teachers, physical education teachers, health teachers, and other special teaching classifications shall be arranged by the Administration in a reasonable and consistent manner.
 4. Teachers shall not leave school property during school hours except for lunch period, except in emergencies with prior approval of the principal.
- B. Through cooperative effort of teachers with the Administration, all secondary teachers will be provided with a 25 minute duty-free lunch period. Elementary teachers will be allowed a minimum number of 150 minutes of planning time per week during the student day in segments of 25 minutes each. Elementary teachers will also be provided with a duty free lunch period of 40 minutes. Kindergarten teachers will be afforded the equivalent of 150 minutes of release/planning time per week and may occur in unequal segments. It is understood that Special Services teachers shall receive the 150 minutes per week.
- C. It shall be the duty of all teachers to attend meetings called by the Administration. Staff meetings and various committee meetings, including but not limited to School Improvement, North Central and Grade Level, which include the entire building staff and are arranged in advance with and/or by the building administrator outside the regular workday schedule shall not exceed eighteen (18) hours per year, with no more than three (3) hours in one month. Staff meetings shall not be held on records day. Time for student records will be as reflected in the District calendar.
- D. A teacher's participation in parent-teacher conferences each semester is required as a professional responsibility.

Parent-teacher conferences at the secondary level will be limited to eighteen (18) hours each year, with a maximum nine (9) hours in any one semester. Conferences may be divided over more than one day as determined by agreement between the Administration and Association.

- E. Teachers shall spend one half of a teacher in-service day prior to the first student day of each school year working in their rooms or on activities related to their teaching.

F. **Calendar**

1. The school calendar shall consist of the following:
 - a. **2014-15 school year.** One hundred seventy-seven (177) scheduled days of student instruction and a total of one hundred eighty-four (184) teacher work days. The total annual salary is based upon one hundred eighty-four (184) workdays.
 - b. **2015-2016 school year.** One hundred seventy-eight (178) scheduled days of student instruction and a total of one hundred eighty-four (184) teacher work days. The total annual salary is based upon one hundred eighty-four (184) workdays.
2. If the agreed-upon school year is required to be extended or there is a modification in the agreed-upon school calendar (**APPENDIX I**) because of conditions not within the control of school authorities, any bargaining unit member required to perform any work on a day not specified as a duty day in this Agreement shall do so with no additional compensation.

Teachers will not be required to report and shall receive their regular pay for scheduled days of student instruction which are not held because of conditions not within the control of school authorities such as inclement weather, fires, epidemics, or health conditions as defined by the city, county, or state health authorities.

3. Time missed due to conditions not within the control of school authorities as defined in Section 2, paragraph 2 above do not need to be made up so long as total instructional hours lost is 30 hours or less. When time lost exceeds 30 hours, time will be made up when a full days worth of time lost is reached (7 hours). Time will be made up in full day blocks beginning with the 37th hour. The make up day(s) will be either student instruction or professional development as determined by the Administration.

G. ACADEMIC YEAR SCHEDULE – 2014-16

BLISSFIELD COMMUNITY SCHOOLS
DISTRICT CALENDAR
2014-2015

Aug 26	Staff Meetings / District Luncheon (A.M.) Teacher Work Day (P.M.) (7:45am – 3:00pm)
Aug 27	Prof Development (A.M.) / Teacher Work Day (P.M.) (7:45am – 3:00pm)
Aug 28	Prof Development Day (7:45am – 3:00pm)
Sept. 2	First Day for Students
Sept. 25	K-12 Curriculum Committee Meetings (3:10pm – 4:10pm)
Oct. 23	K-12 Curriculum Committee Meetings (3:10am – 4:10pm)
Oct. 31	End of Marking Period 1
Nov. 13	Parent Teacher Conferences / No School for Students
Nov. 14	Vacation Day – No School
Nov. 27-28	Thanksgiving Recess – No School
Dec. 11	K-12 Curriculum Committee Meetings (3:10pm – 4:10pm)
Dec. 22 – Jan. 2, 2015	Winter Recess – No School
Jan. 5	School Resumes
Jan. 19	Prof Development Day / No School for Students (7:45am – 3:00pm)
Jan. 22	Semester Exams - Secondary / Instruction – Elementary (A.M.) / Student Records (P.M.)
Jan. 23	Semester Exams – Secondary / Instruction – Elementary (A.M.) / Student Records (P.M.) 1 st Semester Concludes
Jan. 26	2 nd Semester Begins

Feb 16	Prof Development Day / No School for Students (7:45am – 3:00pm)
Feb 26	K-12 Curriculum Committee Meetings (3:10pm – 4:10pm)
Mar 26	K-12 Curriculum Committee Meetings (3:10pm – 4:10pm)
Mar 27	End of Marking Period 3
Apr 1	Parent Teacher Conferences / No School for Students
Apr 2 – 10	Spring Recess – No School
Apr 13	School Resumes
May 7	K-12 Curriculum Committee Meetings (3:10pm – 4:10pm)
May 25	Memorial Day – No School
June 9	Semester Exams - Secondary / Instruction – Elementary (A.M.) / Student Records (P.M.)
June 10	Semester Exams - Secondary / Instruction – Elementary (A.M.) / Student Records (P.M.) 2 nd Semester Concludes – Last Day of School

DISTRICT CALENDAR
2014-2015Students 177
Teachers 184

July 2014							0/0	January 2015							19/20
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
		1	2	3	4	5						1	2	3	
6	7	8	9	10	11	12		4	5	6	7	8	9	10	
13	14	15	16	17	18	19		11	12	13	14	15	16	17	
20	21	22	23	24	25	26		18	19	20	21	22	23	24	
27	28	29	30	31				25	26	27	28	29	30	31	

August 2014							0/3	February 2015							19/20
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
					1	2		1	2	3	4	5	6	7	
3	4	5	6	7	8	9		8	9	10	11	12	13	14	
10	11	12	13	14	15	16		15	16	17	18	19	20	21	
17	18	19	20	21	22	23		22	23	24	25	26	27	28	
24	25	26	27	28	29	30									
31															

