

MASTER AGREEMENT

Between

THE HESPERIA COMMUNITY SCHOOLS

and

THE HESPERIA EDUCATION
ASSOCIATION

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Effective: September 1, 2004 – August 31, 2008

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AGREEMENT

This Agreement, effective the 1st day of September, 2004 (with the exception that provisions of this agreement that are expressly referenced as retroactive to an earlier date shall be effective upon that retroactive date), by and between the Board of Education of the Hesperia Community Schools (hereinafter referred to as the "Board" or "Employer") and the Hesperia Education Association (hereinafter referred to as the "Association").

ARTICLE 1

RECOGNITION

- A. Collective Bargaining Unit. The Board hereby recognizes the Association as the exclusive bargaining representative for all regular professional employees of Hesperia Community Schools who are certified teachers employed as a classroom teacher, counselor or librarian, or who are professional counselors or librarians employed as a counselor or librarian, but excluding substitute teachers, per diem appointment teachers, non-regularly employed part-time teachers, and supervisors such as, but not necessarily limited to the athletic director, superintendents, assistant principals, and assistant teaching principals and all other employees of 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 or negotiation unit as defined above.
- B. Negotiation Prohibition. The Board agrees not to negotiate with any teacher's organization other than the Association for the duration of this Agreement.

ARTICLE 2

TEACHER RIGHTS

- A. Teacher's Personal Life. Teachers shall be entitled to full protection of the law. The Board and the Association agree the private life of a teacher is his/her own affair unless his/her conduct should adversely affect the performance of his/her teaching and/or other school-related duties.
- B. Personnel File. The Board shall maintain a personnel file for each teacher. No information that arose in another school district prior to employment with the Board, other than information concerning the grant of tenure, shall be placed in a teacher's personnel file. A copy of all official correspondence from the administration and/or the Board shall be placed in the personnel file with a reference to said file on the letter. In addition, a copy of all materials shall be provided to the teacher at the time of the inclusion of the material into the personnel file. A teacher will be required to sign any material of a disciplinary nature that is to be placed in his/her personnel file; provided, however, that the refusal of a teacher to sign any material shall not prevent its inclusion in the personnel file. A teacher's signature on disciplinary materials shall not be interpreted as agreement with the disciplinary action. A statement to this effect shall precede the teacher's signature.

A teacher shall have the right to review the contents of his/her personnel file upon request, at a time mutually agreeable to the teacher and the Superintendent. A representative of the Association may, at the teacher's request, accompany the teacher in such review. In the event that there is disagreement over the content of any material in a teacher's personnel file, the teacher may submit a written statement for inclusion in his/her personnel file to explain his/her position concerning the material in dispute. In addition, a teacher who believes that material placed in his/her file is inappropriate or in error may seek to have the material changed and/or removed from the personnel file through the grievance procedure, including arbitration, provided just cause is shown for the

change or removal. Any reference to an oral reprimand shall be removed from the file five (5) years after the date of the reprimand. In the event said reprimand is discovered after five (5) years it shall be removed at the time of discovery.

- C. Payroll Deductions. The Board shall make payroll deductions upon written authorization from teachers for deductions as set forth in the current H.E.A. authorization card or programs jointly approved by the Association and the Board.
- D. Association Representation. A teacher may request that a representative of the Association be present when he/she is being reprimanded for an infraction of rules or deficiency in professional performance that will become a part of his/her personnel record. The principal shall inform said teacher of his/her right to representation.
- E. Pay for Lost Time. A teacher engaged during the school day in negotiating on behalf of the Association with the Board or participating in an actual grievance hearing, including arbitration or appearance in court, shall be released from regular duties without loss of salary upon prior application approved by the Superintendent.

ARTICLE 3 BOARD RIGHTS

- A. Board Rights. It is understood and agreed that the Board reserves and retains, solely and exclusively, all inherent and customary rights, powers, functions, and authority to manage the operations of the Hesperia Community Schools, and to establish and administer, without limitation, implied or otherwise, all matters not specifically and expressly limited by this Agreement. Among the retained rights of management included only by way of illustration and not by way of limitation are as follows:
 - 1. Determine education policy, objectives and programs.
 - 2. Manage and control its business, facilities, equipment and operations.
 - 3. Determine the number and location or relocation of its facilities, buildings, departments or divisions.
 - 4. Determine the number and evaluate the qualifications of employees, including the establishment of positions.
 - 5. Direct the working force, including the right to hire, fire, promote, lay-off, evaluate, discipline, transfer and assign.
 - 6. Determine management organization, its functions, authority and conditions of employment.
 - 7. Determine all matters of financial policy and accounting procedures necessary for administration of the School District.
 - 8. Adopt rules and regulations, including scheduling the hours of work for employees.
- B. All such rights may be exercised by the Board without prior bargaining or notice to the Association and the Board's judgment in these areas shall not be subject to challenge; provided, however, that these rights shall not be exercised in violation of any specific provision of this Agreement.

ARTICLE 4
SPECIAL CONFERENCES

- A. Special Conferences. The Hesperia School Board and the Hesperia Education Association may meet at a convenient time to discuss various aspects of the Hesperia School and community. An agenda with written topics for discussion or information will be provided in advance of the meeting. It is expressly understood these discussions shall not constitute negotiations, but rather considered an exchange of ideas. It is also expressly understood that in some cases either the Board or the Association may wish to informally discuss a grievance at any point within the grievance procedure for the purpose of clarification or negotiation. This discussion may be designed to settle the grievance, but it will not exempt the Association from following the formal grievance procedure provided for herein unless the Board agrees in writing that in lieu of the informal talks, the grievance procedure will be extended until after the informal talks have been concluded.

ARTICLE 5
ASSOCIATION RIGHTS

- A. Agency Shop. Any teacher who is not a member of the Association in good standing or who does not make application for membership within thirty (30) days from the date of commencement of teaching duties, shall, as a condition of employment, pay a service fee in an amount equivalent to the dues and assessments required to be paid by the members of the Association; provided, however that the teacher may authorize payroll deduction for such fee. In the event that a teacher shall not pay such service fee directly to the Association or authorize payment through payroll deduction, the Board shall, at the request of the Association, terminate the employment of such teacher. The parties expressly recognize that the failure of any teacher to comply with the provisions of this article is cause for discharge from employment.
- B. Failure to Pay Service Fee. The procedure in all cases of discharge for violation of Section A shall be as follows:
1. The Association shall notify the teacher of non-compliance by certified mail, return receipt requested. Said notice shall detail the non-compliance and shall provide ten (10) days for compliance and shall further advise the recipient that a request for discharge may be filed with the Board in the event compliance is not effected. A copy of this notification shall be provided to the Board.
 2. If the teacher fails to comply, the Association may file charges in writing with the Board and shall request termination of the teacher's employment. A copy of the notice of non-compliance and proof of service shall be attached to said charges.
 3. Upon receipt of such charges and request for termination, the Board shall conduct a due process hearing to determine whether the teacher has failed to pay the required service fee. Such a hearing shall be conducted in accordance with the Michigan Tenure Act to the extent that it is applicable to a discharge proceeding for failure to pay a service fee. In the event that it is determined that the teacher has failed to pay the service fee, then the teacher shall be discharged within ten (10) working days of the date of service of the Board's decision on the teacher unless the teacher has paid, tendered payment, or made arrangements satisfactory to the Association for payment of all service fee arrearages. A teacher dismissed for failure to pay a service fee shall not be hired in any teaching capacity in Hesperia Community Schools from the date of dismissal until such time as all service fee arrearages have been paid.

C. Checkoff. During the term of this Agreement, the Board agrees to deduct Association dues and/or service fees in accordance with the following:

1. The Board agrees to deduct from the salaries of teachers, dues for the Hesperia Education Association, the Michigan Education Association and the National Education Association, or a non-member's service fee and assessments when voluntarily authorized in writing by each teacher desirous of having such dues deducted.
2. The Association shall, on or before the first day of each school year, give written notification to the Superintendent of the amount of its dues and those of the MEA and NEA and the amount of the non-member's service fee and assessments which are to be deducted in the coming school year under such authorizations. The amounts of deductions, as per said written notification shall not be subject to change during the entire school year. It is expressly understood that the Board is not required to deduct any new assessment under the terms of this article during the school year. For the purpose of the section, the term "school year" shall include the period beginning with the first teacher working day of school in the fall to the last teacher working day of school in the spring.
3. Authorizations for deductions filed with the Superintendent on or before the Monday prior to the first pay in September shall become effective with the first scheduled deduction. Deductions shall be made in twelve (12) equal amounts beginning with the first pay in September. Authorizations for deductions after the 17th day of January of the current school year shall be deducted from the second monthly paycheck of the second semester.
4. With respect to all sums deducted by the Board, pursuant to authorization of the employee, whether for professional dues or service fee and assessment, the Board agrees promptly to disburse said sums upon direction of the Association.

Dues deductions shall be transmitted to the HEA treasurer within five (5) days after such deductions are made. The HEA shall be responsible for disbursements of MEA and NEA dues paid to it to the treasurers of those organizations.
5. Any dispute between the HEA and the Board which may arise as to whether or not an employee properly executed or properly revoked an authorization card pursuant to this article shall be reviewed with the employee by a representative of the Board. Until this matter is disposed of, no further deductions shall be made. The Board assumes no liability for the authenticity, execution or revocation of the authorization form.
6. All refunds claimed for deductions under such dues authorizations shall lie solely with the Association. The Association agrees to reimburse any teacher for the amount of any deduction deducted by the Board and paid to the Association, which deduction is by error in excess of the proper deduction and agrees to hold the Board harmless from all claims of excessive deductions.

D. Indemnification. The Association will save the Board harmless from any and all costs including witnesses and attorney fees or other incidental costs of prosecution or defense of any liability resulting from the prosecution or defense of any action claimed or otherwise to which the Board may be liable by virtue of enforcing the provisions of this article, providing that the damages have not resulted in the negligence, misfeasance or malfeasance of the Board or its agents.

ARTICLE 6
TEACHING CONDITIONS

- A. Teacher Work Days. Teachers are contracted to work one hundred eighty-one (181) days of teaching, and four (4) days of in service. The calendar is attached as Appendix C.
- B. Teaching Hours. It is the teacher's responsibility to be in the building twenty (20) minutes before school begins and at his/her duty station fifteen (15) minutes before school begins. The first fifteen (15) minutes of the normal teaching day will usually be available to the teacher to perform teaching related tasks at his/her discretion; provided, however, that the principal reserves the right to require the teacher to attend meetings and conferences or to perform supervisory duties during inclement weather. The school day ends with the departure of the last regularly scheduled bus. Teachers are required to be in their respective buildings during this time unless otherwise excused by the building principal or the superintendent; provided, however, that teachers may leave the building during their duty-free lunch period with prior notification to the principal. A building principal may schedule one 45-minute staff meeting per month outside of the teacher day, with adequate prior notification. In the event a staff meeting is rescheduled, staff who are required to attend shall receive at least (5) work days notice of the meeting date except in an emergency that necessitates an earlier rescheduling of the meeting as determined by the superintendent.
- C. Teaching Responsibilities. Teachers shall be responsible for attendance, pass slips, basic hall duty, assemblies, and other teaching-related duties during the teacher's teaching day assigned by the building principal, as well as classroom instruction. Failure to fulfill these responsibilities may, at the discretion of the administration, result in a written reprimand and continued neglect will result in loss of pay or time. A teacher may not be disciplined for refusing to carry out or obey an order which would clearly place the teacher in clear, present and imminent danger of serious physical harm.

It is understood that tardiness or excessive absenteeism, including teachers' meetings, is disruptive of the educational process and is unprofessional conduct. The HEA recognizes the fact that the administration is justified, in some instances, to impose disciplinary action up to and including dismissal for tardiness and/or excessive absenteeism.

