

Master Agreement

between the

Clio Area School District

and

**Clio Education Association
Local 10 MEA/NEA**

2005 – 2006
2006 – 2007
2007 – 2008
2008 – 2009

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AGREEMENT

THIS AGREEMENT entered into this 17th day of August, 2005, by and between Clio Education Association, Local 10 MEA/NEA, hereinafter called the "Association", affiliated with the Michigan Education Association, hereinafter called the "MEA" and the National Education Association, hereinafter called the "NEA" and the Board of Education of Clio Area School District 18 Fractional of Genesee and Saginaw Counties, hereinafter called the "Board." The signatories shall be the sole parties to this Agreement.

Witnesseth:

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

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

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

ARTICLE I

Recognition and Agreements

- A. Pursuant to a Michigan Employment Relations Commission sponsored election, the Board hereby recognizes the Association as the sole and exclusive bargaining representative for all state certified personnel whether under contract, on leave, or on layoff, and including the teachers, counselors, school psychologist, school nurse, speech pathologist, and social worker, excluding all administrative or supervisory personnel, directors, all those working in Adult Continuing or Community Education, substitutes and all others.
- B. The Board agrees not to negotiate with or recognize any teacher's organization other than the Association for the duration of this Agreement.
- C. This agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.
- D. Any individual contract between the Board and an individual teacher heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement during its duration shall be controlling.
- E. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- F. If any provision of this Agreement or any application of this 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.

ARTICLE II

Continuity of Operations

The Association and the Board recognize that strikes and other forms of work stoppages by teachers are contrary to law and public policy. The Association and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Board agrees, therefore, that it will not initiate a lockout during the term of this Agreement.

The Association, therefore, agrees that its officers, representatives and members shall not authorize, instigate, cause, aid, encourage, ratify or condone, nor shall any teacher take part in any strike, slowdown, or stoppage of work, boycott, picketing or other interruption of activities in the school system during the term of this Agreement. (Failure or refusal on the part of any teacher to comply with any provisions of this Article shall be cause of whatever disciplinary action is deemed necessary by the Board.)

ARTICLE III

Dues Deductions

- A. Any teacher who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment authorizing deduction of membership dues in the Association, including the NEA and the MEA. Such authorization shall continue in effect from year to year unless revoked in writing. Pursuant to such authorization, the Board shall deduct one twenty-first (1/21) of such dues from the regular salary check for ten (10) months, beginning in September and ending in June of each year. Deductions for teachers employed after the commencement of the school year shall be appropriately pro-rated to complete payments by the following June.
- B. All teachers, as a condition of continued employment, shall either:
1. Sign and deliver to the Board an assignment authorizing deduction of membership dues and assessments of the Association (including the National and Michigan Education Associations) and such authorization shall continue in effect from year to year; or
 2. Cause to be paid to the Association a representation fee set by the Association upon commencement of employment. In the event the representation fee shall not be paid, the Board, upon receiving a signed statement from the Association indicating the teacher has failed to comply with this condition, shall terminate the services of said teacher at the end of that semester.
- C. With respect to all sums deducted by the Board pursuant to authorization of the employee, whether for membership dues or equivalent fee, the Board agrees promptly to remit to the Association all monies accompanied by an alphabetical list of teachers for whom such deductions have been made, categorizing them as to membership or nonmembership in the Association, and indicating any changes in personnel from the list previously furnished. The Association agrees promptly to advise the Board of all members of the Association, from time to time, and to furnish any other information needed by the Board to fulfill the provisions of this Article, and not otherwise available to the Board.
- D. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, savings bonds, charitable donations, or any other plans or programs jointly approved by the Association and the Board.

- E. This Article shall be subject to the provisions of the Tenure Act. In the event that this Article should be challenged through the Tenure Act, the Michigan Employment Relations Commission, or the Courts, the Association will pay the reasonable expenses of such proceedings, including the fees of legal counsel retained by the Board and the Association. If this Article shall be found to violate the law, the Association shall be responsible for any loss or damage, including back pay, awarded by the Courts.

ARTICLE IV

Association and Teacher Rights

- A. Pursuant to the Michigan Public Employment Relations Act, 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 negotiation or bargaining and other concerted and lawful activities for mutual aid and protection. As a duly-elected body exercising governmental power under the laws 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 the Act or other laws of Michigan or the Constitutions 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 membership in the Association, his participation in any activities of the Association or collective bargaining with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any teacher the rights he may have under the Michigan General School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
- C. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings, provided that when special custodial service is required, the Board may collect the established charge thereof. No charge shall be made for use of school rooms before the commencement of the school day nor until 6:00 p.m. Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- D. The Association shall have the right to use school facilities and equipment, including typewriters, computers, other duplicating equipment, and all other types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use with the permission of the Administration. The Association shall pay for the actual cost of all materials and supplies incidental to such use.
- E. The Association shall have the right to post notices of activities and matters of Association's concern on teacher bulletin boards, at least one of which shall be provided in each school building. The Association may use the District mail service and teacher mail boxes for Association-identified communications to teachers.
- F. After having received the written request from the President of the Association or his designee, the Board agrees to furnish to the Association, in response to reasonable requests, all available information concerning the financial resources of the District, and such other information including agenda and minutes of all Board meetings, which may be necessary for the Association to develop intelligent, accurate, informed and constructive programs and to process any grievance.
- G. The Board shall consider any recommendations submitted to it by the Association concerning new construction programs or major revisions of educational policy, prior to their adoption or general publication.
- H. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, and marital status.

