

MASTER CONTRACT

between

BENDLE BOARD OF EDUCATION

and the

BENDLE EDUCATION
ASSOCIATION

July 1, 2007 – June 30, 2010

Association shall establish. Such sums shall be deducted as dues from the regular salaries of all such teachers and remitted not less frequently than monthly to the Association.

D. All teachers in the employ of the District shall be obligated to either be members of the Association and pay dues or if they do not desire membership in the Association, pay the equivalent. The equivalent shall be a service fee paid to the Association with the remainder going to the Bendle Public Schools Libraries.

1. Any teacher failing to meet such obligation shall have his/her employment terminated by the Board at the end of that current school year.
2. Any teacher who does not execute membership papers within thirty (30) days of his/her first day of work will be contacted by the BEA. If said papers are not completed immediately, the BEA will inform the administration at which time the amount of dues will be automatically deducted from the teacher's pay.

E. The Association agrees to indemnify and save the employer and all administrators harmless against any and all claims, demands, costs, suits or other forms of liability and all court or other administrative agency costs that may arise out of action taken by the employer for the purpose of complying with this Article. In the event of any legal action against the employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel.

F. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws or applicable civil service laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

TEACHER RIGHTS

A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiations and other concerted activities for mutual aid and protection. As a duly elected board exercising governmental power under cover of the law of the State of Michigan, the board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association, his/her participation in any activities of the Association or collective professional negotiations with the Board or his/her institution of any grievance, complaint or proceeding under this agreement or otherwise with respect to any terms or conditions of employment.

- B. The Board specifically recognizes the right of its employees appropriately to invoke the assistance of the American Arbitration Association.
- C. The Association and its members shall have the right to use school building facilities upon request to the building administrator. Teachers shall be permitted to wear identifying insignia portraying membership in an Association. Bulletin boards in teachers' lounges and other established media of communication shall be made available to the Association and its members.
- D. The Board agrees to furnish to the Association, in response to requests from time to time, all available information concerning the financial resources of the District, tentative budgetary requirements and allocations and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievance or complaint.

NEGOTIATING PROCEDURES - RESOLVING DISAGREEMENT

Recognizing their respective responsibilities for the education of the students in the community, both parties accept their obligation to strive for uninterrupted operations of the school system.

To this end, both parties pledge themselves to negotiate in good faith such matters as may appropriately be included in an Agreement between them and, in the event of failure to reach agreement, to utilize procedures as established in the grievance procedures. Both parties include the provisions of this paragraph for the purpose of indicating their pledge to the community to discourage the interruption of the operation of the school system. They, nevertheless, reiterate that each of them will make effort to reach agreement at the local level where important details of the needs of the school system can most clearly and thoroughly be understood.

BOARD RIGHTS

The Association recognizes that the Board has the responsibility and the authority to manage and direct, on behalf of the public, all of the operations and activities of the school district to the full extent authorized by the laws of the state of Michigan and the United States, provided that such rights and responsibilities shall be exercised in conformity with the provisions of this agreement.

CHAPTER I SALARIES

The salaries covered by this Agreement are set forth in the Appendices which are attached hereto and made a part of this Agreement.

CHAPTER II TEACHING CONDITIONS

Section 2.01 - Class Loads

It is understood and accepted by the Administration, the Board of Education, and the Association that the pupil-teacher ratio is an important aspect of effective programming. To insure a high quality of education, the Board of Education will make a continuing effort to maintain good pupil-teacher ratios, with emphasis at the K-3 level where it is agreed that a good pupil-teacher ratio is desirable to insure the very best learning environment. Also, every effort will be made to insure that any mainstreaming of special needs students in regular classrooms, consistent with IEP placement, will be done in such a manner (number/distribution) as to give all students the best possible educational experience.

- A. Placement of new enrollees at the elementary level shall be made using the following procedures:
1. Prior to posting class listings for the beginning of each school year, class sizes will be compared by building/grade level to maintain consistent pupil teacher ratios.
 2. After posting class listings, the Building Administrators (or designee) will consult prior to the placement of any new elementary enrollee. Consultation will include comparison of the current pupil teacher ratio in each grade by building and district wide. Except for special circumstances as agreed by teachers at that grade level, new students will be placed in the classroom containing the least number of students.
 3. Classroom teachers shall be notified one day prior to new students reporting to class. Upon notification, should the classroom teacher have a concern regarding placement, the teacher shall request and be granted a meeting with the Building Administrator (or designee) and the Building Representative to discuss the concern. Should the classroom teacher be absent from his/her assignment, the Building Representative will be notified and will act on behalf of the classroom teacher. Should both the teacher and building representative be absent from their assignments, a BEA officer will be contacted to act on behalf of the classroom teacher.
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- B. In order to assist in the equitable distribution of all students among available classes, the Board shall provide the Association with a report on the distribution of students prior to the first day of school. The Association may request a meeting to discuss said report and said meeting, if requested, will occur prior to the first day of school. For students enrolling after the beginning of the school year, a serious effort will be made to assure equal distribution

district wide. The Association president or designee will be kept informed of all new students enrolled after the first day of the school year and of all IEP placements.

C. Following the official state membership count date each year, the Board will provide the Association with a listing of all class-sizes in the district. Following receipt of said list, the Board or the Association may request a meeting to review the data.

1. As a result of this report, if the Association is not satisfied with the Administration's effort to reach and maintain a good and acceptable pupil-teacher ratio, the Association may submit, in writing, any suggestions or alternatives to the Board of Education via the Office of the Superintendent. These suggestions and/or alternatives will be placed on the Board agenda for action at the regular Board meeting in October or at a special Board meeting prior to the October meeting.
2. The Board assures the Association that their suggestions and recommendations will be reviewed and studied and that decisions made, as a result of these suggestions and recommendations, will be consistent with the Board philosophy of the importance of good pupil-teacher ratios in the classrooms.

Section 2.02 - Teaching Hours - Elementary

A. The teachers' scheduled work day in the elementary schools shall consist of seven (7) hours and twelve (12) minutes. Within that time, the following will be included:

1. A forty (40) minute duty free and uninterrupted lunch period. Teachers shall be at their assigned place of duty at the end of the lunch period.
2. A minimum of forty-five (45) minutes of planning/conference time per day with a minimum of two hundred fifty (250) minutes per week.
3. Ten (10) minutes of teacher responsibility time before the beginning of classes and five (5) minutes of teacher responsibility time after the conclusion of classes.

B. Secondary - The teachers' scheduled work day in the secondary schools shall consist of seven (7) hours.

1. A thirty (30) minute duty free and uninterrupted lunch period.
2. A minimum of forty-five (45) minutes of planning/conference time per day.
3. Ten (10) minutes of teacher responsibility time before the beginning of classes and five (5) minutes of teacher responsibility time after the

conclusion of classes.

- C. Teachers serving at both the elementary and secondary levels and part time teachers assigned to either AM or PM session will receive work schedules contingent upon their level of assignment and/or grade, but not to exceed time stipulated in 2.02 A and B, or not to exceed fifty percent of that time if they are working part-time.
- D. Teachers who are assigned to one building in the AM session and a different building in the PM session will be assured (10) minutes of travel time at the conclusion of their duty-free and uninterrupted lunch period. Mileage reimbursement will be granted consistent with the rate established in this agreement.
1. On occasion, the building principal may find it necessary to call upon the teaching staff to assume the responsibility of lunch hour supervision during his/her absence. If a teacher accepts this assignment, the building principal will not be considered in violation of the Master Contract. In addition, this assignment is not to be counted as a "substitute" teaching assignment as detailed in section 10.05.
 2. Any teacher accepting the assignment of noon supervision shall be paid at the rate indicated in Appendix E for the duration of this Master Contract Agreement.
- E. Teachers shall not leave before their contractual period of responsibility unless given prior approval by the building principal.
- F. Teachers shall attend staff meetings called by the building principal to whom the teacher is assigned. Teachers shall be given one week's notice of such meetings and be given the agenda one day prior to the meeting. When a building principal is assigned to more than one building, staff meetings may be held jointly or in separate buildings, as appropriate.
1. The maximum number of such staff meetings shall not exceed nine (9) per year.
 2. A regularly scheduled staff meeting, with notice and agenda, shall not extend beyond sixty (60) minutes from the convening time and not later than 3:50 p.m. for the secondary buildings and 4:30 p.m. at the elementary buildings.
 3. A special 30-minute emergency staff meeting may be called by the building administrator in situations where such a meeting is deemed necessary. This type of meeting may be scheduled upon 24 hours written notice, with agenda attached, and provided to each teacher. It will be counted as one of the nine

(9) staff meetings allowed each year.

4. Staff members who are not in attendance due to teaching assignment conflicts with a scheduled meeting will meet with the building principal within three (3) days of the meeting.
5. Teachers who are not in attendance for an entire contractually scheduled staff meeting may have their pay adjusted accordingly, prorated by the hour.
6. Building administrators may excuse teachers who may have a long standing doctor's appointment, professional class examination, or other vital reasons for absence on the condition that the administrator is notified immediately upon receipt of the meeting notice. Verification may be required.
7. The building administrator may excuse teachers in case of personal illness which develops while the teacher is at work on the day of the staff meeting.

Section 2.03 - Preparation Time

Daily preparation is needed for effective teaching, correcting examination papers, computing grades, conducting parent/student conferences, and related activities require many hours of application outside the classroom and add to the professional responsibilities of the teacher. Because both parties agree 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 toward insuring that the energies of the teacher are primarily utilized to this end, the Board shall grant one preparation period per day to all teachers for this purpose. The preparation period for full-time teachers shall not be less than forty-five (45) minutes in duration and shall normally be assigned to a single period of time. Half-time teachers shall receive no less than one-half of the time granted to full-time teachers. (If an unusual situation occurs, and with the consent of the teacher, the preparation period may be divided into two periods of time.)

1. Other variations will be permissible, with mutual consent of the teacher and the building administrator.
2. Every effort will be made to ensure that teachers have their regular classrooms available for their use during their preparation period.
3. When IEP meetings are scheduled during the staff member's preparation period, every effort will be made to see that the IEP meeting is scheduled in the building of that child's classroom teacher.

4. Teachers required to travel during their preparation time will be reimbursed for mileage consistent with the rates established in this Agreement.
5. No elementary teacher shall be required to travel on a regular basis during his/her designated forty-five (45) minute preparation time. No secondary teacher shall be required to travel on a regular basis during his/her designated preparation time.

Section 2.04 - Assignments

A teacher shall not be assigned to instruct in any area outside his/her teaching certification or his/her major or minor field of study. Staff members will know their assignments no later than August 1. However, unplanned extenuating circumstances could later result in assignment changes.