- D. Teaching Assignments. Teachers shall be given written notice of their subjects to be taught for the forthcoming year no later than July 1 of the current school year. In the event there is an unexpected change in staff and/or student population after August 1, the Superintendent may make necessary program adjustment and job assignments. Assignments and adjustments made after August 1 shall be made on a voluntary basis and if there are not qualified volunteers for the positions, the administration may assign the work to the least senior qualified teacher. During the month of July, the Board agrees to release any teacher who desires such action.
- E. Preparation Time. In the middle school and high school, a daily teacher preparation period shall be of no less duration than a class period to which the teacher is assigned. Teachers teaching less than a full class load shall receive preparation time on the following basis: assigned one or two class periods shall receive one-half class period of paid preparation time; assigned three, four or five periods shall receive one class period of paid preparation time.

Teachers who are assigned to special education classrooms may request released time during the school year for the purpose of completing paperwork and reports that are connected with their special education assignments. The request must be approved by the building principal and the work must be completed on school property during regularly scheduled working hours.

- F. In the elementary level, preparation time may be used when instruction is being provided by a music or physical education or other special instructor (such as library) or appropriate substitute as long as elementary music and physical education and other special instructors are a part of the curriculum. Teachers teaching less than a full class load shall receive preparation time on a pro-rata basis. Teachers may also use any recess time during which they are not on supervisory duty and daily an additional fifteen (15) minutes of the student lunch period (excluding the teacher's duty free lunch time). The A.M. elementary recess shall be scheduled but at the option of each elementary teacher. The teacher can choose to not have his/her class participate in the morning activities. However, all elementary teachers will be assigned equitable A.M. recess supervision duties and must do their assigned A.M. recess supervision obligations on days assigned.

"CSR" based meetings, team meetings, or other staff meetings (including grade level/department and/or building) during a teacher's preparation time (planning time) shall be voluntary.

- G. Duty-Free Lunch Period. Each professional employee shall be granted one half hour duty-free lunch time exclusive of conference or preparation periods for each school day. This thirty (30) minute uninterrupted period will be at the regular building lunch time. There may be exceptions if such exceptions are agreed to in advance by the teacher involved.
- H. Class Size. To ensure the high quality of education is the goal of both teachers and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and school day should be directed at ensuring that the energy of the teacher is primarily utilized to this end.
- I. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered whenever possible, and the Board will make every effort to maintain the following pupil-teacher classroom ratio. This is a suggested goal that may not be attained, but will be worked toward:

Kindergarten & Grade 1	20 pupils *K-4 overages per "J" below
Grades 2 and 3	25 pupils
Grades 4 and 5	29 pupils
Special Education	15 pupils
Middle School	27 pupils
High School	27 pupils

In the courses where equipment and learning stations are limited, class enrollment should ideally be geared to the situation.

- J. Beginning with the 1994-95 school year, the elementary school shall be provided with four (4) teacher aides. If the class size in grades K-1 exceeds 20 students, or grades 2 and 3 exceeds 25 students, or grades 4 and 5 exceeds 29 students, then one (1) aide shall be assigned full-time to that grade which qualifies. Any grade level aide(s) assigned full-time to a grade level due to the overload provision here shall have a larger portion of classroom time per day assigned to the overloaded classroom as determined by the grade level teachers. (In the event the grade level teachers are unable to agree on a plan, the building administrator will be the tie breaker if necessary.) A minimum of two (2) hours of aide time per day shall be assigned to that classroom which qualifies. A majority of the overloaded classroom's aide time provided under this provision shall be regular classroom aide time (i.e., non-title and non-special education). If more than four (4) aides are necessary to provide such support, they shall be provided by the Board.
- K. Industrial and practical arts classes shall be limited by the number of teaching stations available, except additional students may be included upon mutual agreement between the teacher and the principal and the Association.

- L. The media center specialist shall not teach a regularly scheduled class during the school day unless financial considerations require a specific assignment reducing the media center position to less than full-time.
- M. School Improvement/Building Improvement. Teachers may volunteer to work on those assignments designated by the Board of Education. Such assignments may include school improvement projects, PA 25 requirements; and other tasks related to the school curriculum. The assignments will be on a voluntary basis and approved by the Superintendent of Schools. Participation or non-participation shall not be used as a criteria in evaluation. Each assignment will be reimbursed at the rate of Twenty-Five Dollars and Fifty Cents (\$25.50) per hour, paid at the end of each school year.

The parties recognize that the terms and conditions of the Collective Bargaining Agreement will govern with respect to wages, hours, and other conditions of employment and that those terms shall not be altered or modified through any school improvement or district committee process outside of the negotiation process and absent written mutual agreement and ratification by the parties.

- N. Although lesson plans are a vital part of teacher preparation and instruction, teachers shall not be required to turn in weekly lesson plans. The exception to this provision shall be the teacher(s) who is on an individual development plan (I.D.P.) that requires lesson plans to be submitted to the principal. It is the teacher's responsibility to have lesson plans available for potential substitutes in their classrooms and for review at any time by their building principals. In the event that a teacher is on an extended paid leave of absence, weekly lesson plans for a substitute may be required to be turned in ahead of time for the first week of absence. It is agreed that should any individual or party other than the building principal seek to review a teacher's lesson plans, the affected teacher(s) and the building principal will work together to accommodate these requests.
- O. Attempts shall be made to schedule IEPC's/CST (Child Study Teams) during the regular school day. When this is not possible, these may be scheduled immediately before or after school and the teacher shall participate unless excused by the building principal or the Special Education Supervisor. Teachers shall not be expected to attend IEPC's during a regularly scheduled duty-free lunch. If an IEPC is scheduled before or after school hours during a school year, the teacher will be paid at the established school improvement team hourly rate. If an IEPC is scheduled on days when school is not in session, the teacher will not be required to attend. If the teacher chooses to attend, the teacher shall be paid the established school improvement team hourly rate for each hour the teacher is in attendance.

ARTICLE 7

TEACHER EVALUATION

- A. Teacher Evaluation. The evaluation of the performance of each teacher in the school system is the responsibility of the administration. In such evaluations, all monitoring or observation of teachers shall be conducted openly.
- B. Classroom evaluation shall be by formal observation and by the immediate supervisor or other qualified administrator as designated by the Board or its agent. Each observation shall be for not less than the duration of a particular class activity or lesson. In no event shall an observation be for less than thirty (30) minutes.
- C. It is understood that teacher evaluation is not limited only by classroom observation, but may include other observations of other job-related activities.

- D. No classroom observation shall unduly interfere with the teacher's situation. The first observation of a non-tenured teacher shall be preceded by no less than forty-eight (48) hours notice. All other observations may be unannounced.
- E. Each teacher's evaluation shall be subject to the following minimum criteria:
 - 1. Knowledge of subject matter
 - 2. Techniques of instruction
 - 3. Classroom management
 - 4. Relationships with pupils, parents, and professional colleagues
- F. If a teacher is evaluated outside his/her area of certification, he/she will also be evaluated within his/her area of certification.
- G. Any teacher may request peer observation for the purpose of seeking professional assistance.
 - 1. The principal may appoint a tenure coach to assist a peer if deemed necessary and shall appoint one if requested by the probationary teacher.
 - 2. The principal, probationary teacher, and tenure coach shall mutually set a time for peer observation if the tenure coach cannot observe during his/her non-assigned teaching time.
 - 3. Reports of peer observation need not be made in writing.
- H. All classroom evaluations shall be reduced to writing and a copy given to the teacher within five (5) working days of the evaluation. The evaluator shall also within five (5) working days of written evaluation include a conference on said evaluation with the teacher. The teacher and evaluator shall sign all copies and the teacher shall be given a copy of the evaluation report. If the teacher disagrees with the written evaluation, he/she may submit a written response to be attached to the evaluation of the teacher. If an administrator believes a teacher is doing unacceptable work, the reasons therefore shall be set forth in specific terms as shall an identification of the specific ways in which the teacher is to improve and of the assistance to be given by the administration. In subsequent observation reports, failure to again note a specific deficiency shall be interpreted to mean that adequate improvement has taken place. All written evaluations and responses will be placed in the teacher's personnel file.
- I. Probationary teachers are to be observed at least twice during the first semester (by October 1 and by December 1) and once during the second semester. At least one-third (1/3) of the tenured teachers will be observed and evaluated each year.

ARTICLE 8

TEACHER INPUT

Teachers will be allowed input in the selection of educational materials. During the term of this Agreement, the administration and the Association shall meet to discuss and formulate a curriculum council.

ARTICLE 9
CONTINUITY OF OPERATIONS

Nothing in this Agreement shall require the Board to keep schools open in the event of severe inclement weather or when otherwise prevented by an act of God. When schools are closed, teachers shall not be required to report for work. Teachers shall be paid for all such periods.

ARTICLE 10
SENIORITY

- A. Probationary Period. All newly hired teachers will be required to serve a probationary period in accordance with the Teacher Tenure Act; provided, however, that the Board in its discretion may waive the probationary period for any newly hired teachers who had previously achieved tenured status in another Michigan school district.
- B. Seniority Defined. Seniority shall be defined as the length of continuous service with the Board as a member of the bargaining unit from the last date of hire. The last day of hire shall be the teacher's first workday or the date of Board action, whichever comes first. Leaves of absence pursuant to this Agreement shall not constitute an interruption in continuous service. In the event of a common seniority date, seniority shall be determined by a random drawing held the first teaching day after commencement of employment. All concerned parties shall be entitled to be present at such drawing. Credit given for prior teaching experience in other school districts shall not be considered for the purpose of accumulating seniority.
- C. Seniority List. A current seniority list by K-6 and 7-12 shall be prepared by the Board and transmitted to the Association by October 31 of each year. Accompanying the name of each teacher on the list shall be the date of last hire and each teacher's certification. In the event that the Association disagrees with the seniority list, the dispute shall be resolved in accordance with the grievance procedure.
- D. Superseniority. Exempt from layoff or being bumped from the bargaining unit shall be the president, president-elect, chief negotiator, and the grievance chairperson.

ARTICLE 11
LAYOFF AND RECALL

- A. Layoff. The parties hereto, realizing that education, curriculum and staff to a large degree depend upon the economic facilities available to the Board of Education as provided by the public and the State of Michigan, and the number of students enrolled in the district and in accordance with this realization understand that in some instances it may be economically necessary to reduce the educational program, curriculum and staff when funds are not available, hereby agree as follows:
 - 1. In the event possible layoffs become known to the Board before the last working day of the school year, any teachers affected shall be notified by that date. If layoffs become necessary during the summer, the teacher(s) subject to layoff shall be notified sixty (60) calendar days prior to the effective date of layoff.
 - 2. In the event it becomes necessary for the Board to lay off teachers during the school year, any teachers affected shall be given a minimum of sixty (60) calendar days notice prior to the effective date of layoff.