September 2014							21/21	March 2015							22/22
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
	1	2	3	4	5	6		1	2	3	4	5	6	7	
7	8	9	10	11	12	13		8	9	10	11	12	13	14	
14	15	16	17	18	19	20		15	16	17	18	19	20	21	
21	22	23	24	25	26	27		22	23	24	25	26	27	28	
28	29	30						29	30	31					

October 2014							23/23	April 2015							14/15
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
			1	2	3	4					1	2	3	4	
5	6	7	8	9	10	11		5	6	7	8	9	10	11	
12	13	14	15	16	17	18		12	13	14	15	16	17	18	
19	20	21	22	23	24	25		19	20	21	22	23	24	25	
26	27	28	29	30	31			26	27	28	29	30			

November 2014							16/17	May 2015							20/20
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
						1							1	2	
2	3	4	5	6	7	8		3	4	5	6	7	8	9	
9	10	11	12	13	14	15		10	11	12	13	14	15	16	
16	17	18	19	20	21	22		17	18	19	20	21	22	23	
23	24	25	26	27	28	29		24	25	26	27	28	29	30	
30								31							

December 2014							15/15	June 2015							8/8
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
	1	2	3	4	5	6			1	2	3	4	5	6	
7	8	9	10	11	12	13		7	8	9	10	11	12	13	
14	15	16	17	18	19	20		14	15	16	17	18	19	20	
21	22	23	24	25	26	27		21	22	23	24	25	26	27	
28	29	30	31					28	29	30					

	In-service/Staff Work Days		Students 1st day of semester
	Parent Teacher Conferences		K-12 Curriculum Committee Meetings
	½ Day – Exams ½ Day – Records Day		Vacation Days – No School

2014-2015 Student Days (177)

- 173 Full Days
- 4 Half Days

2014-2015 Teacher Days (184)

- 173 Full Days
- 4 Half Days
- 5 Professional Development Days
- 2 Parent Teacher Conference Days

Elementary Full Days 7:45 am – 2:52 pm 387 minutes
 Elementary Half Days 7:45 am – 11:00am 195 minutes

MS/HS Full Days 7:50 am – 2:54 pm 387 minutes
 MS/HS Half Days 7:50 am – 11:05 am 195 minutes

Total Hours

- 1128.85 Hours

Parent Teacher Conferences*

- Morning Session 8:00 am – 11:00 am
- Afternoon Session 12:30 pm – 3:30 pm
- Evening Session 5:00 pm – 8:00pm

Professional Development*

- 7:45 am – 3:00 pm

*Times listed may be adjusted, upon mutual agreement of the Administration and Association, but will not exceed the hours denoted.

BLISSFIELD COMMUNITY SCHOOLS
DISTRICT CALENDAR
2015-2016

Sept 1	Staff Meetings / District Luncheon (A.M.) Teacher Work Day (P.M.) (7:45am – 3:00pm)
Sept 2	Prof Development (A.M) / Teacher Work Day (P.M) (7:45am – 3:00pm)
Sept 3	Prof Development Day (7:45am – 3:00pm)
Sept 8	First Day for Students
Sept 24	K-12 Curriculum Committee Meetings (3:10pm – 4:10pm)
Oct 22	K-12 Curriculum Committee Meetings (3:10am – 4:10pm)
Nov 6	End of Marking Period 1
Nov 12	Parent Teacher Conferences / No School for Students
Nov 13	Vacation Day – No School
Nov 26-27	Thanksgiving Recess – No School
Dec 10	K-12 Curriculum Committee Meetings (3:10pm – 4:10pm)
Dec 23 – Jan 1, 2016	Winter Recess – No School
Jan 4	School Resumes
Jan 14	K-12 Curriculum Committee Meetings (3:10pm – 4:10pm)
Jan 18	Prof Development Day / No School for Students (7:45am – 3:00pm)
Jan 21	Semester Exams - Secondary / Instruction – Elementary (A.M.) / Student Records (P.M.)
Jan 22	Semester Exams – Secondary / Instruction – Elementary (A.M.) / Student Records (P.M.) 1 st Semester Concludes
Jan 25	2 nd Semester Begins

Feb 15	Prof Development Day / No School for Students (7:45am – 3:00pm)
Feb 25	K-12 Curriculum Committee Meetings (3:10pm – 4:10pm)
Mar 24	End of Marking Period 3
Mar 24	½ Day students Parent Teacher Conferences (12:30 – 3:30, 5:00 – 8:00pm)
Mar 25	Good Friday – Vacation Day
Apr 4 - 8	Spring Recess – No School
Apr 11	School Resumes
May 5	K-12 Curriculum Committee Meetings (3:10pm – 4:10pm)
May 30	Memorial Day – No School
June 9	Semester Exams - Secondary / Instruction – Elementary (A.M.) / Student Records (P.M.)
June 10	Semester Exams - Secondary / Instruction – Elementary (A.M.) / Student Records (P.M.) 2 nd Semester Concludes – Last Day of School