Section 2.05 - Working Conditions

- A. The Bendle Education Association and the Bendle Board of Education recognize that optimum school facilities for both student and teacher are desirable to insure the high quality of education that is the goal of both the Association and the Board. The Board shall attempt to keep the schools and other district facilities in working conditions which are conducive to such quality programs for our students. Bargaining unit members are to report to their building principal any physical aspects of their classroom such as lights, ventilation, heat, etc. which are not conducive to a high quality of education in order that attention can be given to any such deficiency. The Board assures that any physical aspects of classrooms which need to be given attention will receive it in a timely fashion.
- B. The Bendle Board of Education, the Bendle Administration, and the Bendle Education Association mutually agree to enforce the Bendle Public Schools Student Code of Conduct, the Teacher Handbooks, and Board Policies.
- C. In its pledge to provide a quality education and in its recognition that technology is a vital link in such an education, the Bendle Board of Education will make every effort to provide the materials and technical equipment necessary for the fulfillment of the goals and objectives of the curriculum.
- D. In the event that equipment is deemed necessary for classroom instruction and cannot be reasonably provided for by the district, and this necessity is mutually agreed upon in writing by the building administrator and the teacher, then in the case of loss or destruction the Board agrees to provide compensation at the value provided for in the agreement.

Section 2.06 - Mentor Teachers

- A. A mentor teacher shall be assigned to each probationary teacher in accordance with the provisions of the school code and the Michigan Teacher Tenure Act.
- B. Participation as a mentor teacher shall be voluntary.
- C. Mentor teachers shall be selected by the Administration from among bargaining unit members who volunteer and other qualified personnel as outlined in the school code. Consideration should be given to mentors who have the same or similar grade level and/or major/minor as the mentee. Should a non bargaining unit member be selected over a bargaining unit member, the bargaining unit member may request and will be provided a written explanation.
- D. Because the purpose of the mentor/mentee match is to acclimate the new bargaining unit member and to provide necessary assistance toward the end of quality instruction, the Board and the Association agree the relationship shall be confidential and shall not, in any fashion, be a matter included in the evaluation of the mentor teacher or mentee. Neither the mentor teacher nor the mentee shall be permitted to participate in any matter related to the evaluation of the other. Neither the mentor nor the mentee shall be required to serve, but may volunteer, as a witness in any grievance or administrative hearing involving the other. The Association will be informed of any issue which arises and involves both the mentor and the mentee prior to any investigation or administrative hearing.
- E. The mentor teacher may assist in preparing the professional development plan required under 10.3, B-1. Released time may be approved by the Building Administrator for the purpose of meeting the goals of the professional development plan. The mentor teacher shall be granted compensatory time, on a one for one basis, for time spent outside the normal work day, subject to the approval of the Building Administrator.
- F. Mentees shall be provided with a minimum of fifteen (15) days of professional development induction, as required by the school code, during their first three (3) years of classroom teaching. It is the intent of the Board to provide said time during the normal school day.

CHAPTER III VACANCIES AND TRANSFERS

Section 3.01

DEFINITION: A vacancy shall be defined as any new position or an existing position which the Board intends to fill or to which no current staff member is assigned. This does not include positions which may be filled by staff on lay-off, leave, staff reassignments that facilitate recall, or involuntary transfers. Notification will be sent to the President whenever a vacancy exists that the Board does not intend to fill.

A. **VACANCIES FROM THE FIRST DAY OF THE SCHOOL YEAR UP TO FIVE DAYS BEFORE THE END OF THE SCHOOL YEAR:**

Whenever any vacancy in any professional position in the district shall occur from the first day of the school calendar year to five days prior to the last working day on the school calendar, the Board shall publicize same by giving written notice in the following manner:

1. Vacancy notices shall be posted within the bargaining unit first.
2. Provide a copy of said notice to each teacher. Notice to be placed in each teacher's mailbox.
3. Vacancy notices shall be posted within one (1) week subsequent to receipt of teacher's written resignation.
4. Vacancy notices for positions in summer programs shall be posted within one week subsequent to the date the program is approved by the Board.
5. No vacancy shall be permanently filled until seven calendar days after such vacancy notice has been distributed to all teachers.
6. No posting outside the bargaining unit shall take place until all teachers have been interviewed and notified in writing of the status of their application. If no teacher has been assigned the position, then the Board reserves the right to go outside the bargaining unit to fill the position.

B. **VACANCIES THE LAST FIVE DAYS OF SCHOOL YEAR UNTIL AUGUST 1ST:**
During the last five days of the current school year and during the summer recess period until August 1st of each year, vacancy notices shall be given only to those BEA members who submit a written request to the Superintendent's Office stating those positions/vacancies for which they wish to be notified.

1. A copy of each vacancy notice will also be sent to the President of the Bendle Education Association.
2. Vacancy notices during this interim of time will also be posted on a file provided for that purpose in the Teacher's lounge at the Bendle Senior High School. (This building is open Monday through Friday, 7:00 a.m. - 3:30 p.m. during the summer recess period.)
3. Vacancies occurring during this period of time will be filled only after the notice has been provided for at least twelve calendar days.

C. **VACANCIES BETWEEN AUGUST 1ST AND THE FIRST DAY OF SCHOOL:** Notices for vacancies occurring between August 1st and the first working day of the new school year will be given only to those BEA members submitting a written request as stated in Paragraph

"B" above.

1. A copy of each vacancy notice will also be sent to the President of the Bendle Education Association.
 2. Vacancies occurring during this period of time will be filled only after the notice has been provided for at least five calendar days.
- D. The Board and the Association recognize that when vacancies occur during the school year, it may be difficult to fill them from within the district without causing undue disruption to the existing instructional program. Therefore, when applications are received and the position is not awarded due to causing a disruption to an existing program, the applicant will be notified that the position will be assigned to him/her at the beginning of the ensuing school year or semester. In such situations, during the interim, the position will be filled on a temporary basis and this position will be considered vacant at the end of the school year or semester, which will then permit the applicant who was awarded the position to assume this assignment on the first day of the following school year or semester. If no requests for transfer are received, the position will be filled on a permanent basis.
- E. When a vacancy in a professional position in the district has been filled, all applicants who applied in writing will be notified of the decision, in writing, within one week after the position has been filled.
- F. All vacancies shall be posted with accompanying job description and selection criteria. Teachers shall be notified within ten (10) days of the expiration of the vacancy notice, of the disposition of his/her application.

Section 3.02 - Vacancies - Coaching Assignments (Appendix "B")

- A. **VACANCIES DURING THE SCHOOL YEAR:**
Whenever any vacancy in assignment applicable to Appendix "B" occurs during the school year, the Board shall publicize same by giving written notice in the following manner:
1. Provide a copy of said notice to each teacher. Notice to be placed in each professional staff mailbox.
 2. Vacancy notices shall be published within one week subsequent to the receipt of employee's written resignation.
 3. No vacancy shall be permanently filled until five days after such vacancy notice has been distributed to all staff members.
- B. **VACANCIES THE LAST FIVE DAYS OF SCHOOL YEAR UNTIL AUGUST 1ST:**
During the summer recess such vacancy notices shall be given to those teachers submitting a written request for same to the Superintendent's Office stating those positions/vacancies for

which they wish to be notified. A copy of each coaching vacancy notice will also be sent to the President of the Bendle Education Association.

1. Notices for coaching vacancies occurring during the summer recess will also be posted in the same manner as stated in Section 3.01, paragraph B-1.
 2. Vacancies occurring during the summer recess, commencing on the last day of school until August 1st will be filled only after the notice has been provided for at least twelve (12) calendar days.
 3. On August 1st and thereafter until the opening of school, vacancies occurring will be filled only after the notice has been provided for at least five (5) days.
- C.
1. The Board and the Association recognize that when vacancies occur and no qualified teacher applies; this vacancy may be filled on a temporary basis until the end of the current school year in June by a person other than a teacher.
 2. However, in all such instances, when a person other than a teacher is hired for a position on a temporary basis, this assignment will be declared "vacant" at the end of that particular sport season, thus offering an opportunity for all teachers to apply. As long as non-bargaining unit personnel are assigned to these positions, this procedure will be repeated annually.
 - a. Being qualified is more than just having a teaching certificate. It includes such things as having experience as a participant in that particular sport, previous coaching experience and/or even college credit in method courses or techniques of that particular sport.
- D. Vacancy notices for all temporary coaching positions (those filled by persons other than teachers) will be posted according to the following schedules:

No later than date preceding sport or activity:

May 15 - Summer and Fall

October 1 - Winter

February 1 - Spring

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- E. When a coaching assignment is finalized, all applicants who have applied in writing will be notified of the decision, in writing, within one week after the coaching position has been filled.

Section 3.03 - Implementation of Sections 3.01 and 3.02

- A. The Board declares its support of the policy of filling vacancies, including vacancies in supervisory positions, from within its own teaching staff. Vacancies shall be filled on the basis of the experience, competency and qualifications of the applicant, length of service in the district, and other relevant factors. Any vacancies, including supervisory positions, shall be posted with accompanying job description, and selection criteria.
- B. Vacancies shall be filled from within our teaching staff whenever a qualified member applies and meets the selection criteria. When no qualified teacher (as determined by the Board or designee) applies for a bargaining unit vacancy, the Board reserves the right to go outside the bargaining unit to fill the position and to hire the most qualified candidate.
1. All teachers (applicants) will be granted an interview by the administrator, or administrators, responsible for the filling of the announced vacancy.

Section 3.04-- Summer School Program

Sections 3.01 and 3.03 are applicable for summer school programs conducted by the Bendle Public Schools with the exception of the programs sponsored by the Bendle/Carman-Ainsworth Community Education Program.

Section 3.05 - Driver Education

- A. Sections 3.01 and 3.03 are applicable for the Driver Education Program conducted by the Bendle Public Schools.
- B. The Board and the Association recognize that when vacancies occur and no certified and qualified BEA member applies, this vacancy may be filled on a temporary basis until the end of the program by a person other than a BEA member. When a person other than a BEA member is hired for a position on a temporary basis, this assignment will be declared vacant at the end of that particular program, thus offering an opportunity for all BEA members to apply. As long as non-bargaining unit personnel are assigned to these positions, this procedure will be repeated annually. Current bargaining unit members do not have to reapply.

Section 3.06 - Transfers

Definition: Involuntary transfer - any person whose assignment has been reduced or eliminated, or ~~whose assignment has been changed as a result of the reassignment of current staff, a shift in student enrollment or the lay-off of a lower seniority person.~~

- A. Any teacher who is to be involuntarily transferred shall first receive notice of same in person or by phone, and then in writing, by an administrator prior to any other public notification. The teacher shall have the opportunity to discuss the involuntary transfer with the Superintendent.

- B. When a teacher with multi-certification is involuntarily transferred into another area of certification, the teacher may request a reassignment. Every effort will be made to honor such request prior to any transfers as described in 3.06 C.
- C. A teacher may express an interest in reassignment to a different class, grade level, subject area or position, or transfer to a different building by submitting an Interest in Transfer form to the Superintendent. Such requests shall specify the reassignment(s) requested in order of preference. All requests must be renewed annually. Requests by a teacher for transfer shall be made on or before March 31st. The interest file will be reviewed annually. If the Superintendent decides to make a transfer based on the interest file, the teacher will be consulted prior to the transfer. Whenever an involuntary transfer is considered, any certified teacher with a transfer request form on file shall be considered before outside persons are hired or an involuntary transfer is effected.