B. Layoff Procedure. The layoff of teachers from the bargaining unit shall be accomplished as follows:

1. In grades K-6, teachers with the least seniority shall be laid off first provided each remaining teacher possesses a valid Michigan elementary certificate.
2. In grades 7-12, teachers with the least seniority shall be laid off on the basis of seniority and qualifications. Qualifications shall be defined as major certification, minor certification, or experience teaching within the area in the last five (5) years.
3. In the event of layoff, no teacher shall be allowed to replace a teacher in grades 7-8 solely on the basis of a certificate endorsement reading "all subjects 7-8".
4. Any teacher who is reduced in hours or laid off shall have the option of electing to move into another position in order to preserve a position with the district as outlined in #5 below provided that there is a least senior position available for which the teacher is certified. In the event that the teacher is unable to elect to move directly into a position that preserves the teacher's hours, the district will work to the extent possible within the master schedule(s) to preserve the senior teacher's hours by reassigning less senior teachers (beginning with the least senior teacher(s) to open up a position for which the senior teacher is certified.)
5. In the event that a specific position or subject area is being reduced or eliminated, the least senior teacher(s) in that position shall be notified of layoff per Section A. above. Any teacher so notified shall have the right to elect to move into a teaching position held by the least senior teacher for which the teacher is certified. Any teacher reduced or laid off under this provision shall notify the superintendent of his/her intent to exercise his/her right to elect to move into another teaching position within twenty (20) work days following receipt of a written notice of layoff. Timelines may be extended by mutual agreement of the district and the Association. In the event that a teacher does not exercise his/her right to elect to move into another teaching position, he/she shall be considered on layoff as provided in the layoff notice. Any teacher displaced per this provision shall be considered on layoff and shall be awarded such notice and will be able to exercise all rights outlined here including his/her right to elect to move into another teaching position as outlined herein. In the event that two or more teachers have the option of electing to move under this article the most senior teacher(s) shall have the option of choosing when to exercise his or her option [i.e., before or after any less senior teacher(s)].

C. Recall Procedure. The recall of laid off teachers shall be in accordance with the following:

1. Teachers shall be recalled in inverse order of layoff for position openings in which they are certified and qualified as determined in Section B above.
2. If a teacher fails to report to work fifteen (15) calendar days from the date the recall notice was sent, unless an extension is granted in writing, then said teacher will be considered a voluntary quit and thereby terminate any employment relationship with the Board. Notice of recall shall be sent by certified mail to the teacher's last known address with a copy to the Association President. It shall be the responsibility of the teacher to maintain a current address with the Superintendent.
3. Any teacher who is laid off may refuse to accept less than a full-time position without loss of recall rights; provided, however, that a teacher receiving unemployment compensation who refuses recall to any position offering more than half-time work shall lose all recall rights. Acceptance of a position that is less than full-time shall not affect a teacher's recall rights to a full-time position.
4. Any teacher previously laid off who is under contract with another school district at the time of recall may refuse recall without loss of their recall rights.

5. The district shall rely on all current certification and transcripts on file in the teacher file at the district's central office as of the date of the written recall notice.
- D. Pay While on Layoff. During a period of layoff said employee shall not be entitled to any pay or fringe benefits at the Board's expense.

ARTICLE 12

TRANSFERS AND ASSIGNMENTS

- A. Permanent Vacancies. Whenever any permanent vacancy exists in a teaching or extracurricular position in the district or if a vacancy shall occur, the Board shall publicize the same by giving written notice of such vacancy to the President of the Association and provide for posting on the bulletin boards in the teachers' lounges. The vacancy will remain posted for a period of five (5) working days and will not be permanently filled until the expiration thereof.
- B. Filling Vacancies. Teachers desiring to be considered for a vacancy declared by the Board shall apply in writing to the Superintendent's office within the five (5) day posting period. The Board shall award the vacancy to the best qualified internal applicant, but reserves the right to determine that none of the applicants are qualified and leave the position vacant. In the event that there are no qualified internal applicants, the Board may post and fill the position without restriction. In the event that the Board determines that two or more applicants are equally qualified, then the applicant with the greater seniority shall be given preference for the vacancy. Teachers who apply for a vacancy for which they are certified but do not receive assignment to that position will be provided with a written statement from the Superintendent, or his agent, of the reasons that they were not selected for the vacancy, and upon request shall be granted a personal interview with the Superintendent to discuss the reasons.
- C. Involuntary Teaching Position Transfers. Transfers to different positions will be voluntary when possible; provided, however, that the Board reserves the right to transfer any teacher to a different teaching position for which they are qualified when the Superintendent determines that such a transfer is necessary. In the event that the Board determines that two or more teachers are equally qualified for the position necessary to be involuntarily filled, then the teacher with the least seniority shall be involuntarily transferred. If the transfer is not voluntary, the teacher shall be provided with a written statement which shall include documented reasons for the transfer from the Superintendent and upon request shall be granted a personal interview with the Superintendent to discuss the reasons for the transfer.
- D. Definition of Qualified. Qualified for the purpose of filling permanent teaching vacancies and for involuntary teaching position transfers shall be based upon the following factors:
1. Certification
 2. Competency as indicated by evaluation
 3. Prior teaching experience
 4. Seniority
- E. Letter of Intent. The Board may furnish each teacher with a letter of intent to return, retire, or terminate his/her employment at a time determined to be appropriate for planning each year of this contract. These letters shall be signed and returned not later than a date established on the notice. A letter of intent does not constitute a contractual agreement with the Board for the coming year. On the letter of intent will be a section worded as follows:
- I, (name), request consideration for an opening which may occur in (grade/subject), between now and the beginning of the ensuing school year.

Summer notification shall be by certified, registered mail, return receipt requested. The teacher shall respond to the administration within five (5) days of the date of receipt of said letter. All applicants for a position shall be notified by the Board when a position is filled.

- F. Promotion to Administrative Position. The Board reserves the right to promote on the basis of its own judgment of qualifications and also to hire new administrative employees for any opening or vacancy.

ARTICLE 13

GRIEVANCE AND ARBITRATION PROCEDURE

- A. Definition of a Grievance. A grievance shall be defined as a complaint by any teacher, group of teachers, or the HEA believing that there has been a violation, misinterpretation or misapplication of any provision of this Agreement or any existing rule, order, regulation or policy established by the Board or school administration, relating to wages, hours, terms or conditions of employment. Complaints or problems that are not grievances as defined above shall be processed in accordance with the grievance procedure, but excluding arbitration.
- B. Grievance Form. The grievance form shall be prepared by the Association in a form which coincides with the Grievance Procedure established in this Agreement.
- C. Grievance Procedure. The Board hereby designates as its representative for purposes of adjusting grievances the building principals and the Superintendent of Schools. All grievances shall be handled in the following manner:

- Step 1. Oral Procedure. An employee with a complaint shall discuss the matter with the employee's building principal within ten (10) working days from the time of the occurrence of the events giving rise to the complaint or within ten (10) working days from the time that the employee involved first knew or could have known of the facts giving rise to the complaint. The Association and the Board may have non-employee representatives at this meeting. The employee's building principal will endeavor to give an oral answer to the complaint within five (5) working days of the discussion with the employee concerned. Every effort shall be made to settle the complaint in this manner.
- Step 2. Written Procedure – Principal. If the complaint is not satisfactorily settled in the Step 1, Oral Procedure, the complaint shall be reduced to a written grievance within ten (10) working days from the time of the giving of the building principals oral answer in Step 1. The grievance shall be signed by the employee and shall indicate the section or sections of this Agreement in dispute and shall adequately set forth the facts giving rise to the complaint. The grievance shall be submitted to the building principal. The building principal, the employee involved, and a member of the Association's Grievance Committee if requested by the employee, may discuss the grievance. The Association and the Board may have non-employee representatives at this meeting. A request for a member of the Association's Grievance Committee to participate in the discussion of a grievance shall be made by the employee to the building principal, who shall make proper arrangements as soon as possible. The building principal shall place a written disposition upon the grievance within five (5) working days following the date the grievance was submitted at this step and return it to the employee. A copy of the written disposition shall be provided to the Association.
- Step 3. Written Procedure – Superintendent. If a grievance is not resolved in the Step 2, Written Procedure, the grievance may be submitted to the Superintendent within five (5) working days after receipt of the building principal's written disposition in Step 2. The Superintendent, the employee involved, and a member of the Association's Grievance

Committee shall meet to discuss the grievance. The Association and the Board may have non-employee representatives at this meeting. The Superintendent shall place a written disposition on the grievance within ten (10) working days following the date the grievance was submitted at this Step, and return it to the employee. A copy of the written disposition shall be provided to the Association.

Step 4. Written Procedure – Board. If a grievance is not resolved in the Step 3, Written Procedure, the grievance may be submitted to the Secretary of the Board within five (5) working days after receipt of the Superintendent's written disposition in Step 3. The Board, the employee involved, and a member or members of the Association's Grievance Committee may meet to discuss the grievance. The Association and the Board may have non-employee representatives at the meeting. The Board shall make a final written determination on the grievance within twenty (20) working days following the date the grievance was submitted at this Step, and return it to the employee. A copy of the written disposition shall be provided to the Association.

- D. General Application Grievance. All grievances of a general nature affecting teachers at more than one level may be initiated by the Association at Step 3 of the grievance procedure within ten (10) working days from the time of the occurrence of the events giving rise to the complaint. All such grievances shall be signed by a member of the Association's Grievance Committee, shall indicate the section or sections of this Agreement in dispute, and shall adequately set forth the facts giving rise to the complaint.
- E. Arbitration. If the Association is not satisfied with the disposition of the grievance at the Board level, it may submit the grievance to arbitration by filing a request for arbitration with the American Arbitration Association within thirty (30) days following the receipt of the Board's written disposition in Step 4 of the grievance procedure. The Association shall also advise the Board of its intent to arbitrate the grievance contemporaneously with its request for arbitration. If the Association does not request arbitration in the manner or within the time limits established herein, the particular grievance shall be considered settled on the basis of the Board's last disposition and shall not be arbitrable.
- F. Non-Arbitrable Grievances. Notwithstanding any other provision of this Agreement, the dismissal or demotion of a tenured teacher is not arbitrable. In addition, the termination of services or failure to reemploy any probationary teacher is subject to advisory rather than binding arbitration.
- G. Selection of Arbitrator. The arbitrator shall be selected from a panel of arbitrators submitted by the American Arbitration Association in accordance with its rules. The fees and expenses of the arbitrator shall be shared equally by the Association and the Board. Each party shall pay the fees, expenses, wages and any other compensation of its own non-teacher witnesses, representatives and legal counsel.
- H. Arbitrator's Powers. The arbitrator's powers shall be limited to the application and interpretation of this Agreement as written, shall be limited to interpretation of contract language in the area of teacher evaluation. The arbitrator shall have no power or authority to amend, alter or modify this Agreement either directly or indirectly. If the issue of arbitrability is raised, that question must first be decided before the arbitrator may be permitted to hear the merits of the grievance.
- I. Just Cause. No teacher shall be disciplined, discharged, reduced in compensation or deprived of any contractual right without just cause.
- J. Arbitrator's Decision. The arbitrator's decision shall be final and binding upon the Association, the Board and the employees in the bargaining unit; provided, however, that either party may have its legal remedies if the arbitrator exceeds the jurisdiction provided in this Agreement.

- K. Arbitration After Termination of Agreement. After the expiration of this Agreement, the Board shall continue to be obligated to arbitrate grievances arising during the term of this Agreement which were timely filed prior to the expiration of this Agreement.
- L. Time Limits. The time limits established in the grievance procedure shall be followed by the parties hereto. If the time procedure is not followed by the Association or the employees represented by the Association, the grievance shall be considered settled on the basis of the Board's last disposition. If the time procedure is not followed by the Board, the grievance shall automatically advance to the next step, but excluding arbitration. The time limits established in the grievance procedure may only be extended by mutual agreement in writing, and the period of extension must be specified in that written agreement.
- M. Time Computation. A working day under the time procedures established in the grievance procedure shall mean calendar days excluding Saturdays, Sundays and other days that school is not in session; provided, however, that weekdays during scheduled summer vacation periods shall be considered to be working days.