DISTRICT CALENDAR
2015- 2016Students 178
Teachers 184

July 2015							0/0	January 2016							19/20
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
			1	2	3	4							1	2	
5	6	7	8	9	10	11		3	4	5	6	7	8	9	
12	13	14	15	16	17	18		10	11	12	13	14	15	16	
19	20	21	22	23	24	25		17	18	19	20	21	22	23	
26	27	28	29	30	31			24	25	26	27	28	29	30	
								31							
August 2015							0/0	February 2016							20/21
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
						1			1	2	3	4	5	6	
2	3	4	5	6	7	8		7	8	9	10	11	12	13	
9	10	11	12	13	14	15		14	15	16	17	18	19	20	
16	17	18	19	20	21	22		21	22	23	24	25	26	27	
23	24	25	26	27	28	29		28	29						
30	31														
September 2015							17/20	March 2016							22/22
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
		1	2	3	4	5				1	2	3	4	5	
6	7	8	9	10	11	12		6	7	8	9	10	11	12	
13	14	15	16	17	18	19		13	14	15	16	17	18	19	
20	21	22	23	24	25	26		20	21	22	23	24	25	26	
27	28	29	30							27	28	29	30	31	
October 2015							22/22	April 2016							16/16
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
				1	2	3							1	2	
4	5	6	7	8	9	10		3	4	5	6	7	8	9	
11	12	13	14	15	16	17		10	11	12	13	14	15	16	
18	19	20	21	22	23	24		17	18	19	20	21	22	23	
25	26	27	28	29	30	31		24	25	26	27	28	29	30	
November 2015							17/18	May 2016							21/21
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
1	2	3	4	5	6	7		1	2	3	4	5	6	7	
8	9	10	11	12	13	14		8	9	10	11	12	13	14	
15	16	17	18	19	20	21		15	16	17	18	19	20	21	
22	23	24	25	26	27	28		22	23	24	25	26	27	28	
29	30							29	30	31					

	In-service/Staff Work Days
	Parent Teacher Conferences
	½ Day – Students
	Parent Teacher Conferences

- 173 Full Days
- 5 Half Days

- 173 Full Days
- 5 Half Days
- 5 Professional Development Days
- 2 Parent Teacher Conference Days

MS/HS Full Days	7:50 am – 2:54 pm	387 minutes
MS/HS Half Days	7:50 am – 11:05 am	195 minutes

- 1132.1 Hours

- Morning Session 8:00 am – 11:00 am
- Afternoon Session 12:30 pm – 3:30 pm
- Evening Session 5:00 pm – 8:00pm

- 7:45 am – 3:00 pm

07/01/2014-06/30/2016

Blissfield Middle & High School
2014-15/2015-16
Daily Schedule

Period 1 7:50 – 8:41am

Break 8:41 – 8:53am

Period 2 8:53 – 9:44am

Period 3 9:49 – 10:40am

Period 4 10:45 - 12:06pm

Lunch A 11:10 – 11:35am
(Class 10:45 - 11:10/11:40 - 12:06)

Lunch B 11:41 – 12:06am
(Class 10:45 - 11:36)

Period 5 12:11 – 1:02pm

VIP/SSR 1:07 - 1:58pm

Period 6 2:03 – 2:54pm

Blissfield Elementary School
2014-15 Daily Schedule
7:45am – 2:52pm

ARTICLE VIII: Absences And Leaves of Absence Of Employees

- A. Acceptable reasons for leave with pay are personal illness, injury, disability, quarantine, and serious illness or death in the immediate family of the employee. "Immediate family" means father, mother, brother, sister, husband, wife, child and parent-in-law. Absence due to injury as a result of a physical attack on a teacher while at work shall not be charged against the teacher's leave days.
- B. The annual allowance for contractual staff members who are absent for any of the reasons listed in the above paragraph will be:
1. Nine (9) days paid sick leave per year will be credited to each teacher upon reporting at the beginning of the year. Total sick days and personal days can accumulate to a combined total of 160 days. Teachers who are newly hired and employed as a member of the bargaining group for the 2006-2007 school year and beyond, shall accumulate sick days to a combined total of 100 days. A teacher who reports after the beginning of the school year will have sick leave days prorated.
 - a. Teachers who have reached their accumulated maximum sick leave, will be paid for all unused sick leave days above the maximum at the end of each school year. The rate of pay will be one dollar (\$1) per year of service per day.
 2. A total of eighteen (18) days per year deductible from sick leave may be used for immediate family illness of a serious nature. Five (5) days per occurrence deductible from sick leave may be used for bereavement of a member of the immediate family and those days used must be within ten (10) calendar days following the death of the family member. A teacher wishing to attend the funeral of someone who is not an immediate family member may use a personal leave day. Family illness shall not include disability related to childbirth, except for complications of a spouse requiring his presence.
 3. The Administration requires a doctor's report verifying the need for any absence due to illness when abuse is indicated as determined by the Administration. Failure to produce a valid doctor's report shall result in automatic deduction of salary for the day(s) in question. In addition, the abused days will be deducted from the employee's accumulated sick days.
 4. A teacher may be required to have a physical and/or mental examination by a doctor designated by the Board, at the expense of the Board and without loss of pay or deduction from sick leave.

- C. Any teacher whose personal illness extends beyond the period compensated under Section B shall be granted a leave of absence without pay for a time not to exceed one (1) year from commencement thereof.

Any teacher granted workers' compensation benefits shall be extended an unpaid leave of absence for such period of time as benefits are paid not to exceed three (3) years.

The teacher may return to employment the following semester providing said teacher presents a written statement from a physician designated by the Administration stating that it is satisfactory for him/her to do so.

- D. At the beginning of each school year each teacher shall be credited with three (3) days for personal business. A personal business day may be used for legal or business matters that cannot be conducted outside of regular school hours. A teacher planning to use a personal leave day shall notify their principal on the appropriate form at least three (3) working days in advance, except in cases of emergency. A teacher shall not be absent for any personal business day requested unless written approval has been obtained by the principal. Any personal business day absence that has not been properly approved shall be considered abuse. Personal business days may not be taken the day before or the day following a holiday or vacation period except in very extenuating circumstances where a special need is demonstrated necessitating the use of a personal business day at that particular time which is approved by the Administration after the Administration confers with the Association. In the event more than 10% of the staff in any building want to use the same day for personal business, the principal may deny requests from those over the 10% number in his discretion. A maximum of three (3) unused personal leave days shall accumulate to the following year with any additional days added to sick leave. A maximum of three (3) personal days may be used in any one occurrence.
- E. The Association agrees that abuse of sick leave days or necessary business leave days as above stated may be the basis for disciplinary action.
- F. One (1) day for every seven teachers per year may be allocated for teachers' professional improvement. Such days may be used with pay by individual teachers with prior approval of the Administration for visitation to view other instructional techniques or programs or to attend conferences, workshops or seminars pertaining to the teacher's field of teaching or general education. Requests for use of the days must be made to the principal at least one (1) week in advance. A teacher may be requested to submit a written report of the activity attended. Additional days may be granted in the discretion of the Administration.
- G. Teachers who request to be excused from jury duty during the school year but are denied and are required to serve on a jury will be excused for such duty and

will be paid their regular salary. The teacher shall reimburse the District any per diem payment received for said service.