- I. The Board shall place on the agenda of each regular Board meeting for consideration under "New Business" any matters brought to its consideration by the Association so long as those matters are made known to the Superintendent's office five (5) calendar days prior to said regular meeting.
- J. Outside the classroom no religious or political activities of any teacher, or the lack thereof, shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher. Within the limits of the Professional Standards defined in Appendix C, the private and personal life of any teacher is not within the concern or attention of the Board.
- K. A teacher shall at all times be entitled to have present a representative of the Association when he is being formally reprimanded, warned or disciplined for any infraction of rules or delinquency in professional performance.
- L. No teacher shall be disciplined, reprimanded, or reduced in compensation without just cause. Any such discipline, reprimand, or reduction in compensation including adverse evaluation shall be subject to the professional grievance procedure hereinafter set forth. All information forming the basis for disciplinary action will be made available, in writing, to the teacher and the Association.
- M. Bargaining unit members' will be notified if there has been a Freedom of Information Act (FOIA) request for information in the members personnel file. Notification to the bargaining unit member will take place before any information is released.

ARTICLE V

Board Rights

Subject to the provisions of this Agreement, the Board, on its own behalf and on the behalf of the electors of the District, reserves unto itself full rights, authority and discretion in the discharge of its duties and responsibilities to control, supervise and manage the Clio Area Schools and its professional staff under the laws and the Constitution of the State of Michigan and the United States.

ARTICLE VI

Teaching Hours

- A. All full-time teachers shall be on duty a total of seven (7) hours per day and their hours shall be fixed by the principals at the beginning of each semester. Principals may grant special release from the above time for attending classes, professional enrichment programs, or other approved functions.
- B. Teachers shall be entitled to a thirty (30) minute duty-free lunch period. Special assignments during inclement weather or emergencies shall be distributed equitably.
- C. All teachers are expected to attend regular staff meetings not to exceed one (1) per week. Most staff meetings normally conclude by the end of the work day. If the principal anticipates that an upcoming staff meeting will go beyond the regular work day he/she will notify the staff at least twenty-four (24) hours before the meeting. This allows staff to make necessary arrangements for babysitters, coaching, or other obligations.

Sometimes, meetings that were not anticipated to go beyond the regular work day do extend over. Those who can stay to participate are encouraged to do so, but it is understood that some have prior commitments that require them to leave before the meeting is over. However, if the principal provided staff with the 24 hour

notice, we expect all staff to stay for up to thirty (30) additional minutes unless prior approval for leaving early was given by a principal.

- D. Classroom teachers shall receive at least forty-five (45) minutes of prep time each day. The 45 minutes will be in one time block and the specific time for prep time will be designated by the Administration. When the Board provides teachers for art, music, and physical education and they are teaching in K-4, the regular classroom teacher is not required to remain in the classroom. (The art, music, and physical education time mentioned above will not be a part of the 45 minutes.)
- E. The teachers recognize the purpose in being on the job prior to the beginning of school and following the final class period is for activities such as pupil control, conferences, or teacher meetings.

ARTICLE VII

Teaching Conditions

- A. The parties 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. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed toward insuring that the energy of the teacher is primarily utilized to this end. The Board shall attempt to maintain working conditions which shall be conducive to such quality education.
- B. It is recognized by the Board and the Association that the pupil-teacher ratio is an important aspect of an effective school program. The Board will give the Association an opportunity to present its recommendations with regard to pupil-teacher ratio each semester. Therefore, it is agreed that every effort will be made to bring class sizes to an acceptable number as dictated by the financial condition of the school district, the building facilities available, and the best interest of the children. The Board will be particularly mindful of class size at the same grade level in the same building in the elementary schools.
- C. The Board agrees to make available in each school adequate texts, library reference facilities, maps, globes, laboratory equipment, audio-visual equipment, current periodicals, art supplies, athletic equipment, standard tests and similar materials which are the tools of the teaching profession. Similar material mentioned above include but are not limited to crayons, paper, paste, glue, chart papers, chalk and board erasers. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools, and the Board will undertake promptly to implement all joint decisions thereon made by its representative and the Association. The Board agrees at all times to keep the schools reasonably equipped and maintained. Providing these materials is subject to the Board's ability to finance and the supplier's delivery capabilities.
- D. The Board agrees to make available in each school adequate computer and duplicating facilities, and clerical personnel to aid teachers in the preparation of instructional materials with the understanding that the use of such equipment and material and the scheduling of such work shall be subject to the approval of the Board's designated representative.
- E. The Board shall make available in each school lunchroom, workroom, restroom and lavatory facilities primarily for teacher use with the understanding that such facilities shall not be used by students.
- F. Telephone facilities shall be made available to teachers for school-related use in a quiet, private area. No personal long-distance calls shall be charged to school phones.
- G. Off-street, improved parking facilities shall be provided and properly maintained and identified for teacher use.
- H. Teachers shall not be required for duty on days when school is cancelled due to inclement weather.

- I. Teachers are expected to comply with reasonable rules, regulations, and directions from time to time adopted by the Board or its representatives which are consistent with the provisions of this Agreement.
- J. The Board and the Association recognize that teachers have a responsibility to provide an atmosphere in which students may grow academically and socially. Conducive to a good classroom atmosphere is the appearance and dress of the individual teachers. Teachers are examples and imitated by many of their students with whom they come in contact; and therefore, the dress, grooming habits, and personal appearance of teachers should reflect good taste and the expectation of the Clio school community. To this end the Board and the Association recognize that, although specific description of proper dress may vary according to teaching assignment circumstances, the wearing of jeans and "T" shirts, or other attire of similar informality, are not generally appropriate for a teaching assignment.
- K. Any field trips worthy of educational value may be allowed within reasonable limits of time, distance and budget.
- L. The Board of Education will give the teaching staff an opportunity to make recommendations relative to curriculum improvement through the Instructional Advisory Council.