ARTICLE 14

PERSONAL LEAVES OF ABSENCE

- A. Personal Leave of Absence. Requests for a personal leave of absence shall be submitted in writing to the teacher's building principal at least five (5) working days in advance of the date of the requested leave of absence. All requests shall state the reason for the leave and must be signed by the employee. Leaves of absence for personal reasons shall be granted in accordance with the following:
1. Leave Without Salary. Leaves of absence for up to five (5) days may be granted by the Superintendent, whose approval shall not be unreasonably withheld. In the event that a teacher requests more than five (5) days of unpaid leave in any school year, the approval of such leave shall be at the discretion of the Superintendent. The daily salary rate shall be deducted for each day of personal leave of absence, and the teacher shall have the daily benefit rate deducted for all absences under this subsection in excess of five (5) days in any one school year. The deduction of the daily salary rate, and daily benefit rate, if any, shall be made in the pay period immediately following the personal leave of absence. Except for emergencies, unpaid leave cannot be used to extend holiday or vacation periods.
 2. Leave Without Salary or Benefits. Any teacher desiring a leave of absence for longer than five (5) days may be granted such a leave by the Board, whose approval shall not be unreasonably withheld. All such leaves shall be without salary or benefits, and no teacher may be on a leave of absence under this subsection beyond the end of the school year during which the leave commenced. The commencement date and return date shall be specified in the grant of the leave of absence. Teachers who desire to return prior to the scheduled return date shall do so with Board approval. A teacher returning after a leave of absence under this subsection shall be returned to his/her former position. A teacher who does not intend to return to employment after such leave shall notify the Board at least thirty (30) days prior to the date scheduled for return to work.
- B. Leave With Pay and Benefits. A teacher will be allowed three (3) days per school year for business, personal or professional activities with full pay. Notice for these days will be submitted in writing at least 48 hours in advance of the leave, to the building principal, except in an emergency when the waiting period will be waived.
1. This leave is not provided for vacation or recreational purposes or to extend a vacation or holiday period, nor can it be used to operate a personal enterprise.

2. The teacher will state the reason for the leave and it must be signed by the teacher. In an emergency, the teacher will fill out a notice on the first work day when the teacher returns to work.
3. One (1) day shall be exempt from the restrictions set forth in sections B-1 and B-2 above.
4. Unused personal days in this section will be added to the teacher's unused sick days.

C. Family and Medical Leave.

1. A leave of absence of up to twelve (12) weeks during any twelve (12) month period, as defined in the Federal Family and Medical Leave Act of 1993, shall be granted to any employee who has worked a minimum of 1250 hours in the preceding twelve (12) months, pursuant to the federal act, for any of the following purposes:
 - a. The birth or placement for adoption or foster care of a child;
 - b. Because of a serious health condition of a spouse, son, daughter or parent of the employee (as defined in the FMLA of 1993);
 - c. Because of the employee's own serious health condition;
 - d. The care of a child under the age of 18, or older child incapable of self-care because of mental or physical disability.
2. At the option of the employee, a family leave may be taken on an intermittent or reduced schedule basis. In the event that an employee must be transferred in order to better accommodate recurring periods of leave, all the transfer language within this Agreement shall apply.
3. During the 12-week leave, the employer shall continue all health benefits normally provided to the employee. Unless noted otherwise in this provision, all other provisions of this unpaid leave article apply during all unpaid portions of this family leave.
4. The employee may choose to utilize paid sick leave or paid personal leave for all or part of the duration of the leave.
5. A pregnant employee may commence the family leave before or after the birth of her child, at her option. The family leave is available to the bargaining unit member at the termination of her disability benefits, at the option of the employee. The employee may terminate the leave anytime after the birth of the child or in the event of the death of the child.
6. Upon return from leave, the employee shall be returned to the same position and rate of pay held by the employee at the beginning of the leave.

ARTICLE 15

SICK LEAVE

- A. Sick leave for the personal illness and/or disability of all professional employees may accrue at the rate of 10 days per year for a work year of 36 through 41 weeks, 11 days for 42 through 46 weeks, and 12 days for 47 weeks and shall continue to accumulate to 50 days.
- B. All personnel shall be entitled to all of his/her accumulated sick leave on the first official day of school, even though he/she may be unable to report for duty on that day. However, in this instance, upon request of the Administration, he/she must present a statement from his/her attending physician. The first official school day is to mean the first day for which salary is paid. He/she shall receive his/her pay currently along with all other employees.

- C. Any teacher whose accumulated sick days reach 50 will be paid at the rate of Fifteen Dollars (\$15) per day for those days over 50. Days grandfathered over 50 as of June 30, 1987 shall be used after the annually accumulated twelve (12) days are used.
- D. No payment will be made for any unused sick leave accumulated by an employee at the time of resignation or dismissal, retirement, leave of absence, or death.
- E. Teachers may utilize paid sick leave/personal business leave when they are incapacitated due to personal illness and/or disability. Personal illness and/or disability shall include self, spouse, parents (or one who has stood in that relationship), and minor and/or dependent child. In the event that a teacher is abusing sick leave or uses ten (10) consecutive sick leave days, the Board may require that medical verification be provided from the attending physician or practitioner.
- F. A teacher who has exhausted all of his/her sick leave may apply in writing to the Board of Education for a leave of absence without pay for the duration of the illness or disability up to the balance of the school year. The teacher may request an extension or renewal of the leave in writing, provided that such a renewal or extension shall be in the sole discretion of the Board of Education. The Board shall set the beginning and ending date of the renewal leave of absence. The teacher shall notify the Superintendent at least thirty (30) days prior to the expiration of the leave of his/her intent to return.
- G. If the Board has reason to believe that the employee is not ready to return to work, the Board may ask the employee for a second medical opinion. If this cost is not covered by MESSA, the Board will pay the cost of the second opinion. The employee shall pick one of up to three physicians selected by the Association President and the Superintendent.
- H. A teacher shall notify the Board of the need to utilize paid sick leave as far in advance as possible.
- I. Disability association with pregnancy, miscarriage, abortion or childbirth shall be treated as any other disability.
- J. Teachers who incur a work-related injury for which they are receiving Workers' Compensation benefits may utilize accrued paid sick leave days charged to the teacher's sick leave account on a pro rata basis, to maintain the difference between the teacher's net take home pay and the Workers' Compensation benefits received. It is agreed between the parties that this use of paid sick leave is not a wage continuation program as that term is utilized in the Workers' Compensation Act. In the event that this use is claimed to be a wage continuation program by the Board's Workers' Compensation carrier, the parties agree to renegotiate this subsection.

ARTICLE 16

SICK BANK

- A. Each teacher shall donate one (1) day of sick leave each year until the bank is built up to four (4) days per bargaining unit member at which time no more days will be added on a yearly basis until the bank falls below 50 days. Additions will be made to the bank at the beginning of the school year or at the time during the year when the bank falls below 50 days.
- B. The teacher must exhaust all of his/her personal sick days which have been accumulated before he/she is eligible to make withdrawals from the sick bank. Persons withdrawing days from the sick leave bank will not have to replace those days except as a regular contributing member of the bank.
 - 1. Having received written documentation of alleged abuse of the sick leave bank from the Board, its representative, or an Association member, the Association shall require the teacher to furnish to the executive council and the Board of Education a letter from his/her physician stating that

he/she is/was unable to return to work because of his/her illness and/or disability. A copy of said notice requirement shall be provided to the Board.

2. Should said teacher not furnish a letter from his/her physician stating that he/she was unable to return to work because of his/her illness and/or disability, the Board shall dock said teacher 1/183 of the teacher's salary from the next bi-weekly compensation. Said teacher shall only be docked for proven occurrences of sick leave abuse.
3. Said teacher shall not be denied future access to the bank on the basis of any prior abuse as long as said teacher can provide a letter from his/her physician stating that he/she was unable to return to work because of his/her illness or disability.
4. The Board may require a second medical opinion, in such cases the same procedure as outlined in section B of this article will be followed, except the Board will pay any expense incurred not covered by MESSA. The employee shall pick one of up to three physicians selected by the Association President and the Superintendent.

- C. Sick bank days may be used for the same purposes as personal accumulated sick days in Article 15.
- D. Bargaining unit members will be allowed up to 45 days per school year from the sick bank and must be on the job and capable to perform said job at least one day before they may withdraw days from the sick bank.
- E. The sick bank will accumulate to a number greater than four times the number of bargaining unit members in any year when new teachers are hired, or when the previous years' accumulation will not yield a total of four days per bargaining unit member.

Example: Year 1 we have 125 days in the bank
Year 2 add 51
Year 3 add 51
227

The added total will yield 227, which is 23 days over 4 times 51. According to the formula we would not contribute any days in year 4. However, if a new teacher were to join us, he/she would have to contribute one day, which would increase the total to 228.

ARTICLE 17

CHILD CARE LEAVE

A leave of absence without pay or benefits will be granted for the purpose of care of a newly born child or newly adopted child. Such a child care leave may commence upon two weeks written notice to the Board, but may not commence later than twenty (20) working days after the birth or adoption of a child. All such leaves shall terminate at a date established in advance by the Board, which may not be later than the commencement of the second school year after the birth or adoption of the child.

ARTICLE 18
BEREAVEMENT LEAVE

Each bargaining unit member in the Hesperia school system is allowed five (5) days emergency leave in case of death in the immediate family (wife, husband, child, mother, father, mother-in-law, father-in-law, sister, brother, or one who has stood in that relationship), as determined by the teacher, for each occurrence. Up to one (1) day (non-accumulative) per year shall be allowed for attendance at the funeral service of any person whose relationship to the teacher will warrant such attendance. In the event the above days are not sufficient, additional days may be used from personal business or sick leave with approval of the Superintendent. The five (5) days emergency leave provided for the above shall also be non-accumulative.

ARTICLE 19
JURY DUTY/SUBPOENA LEAVE

Any teacher called for jury duty or who is subpoenaed to testify during school hours in any judicial or administrative matter (excluding cases in which the teacher is a party in interest) shall be paid the difference between compensation received for such duties and his/her salary, excluding travel allowances or reimbursement of expenses, for such time spent on jury duty or giving testimony without deduction from leave days. This clause shall not apply for any teacher in excess of thirty (30) days in any contract year.

ARTICLE 20
SABBATICAL LEAVE

Sabbatical leaves may be granted in accordance with Section 380.1235 of the School Code of 1976, as amended. During the sabbatical leave the bargaining unit member will be considered to be in the employ of the school district. The Board agrees to pay the insurance costs of the teacher on an approved leave under this article. The insurance coverage would be no more than the coverage issued to the teacher the previous year. The teacher may opt for the cash payment equal to the sum of the insurance premiums instead of having the coverage.

ARTICLE 21
ASSOCIATION LEAVE

- A. The Board shall grant released time to designated representatives of the Executive Committee of the Association to be used for Association business connected with the NEA, MEA and HEA. The released time shall not exceed ten (10) days per school year. An additional ten (10) days of Association leave per school year is available as released time provided the employee requesting such time is a member of the MEA or NEA Board of Directors.
- B. The Association will notify the Superintendent of Schools in writing when Association days are needed. The notification shall include the designated representative of the Association and shall be signed by an officer of the HEA.
- C. The Board shall be reimbursed by the Association for the cost of substitute pay for the released time used by the Association member employed by the Board, if a substitute is needed.