- H. The Association may use seven (7) days per year without loss of pay to conduct Association business, provided the Association pays the cost of any substitute. All Association days must have the approval of the Association President with a limit of three (3) days for any one member. Such days shall not be used for picketing or other related activities or negotiating in other school districts. Notice of intent to use an Association business day shall be given to the Superintendent three (3) days in advance.

The Association Treasurer will notify the Business Office of days used and will work with the Business Office on the appropriate billing.

- I. Anticipated prolonged disability -- any teacher that can anticipate a prolonged disability (such as scheduled surgery, other confinement to home or hospital including maternity) shall notify the building principal in writing at least sixty (60) calendar days in advance of the projected period of confinement. The notification shall contain the projected dates of confinement.
1. The Board may require a teacher to submit a medical certificate of continued good health when he/she receives a periodic check-up.
 2. To receive sick leave payments the teacher must perform all duties until physically disabled and return to service as soon as physically able to perform all duties as certified by his/her physician.
 3. For all sick leave days claimed the teacher must have a physician's certificate verifying physical disability which prevents him/her from fulfilling his/her teacher responsibilities.
- J. A pregnant teacher who is not already on an unpaid leave may choose to use accumulated sick leave days for the time she is actually disabled in accordance with the preceding section. It is expressly understood this shall not include normal child care.
- K.
1. Maternity leave without pay is available to female teachers. A male teacher shall be entitled to unpaid leave in the event of adoption or birth of his child. The length of the leave shall not exceed one (1) year, renewable in the discretion of the Board.
 2. At least three (3) months prior to the expected date of birth or the date the leave is requested to begin, whichever is earlier, the teacher shall submit a written request for maternity leave to the Board of Education. The leave shall begin no later than the date the teacher is unable to perform her services as determined by her doctor. The request shall specify the beginning date of the leave and be accompanied by her physician's

statement that there is no medical reason why the teacher cannot continue to perform services until the beginning date of the leave. As nearly as possible, the beginning date of the leave of absence should conform to the beginning or ending of a marking period, semester, or school year, but in no event shall the beginning date of the leave of absence commence later than four (4) weeks prior to the expected date of birth without written approval of the teacher's physician.

- a. In the event of a dispute concerning the beginning date of the maternity leave, the teacher shall be entitled to a private hearing before the Board prior to the Board setting the beginning date of the leave of absence.
 - b. Once the beginning date has been approved by the Board, it shall not thereafter be changed, except in cases of emergency to be determined on an individual basis.
3. The teacher shall be eligible to return from maternity leave upon filing a physician's statement that she is physically fit for full-time employment. The teacher shall request a prospective termination date of the leave of absence at the time of request for the leave.
4. Return from leave within one (1) year will commence upon the date set by the Board which shall not be later than the beginning of the first day of the next marking period following the date the teacher requests to return from leave. A teacher not on leave for more than one (1) year shall be entitled to return to a position for which she is qualified. Extension of the leave shall be in the discretion of the Board. In the event the teacher is on leave for more than one (1) year, the teacher shall be entitled to return the first day of the next school year following the request which shall be made by the prior March 15, if a vacancy exists for which she is certified and qualified.
5. A teacher may submit written notification to the Superintendent for reinstatement prior to expiration of the leave granted by the Board of Education in the event of miscarriage or death of the object child of the leave. The teacher will be entitled to return at the beginning of the next marking period provided application is received ten (10) days in advance.
6. Failure to return from a maternity leave on the day specified in said leave shall be conclusively deemed a resignation unless mutually agreed upon by the Board and the teacher prior to said date.
7. Maternity leave will be granted without pay and without experience credit and without sick leave accumulation. For seniority and salary schedule purposes, the teacher shall be given credit for a full semester during which

time said leave was granted provided the teacher has worked one-half of that semester.

- L. **Sabbatical:** A teacher may apply for a one-year sabbatical leave after seven years of teaching at Blissfield. All prior seniority and experience will be maintained but the teacher will not receive experience credit, salary or benefits during the leave. If the sabbatical leave will be used by a teacher to pursue educational studies or professional improvement, the employee shall only be entitled to return to employment in the first vacant position for which he/she is qualified. However, if a teacher requests a one year sabbatical, approved by the Board, for the sole purpose of full-time advanced study, at a college or university, he/she shall be entitled to a teaching position upon return provided he/she meets the following criteria:
- a. he/she is enrolled full-time for two semesters during the regular school year at an accredited 4 year college or university.
 - b. the program of studies in which he/she will enroll is beneficial to the Blissfield Community Schools and approved by the Superintendent.
- M. Leave for military duty shall be granted in accordance with all applicable laws.
- N. Pursuant to the Family and Medical Leave Act of 1993, an employee who has been employed at least 12 months and worked at least 1,250 hours (all full time teachers qualify) during the prior 12-month period is entitled to 12 work weeks of leave during any 12-month period without pay but with group health insurance coverage maintained for one or more of the following reasons:
- (a) due to the birth of the employee's child in order to care for the child;
 - (b) due to the placement of a child with the employee for adoption or foster care;
 - (c) due to the need to care for the employee's spouse, child, or parent who has a serious health condition; or
 - (d) due to a serious health condition that renders the employee incapable of performing the functions of his or her job.
- A "serious health condition" is defined by the law as an illness, injury, impairment, or physical or mental condition that involves (1) in-patient care in a hospital, hospice, or residential medical care facility or (2) continuing treatment by a health care provider. Any leave taken under this Contract for the above purposes shall be charged against the teacher's leave entitlement under the Family and Medical Leave Act at the election of either the Board or the teacher. Other conditions of the Family and Medical Leave Act shall apply to leaves in this section.
- O. Unless otherwise specified, and except for those leaves granted pursuant to the Family and Medical Leave Act, a leave of absence when granted by the District, through the Board of Education, without pay, shall entitle the employee to return

to employment in the first vacant position for which, in the opinion of the Superintendent of schools, he/she is qualified. It shall not entitle the employee to advancement on the schedule for the time away from actual employment unless prearranged with the Superintendent of schools.