ARTICLE VIII

Teaching Qualifications and Assignments

A. Definitions

Assignment

An assignment is the grade(s) or department(s) to which a teacher is assigned in a building.

Vacancy

A vacancy within the bargaining unit shall be defined as an existing position to which no present employee holds claim. A vacancy is also a position created by the Board.

Re-assignment

A re-assignment shall be defined as a change in a teacher's assignment within a building after August 15.

B. The employment of teachers shall be based on the following:

1. A minimum of a BA from an accredited college or university.
2. A valid teaching certificate based on the Michigan Department of Education Certification Code.
3. The Association will receive information on new teachers prior to the time they are hired. The information shall be the same as the information that will appear on the teacher seniority list.

C. Teachers shall not be assigned outside the scope of their teaching certificates and their major or minor field of study except temporarily and for good cause. The Association shall be so notified in each instance, along with a written statement of reasons for such misassignment.

- D. All returning teachers shall be given written notice of their tentative assignments for the forthcoming year no later than the last day of the school year. All returning teachers will be given their next year's assignment according to staff need based on seniority, certification and qualifications. By August 15th teachers will be notified in writing of their grade (Grades K-4), or specific classes (Grades 5-12). When assigning teachers, the administration will make an effort to limit the number of teacher preparations in grades 9-12 to three (3) unless the teacher agrees to more than three (3).

In the event that changes in assignments are made, all teachers affected shall be notified in writing. In no event will changes in teacher's assignments be made later than the 15th day of August preceding the commencement of school, unless an emergency situation requires a change. The teacher shall be notified in each instance.

1. Teacher resignations after August 15 shall be considered an emergency situation.
 2. An opening created by the Board shall not be considered an emergency.
 3. Any situation or opening which occurs after August 15 in addition to # 1 above, which is beyond the control of the Board, shall be considered an emergency.
- E. Extra duty assignments as provided for in this Agreement shall be filled whenever possible on a voluntary basis. In the event volunteers are not available, the Association will be given an opportunity to recommend individuals to fill such positions; however, the Board retains the right to make such assignments when necessary. Preference in making such assignments shall be given to, but not limited to, tenure teachers regularly employed by the District providing they possess the necessary qualifications.
- F. By the sixth week, subsequent to the end of the particular athletic season, the Administration shall recommend a head coach for that sport for the following year if at all possible, and the Board of Education may authorize the employment of a head coach at that time subject to the offering of the athletic program and the availability of funds for the program.

By the sixth week following the Board action regarding the employment of a head coach for a particular athletic season, the Administration shall recommend assistant coaches for that particular sport for the following year if at all possible, and the Board of Education may authorize the employment of assistant coaches at that time subject to the offering of the athletic program and the availability of funds for the program.

ARTICLE IX

Vacancies and Transfers

A. Definitions

Voluntary Transfer

A voluntary transfer shall be defined as a change in a teacher's building placement to a building placement sought by a teacher.

Involuntary Transfer

An involuntary transfer shall be defined as a change in a teacher's building placement.

Instructional School Year

An instructional school year shall be defined as the first teacher workday through the last teacher workday.

- B. A vacancy within the bargaining unit shall be defined as an existing position to which no present employee holds claim. A vacancy is also a new position created by the Board.
1. After the start of the instructional school year, a teacher who is granted a leave of absence for the balance of a semester or a school year shall be considered as having claim on the position. This position will not be posted. The Board may fill the position with a substitute teacher.
 2. A teacher receiving a leave of absence for an entire school year shall not be considered as having claim on the position. This position will be posted.
- C. The following language pertains to filling vacancies, which are posted for the next instructional school year. It also pertains to any vacancy, which occurs before the start of the instructional school year.
1. Vacancies will be posted for ten (10) days in each building's lounge and office and sent to bargaining unit members through the district's electronic mail system. Postings will indicate necessary qualifications.
 2. Copies of postings will be sent to the Association president.
 3. All laid off teachers will receive a copy of the postings. Postings will be sent by regular mail to the last known address.
 4. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Board's authorized representative within the time limit of posting.
 5. Teachers desiring to receive notifications of vacancies which occur between the end of the instructional school year and the beginning of the school year will receive such postings, provided they submit their request to the Assistant Superintendent of Business and Operations prior to the end of the school year along with three self-addressed stamped envelopes.
 6. In filling such vacancy, the Board agrees to give due weight to the professional background and attainments of all applicants, the length of time each has been in the school system of the District, and other relevant factors. Therefore, an applicant with less service in the system shall not be awarded such position unless his qualifications shall be substantially superior to those of applicants with greater length of service.
- D. The following language pertains to vacancies that occur after the start of the instructional school year.
1. The vacancy will be posted five (5) working days in all buildings, lounges, offices, and sent to the bargaining unit members through the district's electronic mail system during the instructional school year. Notification will be sent to the Association president.
 2. Part-time tenure teachers on staff will be given the first opportunity to fill the vacancy, provided they are certified, qualified and have more seniority than any teachers on layoff. If the original vacancy is filled by a part-time teacher, it will not be posted for the next instructional school year. The new (second) vacancy created by the voluntary transfer will be filled temporarily until the end of the instructional school year. The new (second) position created by the transfer will be posted for the next school year.