ARTICLE 22

PROFESSIONAL COMPENSATION

- A. Annual Salaries. The salaries for teachers covered by this Agreement are set forth in Schedule A, which is attached to and incorporated into this Agreement. The salary levels established in Schedule A are based upon employment and work on a full day's schedule for a full school year. A teacher who works less than a full school year shall receive a pro rata salary determined by the number of days actually worked to the number of days required for a full school year. A teacher who works less than a full day's schedule shall receive a pro rata salary determined by the number of hours worked to the number of hours in a full day's schedule.
- B. Interpretation of Schedule A. Teachers shall be entitled to annual salaries under Schedule A in accordance with the following:
1. Steps. Each salary step shall represent one full school year of employment with the Board. Advancement from one step to the next shall be automatic during the term of this Agreement upon completion of a full school year of employment with the Board. For purposes of this paragraph only, a full school year of employment is defined as one school year in which the teacher actually works more than one half of the number of calendared duty days in the school year. All new teachers will be hired at the base step; provided, however, that the Board in its discretion may hire a new teacher at up to Step 10 based upon that teacher's prior teaching experience in another school district.
 2. Certificate Column. A teacher shall be placed on the proper column of Schedule A based upon receipt by the Superintendent of grade sheets, official transcripts or a copy of the degree establishing the teacher's qualification for that column. Advancement from one column to the next shall be implemented the pay period following receipt of the above mentioned official documentation by the Superintendent, and shall not be retroactive to the beginning of the school year. All degrees and credits must be earned at accredited institutions, on a planned program, or approved by the Superintendent in advance. No credits taken prior to June 30, 1987 shall be excluded.
- C. Extra Duty Compensation. Driver Education, tutoring and night learning assignments shall be paid at the rate of \$21.00 per hour.
- D. Pay Periods. Payment of the salaries set forth in Schedule A shall be bi-weekly on the basis of 26 pays per school year. A teacher may elect to receive payment of the salary set forth in Schedule A on the basis of 21 pays per school year by filing a written request for such payment with the Superintendent prior to the Friday before the first pay day in any school year. A teacher on 26 pays may elect to receive a lump sum payment of the 21st through 26th pays by applying in writing to the Superintendent in advance of the 21st pay day. The Board agrees to provide for lump sum payments unless it determines that such payments would cause a cash flow problem for the district.
- E. Daily Salary Rate. In the event of deductions for absences on calendared duty days that are not covered by paid leaves of absence, the following daily salary rate shall apply:

$$\frac{\text{Contractual Annual Teaching Salary}}{\text{Teacher Duty Days}} = \text{Daily Salary Rate}$$

- F. Daily Benefit Rate. In the event of deductions for absences on calendared duty days that are not covered by paid leaves of absence, the following daily benefit rate shall apply:

$$\frac{\text{Contractual Annual Benefit Cost}}{\text{Teacher Duty Days}} = \text{Daily Benefit Rate}$$

- G. Longevity Payment. Teachers will receive a \$500 payment over Step 12 after fifteen (15) years of continuous service, and a \$1,150 payment over Step 12 after nineteen (19) years of continuous service. Effective with the start of the 2002-03 school year this longevity payment is included in the Salary Schedule Step 23 and therefore any teacher on or above Step 23 will not be eligible for the longevity provision provided here in addition to Step 23. Teachers who qualify for the \$500 longevity and provide evidence that they have successfully completed six (6) credit hours of graduate study through an accredited college or university will be paid another \$500 above Step 12, and for those who qualify for the \$1,150 longevity shall be paid an additional \$1,150 over Step 12 for twelve (12) credit hours of graduate study through an accredited college or university or equivalent CEU hours as defined in Section K of Article 22. Under this section, credits must be earned after a teacher's 12th year of continuous service. Teachers on Step 23 or above will qualify for the maximum longevity payment on the salary schedule provided they have met the coursework requirements shown above and with the following exception(s):

Teachers who are on the 19th year longevity step prior to the fall of 1994 will be exempt from the requirements in this section. Teachers who have reached the 15-year longevity by the fall of 1994 will not have to meet the requirement for that step but will be required to meet the guidelines for Step 19.

- H. Substitution for Another Teacher. Any contract teacher substituting during the absence of another teacher will be paid 1/3 of the substitute's regular daily rate of pay for that period worked. Such pay shall be only for conference periods.
- I. Severance Pay. After twenty (20) years of continuous service in the bargaining unit beginning with the last date of hire in Hesperia Community Schools, said teacher shall be entitled to a one (1) time payment of \$35 for each year of service, payable upon severance.
- J. Pay for Supervising a Student Teacher. The money paid by the student teacher's institution for the supervision of said student teacher shall be distributed to the specific supervising teacher to whom the student teacher is assigned. If more than one supervising teacher is involved, the money paid by the institution shall be divided among them based on the assignments. Only tenure teachers may supervise a student teacher. A building principal or potential supervising teacher may reject a student teacher.

K. Professional Development Compensation.

1. The Board will authorize the Superintendent to pay up to fifty percent (50%) of the costs of tuition for graduate credits earned from accredited Michigan colleges or universities for course work approved in advance by the Superintendent of Schools. Course eligible reimbursement must qualify under an approved plan for an advanced degree or have a direct relationship with a teacher's certification or teaching assignment. Credit reimbursement shall begin for courses taken after September 1, 1993.
2. The Board will authorize the Superintendent to pay up to fifty percent (50%) or \$95, whichever is greater, of the costs of registration fees for special training programs that issue State approved CEU credits. CEU credits must be approved either by the State Board of Education or the Michigan Department of Education.

10 contact hours	=	1 CEU
30 contact hours/3 CEU's	=	1 semester credit hour

The Superintendent shall approve programs in this subsection before reimbursement shall be made. Teachers receiving wages during such training shall not be eligible for credits in this subsection.

3. Training programs will be reimbursed at the rate of fifty percent (50%) of the costs of tuition or registration fees. All training programs must be approved in advance of training by the

Superintendent, at which time expenses shall be determined. Teachers receiving wages from the employer during the training time shall not receive credit. This shall be the only exception to moving horizontally on the salary schedule.

Skills training, other than accredited courses, is encouraged and teachers participating in approved specialized training shall receive one (1) semester credit for each twenty (20) hours of training. Credits shall be accumulated in the teacher's personnel file and shall be considered as horizontal movement on the salary schedule. Skill training, other than accredited courses, can be substituted for a maximum of six (6) hours of the thirty (30) hours credit required to teach each horizontal level superior to that certified or approved at initial employment.

- L. Retirement Incentive. A teacher who has acquired at least twenty-five years of service in the Michigan Public School Employees' Retirement System (MPERS) and has worked for the Hesperia Community Schools for at least thirteen (13) continuous years, shall be entitled to participate in the following retirement plan

If employee retires from Hesperia Community Schools with retirement system credit of:

- 25 years – the employee shall be eligible for \$ 30,000
- 26 years – the employee shall be eligible for \$ 25,000
- 27 years – the employee shall be eligible for \$ 20,000
- 28 years – the employee shall be eligible for \$ 15,000
- 29 years – the employee shall be eligible for \$ 10,000
- 30 years – the employee shall be eligible for \$ 5,000
- 31 or more years employees shall be ineligible for this plan

Before a teacher can participate in a retirement plan, the following conditions must be met:

1. The teacher must be actively employed by the school district at the time of application.
2. The teacher must submit his/her written letter of resignation at least sixty (60) days prior to the close of the school academic year. If a teacher elects to retire during the school academic year, his/her resignation must be submitted sixty (60) days prior to his/her last teaching day.
3. Teachers participating in the retirement incentive plan are limited to two (2) per school year. Additional participants may be approved at the discretion of the Board of Education.

Payout of the above retirement incentive shall be as follows.

1. The District shall pay each employee who resigns under this plan a lump sum payment of the applicable incentive within thirty days of the teacher's retirement, subject to withholding of taxes.
2. Upon the option of the employee the incentive payment can be divided into up to four equal installments to be paid over the next four years.
3. Applicable withholdings and taxes will be deducted from the payment amount(s) paid to the employee.

ARTICLE 23

INSURANCE

A. 2004-05 and through April 1, 2006

The Board shall furnish to all teachers the following insurance protection without cost to the teacher for a full 12-month period. The teacher will be responsible to pay the deductible amounts for prescriptions. If a husband and wife are both members of this bargaining unit, one shall elect Plan A, the other Plan B.

1. MESSA PAK PLAN A

Super Care 1 XVA2. (Beginning February 1, 2004, \$5/\$10 prescription card.)

Delta Dental Plan E (\$1,250 maximum per year, 80% Class I, 80% Class II, 80% Class III) with Rider 007 (orthodontic benefits with \$2,150 lifetime maximum) with COB

MESSA Life Insurance @ \$30,000 with AD&D (to be paid to the teacher's designated beneficiary)

Vision – VSP3 (with COB)

Long Term Disability – 66%
\$5,000 maximum/month
90 calendar days/modified
Freeze on offsets
Alcohol/drug – 2 years
Mental/nervous – 2 years

The Board will reimburse \$100/\$50 deductible amounts with the exception of deductibles on prescriptions. Proper receipts must be submitted.

2. MESSA PAK PLAN B

MESSA Options *and/or cash equal to a single subscriber premium for Super Care 1

Vision – VSP3 (with COB)

Delta Dental Plan E (\$1,250 maximum per year, 80% Class I, 80% Class II, 80% Class III) with Rider 007 (orthodontic benefits with \$2,150 lifetime maximum) with COB

MESSA Life Insurance @ \$50,000 with AD&D (to be paid to the teacher's designated beneficiary)

Long Term Disability – 66%
\$5,000 maximum/month
90 calendar days/modified
Freeze on offsets
Alcohol/drug – 2 years
Mental/nervous – 2 years

Dental and Vision insurance shall cover the teacher's entire family.

- B. Beginning April 1, 2006, the District will provide each teacher a choice:

MESSA PAK PLAN A

MESSA Super Care I with 5/10 Rx and \$100/200 deductible (without district reimbursement of the deductible costs).

Same dental, vision, LTD, and life as A1. above.

Beginning April 1, 2006 with implementation of Choices II a teacher who chooses MESSA SC1 must contribute 60% of the difference between the teacher's SC1 health plan and the same teacher's CHOICES II health plan costs. Teachers shall have the option of accessing the district's 125 plan in order to pay the difference listed here.

OR

MESSA Choices II with 5/10 Rx. With a district paid \$150 annual 403b annuity paid in June 2006.

Same dental, life, vision and LTD as SC1 above.

MESSA PAK PLAN B

Change PAK B cash-in-lieu to 2005-06 single subscriber MESSA Choices II rate effective 03-01-06.

- C. 2006-2007 – the District will provide each teacher a choice:

MESSA PAK A

MESSA Super Care I with 5/10Rx and \$100/200 deductible with

Same dental, vision, LTD and life as listed in A.1. above.

Teacher who chooses MESSA SC1 must contribute 80% of the difference between the teacher's MESSA SC1 plan and the same teacher's MESSA CHOICES II health plan costs. Teachers shall have the option of accessing the district's 125 plan in order to pay the difference listed here.

OR

MESSA CHOICES II with 5/10 Rx. With district paid \$200 annual 403b annuity paid in June 2007.

Same dental, life, vision and LTD as MESSA SC1 above.

MESSA PAK PLAN B

PAK B cash-in-lieu continue 2005-06 single subscriber MESSA Choices II rate (frozen at this level through the 2006-07 contract year).

- D. 2007-08 - the District will provide each teacher a choice:

MESSA PAK A

MESSA Super Care I with 5/10Rx and \$100/200 deductible

Same dental, vision, LTD and life as listed in A.1. above.

A teacher who chooses MESSA SC1 must contribute 100% of the difference between the teacher's MESSA SC1 plan and the same teacher's MESSA CHOICES II health plan costs. Teachers shall have the option of accessing the district's 125 plan in order to pay the difference listed here.

OR

MESSA CHOICES II with 5/10 Rx. With no district paid annual annuity.

Same dental, life, vision and LTD as MESSA SC1 above.

MESSA PAK PLAN B

PAK B cash-in-lieu (or MESSA options) equal to the monthly single subscriber MESSA Choices II July 1, 2007 rate effective July 1, 2007.