3.07 - Disposition of Requests

- A. Any teacher who applies for a position shall be notified in writing of the disposition of his/her application no more than 10 days after the deadline for application.
- B. If the teacher applicant is denied the position, upon request, the Superintendent or designee shall provide in writing the criteria which were used in the determination which favored another applicant.

CHAPTER IV PROTECTION OF TEACHERS

Section 4.01 - Assistance in Assault Cases

- A. Teachers shall be required to report all cases of assault suffered in connection with their employment to the building principal in writing as soon as possible. The building principal will submit the written report to the Superintendent's Office by the end of the following school day. The building principal shall forward a copy to the Superintendent of Schools. The building principal will acknowledge receipt of such report in writing.
- B. The School Counsel and/or the Superintendent of Schools shall inform the teacher of his/her rights under the law and shall provide such information in a written document.
- C. The School Counsel shall notify the teacher of his readiness to assist the teacher as follows:
 1. Shall assist and cooperate in obtaining from the police and/or from the Principal, relevant information concerning any reported incident.
 2. Shall act in other appropriate ways as liaison between teacher, police and the courts.

3. Shall counsel the teacher in court appearances.

Section 4.02 - Legal Counsel

The Board agrees to provide legal counsel to defend any teacher in action arising out of an assault on a teacher; or any disciplinary action taken against a student by a teacher provided that such disciplinary action is in compliance to Section 4.03 of this Contract Agreement. During the first week of each school year, each building principal will explain and discuss with his/her staff the written policy statement governing use of corporal punishment of students.

Section 4.03 - Discipline

During the first week of each school year, the Bendle Board of Education shall provide a written policy statement governing use of corporal punishment of students. (This policy statement to be inserted as a part of the regular "Teachers' Letter" provided to teachers by their respective building principals.) The above "Policy Statement" shall be consistent with the General School laws - State of Michigan - Paragraph 380.1312, (1), (2), (3).

Section 4.04 - Building Administration

When a building principal is to be absent from the building, there will be a designated professional staff member or administrator on site, who will assume the duties of the principal. The exact procedure will be established by the building level team on or before the first day of school. Staff will be notified of the plan in writing.

- A. If the designated professional is a classroom teacher and the building principal will be absent for three (3) hours or longer, then a substitute teacher will be hired to cover his/her classrooms for the time he/she is on duty as acting principal.
- B. The designation of a person to assume the duties of the principal will be made by the principal and requires the acceptance of the professional member.

Section 4.05 - Just Cause

No teacher shall be disciplined without just cause.

CHAPTER V PAID LEAVE

Section 5.01 - Personal Illness and/or Disability (Sick Leave Days)

- A. Interpretation: Personal Illness and/or Disability Leave Days are interpreted as the days allocated for a teacher to recover from his/her personal illness or disability.

B. At the beginning of each school year, twelve (12) Sick Leave Days shall be granted to regular certified teachers under contract for thirty - eight (38) weeks or longer, the unused portion of which shall accumulate from year to year without limitation.

1. Should a teacher use all of his/her sick leave days allocated each year during the first semester and for any reason is not employed by the Bendle School District for the second semester, the pro-rated leave days used, but not earned, shall be deducted from his/her final paycheck.
2. One half (1/2) of the above sick leave days shall be granted to half-time teachers.

C. Granting of Sick Leave Days

1. These days are subject to verbal notification to the Building Principal, or designee, by no later than 6:00 a.m. on the day the leave is to be taken (preferably the day or evening before when the necessity for taking a sick leave day is known in advance).
 - a. Upon verbal notification to the Building Principal, or designee, the teacher must state specifically if the day being taken is:
 1. A Sick Leave Day.
 2. A Personal Leave Day being requested on an emergency basis.
 3. A day which does not meet the criteria of Section 5.01 and/or Section 5.02 and is therefore a day being taken with pay deducted.

D. Return to School After Taking a Sick Leave Day

When returning to school after taking a sick leave day, the teacher shall be required to submit a written form "Verification of Absence" which is provided by the school. This form is to be counter-signed by the Building Principal, who will then forward it to the Central Administration Office. This form is necessary in order to maintain accurate and documented employee payroll records, and it is the teacher's responsibility to see that it is submitted.

1. No deduction will be made from a teacher's pay for a sick leave day taken from within his/her accumulation of such days. However, if the teacher has not submitted the "Verification of Absence" prior to the second payday following her/his absence, his/her paycheck will be held in the Central Administration Office until such time as the teacher comes to the Central Office, where he/she shall complete the required

from, and pick up his/her check. (In such cases, countersigning by the Building Principal will not be required.)

E. Emergency Sick Leave Bank

At the beginning of each school year and at the request of the Association, members of the Bendle Education Association, who wish to, will have the opportunity to contribute one (1) of the above granted sick leave days from their personal accumulation to an "Emergency Sick Leave Bank" to be used in an emergency by BEA members.

1. The number of days donated and credited to the Emergency Sick Leave Bank shall be used at the discretion of the Emergency Sick Leave Bank Board comprised of two members selected by administration and two members selected by the association and the president of the BEA or designee.
 - a. Prior to the 4th Friday of each year, a copy of the "criteria" or "Guidelines" for use of the Emergency Sick Leave Bank, as formulated by the Emergency Sick Leave Bank Board, shall be submitted to the Superintendent who, in turn, will place this item as "communications received" on the agenda for the regular meeting of the Bendle Board of Education in October.
 - b. Whenever a teacher requests sick leave days from the Emergency Sick Leave Bank, a copy of that request shall be forwarded to the Emergency Sick Leave Bank Board.
2. The unused portion of said days shall accumulate in the Emergency Sick Leave Bank each year.
3. During the school year, if the accumulated days in the Emergency Sick Leave Bank should drop below fifty (50), additional days may be donated at the rate of one (1) per Bank Member, one-half (1/2) day for half-time employees who are members of the bank.
4. All days donated to the Emergency Sick Leave Bank by BEA members and credited to the Emergency Sick Leave Bank shall be donated over the BEA member's signature on a form provided by the administration.

Section 5.02 - Personal leave Days

- A. Five (5) personal illness/disability days may be used as Personal Leave Days each year. A maximum of three (3) days may be used in succession.
1. Should a teacher use all of the personal leave days allotted to him/her each year during the first semester and for any reason is not employed by the Bendle School District for

the second semester, the pro-rated number shall be deducted from his/her final paycheck.

2. Should the Board or one of its designees have reason to believe that there is evidence which indicates that a teacher is actually using a personal leave day and reporting his/her absence as a sick leave day, the teacher's request may be disallowed. The teacher shall be presented the evidence, in writing, within one (1) week after submission of the "Verification of Absence" and shall be entitled to a hearing before the Board with representation as recognized in this Master Contract Agreement. If, after the hearing before the Board, the Association is not satisfied with the Board's decision, the matter may be transmitted by the Association to the Grievance Committee as provided in this Agreement - Section 7.01.

B. Granting of Personal Leave Days

1. A teacher planning to use a personal leave day shall notify his/her Building Principal, in writing, at least (3) three work days in advance.
2. When fewer than three work days advance written notice is given, the granting of the request is subject to the availability of a substitute teacher.
3. In case of an emergency where written notification is impossible, personal leave days will be subject to verbal notification by the teacher to the building principal prior to 6:00 a.m. of the day the leave is to be taken, and the granting of said personal leave day will also be subject to the availability of a substitute teacher.
4. Personal Leave Days shall not be granted, except in the case of extenuating circumstances and prior approval has been received from the Superintendent, either the day before or the day following (1) a paid legal holiday, (2) vacation days, or (3) during semester examination periods where applicable, and/or (4) the last paid working day(s) of the second semester that are "designated" teacher workday(s).

C. Docked Days for Personal Reasons

The Association and the Board recognize that extenuating circumstances might exist whereby a teacher may need an additional personal leave day after they have already exhausted their allocated five (5) days. Thus, the teacher has no alternative but to report their absence as a "docked" day. However, consecutive "dock days" for personal reasons may not be in the best interest of the school's program or to the students to whom that teacher has been assigned. Teachers are encouraged to arrange and plan their personal calendars to avoid the necessity of using docked days for personal reasons.

- D. When returning to school after taking a personal leave day taken from within the above allocated amount, the teacher shall be required to submit a written form "Verification of Absence" which is provided by the school. This form is to be counter-signed by the Building

Principal, who will then forward it to the Central Administration Office. This form is necessary in order to maintain accurate and documented employee payroll records, and it is the teacher's responsibility to see that it is submitted.

1. No deduction will be made from a teacher's pay for a personal leave day taken from within the allocated amount. However, if the teacher has not submitted the "Verification of Absence" prior to the second payday following his/her absence, his/her paycheck will be held in the Central Office until such time as the teacher comes to the Central Office, where he/she shall complete the required "Verification of Absence" and pick up his/her check. (In such case, counter-signing by the Building Principal will not be required.)

Section 5.03 – Workers' Compensation

Whenever a teacher is absent because of illness, accidental injury, or injury resulting from an assault case arising out of and/or in the course of his/her employment as defined in the Michigan Workers' Compensation Act, the Board shall pay to such teacher the difference between his/her regular salary, and the benefits he/she shall receive under the Michigan Workers' Compensation Act for the duration of such absence subject to the following:

- A. For the first two weeks the teacher shall be paid in full and such absence shall not be deducted from any sick leave to which such teacher is entitled under this Agreement.
- B. If disability continues for two weeks or more and the teacher is incapacitated as a result of work injury or illness covered by the Workers' Compensation Act, the teacher shall be paid the difference between his/her regular salary and the benefits he/she shall receive under the Michigan Workers' Compensation Act for an additional six (6) weeks, and such paid absence shall not be deducted from any sick leave to which such teacher is entitled under this Agreement. (In this case, the Workers' Compensation paid to the person for the first two weeks shall be paid to the Board.)

In the event the absence exceeds eight weeks, the teacher may elect, in writing, to receive from the Board the difference between the Workers' Compensation benefits and his regular salary, provided such difference shall be deducted from the teacher's sick leave allowance:

1. The teacher's sick leave allowance shall be determined by dividing his/her contractual salary by the actual number of paid working days to find his/her daily wage. This wage shall then be multiplied by the total number of accumulated sick leave days to determine the dollar amount of his accumulated sick leave allowance.
2. When a subtraction is made from the teacher's dollar sick leave allowance and the ensuing balance is not evenly divisible by his daily wage, the remainder shall be rounded off to the nearest half day.

Section 5.04 - Professional Conventions and/or Conferences

Realizing that Professional Conventions and/or Conferences are important to the growth and advancement of both Bendle staff members and the Bendle School System, Professional Convention and/or Conference attendance requests may be authorized by the Superintendent, without loss of pay.

A. Recognizing that some teachers have multiple subject area assignments, staff members may request and may be granted the right to attend more than one conference during a particular school year. However, their absence from the classroom shall not exceed three (3) days total and their total personal reimbursement for conference expenses, regardless of the number of conferences attended, shall not exceed the total teacher allocation for conferences/conventions indicated in Appendix E.