3. The most senior teacher on layoff who is certified and qualified will be recalled to the vacancy.
 4. If there are no certified and qualified teachers on the layoff list, one voluntary transfer will be permitted in order to recall a laid off teacher to the vacancy. A vacancy filled in this manner will not be posted.
 5. If the vacancy cannot be filled by #2-3-4 above, then the least senior teacher whose transfer would permit a recall, and is certified and qualified for the vacancy, will be involuntarily transferred. This means the position will be posted.
 6. The Board will make reasonable effort to honor the transfer request of a teacher who has been involuntarily transferred. This means the position will not be posted.
 7. If there are no laid off teachers, one voluntary transfer may be permitted to fill a vacancy. If the original vacancy is filled by a voluntary transfer, it will not be posted for the next instructional school year. The new (second) vacancy created by the voluntary transfer will be filled temporarily until the end of the instructional school year. The new (second) position created by the transfer will be posted for the next instructional school year.
 8. If the vacancy is not filled by #2-3-4-5-6-7 above, it may be filled by a new hire. The vacancy filled by a new hire will be posted for the next instructional school year.
 9. No change in assignment may cause a reduction of staff or prevent the recall of a laid off teacher.
- E. When there is a reduction in student enrollment and/or when there is a reduction in staff at any building the following procedure will be used:
1. The staff needs will be identified by the Board.
 2. Every effort will be made to allow the most senior teachers to remain in the building. This will be the first priority.
 3. The most senior teachers will be allowed to voluntarily transfer before a least senior teacher is transferred to another building.
 4. The least senior teacher at the grade level with the student enrollment drop will be the teacher affected by the reduction of staff (K-6).
 5. If there are not voluntary transfers to another building, the least senior teachers(s) will be transferred to a position according to seniority, certification, and qualifications.
 6. If the Board eliminates a teaching position, the teacher shall be reassigned or transferred according to staff needs based on seniority, certification, and qualifications.
- F. At the time a transfer is made, the status (voluntary or involuntary) will be stated on the form. The teacher shall be notified of the reasons for the transfer in writing. An involuntary transfer will be made only in case of emergency or to prevent undue disruption of the instructional program. If the teacher objects to such transfer for the reason given, the dispute may be resolved through the grievance procedure. A transfer shall not be considered involuntary for more than two (2) years.

- G. Requests by a teacher for a change in assignment within the building are to be made in writing to the building principal by the beginning of the semester. Requests by a teacher to change assignment to a different building must be made on forms provided by the district by the beginning of the semester. The form will be given to the building principal. The principal will send a copy to the Assistant Superintendent for Business and Operations and the Association.
- H. The Board will make a reasonable effort to honor the transfer request of an involuntarily transferred teacher before granting other transfer requests.

ARTICLE X

Paid Leaves of Absence

Sick Days

- A. At the beginning of each school year, each teacher under contract with the District shall be credited with a ten (10) day sick leave allowance to be used for absences caused by illness or physical disability of the teacher, serious illness in the family, or funerals. Teachers may use sick days for the purpose of child bearing. Proof of illness or disability may be required of the teacher upon written request by the Administration. This may be furnished by a statement from the teacher's doctor, or upon request, by a doctor appointed by the Administration. In the event a teacher is required to see a doctor appointed by the Administration, the Board will pay the cost. The unused portion of such ten (10) days shall accumulate from year to year without limitation.

Teachers shall be informed of a telephone number they may call and at a time assigned by the building principal, before the opening of their unit, to report unavailability for work.

Any bargaining unit member hired after August 16, 1995, and any probationary teacher may use up to thirty (30) sick days each year for family illness other than spouse or children.

Sick leave pay shall be deducted in one (1) hour increments to the nearest whole hour. [For example: If time missed is more than thirty (30) minutes, one (1) hour of sick pay will be deducted; if time is thirty (30) minutes or less, no sick pay will be deducted.]

- B. The Board shall furnish a written statement at the beginning of each school year setting forth the total sick leave accumulation. Sick leave days accumulated in previous years may be used by a teacher, under contract with the District, at the beginning of the school year in September.
- C. No teacher shall be reimbursed for a larger number of sick leave days than the number of days said teacher has taught for the District, and no reimbursement may exceed the number of actual sick leave days accumulated.
- D. A tenure teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available shall be granted leave of absence without pay for the duration of such illness or disability, up to one (1) year. For probationary teachers, such leave shall be granted for the balance of the school year.
- E. Absence due to injury or illness incurred in the course of the teacher's employment for which benefits are received under the Michigan Workers Compensation Act shall not be charged against the teacher's sick leave days. A teacher may use his/her paid sick days to offset the difference between the daily wage paid by Michigan Workers Compensation and the teacher's regular daily wage. All work related accidents or injuries must be reported to the building principal as soon after the accident or injury as possible. When sick days are used in conjunction with Workers Compensation wages, sick time deduction will be in whole hours.

- F. A leave of absence may be granted a teacher called for jury service or to court by subpoena. The Board shall pay an amount equal to the difference between the teacher's daily salary and the daily jury duty or court fee paid by the court (not including travel allowances or reimbursement of expenses) for each day on which the teacher reports for or performs such duty on which he otherwise would have been scheduled to work. If the subpoena is for a non-school related issue, the teacher will be charged for a personal day.
- G. If in the judgment of the Administration, an unacceptable attendance pattern is developing, the employee involved will be formally notified in writing, with a copy to the Association. The notice may include a requirement of medical verification for future use of sick days.
- H. Teachers who are members of the National Guard or Reserves and who are ordered to active duty shall receive the difference between their regular salary and their military pay for 30 days, and shall receive three (3) months of paid fringe benefits beyond the month in which they are placed on active duty.

Personal Days

- I. Three (3) days of the annual ten (10) day sick leave allowance as provided for in Article X, Section A, may be used as personal days. No more than ten (10) teachers may be off on personal days on the same day. These days may not be used the day before or after a school recess, holiday or vacation period, nor the first or last day of semesters. No reason need be given when requesting a personal day. Request for personal days must be received at least five (5) days in advance of the date requested, except in the case of an emergency. Personal days may only be taken in half (1/2) day increments or whole day increments.