- E. 1. In the event a teacher has exhausted paid sick leave, the above-mentioned fringe benefits shall continue uninterrupted throughout the pro rata portion of the 12-month insurance year.
 - 2. In the event a teacher is terminated or resigns during the school year, the insurance shall be continued until the teacher has received the pro rata portion of the 12-month insurance year earned at the time of the termination or resignation.
 - 3. In the event a teacher dies during the school year, and providing the policy permits continued coverage, the Board shall continue payments until the beneficiary has received the pro rata portion of the 12-month insurance year earned at the time of the teacher's death. If the teacher dies after the completion of the school year, and providing the policy permits continued coverage, the Board shall continue payments until the beneficiary has received the pro rata portion of the 12-month insurance year earned at the time of the teacher's death.
 - 4. Teachers assigned less than a full workload shall receive a prorated portion of the benefits of teachers assigned a full workload.
 - 5. A teacher who is hired with an effective first work day after the first required work day of the school year shall be entitled to fringe benefits for a duration determined on a pro rata basis.
- F. The Board shall make payment of insurance premiums for all persons to assure insurance coverage for the full 12-month period commencing September 1 and ending August 31, even though the teacher may not be returning the next school year.

The open enrollment period shall be jointly established by the Board, the Association and MESSA, including opportunities for summer pre-enrollment and fall open enrollment and whenever group or individual subsidy amounts increase or decrease affecting the benefit package.

The Association shall be responsible for providing insurance information including applications and claim materials.

ARTICLE 24

SCHOOL CLOSING

In the event school is closed due to an act of God, the first three (3) days shall not be made up. The fourth day will be the morning of the in-service day and shall be scheduled as a one-half (1/2) day of instruction, one-half (1/2) day in-service. The additional days will be scheduled on the mid-winter break as one-half (1/2) day of instruction. Any days which need to be made up after the last regularly scheduled day of school will be paid for on an alternating schedule: the first day unpaid, the next paid, and so on. The

staff will be paid one-half (1/2) per diem and the days will be made up as one-half (1/2) days in the event the district needs to meet state hours requirements. If the law on acts of God days changes or the law is not enforced, the language will revert to Article 9 of the master agreement.

ARTICLE 25

MENTORS

This article is effective with the second semester of 1996-97. In accordance with PA 335 of 1993, Section 1526, for the first three (3) years of employment in classroom teaching, a probationary teacher (mentee) will be assigned one or more master teachers (retired or active) who will act as a mentor or mentors to the teacher. The administration will make assignments as follows:

- A. Hesperia teachers may apply for a mentor assignment.
- B. The administration will annually select mentors from the list of those teachers who voluntarily apply to mentor, and make every effort to match mentor teacher and mentees who are in the same area of certification or work assignment. The administration does reserve the right to appoint mentors from outside the bargaining unit if not enough teachers volunteer. No teacher will mentor more than two mentees.
- C. Mentors will not be asked to participate in the direct supervision or evaluation of the mentee.
- D. If the building principal, mentor or mentee find that the mentor/mentee relationship is not satisfactory, it can be severed at the end of the semester or year, by mentee, mentor or building principal.
- E. The mentor/mentee relationship shall remain confidential. Neither shall be called upon to evaluate the other.
- F. Training for the role of mentor shall be provided by the Board without cost to the mentor.
- G. Hesperia teachers who serve as a mentor will receive a stipend of \$200.00 per semester for each mentee assigned. For an assignment of less than a semester the amount will be prorated.
- H. Upon application mentors shall be released from teaching duties for mentoring purposes one half day per semester provided that a substitute is available.

ARTICLE 26

TEACHER SUPPORT

- A. In accordance with Section 1309 of the Michigan School Code, a teacher may remove a pupil(s) from class to a place designated by the administration when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation make continued presence of the student intolerable. In such cases, the teacher will furnish the principal or immediate supervisor with full particulars of the incident as soon as possible.
- B. A teacher may recommend to the principal or designee, suspension and/or exclusion of such pupil(s) from his/her classroom or the teacher may exercise his/her right under the state "snap suspension" law, to remove the student from his/her class for the remainder of the day. In the event the teacher uses the "SNAP Suspension" law, he/she must follow both district policy and the school code provisions regarding "snap suspensions."
- C. In the event that a teacher is attacked or assaulted by a student, upon the teacher's request the board shall promptly confer with the teacher and an Association representative to develop a plan of action that minimizes the threat of future attack or assault. The board shall implement the plan as agreed between the parties. A follow-up conference shall be held within fifteen (15) days of the plan's implementation to assess the success of the plan and revise or modify it as needed.
- D. Any cases of assault upon a teacher while he is engaged in the discharge of his contractual duties shall be promptly reported to the board or its designated representative. The board shall provide legal counsel to advise the teacher of his rights and obligations with respect to such assault and shall render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.
- E. If any teacher is sued by reason of disciplinary action taken against a student, the board will provide legal counsel and render assistance to the defense of the teacher, provided the teacher's action was in conformance with the existing policy, within the scope of his/her authority.
- F. Any complaints directed toward a teacher shall be promptly called to the teacher's attention. The complainant shall be identified before any complaint is entered in the teacher's personnel file. The teacher may attach a written response to the complaint which shall also be included in the personnel file.

ARTICLE 27

INTERNET/INTRANET USE LANGUAGE

- A. Joint Committee The parties agree to form a Technology Acceptable Use Committee, with Association and Administration representation or designee. This Committee shall consist of six (6) individuals, three (3) of whom shall be named by the Association and three (3) of whom shall be named by the Superintendent.
- B. Teacher Web Pages
1. Teachers shall be responsible for the development, posting and maintenance of individual teacher web pages according to guidelines that comply with the provisions of the Master Agreement and are established and monitored by the joint technology use committee. Upon receiving suitable training and support each teacher may be required to set up a teacher web page that includes a district provided personal photograph, the teacher's name, grade level, subject(s) taught, or work assignment, and a brief statement from the teacher. Additional web page requirements will not be required unless they are adopted by a majority vote of the joint technology committee and adequate training, if applicable, is provided.
 2. The district agrees that it will not post employees' personal information on the district's web site, and will not require bargaining unit members to include personal information on individual teacher web pages.

ARTICLE 28
MISCELLANEOUS

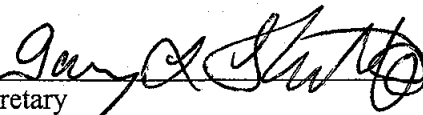
- A. Captions. The captions used in each section of this Agreement are for the purpose of identification and are not a substantive part of this Agreement.
- B. Severability. If any article or section of the Agreement or any addendum thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be ruled invalid by such tribunal, the remainder of the Agreement and addenda shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or section.
- C. Term of Agreement. This Agreement shall be effective as of the 1st day of September 2004, and shall terminate automatically on the 31st day of August, 2008. The exception to this effective date shall be only the provisions of this Agreement that are expressly referenced as retroactive to an earlier effective date. It is expressly understood that this Agreement may not be modified orally and any agreements and letters of understanding of the interpretation of this contract shall be in writing and dated and signed by representatives of both the Association and the Board.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives on the date indicated below.

BOARD OF EDUCATION
HESPERIA COMMUNITY SCHOOLS



President



Secretary

HESPERIA EDUCATION ASSOCIATION



President



Chief Negotiator

SALARY SCHEDULE A
2004-2005

STEP	BA/BS		MA BA/BS + 30		Eds/MA + 30 BA/BS + 60	
Base	33,730		36,142		38,217	
1	35,417		38,011		40,191	
2	37,102		39,877		42,165	
3	38,789		41,745		44,141	
4	40,476		43,612		46,115	
5	42,163		45,479		48,089	
6	43,849		47,347		50,064	
7	45,536		49,214		52,037	
8	47,222		51,081		54,012	
9	48,908		52,948		55,987	
10	50,595		54,817		57,960	
11	52,281		56,684		59,936	
12	53,968		58,551		61,911	
	Without credit	With credit	Without credit credit	With	Without credit	With credit
*23	56,148	57,298	60,731	61,881	64,091	65,241
*24	57,178	58,328	61,761	62,911	65,121	66,271
*25	58,178	59,328	62,761	63,911	66,121	67,271

No salary increase (one-year freeze). Same schedule as 2003-2004.
Step increase only for all steps.

* Steps 23, 24, and 25 represent a teacher's actual salary schedule step in Hesperia based on step at hire plus continuous years of service with each year of service adding one step beyond the teacher's hire step in Hesperia. Credit requirements for Step 23 and above are as stated in Article 22 G.

Additionally, for 2004-05 school year an additional \$600 added to the longevity step payment (paid as an annuity) for any teacher on Step 27 (28 years) or above. (Paid in June 2006 last payroll retroactively to August 2004 for all eligible teachers employed during this timeframe and appropriate annual wages adjusted accordingly if applicable.)

SALARY SCHEDULE A

Effective: September 1, 2005 – January 14, 2006

STEP	BA/BS	MA BA/BS + 30	Eds/MA + 30 BA/BS + 60
Base	33,730	36,142	38,217
1	35,417	38,011	40,191
2	37,102	39,877	42,165
3	38,789	41,745	44,141
4	40,476	43,612	46,115
5	42,163	45,479	48,089
6	43,849	47,347	50,064
7	45,536	49,214	52,037
8	47,222	51,081	54,012
9	48,908	52,948	55,987
10	50,595	54,817	57,960
11	52,281	56,684	59,936
12	53,968	58,551	61,911
	Without credit With credit	Without credit With credit	Without credit With credit
*23	56,148 57,298	60,731 61,881	64,091 65,241
*24	57,178 58,328	61,761 62,911	65,121 66,271
*25	58,178 59,328	62,761 63,911	66,121 67,271

Grant all step increases at the start of the school year.

Beginning January 15, 2006, increase each step of the 2003-2004 schedule by 50% of the percentage increase of the state's student foundation grant amount and pay increased wages from January 1, 2006 (i.e., freeze at 2003-04 wage level for half of the 2005-06 school year. Retroactive wages paid only to January 15, 2006 effective date). [note: SFG adjustments both + and - will be referenced on schedule (new schedule printed) and wages will be adjusted and paid from the effective date or fully retroactive to that date as soon as the SFG percentage is known]

Example: A Student foundation grant increase of \$175 = 2.7% increase. Result is 1.35% increase in salary schedule steps paid beginning January 2006.

This year's Student foundation grant (SFG) \$6875/student
minus last year's SFG \$6700/student
= increase of \$175
divide: \$175 / 6700 = 2.7% increase
divide 2.7% / 2 = 1.35%

Result is 1.35% increase in salary schedule steps paid beginning January 1, 2006.)

* Steps 23, 24, and 25 represent a teacher's actual salary schedule step in Hesperia based on step at hire plus continuous years of service with each year of service adding one step beyond the teacher's starting step in Hesperia. Credit requirements for Step 23 and above are as stated in Article 22 G.

Additionally, for 2005-06 school year an additional \$600 added to the longevity step payment (paid as an annuity) for any teacher on Step 27 (28 years) or above, and a one-time off-schedule \$200 lump sum payment to all teachers currently (as of 2005-06) on steps 13-27 paid with last payroll in June 2006. (Paid retroactively to August 2005 for all eligible teachers employed during 2005-06)

SALARY SCHEDULE A

Effective: January 15, 2006 – August 31, 2006

STEP	BA/BS		MA BA/BS + 30		Eds/MA + 30 BA/BS + 60	
Base	34,185		36,630		38,733	
1	35,895		38,523		40,734	
2	37,604		40,415		42,735	
3	39,313		42,308		44,737	
4	41,022		44,201		46,738	
5	42,732		46,092		48,738	
6	44,441		47,985		50,740	
7	46,150		49,877		52,741	
8	47,859		51,770		54,742	
9	49,569		53,663		56,744	
10	51,278		55,556		58,744	
11	52,987		57,447		60,746	
12	54,697		59,340		62,747	
	Without credit	With credit	Without credit	With credit	Without credit credit	With
*23	56,906	58,072	61,551	62,716	64,956	66,122
*24	57,950	59,115	62,595	63,760	66,000	67,166
*25	58,963	60,129	63,608	64,774	67,014	68,179

* Steps 23, 24, and 25 represent a teacher's actual salary schedule step in Hesperia based on step at hire plus continuous years of service with each year of service adding one step beyond the teacher's starting step in Hesperia. Credit requirements for Step 23 and above are as stated in Article 22 G.