- P. It is understood that the foregoing shall not supersede provisions for layoff or other provisions of law or this Contract.

ARTICLE IX: Seniority

- A. Seniority. New employees hired into the unit shall be considered as probationary employees as prescribed by the Tenure Act.
- B. The term seniority as hereinafter used shall be the length of continuous service as a bargaining unit member excluding unpaid leave time with the Blissfield Community Schools Board of Education. In the circumstances of more than one individual having the same length of continuous service, the employee with the earliest date of hire shall have greater seniority. Among any employees still tied, the employee with the greatest number of years teaching in public schools shall have greater seniority. In the event a tie still exists, all individuals so affected, will participate in only one drawing per group to determine position on the seniority list. The Association and teacher(s) affected will be notified in writing of the date, place and time of the drawing. The drawing shall be conducted openly and at a time and place which will reasonably allow affected teachers and Association representatives to be in attendance. If the ordered tie group is reduced in number, the remaining employees will advance in order if applicable. If a member is added to the group, only the added member would draw to determine his/her placement within the group.
1. A teacher shall lose seniority rights if he/she retires, resigns or is discharged.
 2. Seniority shall not accrue while on an unpaid leave of absence, except unpaid medical leave; however, said leave shall not break the continuous service of the employee. Credit given for outside teaching experience in school districts shall not be considered for the purpose of accumulating seniority, but shall serve to reduce the probationary period in accordance with the provisions of the Tenure Act.
 3. Seniority will be frozen and shall not accrue if a bargaining unit member moves into an administrative position within the Blissfield Community Schools system. If said individual returns to the bargaining unit, he/she will resume seniority where it was frozen.
 4. Bargaining unit members hired after June 1, 2006 and working 50% or less will be credited with one half (1/2) of a year seniority on the seniority schedule for each year teaching at 50% or less.

- C. Seniority within the school system shall first be determined by certification as approved by the Department of Education of the State of Michigan, and secondly shall be determined by years of continuous employment as a bargaining unit member in the Blissfield School District. In accordance with the terms of this Article, it is expressly agreed that variance from seniority ranking as determined by certification and years of service may occur at the time of layoff if the teacher is determined by the Administration to be unqualified for those positions to be continued.
- D. Date of hire shall be defined as the first day of actual work.
- E. The Board of Education shall prepare a seniority list by classification and transmit a copy of the same to the Association.

ARTICLE VIII: Grievance Procedure

- A. A grievance is an alleged violation of the expressed terms of this Contract. It is expressly understood that the grievance procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion). It is further expressly understood that the grievance procedure shall not apply to the non-renewal of a probationary teacher, the content of an evaluation, the non-reappointment of a coach, and where the subject matter of the grievance may be processed through another administrative forum.
- B. The Association shall designate representatives in each building to handle grievances when requested by the grievant. The Board hereby designates the principal of each building to act as its representative at *Step 1* as hereinafter described and the Superintendent or his designated representative to act at *Step 2* as hereinafter described.
- C. The term "days" as used herein shall mean days in which school is in session during the school year and business days Monday through Friday during the summer recess.
1. Such teacher shall discuss the matter informally with his/her principal within five (5) days of the alleged violation or discovery of an alleged violation. If no satisfactory conclusion is reached within five (5) days following this discussion, he/she may proceed to *Step 2* within five (5) days.
 2. Such teacher shall present the grievance in writing on the form provided by the Association representative in each building to the Superintendent and request a hearing. This hearing must be granted within five (5) days after the Superintendent received the request. The Superintendent shall make his decision within five (5) days in writing and send a copy thereof to the teacher and Association representative. If this decision is not satisfactory, such teacher may proceed to *Step 3*.
 3. Such teacher shall within five (5) days present the grievance in writing to the President of the Board of Education and request a hearing with the Board or its designated representative within ten (10) days. Within ten (10) days of such hearing the Board shall issue a written decision. Failure to appeal such decision within five (5) days thereafter shall be deemed an acceptance of the decision of the Board of Education.

4. In the event the Association is not satisfied with the disposition of the grievance at *Step 3*, the Association may, within five (5) days after the decision of the Board, in writing, request the appointment of a mutually agreed upon arbitrator to hear the grievance or if no arbitrator is mutually agreed upon, within five (5) days refer the matter to the American Arbitration Association.
5. Neither party may raise a new defense or ground at *Step 4* if not previously raised or disclosed at other written levels.
6. In the event the grievance is not settled prior to the hearing, the grievance may be tried before the arbitrator whose decision shall be binding upon both parties who agree that a judgment thereon may be entered in any court of competent jurisdiction.
7. Notwithstanding the foregoing, the arbitrator shall not have the power to add to, modify, alter or amend, or subtract from the terms of this agreement. He/she shall not hear any grievance previously barred from the scope of the grievance procedure, nor shall he/she question the reasonableness of Board policy, nor annual assignments of extra duties for extra pay.

If any grievance award shall include back pay, his/her award shall not extend more than thirty (30) days prior to the date of the *Step 1* conference unless the teacher was not paid according to Contract salary. Any back pay award shall be reduced by any other compensation received during the time the teacher would have otherwise been working for the District including any unemployment compensation received.