Bereavement

- J. A teacher is entitled to up to a maximum of five (5) days per death of bereavement leave for deaths of the employee's: spouse, children, mother, father, grandchildren, and charges as a court-appointed guardian. A teacher is also entitled to three (3) days per death of bereavement leave for deaths of grandparents, siblings, mother-in-law, father-in-law, brother-in-law, sister-in-law, step-parents, and step-children. These days shall not be deducted from the sick leave allowance. Bereavement days may only be used at the time of death or memorial service.

Association Days

- K. Twenty-five (25) days of released time are to be made available to the Association to be used at the discretion of the Association Executive Board for official business. No more than fifteen days may be used by any one bargaining unit member. The Board will be reimbursed by the Association for these days at the rate paid the substitute. Three (3) days of advance notice shall be given to the immediate supervisor to allow time for employment of a substitute. Not more than three (3) teachers shall be granted time off at the same time.

ARTICLE XI

Unpaid Leaves of Absence

Sabbatical Leave

- A. A teacher who has been employed for seven (7) consecutive years by the Clio Area Schools shall be granted a leave of absence without pay for one (1) year to attend school or to travel, providing that said teacher files a written request for such leave of absence at least sixty (60) calendar days prior to the end of the school year. Prior to granting of a sabbatical leave, the teacher's plan or program must be approved by the Board of Education.

- B. A teacher, upon return from a sabbatical leave, shall be restored to his former position or to a position of like nature and status, and shall be placed at the same position on the salary schedule as he would have been had he taught in the District during such period, provided said teacher notifies the Assistant Superintendent for Business and Operations of his intent to return, in writing, at least sixty (60) days prior to the end of the school year of the sabbatical leave, and provided that the teacher submits evidence that the approved plan or program has been adhered to. Seniority in the teachers' association will not accrue during the sabbatical leave.

Education Leave

- C. Leave without pay for the purpose of engaging in study at an accredited college or university reasonably related to his or her professional responsibilities, with a full-time load, may be granted by the Board of Education for a specified time period not to exceed one (1) year upon receipt of the written request of the teacher. Application for such leave must be made in writing at least sixty (60) days prior to the day requested to begin such leave. Such leaves will only be considered if the beginning date coincides with a semester beginning date. The teacher must provide to the Board, when requested, proof of enrollment, attendance, and/or completion of the course work involved.

Reinstatement of teachers on leave shall occur only upon expiration of the leave's duration.

Association Leave

- D. A leave of absence without pay may, upon written request, be granted to an employee to serve as an officer of the Association or on its staff. The request shall be for a specified period of time not to exceed one (1) year. Applications for such leave must be made in writing at least sixty (60) days prior to the day requested to begin such leave. Such leaves will only be considered if the beginning date coincides with a semester beginning date. Reinstatement of teachers on leave shall occur only upon expiration of the leave's duration.

Child Rearing Leave

- E. Leave without pay for child rearing shall be granted for a specified period of time not to exceed one (1) year upon request. Except in emergency situations, application for such leave must be made in writing at least sixty (60) days prior to day requested to begin such leave. The beginning date for child rearing leave must coincide with the beginning of a semester or immediately following the expiration of a child bearing sick leave, or following an adoption. The ending date of a child rearing leave must coincide with the day prior to the first day of a semester. If a year's leave would expire during a semester, the teacher may return at the beginning of the following semester. This return should be stated in his/her request for such leave. Reinstatement of teachers on leave shall occur only upon expiration of the leave's duration.

Alternative Career Leaves

- F. 1. The Board may grant a voluntary leave of absence, upon request, to a teacher without pay or fringe benefits. The purpose of the leave shall be made in writing to the Board sixty (60) days prior to the beginning of a semester. Such leaves will only be considered if the beginning date coincides with a semester beginning date.
2. The teacher who has requested an alternative leave may continue all fringe benefits by reimbursing the District at the group rate provided this is permitted by the carrier.

Reinstatement of teachers on leave shall occur only upon expiration of the leave's duration.

Family Medical Leave

- G. An employee may request a leave under the Family Medical Leave Act. Details for taking this leave will be printed in each building staff handbook and posted in each building lounge. Details may also be obtained from the business office or at the government web site, www.dol.gov/dol/esa/fmla.htm.

FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA)

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees.

Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

For additional information contact the Business Office or the U. S. Government, Department of Labor, Wage and Hour Division.

- H. The teacher may return to work from the above leaves by providing written notice to the Board at least sixty (60) days before the expiration date of said leave. He shall be reinstated to a position of similar nature for which he is certified and qualified utilizing the layoff/recall procedure outlined in Article XIII.
- I. For salary schedule purposes, a teacher who works (or draws pay) for at least forty-five (45) days in a particular semester shall receive credit for that semester on the salary schedule; a teacher who works (or draws pay) for less than forty-five (45) days in a semester shall receive no credit.

ARTICLE XII

Teacher Evaluation and Progress

The parties recognize the importance and value of developing a procedure for assisting and evaluating the progress and success of both newly employed and experienced personnel. Therefore, to this end, the following procedures have been agreed to in an effort to accomplish these goals:

- A. An orderly, recorded, formal evaluation requires an administrator to have direct knowledge of a teacher's work.
1. Teachers will be evaluated at least three (3) times the first probationary year and at least two (2) times during subsequent probationary years. These evaluations, including the instrument, will be based on the teacher's Individual Development Plan (IDP) as required by law. Teachers who have held tenure positions prior to becoming employees of the Clio Area Schools will be evaluated at least three (3) times before the annual notification date. Teachers may be evaluated annually after being placed on tenure. The written evaluation will be presented to the teacher for review. It will be reviewed by the Assistant Superintendent for Curriculum and Instruction, the Assistant Superintendent for Business and Operations, and the Superintendent of Schools. A copy of these evaluations will be kept on file in the Board Office.
 2. Evaluation should encourage continuation of acceptable teacher performance and improvement of shortcomings.