1. Request must first be submitted to the Building Principal on forms provided by the Bendle Public Schools eight (8) days prior to the date of the convention or conference. A copy of the convention announcement or program is to be attached to the request.

Before approval is given by the Building Principal, it must be evident that attending the convention or conference will contribute to the effectiveness of the instructional program in the assigned teaching area of the teacher making the request at that particular time. Requests approved by the Building Principal will then be forwarded to the Office of the Superintendent for final determination. Should the request be denied, a written statement of the reason(s) for denial shall be provided to the teacher requesting the convention/conference.

(Note: Conference/convention attendance for longer than three (3) days would be a basis for "denial" since it is felt that the teacher's absence for a period longer than three (3) days certainly would have an adverse effect upon the educational program of his/her students.)

2. Request for reimbursement for convention or conference expense must be made within five (5) days following the conclusion of the convention or conference. Reimbursement will be made on a "Request for Purchase Order" form with the maximum reimbursement being not more than the amount indicated in Appendix E per teacher for each respective school year covering the duration of this Master Contract Agreement.

B. At the beginning of the school year, the Association will be credited with six (6) days which may be used by the Association.

1. The Association agrees to notify the Board no less than five (5) days in advance of taking such leave.

2. The Association will reimburse the Board for the cost of the substitute.
3. These leave days will not be deducted from the representative's personal leave days.
4. The Board of Education will be responsible for the hiring of the substitute for the teacher on these days missed.
5. All requests for use of these days will be made through the Association President.

Section 5.05 - Association Release Time

The Association and the Board recognize that the BEA president or designee may be required to meet or conduct business with the Bendle Board of Education, Superintendent or other Administrators during the school day. In order to allow time for said meetings and other related business, the Association president or designee will be granted release time by the Superintendent.

CHAPTER VI LEAVES OF ABSENCE

Section 6.01 - Leave of Absence: Personal Illness

Any teacher whose personal illness extends ten (10) consecutive days beyond the period for which he/she is compensated under our Sick Leave Article (Section 5.01), shall be granted an unpaid leave of absence, for such time as is necessary for complete recovery from such illness. The Board will continue to pay for the teacher's fringe benefits for one month beyond the month in which the teacher's sick days expire, or until the teacher is eligible for long term disability, whichever comes first. During the leave of absence, the teacher may elect to continue insurance benefits by paying premiums through the Central Office, contingent upon approval of the respective insurance carrier.

1. Any teacher who is on a "Leave of Absence for Personal Illness" shall be allowed to return to work upon presentation of a physician's statement verifying the teacher's ability to return to work, contingent upon the following provisions:
 - a. Physician's statement shall be presented to the Central Office one (1) week prior to the teacher's return.
 - b. The teacher's ability to return to work must precede the end of the current semester by two (2) weeks (ten 10 school days), otherwise his/her return to work shall be on the first day of the subsequent semester.
2. While the teacher is on a "Leave of Absence for Personal Illness", the teacher shall provide a monthly certificate from his/her physician verifying the status of his/her condition of health to the Central

Administration Building.

3. If the teacher returns from a personal illness leave within twelve (12) months following the end of the semester during which the leave was granted he/she shall be assigned to the same position that he/she held prior to the granting of the leave if that position still exists; otherwise, he/she shall be assigned to a position according to his/her certification and qualifications. If the teacher does not return within twelve (12) months following the end of the semester during which the leave was granted, the position shall be considered vacant.

Section 6.02 - Leave of Absence with Pay Teachers will be paid leave time for the following purposes:

BEREAVEMENT

A. Five (5) days per school year will be allowed in the case of a death in the immediate family interpreted as: husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, grandparents or grandchildren, step-parents, step-sister, or step-brothers.

1. In the event of a death of a person not interpreted as "immediate" family (above) and whose relationship to the teacher poses a special circumstance; a leave of absence may be granted at the discretion of the Superintendent provided that such leave is requested and approved prior to taking the leave.

Number of days allowed in such case shall also be deducted from the five (5) days allowed per school year, as designated in "A" above.

2. It is conceivable that in the same school year, a teacher might experience more than one death in the immediate family. In such case, an additional five (5) days will be allowed, provided the two deaths do not occur simultaneously.

3. One day per school year will be granted in the case of the death of a brother-in-law, sister-in-law, spouse's grandparents, aunts, uncles, nieces, and nephews.

4. ~~Death leave benefits will be granted only for days lost while school is in session.~~

5. Should the death of a student currently enrolled in the Bendle Schools or the parent of a currently enrolled Bendle student occur, released time will be given to a teacher representative to attend the funeral. At the elementary level, the teacher representative shall be the student's

regular classroom teacher. At the secondary level, the teacher representative shall be selected by those teachers in whose classes the student was enrolled at the time of his/her death.

JURY DUTY/COURT APPEARANCES

- B. Absence when a teacher is called for jury service; per diem pay received by the teacher for jury service shall be returned to the Board.
- C. Court appearances as a witness in any case connected with the teacher's employment or the school, or whenever the teacher is subpoenaed to attend any proceeding which was not directly caused by him/her. A copy of the subpoena must be provided to the school prior to requesting the leave. The teacher shall return to his/her teaching assignment as soon as testimony has been presented and teacher is excused from the court, if prior to the end of the regular teaching hours.

MILITARY LEAVE

- D. Time necessary to take the Selective Service physical examination.
- E. Time to serve on active duty in the military in conformity with state and federal statutes. The teacher shall suffer no loss of seniority of status as a result of military leave. Teachers may also elect to continue insurance benefits by paying premiums through the central office, contingent upon approval of the respective insurance carrier.

Section 6.03 - Family Care Leave of Absence

- A. A leave of absence for Family Care, without pay and fringe benefits, shall be granted to any teacher for the purpose of caring for a member of the immediate family as defined in Section 6.02 A and 6.02 A1. During said leave, the teacher may elect to continue insurance benefits by paying premiums through the Central Office, contingent upon approval of the respective insurance carriers. Leaves may be taken under the FMLA, not in conjunction with this section.
- B. A request for Family Care Leave, without pay, shall be submitted to the Superintendent at least two (2) weeks prior to the effective date of the Leave of Absence.
 - 1. Emergency situations which are verified by a physician, permits
"waiver" of the two week notification requirement and said leave
would commence on the date recommended by the physician.
- C. A Leave of Absence for Family Care shall be granted up to one full year in addition to the number of months absent during the semester in which the leave of absence was granted. Other unpaid leaves. Conditions

OTHER UNPAID LEAVES: CONDITIONS

A. Other unpaid leaves may be granted under the following conditions:

1. The teacher has acquired tenure in the Bendle School District.
2. The leave will be without pay and/or fringe benefits.
3. Teachers may continue benefits as allowed by the respective insurance carrier.
4. No seniority or advancement on the salary scale shall occur during leave.
5. Leaves will be applied for in writing and granted by the Board in writing.
6. Such leave would not adversely affect the student programs.
7. Appendix B, C, or D jobs will be restored provided the leave lasts no more than one year.

B. Kinds of Unpaid Leaves

1. Peace Corps, Vista, Teachers Corps, Department of Defense leaves: up to two years.
2. Personal travel: Up to one year
3. Professional study: Up to one year
4. Campaign and/or hold public office: Length of first term
5. Universal Leave (personal): Up to one year

Section 6.10 - Return from Leave of Absence

A. A teacher who has been granted a Leave of Absence shall notify the Superintendent of Schools, in writing, on or before the first (1st) day of November or the first (1st) day of May preceding the opening of the semester following the expiration of leave of his/her intent to resume work at the beginning of the ensuing school semester.

1. Individuals on leave of absence who do not make the proper notification to the Superintendent of Schools, in writing, as stated above, will be considered as having voluntarily resigned.

2. When November 1st or May 1st is prior to the effective day of the teacher's leave and the teacher intends to resume work at the beginning of the next semester, the teacher must make such notification at the time his/her request for a leave is submitted.

B. All teachers returning from Leaves of Absence granted by the Board, with the exception of Leave of Absence for the Peace Corps, Public Office and Travel, shall be restored to the same assignment they held at the time the leave of absence was granted, if that assignment still exists, and if this occurs within one year after the end of the semester in which the leave was granted. If the same assignment does not exist, the teacher will be granted another teaching position for which they are qualified and certified.

C. To the extent possible all teachers returning from Leaves of Absence granted by the Board for the Peace Corps and for Travel shall be restored to the same position they held if this occurs within one year after the end of the semester in which the leave was granted.

- D. To the extent possible, all teachers returning from Leave of Absence granted by the Board for Public Office shall be restored to the same position they held if this occurs at the end of his/her first term of office.

CHAPTER VII PROCEDURE FOR HANDLING GRIEVANCES

Section 7.01 - Grievance Conditions

A grievance shall be defined as a claim that there has been an alleged violation, misinterpretation, or misapplication of any provision of this Agreement or any existing rule, order, or regulation of the Board or any provision of law (except a statute specifically establishing a procedure for redress) relating to wages, hours, terms, and conditions of employment.

A. Established Committees

1. The Association shall establish a Grievance Committee and inform the Administration of said committee.
2. The Board of Education shall establish a Review Committee and inform the Association of said committee.

Section 7.02 - Procedure

A. Level One

Any grievance must be filed within fifteen (15) days of the alleged violation, or reasonable knowledge thereof. The grievance shall first be informally discussed with the teacher's principal. If a resolution is not reached within ten (10) days, the employee shall have ten (10) days to submit the grievance in writing. The principal shall have ten (10) days to provide a written response.

B. Level Two

Any grievance not satisfactorily resolved at Level One may be appealed to the Superintendent or his/her designee within ten (10) days of receipt of the Level One answer. A hearing on said grievance shall be held within ten (10) days of receipt of the appeal. A written response shall be provided within ten (10) days of said hearing.

C. Level Three

Any grievance not satisfactorily resolved at Level Two may be appealed to the Board Review Committee within ten (10) days of receipt of the Level Two answer. The Board Review

Committee shall be comprised of not more than three (3) board members. A hearing on said grievance shall be held within ten (10) days of receipt of the appeal. A written response shall be provided within ten (10) days of said hearing.

D. Level Four - Arbitration

Any grievance not satisfactorily resolved at Level Three may be appealed to arbitration by the Association within ten (10) days of receipt of the Level Three answer. Notice of intent to arbitrate shall be sent to the Superintendent. The parties will attempt to select an arbitrator by mutual agreement. If the parties cannot agree on an arbitrator within ten (10) days after notice is given, he/she shall be selected by the American Arbitration Association in accordance with its rules which shall also govern the arbitration hearing. The arbitrator shall have no power to alter, add to, or subtract from the terms of this agreement. Both parties agree to be bound by the award of the arbitrator.

1. The costs of arbitration under this section shall be assumed by the party whom the judgment is against.
2. The Board and the Association shall assume their own costs for representation.