8. More than one grievance may not be heard in arbitration at the same time except upon express written mutual consent.
9. The cost of arbitration shall be borne equally by the parties except each party shall assume its own cost for representation.

10. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15, of any year and strict adherence to the time limits may result in hardship to any party, the Superintendent shall use his/her best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution. Should a teacher fail to institute a grievance within the time limits specified, the grievance will not be processed. Should a teacher fail to appeal a decision within the limits specified, all further proceedings on a previously instituted grievance shall be barred. The Association shall have no right to initiate a grievance involving the right of a teacher without his/her express approval in writing thereon. In the case of a class action grievance, the names of all teachers included in the class will be included on the written grievance, with at least one (1) teacher who is actually aggrieved signing the grievance.

ARTICLE XI: Continuity Of Operations

The Association and each employee agree they will not participate in any withholding of services or strike.

In the event of a strike by another employee group in the District when teachers are not required to report for work, the Board shall be entitled to reschedule any days lost without additional compensation. The dates for rescheduled days will be negotiated with the Association.

ARTICLE XII: Miscellaneous Provisions

- A. Teachers will exert their best effort at all times to perform their duties in accordance with the Contract, applicable laws, and Board policy which is not inconsistent with the terms of this Contract.
- B. This Agreement shall be duplicated at the expense of the Board and made available to all teachers now employed or hereafter employed by the District.
- C. This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in written and signed amendment.
- D. Any individual contract between the Board and an individual teacher heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement.
- E. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- F. During the period of a teacher's employment and hereafter, a teacher shall have and retain all property and copyright interest in and to any copyrightable work, written, composed, created or devised by such teacher, with the following exceptions:
 - 1. Teachers that are reassigned or leave the District must leave a copy of all curriculums, test or classroom projects for the next teacher following in the assignment.
 - 2. Teachers hired (sub-contracted) to design or create a specific project, agree to turn all material over to the District and relinquish all copyright claims to said assignment.
- G. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

- H. An Emergency Manager appointed under the Local Government and School District Fiscal Accountability Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Government and School District Fiscal Accountability Act, 2011 Public Act 4.

ARTICLE XIII: Financial Responsibilities And Payroll Deductions

- A. Each teacher shall each year sign an individual contract of employment which shall contain the following:

"The provisions of this contract are subject to Board Policy and the terms and conditions to be determined in the Master Agreement if developed, between the Lenawee County Education Association and the Board of Education, including financial responsibilities provisions thereof."

- B. The Association shall indemnify and save the Board and each individual Board member harmless against any and all claims, demands, suits or other forms of liability that shall arise out of, or by reason of, action taken by the Board in complying with this Article.
- C. The Association will save the Board harmless from any and all costs including witnesses, attorney fees and transcripts or any liability resulting from the prosecution or defense of any action claimed or otherwise to which the Board of Education may be liable by virtue of enforcing the provisions of this Article.

Payroll Deductions. The following is a list of acceptable payroll deductions from the employee by the business office: Federal income tax; State of Michigan income tax; social security; annuities; optional MESSA; Insurance premium co-pay amounts; Contributions to either a Flexible Spending Account (FSA) and/or Health Savings Account (HAS); United Way Fund; BFEE Foundation, credit unions and any other financial institutions upon prior approval of the business office and Administration.

Salary Payments: Salary payments shall be made in either 21 or 26 equal installments annually as elected by the teacher on the appropriate form at the beginning of the school year. Teachers electing 26 pays shall also be given the option of receiving their one summer pay at the close of the school year if the Business Office is notified by February 1st. All salary payments shall be distributed through electronic direct deposit to a financial institution of the employee's choice. One salary payment for each pay period will be transmitted at no charge. Any split payments or additional transmissions will be allowed but will result in a minimal fee as determined by the Business Office and Administration.

Blissfield Community Schools Appendix I
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Salary

For the 2012-2013 school year the salary for all returning teachers will be the same as it was during the 2011-2012 school year including any longevity pay. There will be no automatic step increase or other salary increase (e.g., the salary is frozen at the 2011-2012 amount).

The salary for any teacher newly hired for the 2012-2013 school year will be determined by the Board in its discretion at not less than a minimum of \$32,000.

The amount of any additional salary or reduction of salary for each individual teacher will be determined by the Board annually near or after the conclusion of each school year based on the teacher's performance effectiveness pursuant to Board policy regarding performance based and merit pay.

Part-Time Pay

A part-time teacher in the Middle School or High School shall receive total salary which is prorated based on the ratio of the number of class periods actually assigned to be taught to the number of class periods a full-time teacher actually teaches. A part-time teacher shall also work the same proportion of preparation time and the same amount of duty time as a regular teacher with no additional compensation. A part-time elementary teacher shall receive total salary which is prorated based on the ratio of the number of minutes actually assigned to work to the number of duty minutes a full-time teacher actually works.

Any part-time assignment involving more than one building will be based on a combination of the above.

Teacher Retirement

Teacher retirement to be paid by the Board except to the extent the teacher is required by law to contribute toward retirement under the Michigan Public School Employee's Retirement System.

INSURANCE PROTECTION

- A. The Board shall provide to the teacher the following Plan A or Plan B insurance benefits for a full twelve (12) month period. Beginning July 1, 2012 the Board will contribute annually, July 1 through June 30, for health insurance coverage only (not including LTD, Dental, Negotiated Life and Vision) not more than the "hardcap" amounts established pursuant to Public Act 152 of 2011 which are currently:

\$15,000 annually (\$1,250.00 monthly) for full family
 \$11,000 annually (\$ 916.67 monthly) for individual and spouse
 \$ 5,500 annually (\$ 458.33 monthly) for single person

for the teacher and his/her eligible dependents. Teachers will contribute each month any amount above the Board's contribution toward the cost of health insurance. All monthly contributions needed, will be automatically payroll deducted on a pre-tax basis through a Section 125 salary reduction plan. The deduction will come out on the second pay of each month. Teachers on a 21 pay schedule will have a monthly contribution adjusted for 10 months.