3. Teaching ability will be determined by the evaluation of a teacher's personal qualifications, relationships with students, and teaching effectiveness.
 4. The evaluation procedure should provide an opportunity for teacher self-evaluation.
 5. Evaluation forms must be open to administrator and teacher alike.
 6. Principals and supervisors share responsibility in evaluation.
- B. At the beginning of the school year, all teachers will receive an orientation of the method that will be used in the evaluation of teachers during the school year. The tenure procedure will also be reviewed.

The process for completing a formal evaluation of teaching performance shall be as follows:

1. Classroom observations shall be logged and dates and times of classroom visits recorded.
2. Have conferences with the teacher, as needed.
3. Unsatisfactory teaching performance will be communicated to the teacher, in writing, specifying the areas where improvement should be made.
4. Complete formal evaluation of teaching performance.
5. Give teacher a copy of the formal evaluation for review.
6. Have personal conference with the teacher.
7. Ask the teacher to sign the teacher evaluation report indicating that it has been reviewed by the teacher. In the event that the teacher feels his evaluation was incomplete or unjust, he may put his objections in writing and have them attached to the evaluation report to be placed in his personnel file.
8. Send teacher evaluation report to Central Administration.
9. A copy of the written evaluation shall be submitted to the teacher at the time of personal interviews or within ten (10) days thereafter; one to be signed and returned to the Administration, the other to be retained by the teacher.

New teachers must serve four (4) probationary years before being recommended for tenure. The evaluation schedule will be as agreed upon in the Individual Development Plan (IDP).

a. First probationary year:

- (1) First formal evaluation will be completed no later than November 1st.
- (2) Second formal evaluation will be completed no later than February 1st.
- (3) Third formal evaluation will be completed no later than April 1st.

b. Subsequent probationary years:

- (1) First formal evaluation will be completed no later than November 1st.
- (2) Second formal evaluation will be completed no later than April 1st.

- c. Teachers who must serve two (2) probationary years before being recommended for tenure will be evaluated according to the following calendar:

- (1) First formal evaluation will be completed no later than November 1st.
- (2) Second formal evaluation will be completed no later than February 1st.
- (3) Third formal evaluation will be completed no later than April 1st.

A teacher who begins a probationary period after September 15th will be evaluated at least three (3) times during the teacher's probationary year. The first evaluation will be completed within two (2) months after the commencement of service. The final evaluation shall be at least ninety (90) days prior to the end of the teacher's probationary year.

Notification of unsatisfactory service will be given to all probationary teachers in March. Any probationary teacher who is recommended for discontinuance of service will be notified at least sixty (60) days prior to the close of school.

- C. Evaluation of tenure teachers will be completed by May 1st annually. A tenure teacher whose work is considered unsatisfactory will be evaluated according to the schedule defined in 9.a. above. Tenure teachers whose service is discontinued shall receive a registered letter of notification and statement of charges from the Superintendent and be advised of their rights under the Tenure Act.
- D. Each teacher shall have the right, upon request, to review the contents of his own personnel file. A representative of the Association may, at the teacher's request, accompany the teacher in this review. No material may be placed therein without allowing the teacher an opportunity to file a response thereto and said response shall become a part of said file.

ARTICLE XIII

Seniority, Layoff, Recall Qualifications

- A. Seniority is defined as the length of service in the Clio Area Schools in a bargaining unit position. An employee's seniority date shall be the first date on which he began work in a bargaining unit position, excluding employment during the summer months in extra curricular assignments and time spent as a substitute.
- B. Any person serving as an administrator in the Clio Area Schools on January 1, 1986 shall continue to accrue seniority in the bargaining unit. Administrators serving between 7/1/84 and 7/1/86 shall not receive seniority for those two (2) years. Any bargaining unit member who takes a Clio administrative position shall have his seniority frozen at the current amount and shall not accrue seniority while in an administrative position. Administrators hired from outside the bargaining unit shall not be credited with bargaining unit seniority. Administrators returning to the unit will be subject to the conditions of Article XIII G.
- C. A seniority list will be prepared by the employer and a copy furnished to each bargaining unit member prior to October 1st each year. Revisions and updates will be posted in each building as they are made. A copy will also be sent to the Association president.

The seniority list shall contain the following information: name, seniority date, certification, endorsements, and length of seniority in semesters.

For seniority purposes, an employee who works (or draws pay) for at least forty-five (45) days in a particular semester shall receive appropriate credit for that semester; an employee who works (or draws pay) for less than

forty-five (45) days in a semester shall receive no credit.

Part-time employees shall accrue seniority for the portion of the day or year for which they are employed on a pro-rated basis. A half-time employee would receive one semester of credit for a whole year of employment.

D. Employees will lose their seniority, if they:

1. Resign
2. Are discharged for cause
3. Retire
4. Refuse recall to a position of like nature and at least the same compensation from which a teacher is laid off. If a laid off Clio tenure teacher is under contract to another Michigan school district and is offered a position in Clio after July 1 and he/she is unable to get released from his/her contract, this language will not apply.
5. A teacher on layoff will lose all seniority and recall rights after having been on layoff for a continuous period of time equal to their time under contract.

E. Seniority shall continue to accumulate when an employee is on military leave or on health leave. Seniority shall not accrue while an employee is on layoff, on child rearing leave, on an educational leave, on sabbatical leave, or on an alternative career leave.

F. When two or more teachers have the same number of semesters of service and have the same effective dates of hire, a random drawing will be held before the next revised seniority list is posted to determine placement on the seniority list. The affected teachers and union representatives will be invited to the drawing.