E. The term "days" (when used in this article) shall mean work days. During the summer recess, working days shall mean days when the Superintendent's Office is open.

F. Any grievance which arises from a decision above the Principal's level or which involves more than one building may be filed at Level Two.

G. Time limits may be extended in writing by mutual agreement.

H. A grievance may be filed by a teacher, group of teachers, or the Association.

I. If a written response at any level is not received or not received within the time period, the grievance will automatically be considered moved to the next level.

J. Nothing herein contained shall be construed so as to prevent any teacher from presenting a grievance and having the grievance settled without intervention of the Association provided that the settlement is consistent with the terms of this agreement and the Association has been given the opportunity to be present at such settlement. Grievances may only be processed at Board-level and above if the Grievance has the support of the Association.

CHAPTER VIII
PROFESSIONAL STAFF DEVELOPMENT

Section 8.01 - Purpose

The Board of Education will provide the highest quality professional development opportunities possible, as mandated by state law, for staff members. Professional staff development concerns shall be the responsibility of building and district school improvement teams.

CHAPTER IX
GENERAL

Section 9.01 - Strikes by Public Employees

The Association recognizes that MCL 423.201 ET SEQ. makes strikes by public employees illegal when conditions are shown that an organized action has been implemented to provide pressure through a work stoppage for economic gain. To this extent, the Association recognizes its obligation to discourage a strike among its members.

Section 9.02 - Medical Requirements

- A. All written statements from a doctor testifying to state of health and x-ray certificates shall be kept in the employee's personnel file unless otherwise required by law.
- B. The Board of Education shall provide, free of charge, a licensed physician to issue to each employee any required health certificate; or each employee may secure said certificate from his own licensed physician at the employee's expense.

Section 9.03 - Teacher Evaluations

- A. The evaluation of teacher performance, which is a continuing process, shall be conducted openly. The evaluation of teacher performance shall always be with the intent to aid teachers to become more proficient - emphasizing "strengths" and "weaknesses".

B. Teacher Evaluation Procedures

1. Probationary Teachers

Probationary teachers will be provided with an individualized development plan developed by administrative personnel in consultation with the teacher within thirty (30) days of the commencement of duties. The probationary teacher will receive a semester and year end performance evaluation based on classroom observations, the development plan (IDP), and the Bendle Public Schools Teacher Expectations

(evaluation form). Performance evaluation conferences shall be held not later than ten (10) days following the last formal observation. Any probationary teacher whose employment is not being renewed for the following year will be notified in person and in writing by May 1 of any year.

2. Tenure Teachers

Tenure teachers will be provided with a teacher evaluation at least once (1) every three (3) years. However, performance evaluations may be performed more often should a teacher receive a less than satisfactory performance evaluation. Should this occur, the supervising administrator shall prepare, in consultation with the teacher, an Individualized Development Plan/Professional Development Plan stating areas to be improved, timelines for such, and observable behaviors that will indicate level of success. Successive performance evaluations will be based on that plan. Conferences shall be held not later than 15 days following the last formal observation. No evaluation will be conducted during exams or standardized testing.

- C. It is understood that teachers will be expected to sign their evaluations during the conference. This signature represents that the teacher has received the evaluation, but does not necessarily represent agreement. The evaluation form does allow for a "written response" by the teacher. In order for a response to become a part of the evaluation, it must be submitted to the evaluator within ten days from the date of the scheduled conference.
- D. Each teacher shall have the right, upon request, to review the contents of his/her personal file folder.

Section 9.04 - Special Department Clothing

The Board shall furnish yearly, without charge, a maximum of four (4) smocks and/or shop jackets for each secondary teacher in the following subject areas: Arts Education, Life Management, Chemistry, Biology, Physics, Technology and Industrial Arts.

The Board may provide a maximum of two (2) smocks and/or shop jackets for other science course offerings contingent upon need upon the request of the building principal and approval of the Superintendent.

Upon the request of an elementary teacher the Board shall provide yearly, without charge, one (1) smock for his/her use.

The maximum cost per smock or shop jacket, which will be selected by the teacher, shall not exceed the amount indicated in Appendix E.

Special departmental clothing shall be ordered by the teacher through a Purchase Order Request by no later than September 30 of the current school year.

Section 9.05 - Substitute Teaching by Regular Staff Members

The use of regular teachers as substitute teachers shall be avoided whenever possible; however, on occasion, building principals may find it necessary to assign regularly employed faculty members to substitute for a regular teacher who is absent. When this assignment is made, the following provisions shall apply:

- A. This assignment can be made only at a time when the teacher has a regularly scheduled preparation period.
- B. The number of such required assignments for any teacher cannot exceed three (3) per semester. (Volunteer noon hour supervision assignments are not included in this limitation.)
 1. Faculty members shall be reimbursed at the rate indicated in Appendix E per assignment for substitute work when assigned during the duration of this contract agreement.
- C. If a situation develops in which there is no substitute teacher available, a teacher who has fulfilled the provision of "B" above, and after all teachers in that preparation hour have fulfilled the provisions of "B", may volunteer to take an unfilled class assignment in lieu of leaving a class unattended. No prejudice shall be exhibited by any school administrator either verbally or in writing against any individual who does not wish to volunteer. The total number of volunteer assignments shall not exceed three (3) per semester.
 1. Faculty members who so volunteer for such an assignment as provided for in "C" above, shall be reimbursed at the rate indicated in Appendix E per assignment, for the duration of this contract agreement.
- D. Substitute pay will be disbursed in the check following the actual work.
- E. Building principals are to schedule a specific period during the day for Guidance Counselors which will be their preparation period. Like other professional staff members, only during this period may they be assigned to substitute for a teacher who is absent.

Section 9.06 - Reduction in Personnel, Seniority and Recall

- A. It is not the philosophy of the Bendle Board of Education and the Bendle Education Association to "reduce the teaching staff" when our aims and objectives are committed to providing the best possible education program for the students in this community. However, if a situation should develop that necessitates such a move, the Bendle Board of Education pledges to administer and initiate the following:

Teachers will only be laid off when:

1. There is an actual or anticipated decline in enrollments, (or)

2. There is an actual or anticipated decline in revenues, (or)
3. Revenues are not sufficient to meet additional costs created by mandated programs and personnel, (or)
4. There is a need to provide for teachers to "Return from Leaves" as agreed upon under the conditions of this contract.

B. A seniority list shall be prepared by the Board and verified by the Association. Seniority shall be defined as the length of service to the district within the bargaining unit beginning with the teacher's first day of work since the most recent date of hire. All teachers shall be ranked on the list in the order of their first day of work, as defined above.

1. When two or more bargaining unit members have the same first day of work since the most recent date of hire, they will be ranked in order of the date of the initial signing of said contract.
2. When two or more bargaining unit members have the same first day of work since the most recent date of hire and the same date of initial contract signing, the individuals so affected will participate in a drawing to determine placement on the seniority list. The Association and the teachers so affected will be notified in writing of the date, place and time of the drawing. The drawing shall be conducted openly and at a time and place that will reasonably allow affected teachers and Association representatives to be in attendance.
3. All seniority is lost when employment is severed by resignation, retirement or discharge. However, seniority is retained and accumulated if severance of employment is due to layoff. If severance of employment is due to transfer to a non-bargaining unit position in the district, seniority will be retained but not accumulated.
4. Seniority shall continue to accumulate when bargaining unit members are on "leaves of absence".
5. Any administrator returning to a teaching position within the district shall retain only his seniority for previous years taught in the district. Any administrator who was not previously in the bargaining unit and for whatever reason is assigned to the classroom, his/her seniority date shall be established as the date on which he/she began the classroom assignment and his/her placement for seniority purposes shall be based on that date.

C. The seniority list, including publication date, seniority, years of service within the district,

first day of most recent hire, date of initial signing of said contract, type of certification, area(s) of certification, current assignments and leave status shall be published and provided to each member of the Association and posted in all buildings of the district by May 1st of each school year. Individuals and the Association shall have ten (10) school days to respond with challenges to the seniority list. "Changes" and "updates" of the seniority list shall be published at least the (10) days prior to the date assignments are made for the following school year, but no later than the last day of school. A copy of the changes and updates shall be provided to each member of the Association and posted in each school building.

1. It is the individual employee's responsibility to notify the Superintendent's Office, in writing, of any changes or anticipated changes in certification, endorsements and area(s) of certification. Such notice must be given prior to May 1 of each year in order to be used in making assignments from the current seniority list, and appropriate documentation provided as soon as available.

D. Layoff, when necessitated, shall be effectuated in the following manner:

1. The Board shall determine the necessity for lay-off according to this agreement. The Board will then give notice of its intent to the Association and the two parties shall meet to discuss what action would have the least effect on the total educational program of the students in the district with the final decision resting with the Board.
2. It is the intent of the parties that in any reduction in staff the lowest seniority teachers be laid off when possible.
 - a. At least forty-five (45) days prior to the end of the school year the Board will inform the Association in writing as to whether layoffs will be necessary or not. Said communication shall include a list of positions to be retained and the number of positions to be eliminated if layoffs are deemed necessary. The Association and the Board will meet at least thirty (30) days prior to the end of the school year to discuss the actual teachers to be laid off.
 - b. When determining the number of positions to be eliminated, factors to be considered would include retirements, resignations, leaves, returns from leave, etc.
 - c. The lowest seniority teacher(s) will be laid off first unless there is no teacher with higher seniority who can fill his/her position.
 - d. To the extent that the number of layoffs will not be increased

and as long as all remaining positions can be filled, teachers may volunteer to be placed on layoff out of seniority order.

- e. No transfer, either voluntary or involuntary, shall be made which would result in the layoff of a higher seniority teacher than necessary unless agreed to by the higher seniority teacher.
 - f. Qualifications for placement in position shall be based on:
State Certification
3. BEA member(s) affected shall be given notice of intended layoff, in writing, as soon as the determination is made with a copy to the Association.
4. If a grievance is filed alleging a violation of this chapter, the BEA Executive Council and the Administration shall attempt to resolve the difference. If, after discussion, the challenge has not been resolved, the matter may be transmitted by either party to the Superintendent's level of Section 7.01, as provided in this agreement, except that expedited arbitration shall be used unless otherwise agreed by the Board and the Association.
- E. All openings shall be posted (Section 3.01) and first consideration to the "opening" posted shall be given to an employed staff member. If the employed staff member's current teaching assignment is a position which the laid off BEA member is not certified to teach, then the laid off BEA member certified and qualified to fill the posted vacancy shall be recalled in reverse order of layoff.
- F. A laid off teacher shall have recall rights for a period of three years from the effective date of lay off according to MCL 38.105 OF 1993. Refusal of an offer from the Board of a full time teaching position for which the laid off teacher is certified and qualified, or failure to respond within ten (10) working days of the receipt of a written offer of a full time teaching position made by the Board shall be just cause for termination unless the teacher is under contract with another public school.
- G. Laid off teachers shall be given the opportunity to fill temporary vacancies that are contractual teaching positions for which they are certified and qualified in the reverse order of layoff, at their regular daily rate of pay. A refusal of an offer to fill a temporary vacancy shall not be the basis for termination.
- H. Notification of recall shall be in writing with a copy to the Association. The notification shall be sent by certified mail to the teacher's last known address. It is the teacher's responsibility to keep his/her address current with the Superintendent's Office.