Health	MESSA Choices II or generally comparable Coverage as determined by the Board \$10/\$20 prescription drug co-pay Adult Immunization Rider \$200/\$400 Deductible
Long Term Disability	66 2/3% \$5,000 maximum 90 calendar days modified fill
Delta Dental	100/80/80 \$1,200; \$1,000 Class I, II & III maximum
Negotiated Life	\$30,000 with AD&D
Vision	VSP-2

Plan B -- for employees not needing health insurance:

Health	None
Long Term Disability	66 2/3% \$5,000 maximum 90 calendar days modified fill

Delta Dental 100/80/80 \$1,200; \$1,000
Class I, II & III maximum

Negotiated Life \$30,000 with AD&D

Vision VSP-2

- B. The employer shall provide a cash option in lieu of health benefits. The cash amount for 1-9 teachers electing not to participate in the health care plan shall be \$125.00 per month. If ten (10) or more teachers do not elect to participate in the health care plan the amount shall be \$250.00 per month. The amount of the cash payment received may be applied by the bargaining unit member to a Board approved Tax-Deferred plan. To elect a Tax-Deferred plan, the bargaining unit member shall enter into a salary reduction agreement with his/her plan company that is approved by the Board.
- C. Regularly employed part-time teachers shall be eligible for a pro rata amount in relation to their part-time duties.
- D. It is expressly understood that the above employer's contribution shall not be used for any other insurance coverage.
- E. It is the responsibility of each teacher to apply for said insurance coverage. No teacher shall be eligible for insurance coverage until enrolled on the policy. No teacher will actually be covered by said insurance coverage until expiration of the waiting period, if any, and until the effective date of the coverage which shall be determined by the carrier. The school is not responsible for benefits available under said insurance coverage for any period when the employee is not covered by the carrier.
- F. Each full-time teacher shall be entitled to such insurance coverage as hereinbefore provided at the rate of 1 1/3 calendar months of coverage for each full month of scheduled service actually rendered during each school year.
- G. Any teacher returning the ensuing school year who has not accumulated enough coverage to remain covered over the summer months may seek continuous coverage at his own expense.

Severance Pay

When a person leaves the Blissfield School District, he/she will be paid for his/her accumulated unused sick leave. The rate of payment will be two dollars per year of service for all unused sick leave to a maximum of \$6,000.

Travel Expense Reimbursement

Employees shall be reimbursed at the current IRS rate for administratively approved mileage consistent with past practice.

1. Those expenses which will be incurred for approved District business travel when the amounts are known by the employee in advance shall be submitted to the Administration on the appropriate expense reimbursement claim form with appropriate receipts/documentation in advance of the travel.
2. The amounts for those expenses which are not known in advance of the travel (such as for food, hotel, parking, etc.) shall be submitted to the Administration on the appropriate expense reimbursement claim form with appropriate receipts/documentation promptly after the travel.
3. An employee requesting mileage reimbursement for approved District business travel using his/her own personal vehicle shall submit to the Administration on the appropriate expense reimbursement claim form a request for mileage reimbursement which shall be at the amount per mile approved by the Administration consistent with the following:
 - a. Travel miles shall be calculated from the District building location to the destination and back or from the employee's home to the destination and back, whichever is less.
 - b. When the employee is required to report to a District building location either prior to departure or upon return, but not both, travel miles will be calculated based on the shortest required route so that the lowest total mileage that would be required for the person to complete the travel by using either the home or the District building location.

Extracurricular Schedule

High School

	Max #	Max %	Max %
<u>Position</u>	<u>Positions</u>	<u>Per</u>	<u>Total</u>
Head Football	1	10.0%	10.0%
Asst. Football	6	6.0%	36.0%
Head Basketball - Boys	1	10.0%	10.0%
JV Basketball - Boys	1	6.0%	6.0%
Freshman Basketball - Boys	1	5.0%	5.0%
Head Basketball - Girls	1	10.0%	10.0%
JV Basketball - Girls	1	6.0%	6.0%
Freshman Basketball - Girls	1	6.0%	6.0%
Head Volleyball	1	9.0%	9.0%
JV Volleyball	1	6.0%	6.0%
Freshman Volleyball	1	5.0%	5.0%
Head Wrestling	1	9.0%	9.0%
Asst. Wrestling	1	4.0%	4.0%
Head Baseball	1	9.0%	9.0%
JV Baseball	1	5.0%	5.0%
Freshman Baseball	1	4.0%	4.0%
Head Track - Boys	1	8.0%	8.0%
Asst. Track - Boys	1	4.0%	4.0%
Head Track - Girls	1	8.0%	8.0%
Asst. Track - Girls	1	4.0%	4.0%
Head Softball	1	9.0%	9.0%
JV Softball	1	5.0%	5.0%
Freshman Softball	1	4.0%	4.0%

High School

	Max #	Max %	Max %
<u>Position</u>	<u>Positions</u>	<u>Per</u>	<u>Total</u>
Strength & Conditioning - fall	1	2.0%	2.0%
Strength & Conditioning - winter	1	2.0%	2.0%
Strength & Conditioning - spring	1	2.0%	2.0%
Cheerleading - fall	1	3.0%	3.0%
Competitive Cheerleading	1	4.0%	4.0%
Cross Country - Boys & Girls	1	5.0%	5.0%
Golf	1	6.0%	6.0%
Soccer - Boys	1	8.0%	8.0%
Soccer - Girls	1	8.0%	8.0%
Band (annual)	1	10.0%	10.0%
School Musical Director	1	4.0%	4.0%
School Musical Asst.	1	3.0%	3.0%
Vocal Music (annual)	1	1.0%	1.0%
High School Play	1	3.0%	3.0%
Student Council	1	4.0%	4.0%
Senior Class Advisor	1	3.0%	3.0%
Junior Class Advisor	1	4.0%	4.0%
Sophomore Class Advisor	1	1.5%	1.5%
Freshman Class Advisor	1	1.5%	1.5%
Ag Science Advisor	1	3.0%	3.0%
School Improvement Chair	1	2.0%	2.0%
School Improvement Team	6	1.0%	6.0%
National Honor Society	1	2.0%	2.0%