Positions on the seniority list will be determined by the total number of semesters for which seniority is granted. When the number of semesters are equal, the person with the earliest seniority date shall be listed first.

G. In order for an administrator to enter the bargaining unit, either of the following may apply:

1. If an administrator voluntarily wants to be placed in a teaching position, he/she may do so only if such assignment does not cause the layoff of a teacher or prevent the recall of a Clio tenure teacher from layoff.
2. If the district is forced to reduce the staff, a laid off administrator may be assigned to a teaching position in accordance with his/her position on the seniority list.

H. In the event of a layoff, the following procedure shall be followed in the sequence listed:

1. The district shall establish its curriculum needs.
2. Probationary employees will be laid off if there is a certified and qualified tenure teacher on staff who can perform the services of the probationary teacher.
3. Tenure teachers will be laid off on the basis of seniority, except the Board may pass over for layoff any teacher who cannot be replaced in a program by an involuntary transfer because of qualifications and/or certification.

4. Tenure teachers will be assigned based upon their seniority, certification and qualifications.
 5. Teachers shall receive sixty (60) days notice prior to effective date of layoff.
- I. The Association shall review the layoff proposals prior to formal adoption. The Association shall certify, in writing, within ten (10) days of receipt of the proposal that:
 1. The Association agrees with the proposal, or
 2. The Association will specify, in writing, the changes necessary to obtain the endorsement of the Association.
 - J. Laid off bargaining unit members shall be recalled to the first vacancy for which they are certified and qualified in the order of seniority.
 - K. Notification of a recall shall be in writing, with a copy to the Association. The notification shall be sent by certified mail to the last known address. It shall be the responsibility of the employee to notify the employer of any change in address.
 - L. Qualifications:
 1. Certification shall be defined by the State Department of Education.
 2. In K-12 classrooms, teacher qualifications shall be as determined by the North Central Accreditation Association. It is agreed that the K-12 staff as of the beginning of the 2001 – 2002 school year is qualified for their current assignment. Should the teacher qualifications of the North Central Accreditation Association change, the Board and Association shall meet to discuss continued compliance with those qualifications.

Teachers may receive reimbursement for tuition for college credit classes taken to meet these minimum qualifications. Prior approval from a committee composed of Board and Association representatives is needed for reimbursement.

ARTICLE XIV

School Calendar

- A. The school calendar for 2005 – 2006, 2006 – 2007, 2007 – 2008, and 2008 – 2009 school years shall be as set forth in Appendix A.
- B. The Association agrees that teachers will provide the necessary services for the District to receive full State Aid.

In the event scheduled work days are cancelled (i.e., teachers are not required to report for work) due to circumstances beyond the Board's control and the days need to be made up in order to participate fully in State Aid, these days may be made up by adding them to the end of the agreed-to calendar, or by mutual agreement prior to the last scheduled work day. These days, if made up, will be done without additional compensation to the teachers.

If the staff, not an individual teacher, is not told the day is cancelled and report for work, they may be assigned duties for the day and receive their regular pay. If, under these circumstances, a day must be added to the calendar in order to participate fully in State Aid, teachers will receive an extra day's pay.

- C. Teachers shall be expected to participate fully in Parent-Teacher Conference Days, including evening sessions if requested by the Superintendent.

ARTICLE XV

Compensation

- A. The basic salaries of teachers covered by this Agreement are set forth in Appendix B, which is attached to and incorporated in this Agreement. Such salary schedules shall remain in effect during the designated periods.
- B. A maximum of six (6) years of pre-service salary schedule credit shall be given for experience in other school systems and for military service. Military service salary credit shall be given up to a maximum of three (3) years toward the six (6) as follows:
1. One (1) year of active duty shall equal one (1) year on the salary schedule;
 2. Six (6) months of active duty as a Reservist or National Guardsman will equal one-half (1/2) year on the salary schedule;
 3. Five and one-half (5-1/2) years of Reserve or National Guard duty shall count as one-half (1/2) year on the salary schedule.
- C. A teacher's hourly rate shall be determined by dividing the annual regular salary by 1,351.
- D. Teachers employed on a regular, but less than a full-time basis, shall be entitled to fringe benefits on a pro-rata basis.
- E. Teachers in grades 5-12 with a reduced schedule shall have their salary reduced by 1/5 for each hour of reduced schedule. The Board will also prorate the amount paid for insurance benefits at the same rate. For example, teachers who teach 4 of 5 hours, will receive 4/5 pay, and have 4/5 of their insurance benefits paid by the Board. The teacher will pay the extra 1/5 in insurance benefits. In an emergency situation, if a teacher agrees to teach during his preparation period, the teacher will receive 1/5 more in salary compensation. This assumes a 6 period student day with a teacher teaching 5 periods and having one period for preparation. If the school day changes during the duration of this contract, the Board and the Association will meet to negotiate the compensation for reduced and increased teaching schedules.
- F. Teachers involved in voluntary extra duty assignments as set forth in Appendices B-1 and B-2, which are attached to and incorporated in this Agreement, shall be compensated in accordance with the provisions of this Agreement without deviation.
- G. Teachers may elect to take their pay in 21 or 26 equal pays. Following are the beginning and ending pay dates:
1. 2005 - 2006 Contract Year:
 - a. First pay will be September 2, 2005.
 - b. The 21st pay will be June 9, 2006, or the last day of required work. The 26th pay will be August 18, 2006.