- I. No new staff shall be hired until all staff on leave or layoff in accordance with this section have been offered an opportunity in writing to return to active employment to a position for which they are certified and qualified.
- J. This section in no way abrogates "Leaves of Absence".
- K. A laid off teacher may elect to continue insurance benefits by paying premiums through the Central Office contingent upon approval of the respective insurance carrier. After a period of ninety (90) days, the Superintendent's Office will assist the teacher to get on direct billing.

Section 9.07 - Parent-Teacher Conferences

- A. The Bendle Board of Education and the Bendle Education Association acknowledge that parent-teacher conferences have serious educational value. Both parties agree that parent-teacher conferences serve an effective and necessary purpose in areas such as general information giving and discipline problems. It is also recognized that it is very important to respect the time limitations of parents; therefore, it is acknowledged that telephone discussions and handwritten notes are often positive means of conducting parent-teacher conferences. The professional staff is highly encouraged by the Board and the Association to hold meaningful parent-teacher conferences in person, by telephone or through hand written notes whenever and wherever they are needed.
- B. If a teacher has exhausted his/her means of arranging a conference with a student's parents with whom they feel it is necessary to hold a conference, the teacher is to contact his/her building principal for assistance in scheduling a conference. The building principal may, in turn, find it necessary to seek assistance from the Superintendent.
- C. A form may be used to write up the results of any conference held and this form may be submitted to the Building Principal's office.

Section 9.08 - Continuing Employment

A teacher under continuing contract shall be considered an employee of the Bendle Public Schools with full rights and provisions granted in this Agreement until such time as said employee has tendered a letter of resignation or whose employment has been terminated by the Board.

Section 9.09 - Savings Clause

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

Section 9.10 - Annexations and Consolidations

- A. To the full extent permitted by law, this Agreement shall be binding upon the Board and its successor personnel and upon any school district into which or with which this district shall be merged or combined including academy, charter and private or other public schools.

In the event this district shall be combined with one or more districts, the Board will fully comply with its obligations under Michigan laws including protecting any rights of its teachers related to the consolidation.

CHAPTER X
Bendie Public School 2007-2008 School Calendar

August 28	Staff work day
August 29, 30	Professional Development
September 3	No School/Labor Day Holiday
September 4	School Opens
September 26	½ Day (AM), Professional Development (PM)
October 24	BHS parent Conferences (Evening)
October 31	End of First Marking Period
	BMS, Elementary – ½ Day (AM)
	Teachers Records – (PM)
November 7	BMS, Elementary Evening Parent Conferences
November 8	BMS, Elementary – ½ Day (AM), Parent Conferences (PM), and Evening
November 9	No School
November 21	BHS, BMS, Elementary – Early Release
November 22 & 23	No School/Thanksgiving Recess
November 28	BHS, BMS, Elementary ½ Day (AM)
	Professional Development (PM)
December 24-January 1	No School – Winter Recess Begins
January 2	School Resumes
January 17	BHS ½ Day (AM - Exams)
January 18	BHS ½ Day (AM) – End of First Semester
January 21	No School – Teacher Work Day
January 30	BHS, BMS, Elementary ½ Day (AM)
	Professional Development (PM)
February 18	No School – Presidents' Day Vacation
February 27	BHS, BMS, Elementary ½ Day (AM)
	Professional Development (PM)
March 5	BHS Parent Conferences
March 14	Elementary ½ Day (AM), Work Day (PM)
March 18	Elementary – ½ Day (AM), Parent Conferences (PM)
March 21	No School – Easter Break
March 31-April 4	No School – Spring Break
April 7	School Resumes
April 16	BHS, BMS, Elementary ½ Day (AM), Professional Development (PM)
May 14	BHS, BMS, Elementary – ½ Day (AM), Professional Development (PM)
May 26	No School/Memorial Day
June 5 & 6	BHS, BMS, Elementary ½ Day (AM), Work Day (PM)
June 6	Last Day of School
August 23-25	Teacher Work Day on 23 rd , PD on 24 th and 25 th
September 26	No School/Labor Day Holiday

Bendle Public School 2008-2009 School Calendar

August 26	Staff Work Day
August 27, 28	Professional Development
September 1	No School/Labor Day Holiday
September 2	School Opens
September 24	½ Day (AM), Professional Development (PM)
October 22	BHS parent Conferences (Evening)
October 31	End of First Marking Period
	BMS, Elementary – ½ Day (AM)
	Teachers Records – (PM)
November 5	BMS, Elementary Evening Parent Conferences
November 6	BMS, Elementary – ½ Day (AM), Parent Conferences (PM); and Evening
November 7	No School
November 26	BHS, BMS, Elementary – Early Release
November 27 & 28	No School/Thanksgiving Recess
December 3	BHS, BMS, Elementary ½ Day (AM)
	Professional Development (PM)
December 22-January 2	No School – Winter Recess Begins
January 5	School Resumes
January 15	BHS ½ Day (AM - Exams)
January 16	BHS ½ Day (AM) – End of First Semester
January 19	No School – Teacher Work Day
January 28	BHS, BMS, Elementary ½ Day (AM)
	Professional Development (PM)
February 16	No School – Presidents' Day Vacation
February 25	BHS, BMS, Elementary ½ Day (AM)
	Professional Development (PM)
March 4	BHS Parent Conferences
March 20	Elementary ½ Day (AM), Work Day (PM)
March 25	Elementary – ½ Day (AM), Parent Conferences (PM)
April 10-April 17	No School – Spring Break
April 22	BHS, BMS, Elementary ½ Day (AM), Professional Development (PM)
May 13	BHS, BMS, Elementary – ½ Day (AM), Professional Development (PM)
May 25	No School/Memorial Day
June 9 & 10	BHS, BMS, Elementary ½ Day (AM), Work Day (PM)
June 10	Last Day of School

Bendle Public School 2009-2010 School Calendar

September 1	Staff Work Day
September 2 & 3	Professional Development
September 7	No School/Labor-Day Holiday
September 8	School Opens
September 30	½ Day (AM), Professional Development (PM)
October 21	BHS parent Conferences (Evening)
October 30	End of First Marking Period
	BMS, Elementary – ½ Day (AM)
	Teachers Records – (PM)
November 4	BMS, Elementary Evening Parent Conferences
November 5	BMS, Elementary – ½ Day (AM), Parent Conferences (PM), and Evening
November 6	No School
November 25	BHS, BMS, Elementary – Early Release
November 26 & 27	No School/Thanksgiving Recess
December 2	BHS, BMS, Elementary ½ Day (AM)
	Professional Development (PM)
December 24-January 1	No School – Winter Recess Begins
January 4	School Resumes
January 14	BHS ½ Day (AM - Exams)
January 15	BHS ½ Day (AM) – End of First Semester
January 18	No School – Teacher Work Day
January 27	BHS, BMS, Elementary ½ Day (AM)
	Professional Development (PM)
February 15	No School – Presidents' Day Vacation
February 24	BHS, BMS, Elementary ½ Day (AM)
	Professional Development (PM)
March 3	BHS Parent Conferences
March 19	Elementary ½ Day (AM), Work Day (PM)
March 24	Elementary – ½ Day (AM), Parent Conferences (PM)
April 2-April 9	Spring Break
April 12	School Resumes
April 21	BHS, BMS, Elementary ½ Day (AM), Professional Development (PM)
May 12	BHS, BMS, Elementary – ½ Day (AM), Professional Development (PM)
May 31	No School/Memorial Day
June 10 & 11	BHS, BMS, Elementary ½ Day (AM), Work Day (PM)
June 11	Last Day of School

1. Evening sessions are considered paid $\frac{1}{2}$ days of work with the exception of the Open House which will be compensated with 1.75 hours of comp time.
2. If day(s) on the calendar are lost due to inclement weather or any other condition not within the control of school authorities and if the law requires for a certain number of days of pupil instruction for full school state aid by the end of the school year in effect, the day(s) needed to fulfill the legal requirement for full school state aid will be scheduled. The parties will meet prior to May 1 to review the proposed adjustment and make arrangements for its implementation.
3. The Association agrees that the school calendar will be adjusted so that the requirements for full school state aid are met and that the salaries shown in Appendix "A" in the Agreement will be the full salaries for the school year.
4. Prior to June 1 of each year, the calendar for the ensuing school year will be completed.

APPENDIX A

SALARY SCHEDULE
2007-2008

	BA	BA18	BA30/MA	MA15	MA30	PHD
3%						
\$ 3,397						
0-1	\$ 34,399	\$36,119	\$37,925	\$39,821	\$41,812	\$43,903
1-2	\$ 36,119	\$37,925	\$39,821	\$41,812	\$43,903	\$46,098
2-3	\$ 37,925	\$39,821	\$41,812	\$43,903	\$46,098	\$48,403
3-4	\$ 39,821	\$41,812	\$43,903	\$46,098	\$48,403	\$50,823
4-5	\$ 41,812	\$43,903	\$46,098	\$48,403	\$50,823	\$53,364
5-6	\$ 43,903	\$46,098	\$48,403	\$50,823	\$53,364	\$56,032
6-7		\$48,403	\$50,823	\$53,364	\$56,032	\$58,834
7-8		\$50,823	\$53,364	\$56,032	\$58,834	\$61,776
8-9		\$53,364	\$56,032	\$58,834	\$61,776	\$64,864
9-10		\$56,032	\$58,834	\$61,776	\$64,864	\$68,107
10+		\$58,834	\$61,776	\$64,864	\$68,107	\$71,513
L		\$62,616	\$65,747	\$69,034	\$72,486	\$76,110
L+4		\$63,316	\$66,447	\$69,734	\$73,186	\$76,810
L+9		\$64,016	\$67,147	\$70,434	\$73,886	\$77,510
L+14		\$64,716	\$67,847	\$71,134	\$74,586	\$78,210

*Both parties agree to the wage increases as printed for the 2008-09 and 2009-10 school year unless:

The Bendle School District loses twenty (20) students from the previous K-12 fall count enrollment (excluding alternative education) OR

The State Foundation allowance increase is less than 1%.

If either of the above occurs, Appendix A will be opened for discussion. If an agreement between the parties is reached, the agreement will take effect immediately.

If no agreement is reached, Appendix A will remain as negotiated and printed below for each school year (08-09 and/or 09-10).