Middle School

	Max #	Max %	Max %
<u>Position</u>	<u>Positions</u>	<u>Per</u>	<u>Total</u>
Wrestling – 7 th / 8 th	1	4.0%	4.0%
Volleyball - 7th	1	4.0%	4.0%
Volleyball - 8th	1	4.0%	4.0%
Basketball - 7th boys	1	4.0%	4.0%
Basketball - 8th boys	1	4.0%	4.0%
Basketball - 7th girls	1	4.0%	4.0%
Basketball - 8th girls	1	4.0%	4.0%
Track - 7th / 8th combined	4	4.0%	16.0%
Football - 7th / 8th combined	4	4.0%	16.0%
Intramural Director - spring	1	3.0%	3.0%
Intramural Asst. - spring	1	2.0%	2.0%
Cheerleading Advisor	1	3.0%	3.0%
School Play	1	3.0%	3.0%
Yearbook Advisor	1	3.0%	3.0%
Student Council Advisor	1	2.0%	2.0%
8th Grade Advisor	1	2.0%	2.0%
8th Grade Asst.	5	1.0%	5.0%
School Improvement Chair	1	2.0%	2.0%
School Improvement Team	6	1.0%	6.0%
Science Club Advisor	1	1.0%	1.0%
Math Club Advisor	1	1.0%	1.0%

Elementary School

	Max #	Max %	Max %
<u>Position</u>	<u>Positions</u>	<u>Per</u>	<u>Total</u>
Outdoor Ed. Director	1	2.0%	2.0%
Outdoor Ed. Teacher	4	1.0%	4.0%
Grade Level Chairperson	6	2.0%	12.0%
Special Service Chair	1	1.0%	1.0%
Young Astronauts	1	1.0%	1.0%
School Improvement Chair	1	2.0%	2.0%
School Improvement Team	6	1.0%	6.0%
B.E.L.L. Lab Supervisor	1	8.0%	8.0%

- A. All extracurricular service is voluntary. Percentages are based on the teacher's current experience in Blissfield in the particular activity and based on the following scale:

<u>Years of Experience</u>	<u>Teachers with B.A. Degree</u>	<u>Teachers with M.A. Degree</u>
0	32,000	34,750
1	32,662	35,447
2	33,234	36,144
3	35,312	38,221
4	37,391	40,299
5	39,470	42,378
6	41,548	44,447
7	43,622	46,527
8	45,698	48,604
9	47,773	50,678
10	49,846	52,756
11	51,915	54,827
12	54,457	57,362
13	56,984	59,892
14	59,504	62,424
15	62,669	65,607

- B. If one person assumes both Head and Assistant coaching positions, the Administration will determine if an extra percentage will be paid. If more than one individual shares responsibility for a position, the compensation shall be divided on a pro rata basis. The Administration may grant previous experience at its discretion. All extracurricular positions are subject to assignment in the discretion of the Board.
1. The following activities specified in each letter below are recognized as crossover activities for the purpose of counting experience. A maximum of one year of experience can be earned during each school year.
 - a. Boys & Girls Basketball
 - b. Boys & Girls Soccer
 - c. Boys & Girls Track
 - d. Baseball & Softball
 - e. Senior, Junior, Sophomore & Freshman Class Advisor
 - f. School Improvement Team & Chair
 - g. Curriculum Review Team & Chair
 - h. High School & Middle School Student Council Advisor
 - i. High School & Middle School Play Director
- C. Each year the above positions held by non Bargaining Unit members or vacant positions shall be posted. Preference shall be given to qualified Bargaining Unit staff who apply. In the event no qualified Bargaining Unit staff apply for the position, then the Board may hire from outside. Extracurricular stipends will be paid in the following options: 1. Bargaining Unit members may elect to have their pay spread through out the assignment period by Administration approval after two (2) years in the same position. 2. Bargaining Unit members and non Bargaining Unit members may elect to be paid in one or two checks with the first check being issued half way through their assignment.
- D. The final payment will be made after completion of all responsibilities are fulfilled. Each person will perform the duties and responsibilities established by the Administration in a written job description for that position.

Retirement Incentive

- A. The Board and the teacher shall contribute an equal share of the cost needed to purchase up to five (5) years of Universal Buy-in Credit in the Michigan Public School Employees Retirement System (MPERS) so long as the total of the individual teacher's credit in MPERS does not exceed the minimum number of years needed to qualify the teacher for a regular retirement allowance. The teacher shall elect to retire in June of the school year receiving payment from the Board. The Board will pay only one half (50%) of any credit years not already agreed to be purchased by the Member with the ORS at the time of requesting benefits under this Appendix 1, Retirement Incentive, limited to the Member retiring with no more than 30.00 years of credit on record with the ORS.
- B. Notice for electing A. shall be by the January Board meeting and said notice shall be contingent upon meeting the eligibility requirements of the MPERS with the purchase of the Universal Buy-in Credit.
- C. The amount of funds provided by the District to the participant under this plan will be limited to the net actuarial cost of the Universal Buy-in Retirement Credit purchased. The employer's contribution shall then be reported as part of the employee's gross income subject to taxes and the teacher accepts the responsibility for any and all tax consequences and liability as a result of the payment of the retirement supplement stipend.

Behavior Specialists

The terms and conditions of employment for Behavior Specialists shall be the same as set forth in this Professional Agreement and in Board Policy except as otherwise specified in the Settlement Agreement dated October 17, 2011 and the related Attachments.