Additionally, for 2005-06 school year an additional \$600 added to the longevity step payment (paid as an annuity) for any teacher on Step 27 (28 years) or above, and a one-time off-schedule \$200 lump sum payment to all teachers currently (as of 2005-06) on steps 13-27 paid with last payroll in June 2006. (Paid retroactively to August 2005 for all eligible teachers employed during 2005-06)

SALARY SCHEDULE A
2006-2007

Salary Schedule to be developed as follows:

Grant all step increases at the start of the school year.

August 2006 increase 05-06 steps as set in formula above (see 05-06). Increase salary schedule to be paid beginning August 2006 using the 50% of the SFG increase described on 2005-06 Salary Schedule.

* Steps 23, 24, and 25 represent a teacher's actual salary schedule step in Hesperia based on step at hire plus continuous years of service with each year of service adding one step beyond the teacher's starting step in Hesperia. Credit requirements for Step 23 and above are as stated in Article 22 G.

Additionally, for the 2006-07 school year an additional \$600 added to the longevity step payment (paid as an annuity) for any teacher on step 27 (28 years) or above. (Paid as in 2005-06 Salary Schedules)

SALARY SCHEDULE A
2007-2008

Salary Schedule to be developed as follows:

Grant all step increases

Increase each step by the same Student Foundation Grant (SFG) formula as above (see 05-06). With Board option to reopen wages and then each party up to three additional issues if the 2007-08 MPSERS retirement rate or the 2007-08 insurance rate increases by more than 7% each with a total increase of the two greater than 10% (see examples below); and HEA option to reopen wages and then each party up to three additional issues if the SFG increase is below 3%.

(Calculate MPSERS and insurance rate increase in 2007-08 as follows:

- MPSERS October 1, 2007 teacher MPSERS retirement costs minus the October 1, 2006 teacher MPSERS retirement costs divided by the October 1, 2006 teacher MPSERS retirement costs

Example: $(18.5\% \times \text{October 1, 2007 teacher payroll}) - (17.5\% \times \text{October 1, 2006 teacher payroll}) / (18.5\% \times \text{October 1, 2007 teacher payroll}) = \text{MPSERS retirement \% increase.}$

- MESSA October 1, 2007 monthly board paid teacher group Insurance costs minus the October 1, 2006 monthly board paid teacher group insurance costs divided by the October 1, 2006 board paid monthly teacher group insurance costs.

Example: $(\text{October 1, 2007 monthly group costs} - \text{October 1, 2006 monthly group costs}) / \text{October 1, 2006 monthly group costs} = \text{employee insurance \% increase.}$

* Steps 23, 24, and 25 represent a teacher's actual salary schedule step in Hesperia based on step at hire plus continuous years of service with each year of service adding one step beyond the teacher's starting step in Hesperia. Credit requirements for Step 23 and above are as stated in Article 22 G.

Additionally, for the 2007-08 school an additional \$500 added to the longevity step payment (paid as an annuity) for any teacher on step 27 (28 years) or above.

July 1, 2008 Adjust Salary Schedule by increasing each step by 0.5% (no retroactive benefits, payments, or adjustments will be made with this schedule adjustment).

SCHEDULE B
Extra Curricular

Activity	Level	No. of Positions	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Football	Varsity	1	9	10	11	12
	JV	3	5.5	6.5	7.5	8.5
Basketball	Varsity – B	1	9	10	11	12
	Varsity – G	1	9	10	11	12
	JV – B	1	5.5	6.5	7.5	8.5
	JV – G	1	5.5	6.5	7.5	8.5
	Freshman	1	4.5	5	5.5	6
Wrestling	Varsity	1	9	10	11	12
	JV	1	5.5	6.5	7.5	8.5
Volleyball	Varsity	1	9	10	11	12
	JV	1	5.5	6.5	7.5	8.5
	Freshman	1	4.5	5	5.5	6
Baseball	Varsity	1	7	8	9	10
	JV	1	4	5	6	7
Softball	Varsity - G	1	7	8	9	10
	JV	1	4	5	6	7
Track	Varsity – B / G	2	7	8	9	10
	JV – B / G	2	4	5	6	7
Cross Country	Boys and Girls	1	9	10	11	12
Assistant to the Varsity Cross Country and Middle School	Boys and Girls	1	4	5	6	7
Golf	High School	1	7	8	9	10
Cheerleading**	High School (per season)	1	4.5	5.5	6.5	7.5
Band	H.S. & M.S.	1	9	10	11	12
Chorus	H.S. & M.S.	1	2	3	4	5
Forensics	High School	1	2.5	3.5	4.5	5.5
Yearbook	High School	3				
	Layout Advisor		3	4	5	
	Photography		3	4	5	
	Business		3	4	5	
	Elementary 5 th Grade		2			
Plays	High School (per play)	1	2	3	4	5
	3 Act Musical	1	3.5	4.5	5.5	6.5
Quiz Bowl	High School	1	2	3	4	5
Science Olympiad			3	3	3	3

Beginning with the 2003-04 School Year Schedule B wages shall be calculated based on Step 4 of the BA/BS Salary Schedule A in effect at the beginning of the school year.

Note: All Schedule B wages are fully retroactive to the January 15, 2006.

**If only one squad or less than 8 participants in both Junior Varsity and Varsity squads, then the percentages will be 3%, 4%, 5%, 6%.

SCHEDULE B**HIGH SCHOOL****Extra Curricular**

Activity	Level	No. of Positions	
Class Sponsor	Senior	1	0.7%
	Junior	1	0.7%
	Sophomore	1	0.6%
	Freshman	1	0.6%
Helpers	Senior	1	0.5%
	Junior	1	0.5%
	Sophomore	1	0.4%
	Freshman	1	0.4%
Chess Team**	High School	1	5%
Shop Maintenance		1	1.5%
Driver Education		1	0.061% hour
Student Council		1	0.7%
National Honors Society		1	0.7%
Web Master		1	1.4%
Beginning with the 2003-04 School Year Schedule B wages shall be calculated based on Step 4 of the BA/BS Salary BA/BS Salary Schedule A in effect at the beginning of the school year.			

Note: All Schedule B wages are fully retroactive to January 15, 2006.

**This will be paid as long as the activity remains a WWAC sponsored competitive program.

SCHEDULE B

MIDDLE SCHOOL

Extra Curricular

Activity	Level	No. of Positions	
E.S. Young Authors		1	0.9%
M.S. Young Authors		1	0.9%
M.S. Math Club		1	0.6%
Class Sponsor**	Grand 5		0.6%
	Grade 6		0.6%
	Grade 7		0.6%
	Grade 8		0.6%
Science Fair MS		1	1.1%
Science Fair ES		1	1.1%
Chess Club MS		1	0.6%
Quiz Bowl MS		1	0.6%
Basketball	Grades 7 & 8		4%
Wrestling	1 team		4%
Volleyball	Grades 7 & 8		4%
Girls' Track	Grades 7 & 8		4%
Boys' Track	Grades 7 & 8		4%
Beginning with the 2003-04 School Year Schedule B wages shall be calculated based on Step 4 of the BA/BS Salary Schedule A in effect at the beginning of the school year.			

Note: All Schedule B wages are fully retroactive to January 15, 2005.

**This total is to split among the sponsors. To qualify, each sponsor must have participated in two (2) or more extracurricular events involving those students.

SCHEDULE C - CALENDAR
2004-2005

HESPERIA COMMUNITY SCHOOLS
2004-2005 Calendar

2004

August	31	Professional Development Day – Staff (no K-12 students all day)
September	1	Professional Development Day – Staff (no K-12 students all day)
	2	Professional Development Day – Staff (no K-12 students all day)
	7	First day for students/staff ---- students all day
	14	All school open house
	17	Professional Development Day – Staff (no K-12 students all day)
November	5	End of first marking period
	10-11	Parent-teacher conferences, student dismissal 11:55 AM Conferences: 11/10 from 5-8 PM 11/11 from 12:45-3:10 and 5-8 PM
	12	Half Day – student and staff – dismissal at 11:55 AM
	15	Deer Day – no school (staff do not report)
	25-26	Thanksgiving break – No school (staff do not report)
December	23	Winter Holiday Break begins– No school (staff do not report)

2005

January	3	School resumes
	21	End of first semester – student dismissal 11:55 AM
February	21	Mid-Winter break – No School (staff do not report)
March	24	End of third marking period
	25	Good Friday – half day – student and staff dismissal 11:55 AM
	31	Parent-teacher conferences, student dismissal 11:55 AM Conferences 12:45 – 3:10 PM and 5 – 8 PM
April	1	Half Day – student and staff – dismissal at 11:55 AM
	4-8	Spring Break – No School - (staff do not report)
	11	School resumes
May	27	Graduation
	30	Memorial Day – No School – (staff do not report)
June	9-10	Half Days – student dismissal 11:55 AM
	10	Last day of school – End of second semester

181 Scheduled Student Days**
185 Scheduled Teacher Days

SCHEDULE C - CALENDAR
2005-2006

HESPERIA COMMUNITY SCHOOLS
2005-2006 Calendar

August 23, 2005	Professional Development Day - Grade K-12
August 24,	Professional Development Day - Grade K-12
August 25,	Professional Development Day - Grade K-12
August 29,	Start of School Year – Start of First Trimester (5-12) – <u>Start of First Semester (K-4)</u>
September 2,	No School – State Mandated Day Off
September 5,	No School – Labor Day
October 26,	Parent/Teacher Conferences – Grade K-12 – 5:00 to 8:00 pm
October 27,	Half Day of School – Parent/Teacher Conferences – Grade K-12 – 12:30 to 3:00 pm
	Parent/Conferences for Grade 5-8 also from 5:00 to 8:00 pm
October 28,	Half Day of School – Grade K-12 – Students and Staff Dismissed at 11:53 am
November 4,	<u>End of First Quarter – Grade K-4</u>
November 15,	No School – Deer Day
November 18,	Half Day of School – Grade K-12 – Students Dismissed at 11:53 am
	Grade K-12 Records in afternoon
	End of First Trimester – Grade 5-12
November 21,	Start of Second Trimester
November 24,	No School – Thanksgiving Break
November 25,	No School – Thanksgiving Break
December 21,	No School – Start of Winter Break – December 21, through January 2,
January 3, 2006	Return from Winter Break
January 19,	Full Day of School – Grade K-12
	Parent/Teacher Conferences – Grade 9-12 - 5:00 to 8:00 pm
January 20,	Half Day of School – Grade K-12 – Students and 5-12 Staff Dismissed at 11:53 am
	Grade K-4 Records in afternoon
	<u>End of Second Quarter - End of First Semester – Grade K-4</u>
February 17,	Half Day of School – K-12 – Students Dismissed at 11:53 am
	Grade K-12 Professional Development in afternoon
February 20,	No School – Mid-Winter Break
February 24,	Half Day of School – Grade K-12 – Students Dismissed at 11:53 am
	End of Second Trimester – Grade 5-12
	Grade K-12 Records in afternoon
February 27,	Start of Third Trimester
March 24,	<u>End of the Third Quarter – Grade K-4</u>
March 30,	Half Day of School - K-12 Students Dismissed at 11:53 am
	Grade K-4 Parent/Teacher Conferences in afternoon
	Grade 5-12 Professional Development in afternoon
April 3,	No School – Start of Spring Break – April 3, through April 7,
April 10,	Return from Spring Break
April 14,	No School – Good Friday Break
April 20,	Half Day of School – Grade K-12 – Students and 5-12 Staff Dismissed at 11:53 am
	Grade 5-12 Parent/Teacher Conferences – 5:00 to 8:00 pm
	Grade K-4 Professional Development in afternoon
May 29,	No School – Memorial Day
June 6,	Half Day of School – Grades K-12 – Students Dismissed at 11:53 am – Staff Workday in Afternoon
June 7,	Last Day of School – Half Day of School – Grades K-12 – Students Dismissed at 11:53 am – Staff Workday in Afternoon – 181 st Student Day

All dates are for Grades Kindergarten through 12 except those that are italicized and underlined. These dates are Grades Kindergarten through four specific.