APPENDIX A

SALARY SCHEDULE
2008-2009

	BA	BA18	BA30/MA	MA15	MA30	PHD
2%						
\$ 34,399						
0-1	\$35,087	\$36,841	\$38,683	\$40,618	\$42,648	\$44,781
1-2	\$36,841	\$38,683	\$40,618	\$42,648	\$44,781	\$47,020
2-3	\$38,683	\$40,618	\$42,648	\$44,781	\$47,020	\$49,371
3-4	\$40,618	\$42,648	\$44,781	\$47,020	\$49,371	\$51,839
4-5	\$42,648	\$44,781	\$47,020	\$49,371	\$51,839	\$54,431
5-6	\$44,781	\$47,020	\$49,371	\$51,839	\$54,431	\$57,153
6-7		\$49,371	\$51,839	\$54,431	\$57,153	\$60,011
7-8		\$51,839	\$54,431	\$57,153	\$60,011	\$63,011
8-9		\$54,431	\$57,153	\$60,011	\$63,011	\$66,162
9-10		\$57,153	\$60,011	\$63,011	\$66,162	\$69,470
10+		\$60,011	\$63,011	\$66,162	\$69,470	\$72,943
L		\$63,868	\$67,062	\$70,415	\$73,936	\$77,633
L+4		\$64,568	\$67,762	\$71,115	\$74,636	\$78,333
L+9		\$65,268	\$68,462	\$71,815	\$75,336	\$79,033
L+14		\$65,968	\$69,162	\$72,515	\$76,036	\$79,733

APPENDIX A
SALARY SCHEDULE
2009-2010

2%

	BA	BA18	BA30/MA	MA15	MA30	PHD
\$ 35,087						
0-1	\$35,789	\$37,578	\$39,457	\$41,430	\$43,501	\$45,677
1-2	\$37,578	\$39,457	\$41,430	\$43,501	\$45,677	\$47,960
2-3	\$39,457	\$41,430	\$43,501	\$45,677	\$47,960	\$50,358
3-4	\$41,430	\$43,501	\$45,677	\$47,960	\$50,358	\$52,876
4-5	\$43,501	\$45,677	\$47,960	\$50,358	\$52,876	\$55,520
5-6	\$45,677	\$47,960	\$50,358	\$52,876	\$55,520	\$58,296
6-7		\$50,358	\$52,876	\$55,520	\$58,296	\$61,211
7-8		\$52,876	\$55,520	\$58,296	\$61,211	\$64,271
8-9		\$55,520	\$58,296	\$61,211	\$64,271	\$67,485
9-10		\$58,296	\$61,211	\$64,271	\$67,485	\$70,859
10+		\$61,211	\$64,271	\$67,485	\$70,859	\$74,402
L		\$65,146	\$68,403	\$71,823	\$75,414	\$79,185
L+4		\$65,846	\$69,103	\$72,523	\$76,114	\$79,885
L+9		\$66,546	\$69,803	\$73,223	\$76,814	\$80,585
L+14		\$67,246	\$70,503	\$73,923	\$77,514	\$81,285

All teachers must have obtained 18 hours above the Bachelors degree by the sixth step of the salary schedule in order to be eligible for the adopted percentage index increment. Those who do not meet this requirement will be "frozen" at the Bachelors 5-6 step level and their salary for each following year will be based on the same percentage increase as the contractual salary schedule for that year.

***Contractual salary to be granted the year following completion of the teacher's first year on the 10+ step.

1. "Plus" in the Bachelors +18 portion of the salary schedule means course credits earned subsequent to the recorded date of the receipt of the Bachelors degree in their planned Masters degree program.
2. "Plus" in the Masters +15 and Masters +30 portion of this salary schedule means graduate course credits earned subsequent to the recorded date of the receipt of the Master's degree. Course credits earned must be received from an accredited institution and all credits earned must have a grade.

SALARY SCHEDULE PROVISIONS

1. Any change in degree status during the course of the school year shall become effective at the beginning of the subsequent semester. Contractual salary shall be adjusted to conform with the new status.
2. No limitations for years of service outside of the Bendle School System shall be applied for new teachers in the system.
3. Half years of service (not consecutive) in the Bendle School System shall be cumulative to full years when Leave of Absence has been approved.
4. The teacher's contractual salary shall correspond with his/her degree status and years of service on the salary schedule, however,
 - a. A teacher who is laid off, is paid unemployment compensation benefits (associated with his or her regular teaching assignment) during the summer immediately following the layoff, and is subsequently recalled to a teaching position at the beginning of the next school year, will be paid according to an annual salary rate such that his/her unemployment compensation plus that annual salary rate will be equal to the rate of salary he/she would have earned for the school year had he/she not been laid off, subject to the following conditions:
 - b. The total of unemployment compensation plus salary earned by employment in the district shall not be below that which the employee would have received had he or she been employed the entire school year.
 - c. The salary earned through employment in the district shall not be less than his or her salary from same for a similar period the preceding year.
5. Staff members may choose from the district list of financial institutions for direct payroll deposit.

FRINGE BENEFIT ALLOWANCE FOR THE YEAR:

1. PLAN A - For employees needing health insurance:
Employees will receive the MESSA PAK with Tri-Med and the following:

Long Term Disability 66 2/3%
 \$5,000 monthly maximum with no added cost to district
 120 calendar days – modified fill
 Freeze on offsets
 Alcohol/Drug – 2-year limitation
 Mental/Nervous – 2 year limitation

Delta Dental (80/80/80/50 -- \$1,000)
 Negotiated Life \$40,000 AD&D
 Vision VSP 3

Any employee may select the same PAK except with Super Care 1 health insurance (with \$5 drug card and \$100/\$200 deductible) by having the difference in premium withheld through payroll deduction through the IRS Section 125 plan.

2. PLAN B – For employees not needing health insurance:

Long Term Disability 66 2/3%
 120 calendar days – modified fill
 \$5,000 monthly maximum with no added cost to district
 Freeze on offsets
 Alcohol/Drug – 2 year limitation
 Mental/Nervous – 2 year limitation

Delta Dental (80/80/80/50 -- \$1,000)
 Negotiated Life \$40,000 AD&D
 Vision VSP 3

Plan B, cash in lieu of health, shall be \$175 per month.

There will be no dual health coverage. The employee may select health insurance from the Board or from another source, whichever coverage they want. Exceptions shall be granted where employee choice of coverage is not available. (For example, a member, whose spouse is required to take his or her employer's or union negotiated insurance package and is not permitted to decline coverage, may also take Board provided insurance.)

- B. Teachers assigned to work less than full-time but half-time or more, shall be entitled to one-half of the amount set forth above, provided that the teacher assumes the cost of the remaining one-half of the premium. Teachers currently in half-time positions shall be grandfathered.
- C. In the event a bargaining unit member goes on a leave of absence during the year and does not return that year, resigns, or his/her employment is terminated during the school year, fringe benefits shall be continued until the bargaining unit member has received the pro-rated portion of the twelve month fringe benefits year earned at the time of leave, resignation or termination.

- a. If an employee goes on a leave of absence during the school year and returns to his/her teaching assignment that same school year, the above pro-rated fringe benefits will not be continued since benefits earned will be provided during the remainder of the school year after the teacher returns. In these instances, the teacher will be responsible for paying fringe benefits during the time of his/her leave if he/she wishes to continue his/her coverage.
 - b. These provisions are contingent upon approval of the respective insurance carriers.
- D. Upon termination of employment in the district, bargaining unit members shall receive forty five dollars (\$45.00) for each unused sick leave day provided that the bargaining unit member has accumulated at least fifteen (15) years seniority, per the bargaining unit's seniority list. In case of death while employed by the Bendle Board of Education, the above payment will be made to the deceased employee's beneficiary as listed on his/her group term life insurance benefit.

APPENDIX B COACHES SALARIES

The following assistant coaching positions may be filled. The number in parenthesis indicates the maximum number, while the actual number will be contingent upon the number of teams involved in that sport season and the number of participants. If the number of participants in a given sport warrants, the BEA and the Board may, by mutual agreement, increase the number of Assistant Coaching positions. Two weeks after the official starting date (two weeks after the first day of school for those sports which start before the first day of school) if numbers do not sufficiently warrant, the Athletic Director, Superintendent, and the BEA, with input from the Head Coach, may cancel the position(s) with actual pay to be received being pro-rated from the official starting date to date of cancellation.

HEAD COACH	13.0%
Football (4)	7.0%
Golf	7.0%
Cross Country	12.5%
Basketball - Girls	12.5%
Wrestling	12.5%
Basketball - Boys	12.5%
Volleyball Sr. High	12.5%
Baseball	12.5%
Softball	12.5%
Track - Boys	12.5%
Track - Girls	9.5%
Cheerleading	

SR. HIGH ASSISTANTS

Football (4)	6.5%
Basketball- Girls (2)	6.5%
Wrestling (2)	6.5%
Basketball - Boys (2)	6.5%
Volleyball (1)	6.5%
Baseball (1)	6.5%
Softball (1)	6.5%
Track - Boys (1)	6.5%
Track - Girls (1)	5.0%
Cross Country (1)	5.0%
Cheerleading (2)	

JR. HIGH ASSISTANTS

Football (2)	4.5%
Basketball - Girls (2)	4.5%
Wrestling (1)	4.5%
Basketball - Boys (2)	4.5%
Volleyball (2)	4.5%
Baseball (2)	4.5%
Softball (2)	4.5%
Track - Boys (2)	4.5%
Track - Girls (2)	4.5%
Cheerleading (1)	

Coaches will receive an additional One Hundred (\$100.00) Dollars for each sport they have coached for at least ten (10) years five (5) years in the Bendle School District.

APPENDIX C DRIVER EDUCATION COMPENSATION

Rate Per Hour: .065% of the Beginning BA Step 6.5%

APPENDIX D EXTRA CURRICULAR PAY

Senior Class Sponsor #1	1.9%
Senior Class Sponsor #2	1.9%
Junior Class Sponsor #1	2.0%
Junior Class Sponsor #2	2.0%
Sophomore Class	1.9%

Freshman Class	1.9%
Dramatics:	4.4%
(a) Two major productions	2.2%
(b) One major productions	4.4%
Vocal Music Director - Secondary or if Assignment is shared:	
(a) Sr. High Vocal	2.2%
(b) Jr. High Vocal	2.2%
Yearbook (Reflector) Sr. High	3.0%
Yearbook - Jr. High	1.5%
Debate and Forensics	1.5%
(a) If not combined as one assignment	0.75%
National Honor Society	
Newspaper Staff Sponsor:	2.5%
(a) Bendle Sr. High	2.5%
(b) T.N. Lamb Jr. High	3.0%
Senior High Student Council	3.0%
Junior High Student Council	
Elementary Student Council (One each at South & West)	1.0%
Safety Patrols (One each at South & West)	1.0%
Elementary Cheerleading (One each at South & West)	00.27%
Band Director - Secondary Or, if above assignment is shared, then the following pay schedule will be used:	13.0%
(a) Sr. High Band Director	8.50%
(b) Jr. High Band Director	4.50%
Elementary Vocal Music (two) Extra pay as follows per Instructor:	1.50%
(a) Two major programs (outside the regular school day)	0.50%
(b) One major program (outside the regular school day)	1.00%
Pep Band	2.00%
Intramural Directors - Six (6)	1.40%
SADD	

Remuneration for club sponsorship may be considered upon the submission of a detailed program, in writing and in advance, to the Superintendent. If approved, the sponsor list shall receive

compensation of 0.6% of the beginning BA step per hour.