185 Staff Days - 181 (teaching) + 4 (professional development in K-12)

181 Student Days - 172 (full days) + 9 (half days)

Revised: 9-22-05

SCHEDULE C - CALENDAR
2006-2007

HESPERIA COMMUNITY SCHOOLS
2006-2007 CALENDAR

<u>2006</u>			<u>Student Days</u>	<u>Teacher Days</u>
August	29	Teacher Professional Development	0	3
	30	Teacher Professional Development		
	31	Teacher Professional Development		
September	1	Labor Day Recess	19	19
	4	Labor Day (No school students and teachers)		
	5	First Student Day		
October	19	Parent-Teacher Conference afternoon and evening	22	22
		(half day a.m. for K-12)	20	
		Parent-Teacher Conference afternoon		
		(half day a.m. for K-12)		
November	15	Deer day (No school students and teachers)	19	19
	22	Half day a.m. for students and teachers		
	23	Thanksgiving Recess (No school students and teachers)		
	24	Thanksgiving Recess (No school students and teachers)		
December			16	16
	23	Winter recess begins (No school students and teachers)		
<u>2007</u>				
January	2	School resumes	22	22
February	16	Teacher Professional Development	18	19
		(no school K-12)		
	19	Midwinter break (No school students and teachers)		
March	29	Parent-Teacher Conference afternoon and evening	22	22
		(half day a.m. for K-12)		
	30	Half day a.m. for students & teachers		
		Spring Break begins		
April	9	School resumes after Spring Break	16	16
May	28	Memorial Day (No school students and teachers)	22	22
June	6	Half day a.m. for K-12	5	5
	7	Half day a.m. for K-12 (Last scheduled day for 2006/2007)		

181 Scheduled Student Days

185 Scheduled Teacher Days

Due to uncertain instructional day start and ending times in the 2006-2007; 2007-2008 school years, contractual half days will not exceed half the time of a full day of instruction.

SCHEDULE C - CALENDAR
2007-2008

HESPERIA COMMUNITY SCHOOLS
2007-2008 CALENDAR

<u>2007</u>			<u>Student Days</u>	<u>Teacher Days</u>
August	28	Teacher Professional Development	0	3
	29	Teacher Professional Development		
	30	Teacher Professional Development		
September	3	Labor Day (No school students and teachers)	19	19
	4	First Student Day		
October	18	Parent-Teacher Conference afternoon and evening (half day a.m. for K-12)	23	23
	19	Parent-Teacher Conference afternoon (half day a.m. for K-12)		
November	15	Deer day (No school students and teachers)	19	19
	21	Half day a.m. for students and teachers		
	22	Thanksgiving Recess (No school students and teachers)		
	23	Thanksgiving Recess (No school students and teachers)		
December			15	15
	22	Winter recess begins (No school students & teachers)		
<u>2008</u>				
January	2	School resumes	22	22
February	15	Teacher Professional Development (no school K-12 students)	19	20
	18	Midwinter break (no school staff and teachers)		
March	21	Good Friday (half day a.m. for students & teachers)	21	21
April	3	Parent-Teacher Conference afternoon and evening (half day a.m. for K-12)	17	17
	4	Half day a.m. only for students and teachers		
	14	Spring Break begins School resumes after Spring Break		
May	26	Memorial Day (No school K-12)	21	21
June	5	Half day a.m. for K-12	5	5
	6	Half day a.m. for K-12 (Last scheduled day for 2007/2008)		

181 Scheduled Student Days
185 Scheduled Teacher Days

Payroll Deduction Authorization

I hereby authorize you, the payroll supervisor, to make regular deductions from pay in the following amounts:

Credit Union \$ _____

Tax Sheltered Annuity _____

MESSA, MEFSA, MEA Programs

Program \$ _____

Program \$ _____

Social Security Number: _____

Signature of Employee: _____

Name in Full: _____

Residence Address: _____
(street)

(city, state and zip code)

Date: _____

LETTER OF AGREEMENT
between the
Hesperia Community Schools
and the
Hesperia Education Association (HEA/MEA/NEA)

RE: ESEA/NCLB Act of 2001

1. Mutual Agreement

Without the agreement of the Association, the Employer shall take no action to comply with the No Child Left Behind Act of 2001, as amended, 20 USC 6301 et seq., that has an adverse impact on any bargaining unit member unless the district is required and has no option but to take the action under the Act and agreement cannot be reached. If any actions required by the board or district under NCLB result in a duty to bargain under the Public Employees Relations Act, bargaining shall be initiated by the parties in a time frame sufficient to allow completion of bargaining prior to the deadlines specified in the NCLB.

2. NCLB Committee Plan / NCLB BASED SCHOOL IMPROVEMENT PLANS

No NCLB Committee Plan provision shall alter, modify, violate or supersede, except as mutually agreed on in writing by the Employer and the Association, this Agreement or any other formal or informal understanding, condition or practice established between the parties. The foregoing shall apply to any School Improvement Plan the Employer intends to implement.

- a. No NCLB BASED School Improvement Plan or NCLB SIP Committee shall address the issues of wages, hours, terms and other conditions of employment or matters established in statute such as the Public Employment Relations Act, the Michigan Teacher Tenure Act, etc.
- b. Any participation on a NCLB SIP Committee shall be voluntary. The participation or lack of participation of an employee or group of employees on a NCLB SIP Committee shall not be noted or considered in the Employer's employment decisions, including but not limited to evaluation, assignment, extra duty assignment, conference attendance, promotion, discipline or discharge of any employee.
- c. NCLB SIP Committee(s) shall be established to deal with the provisions of the No Child Left Behind Act of 2001, as amended, 20 USC 6301 et seq. The composition of the District's NCLB SIP Committee and any building's NCLB SIP Committee shall be subject to the following provisions: 1) at least half (50%) (3 EA and 3 Admin) of each NCLB SIP Committee shall be employees selected by the respective bargaining agent of each bargaining unit within the District; 2) the NCLB SIP Committee will mutually agree to the other individuals to be members of the Committee (i.e., parents, students, and others in the school community).
- d. Employees participating in NCLB SIP Committee activities, including training and scheduled Committee meetings, will be compensated at the established hourly Extra Duty Curriculum Development Rate for all time involved outside the employee's regular work day. If NCLB SIP Committee meetings or activities are scheduled during an employee's regular work day, the employee shall be released from duties without loss of time or pay.

- e. Any NCLB BASED School Improvement Plan recommended by the NCLB SIP Committee shall be immediately submitted to the bargaining representatives of the parties. Upon the request of either party, the parties shall meet and negotiate the NCLB based School Improvement Plan. No School Improvement Plan shall be implemented without prior review of the parties.
3. NCLB Committee:
For the purposes outlined in the "highly qualified" options below as Addendum 1, an NCLB Committee shall be established at each level to conduct an assessment of the option elected and pursued by each teacher subject to Section 8. immediately below The Committee shall be composed of six (6) members; three (3) appointed by the Superintendent and three (3) appointed by the Association (representing Elementary., Middle School, High School). Any participation on this Committee shall be voluntary. The Committee shall make a determination whether each teacher subject to Section 8 immediately below has become "highly qualified" by meeting one of the options provided in Section 6. immediately below.
4. Teachers not "highly qualified" by the end of the 2005-06 school year:
The Board of Education and the HEA acknowledge that a teacher who is required as of the end of the 2005-06 school year (or by any alternative date established by the USDE or the MDE) by the ESEA to be "highly qualified" (as defined by the ESEA and the Michigan Department of Education) for his/her teaching assignment and is not "highly qualified" for his/her teaching assignment shall be granted the first vacancy he/she applies for provided he/she is "highly qualified" for the vacancy. They further agree that if there is no vacancy for which said teacher is "highly qualified", said teacher shall be voluntarily or involuntarily transferred per the terms of the Master Agreement. In the event that a transfer is not possible the teacher shall be treated under the Layoff & Recall provisions of this Agreement as if his/her current position had been eliminated.
5. Recognition
A teacher that has been recognized as "highly qualified" under the ESEA by this school district or another Michigan school district shall be recognized as "highly qualified" by this school district for the duration of his/her employment. If the rules related to "highly qualified" under the ESEA/NCLB Act of 2001 change, the parties agree to revisit this section.
6. ESEA/NCLB Act of 2001 Requirement for Highly Qualified Teachers
(as defined by the ESEA and approved by the Michigan Department of Education on April 24, 2003)
One of the options outlined and approved by the USDE or MDE shall be elected by the teacher to satisfy the requirements for becoming a highly qualified teacher for his/her teaching assignment by the end of the 2005-06 school year (or alternative date as determined by the USDE or MDE).

Letter of Understanding
Positive Communication and Improved Labor Relations

In a spirit of improving communication between the teachers (HEA) and the board of education, and to encourage mutual input in the decision process and in order to build a positive school environment, the parties agree that they will work to create opportunities for open dialogue around day-to-day operational issues as well as upcoming events and critical issues that face this district. The parties shall look for and engage in activities that aim to build cooperation and understanding.

The parties will work toward utilizing the process set up in Article 4 of the Master Agreement and hereby agree to hold informal sessions from time to time to discuss matters of concern. The first such meeting will be held after the ratification of the contract. The inclusion of this process here is to provide the parties with a starting point for the initiation of this open dialogue. It is not the intent of either party that this type of meeting will be a full-open Board meeting, but is likely to involve up to three board members, three teachers, the superintendent, and another representative of the teacher's choosing. The parties may agree to expand the size of this committee.

Additionally, the Board and/or the Administration will invite the HEA to designate teacher representative(s) to engage in various activities in an effort to enhance open dialogue. The HEA agrees to promote these opportunities and encourage its teachers to engage in opportunities for dialogue with the Board. Examples of these opportunities may include, but shall not be limited to, the following:

- Committee activities that involve screening and interviewing administrative candidates.
- Various board committees and work groups that may be addressing curriculum, textbook, scheduling, student discipline, technology use, staff additions and/or reductions, budget cuts or additions and any other decision that involves teacher, student, and/or parent interaction.
- Board activities that assess, discuss, and debate or provide direct input in the core decisions that surround the organization of the student day and the student schedule development process.

This list is by no means limited by, or to, the above examples. With time it can and should be expanded as far as the parties are able to imagine - With a main goal being to have open dialogue in the interest of create the best working environment possible for the improvement of instruction and student life in Hesperia.

This agreement shall be a work-in-progress and will be adjusted as needed to provide the best communication vehicle possible.

Karen Carter
For the District

6-5-06
Date

Dawn A. Parr
For the HEA

6-5-06
Date