Service Learning	1.0%
Blue and Gold Crew	1.0%

None of the above assignments, due to their nature and desired effectiveness within the various buildings, will be advertised and posted as school-wide vacancies. These assignments will be filled by the building principals - generally from within their respective professional staff members on a voluntary basis. However, there may be occasions when assignments will be made to staff members assigned to other buildings. (If professional staff members do not volunteer to serve in any of these assignments, it may be necessary to procure "Sponsors" from the outside.)

The following job descriptions for each of the above extra-curricular "sponsorships" are suggested guidelines for performance in the above positions (as proposed by the Association):

SENIOR CLASS SPONSORS

1. Attend and supervise all class meetings, holding a minimum of 2 full class meetings and as many committee meetings as are necessary each year.
2. Supervise the building, construction, and dismantling of the class Homecoming float.
3. Supervise all money making projects conducted by the class.
4. Supervise the selection, ordering and distribution of the Senior announcements.
5. Assist the building administrator during the end of the year activities, including Awards Assembly, Class Night, Baccalaureate and Commencement.
6. Chaperone all dances and project activities of the class which have been approved by the building principal.
7. Be responsible for notifying the building principal of all activities of the class.
8. Be responsible for supervision and maintenance of records of the class.
 - a. Minutes of each meeting
 - b. Internal accounting records and personal verification of the balance of the account on a monthly basis with the school bookkeeper.

JUNIOR CLASS SPONSORS

1. Attend and supervise all Junior Class meetings, holding a minimum of 2 full class meetings, and as many committee meetings as are necessary each year.

2. Supervise the building, construction and dismantling of the Junior Class Homecoming float.
3. Supervise all money making projects conducted by the class.
4. Supervise the organization and development of the Junior-Senior-Prom.
5. Chaperone all dances and project activities of the class which have been approved by the building principal.
6. Be responsible for notifying the building administrator of all activities of the class.
7. Be responsible for supervision and maintenance of records of the class.
 - a. Minutes of each meeting
 - b. Internal accounting records and personal verification of the balance of the account on a monthly basis with the school bookkeeper.

SOPHOMORE CLASS SPONSOR

1. Attend and supervise all class meetings, holding a minimum of 2 full class meetings, and as many committee meetings as are necessary each year.
2. Supervise the building, construction, and dismantling of the Sophomore Class Homecoming float.
3. Supervise all money making projects conducted by the class.
4. Supervise the selection, ordering of the class ring.
5. Chaperone all dances and project activities of the class which have been approved by the building principal.
6. Be responsible for notifying the building principal of all activities of the class.
7. Be responsible for supervision and maintenance of records of the class.
 - a. Minutes of each meeting
 - b. Internal accounting records and personal verification of the balance of the account on a monthly basis with the school bookkeeper.

FRESHMAN CLASS SPONSOR

1. Attend and supervise all class meetings, holding a minimum of 2 full class meetings, and as many committee meetings as are necessary each year.

2. Supervise the building, construction, and dismantling of the Freshman Class Homecoming float.
3. Supervise all money making projects conducted by the class.
4. Supervise the planning and organization of the Ninth Grade Dinner Dance to be held at the end of the year.
5. Chaperone all dances and project activities of the class which have been approved by the building principal.
6. Be responsible for supervision and maintenance of records of the class.
 - a. Minutes of each meeting
 - b. Internal accounting records and personal verification of the balance of the account on a monthly basis with the school bookkeeper.

DRAMA COACH

1. Be responsible for the play productions each year.
2. Supervise and direct the rehearsals which must extend over a minimum period of six weeks.
 - a. During this rehearsal period, a minimum of 3 one hour or longer session are to be scheduled and held.
3. The play director is responsible for:
 - a. Selection of the play with the approval of the building principal
 - b. Casting
 - c. Staging
 - d. Publicity (Promotion)
 - e. Tickets
 - f. Lighting, make-up and costumes
4. Be responsible for internal accounting records and personal verification of the account on a monthly basis with the school bookkeeper.

VOCAL MUSIC DIRECTOR - SECONDARY

1. Be responsible for a minimum of two concert performances.
2. Participation of the high school choral group in the District Vocal Music Festival or a comparable event as selected by the Vocal Music Director.

3. Encourage and promote individual and ensemble groups.
4. Be responsible for choral participation in Baccalaureate Service.
5. Be responsible for supervision and maintenance of records of the group.
 - a. Minutes of each meeting
 - b. Be responsible for internal accounting and personal verification of the account on a monthly basis with the school bookkeeper.

ELEMENTARY VOCAL MUSIC

1. One (1) or two (2) major program(s) outside of the regular school day.
2. Selection of the program(s) materials.
3. Casting (if appropriate), Staging and Promotion.
4. Rehearsal for the program(s) outside of the regular school day.

REFLECTOR - SENIOR HIGH SPONSOR

1. Be responsible for the production of the High School Yearbook.
 - a. Meeting all the deadlines as called for in the contracts.
 - b. Be responsible for fund raising campaigns and sale of annuals.
2. Work with the building principal to develop a schedule for all photographs in advance.
3. Supervise and review all materials to be published.
4. Be responsible for scheduling of Reflector staff meetings.
5. Coordinate sales with the Junior High Sponsor.
6. Be responsible for internal accounting and personal verification of the account on a monthly basis with the school bookkeeper.

REFLECTOR - MIDDLE SCHOOL SPONSOR

1. Be responsible for selling the REFLECTOR or some type Middle School publication.
2. Work with the building principal to develop a schedule for all photographs in advance.
3. Coordinate the sales with the Senior High Sponsor.

4. Be responsible for internal accounting and personal verification of the account with the school bookkeeper.
5. Be responsible for assisting in fund raising by raising at least \$300.00 at the Middle School level.

DEBATE AND FORENSICS

1. Supervise debaters in all scheduled debates in the County Debate League.
2. Arrange for and supervise debaters in the State Debate Tournament if qualified.
3. Prior to first regular debate, hold a minimum of three research or practice sessions each week for four weeks.
4. During the regular debate season, schedule research or practice sessions.
5. Following the regular debate season, but preceding the State Tournament, schedule a minimum of one practice session per week.
6. Be responsible for the internal accounting records and personal verification of the balance of the account on monthly basis with the school bookkeeper.

NEWSPAPER (MIDDLE SCHOOL AND SENIOR HIGH)

1. Establish a regular publication schedule.
2. Edit all material to be published.
3. Each publication should contain an editorial.
4. Encourage articles published by or in the interest of Student Council, clubs, and organizations, Guidance Department, etc.
5. Be responsible for developing a publication schedule of sales, and coordinate with Middle School and Senior High principals.
6. Be responsible for scheduling and supervision of staff meetings.
7. Be responsible for supervision and maintenance of accounting and personal verification of the account on a monthly basis with the school bookkeeper.

STUDENT COUNCIL - SENIOR HIGH SPONSOR

1. Attend and supervise the meetings of the Student Council, which are to be held biweekly unless other arrangements are made with the building principal.
2. Give leadership, advice and direction to the Council.
3. In cooperation with the sponsor of the cheerleaders, coordinate the activities of Homecoming.
4. Supervise and coordinate all Council activities that are sponsored throughout the year.
5. Keep the building principal informed of the activities of the Council.
6. Be responsible for the supervision and maintenance of accounting records and personal verification of the balance of the account on a monthly basis with the school bookkeeper.

STUDENT COUNCIL - MIDDLE SCHOOL SPONSOR

The Middle School Sponsor shall have the same responsibilities as the Senior High Sponsor with the exception of Homecoming.

STUDENT COUNCIL - ELEMENTARY SPONSOR

1. Be responsible for scheduling and supervising all monthly meetings.
2. Approve all expenditures.
3. Supervise any money making projects that the Council has.
4. Be responsible for annual election of officers.
5. Be responsible for accounting records and personal verification of the account with the building principal.

ELEMENTARY SAFETY PATROL

1. Be responsible for organization of the Safety Patrol in his/her building.
2. Be responsible for any discipline problems that warrant attention.
3. Accompany and supervise students on any trips.

CHEERLEADING - ELEMENTARY COACHES

1. Be responsible for the manner of selection of the sixth grade cheerleaders.

2. Attend and supervise all practice sessions, with a minimum of one per week.
3. Attend and supervise all activities in which the group performs.
4. Be responsible for all records and accounts and personal verification of these with the building principal.

BAND DIRECTOR - SECONDARY

1. Conduct and schedule any rehearsals which are outside the regular school day during Marching Band and Concert Season.
2. Be responsible for the supervision and production of all Marching Band activities at each home football game, with pre-game and half-time performances.
3. Work and cooperate with the building principal, the Student Council Sponsor, and the Cheerleading sponsor for Homecoming activities.
4. Be responsible for the Concert Band's participation in the Michigan School Band and Orchestra Association District Festival or a comparable event at the discretion of the director.
5. Be responsible for encouragement and participation of the High School Band in the State Festival when eligible.
6. Encourage and give leadership for solo and ensemble participation in District Festivals and State Festivals when eligible.
7. Hold at least three concert performances after school hours.
8. Attend and show interest in MSBOA meetings and activities.
9. Supervise all fund raising activities of the High School Band, and personally check accounting records on a monthly basis with the school bookkeeper.
10. Be responsible for the audition/selection process of the color-guard and the drum major.
11. Cooperate with the building principal, Student Council President and Senior Class President for the participation of the Concert Band in the graduation ceremonies at the end of the school year.
12. Be active and attend all Band Parent meetings, serve as an officer on the Executive Board and offer leadership in all activities undertaken by the organization.
13. Be responsible to participate in at least one event (parade, competition) during the Fall with the High School Marching Band.

BAND DIRECTOR - MIDDLE SCHOOL

1. Conduct and schedule any rehearsals deemed necessary which are outside the regular school day during the school year.
2. Be responsible for the Concert Band's participation in the Michigan School Band and Orchestra Association District Festival or a comparable event at the discretion of the Band Director.
3. Be responsible for the encouragement and participation of the band in the State Festival when eligible.
4. Encourage, give leadership, and prepare students for the solo and Ensemble Festival.
5. Hold at least three concert performances after school hours.
6. Show interest in MSBOA activities.
7. Supervise all fund raising activities of the band, and personally check accounting records on a regular basis with the school bookkeeper.
8. Be active and attend all band parent meetings, serve as an officer on the Executive Board, and offer leadership in all activities undertaken by the organization.

BAND DIRECTOR - ELEMENTARY

1. Hold at least two concert performances outside the regular school day.
2. Conduct and schedule any needed rehearsals which are outside the regular school day.

Be responsible for scheduling a musical aptitude test, organizing the instrumentation of the beginning 5th grade band and notifying the parents of the results of the aptitude test.

Be responsible for scheduling and supervising a beginning band orientation meeting for students and the parents of prospective members.

PEP BAND DIRECTOR

1. Be responsible for a performing group (Pep Band) at all home basketball games.