2. 2006 - 2007 Contract Year:
 - a. First pay will be September 1, 2006.
 - b. The 21st pay will be June 8, 2007, or the last day of required work. The 26th pay will be August 17, 2007.
3. 2007 - 2008 Contract Year:
 - a. First pay will be August 31, 2007.
 - b. The 21st pay will be June 6, 2007, or the last day of required work. The 26th pay will be August 15, 2007.
4. 2008 - 2009 Contract Year:
 - a. First pay will be August 29, 2008.
 - b. The 21st pay will be June 5, 2009, or the last day of required work. The 26th pay will be August 14, 2009.

H. Teachers who are required to teach during their preparation period shall be compensated at the rate of \$27.00.

Compensation Time: Compensation time is that time which can be mutually agreed upon by the building principal and the teacher subbing on his/her preparation period. Compensation time is time when a sub is not required.

- I. Teachers who do not use any portion of their accumulated paid sick leave, business days, or have any deduct days will receive \$500.
- J. Assignments for Driver Education will be made by the Board of Education in accordance with Article VIII, E. Teachers shall be compensated at the rate of \$23.00.
- K. Retirement Notification Incentive - Retiring Association members who have worked for the Clio Area Schools for a minimum of fifteen (15) years will qualify for a "Retirement Notification Incentive" of \$50 for each year of service with the district if they notify the Board in writing with their official retirement letter prior to March 1st. This payment will be made in a separate check in the last payroll in June.
- L. Longevity Language

Starting with year 2005 – 2006 a longevity payment will be made each year to teachers with the following years of service to Clio Area Schools:

	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
12 – 14	\$ 400	\$ 400	\$ 450	\$ 450
15 – 19	\$ 800	\$ 800	\$ 850	\$ 850
20 – 24	\$1,600	\$1,600	\$1,650	\$1,650
25+	\$1,900	\$1,900	\$1,950	\$1,950

Longevity will be paid at the end of the year in which the service is completed. For example, a payment of \$800 will be made at the end of the year in which 16 years of service to Clío is attained. A year of service will be the same as a year for which seniority credit is given.

The payment will be made by June 30.

ARTICLE XVI

Insurance Protection

- A. The Board shall make available to all bargaining unit members MESSA Choices II (or equivalent). Starting with school year 2005 – 2006, the Board may bid the specifications for Dental, LTD, Vision, and Life Insurance. The specifications will be at least equal to those of the 2005 – 2006 school year. The Board will pay the premium for the fringe benefit plans. The Board guarantees the Association that there will be no lapse of benefits or coverage.

A \$5/\$10 prescription copay will be paid by the bargaining unit member.

Plan A - For Employees Needing Health Insurance

1. MESSA Choices II
2. Dental: 80/80/80: (Class I, II, III) \$1000 annual maximum,
80% (Class IV) Lifetime max \$1300
3. Life Insurance: \$45,000 AD&D, plus \$5,000 in Medical Insurance
4. Vision: VSP - 3
5. Long-Term Disability: 70% \$4,500 maximum

90 Calendar Days Modified Elimination Fill

Focus on Off-Sets

Alcoholism/Drug Addiction (same as other illness)

Mental/Nervous (same as other illness)

COLA - 5%

10% Minimum Benefit

3 Month Survivor Benefit

Plan B - For Employees Not Needing Health Insurance

1. Life Insurance: Same as Plan A (\$50,000)
2. Dental: Same as Plan A
3. Vision: Same as Plan A

4. Long-Term Disability: Same as Plan A
5. Employees selecting "Plan B shall receive a cash option in lieu of health benefits. The cash option shall be \$192 per month (\$2,304 per year).

The Board shall maintain a qualified document which complies with Section 125 of the Internal Revenue Code (the "Plan").

The amount of the Cash Payment received may be applied by the bargaining unit member to a Tax-Deferred Annuity. The Cash Payment amount shall be paid monthly into the Board approved carrier of the member's choice. To elect a Tax-Deferred Annuity, the bargaining unit member shall enter into a salary reduction agreement.

The Board and the Employee shall be responsible for paying their respective FICA taxes on the Cash Payment amount applied to a Tax-Deferred Annuity.

- B. In the event of the death of a teacher covered for the above medical benefits, the dependents who were covered on the date of death may continue such coverage on a direct payment basis with the Clio Schools. Coverage for the surviving spouse and/or sponsored dependents may be continued until the first day of the calendar month in which she/he becomes age 65. On that date, the covered individual will be covered under the Group Limited Medicare Supplement Plan. Coverage for surviving dependent children may be continued as long as they qualify as eligible dependents. Coverage continued under this provision will terminate upon cessation of contributions for the cost of the coverage, when a dependent child and/or Sponsored Dependent no longer qualifies as an eligible dependent.
- C. Teachers on unpaid leaves of absences may pay directly to the Board the amount of insurance premium for the above programs, subject to the approval of the insurance carrier. A teacher who is laid off will be eligible to pay hospital and dental premiums for one year.
- D. Teachers shall have twelve (12) months' insurance coverage, except that:
 1. Teachers who terminate their employment for any reason during the school year shall have coverage only through the end of the month in which they terminate.
 2. Teachers who begin after the school year starts and complete the school year shall have coverage through August following the last scheduled work day.
 3. Teachers who are laid off at the end of the school year shall have coverage through August following the last scheduled work day.
 4. Teachers who are disabled and are granted a leave of absence shall have three (3) month's coverage beyond the exhaustion of their paid sick days.
 5. Teachers who are laid off during the school year shall have three (3) month's coverage beyond the month in which their layoff became effective.
 6. A teacher who completes the school year, but resigns effective the last scheduled work day, shall have insurance premiums paid by the District for that July and August.

The above is subject to the terms of the carrier. The last scheduled work day shall be as per the calendar: Teachers Record Day.

ARTICLE XVII

Special and Student Teaching Assignments

- A. The Board agrees to maintain, at all times, a list of substitute teachers which will include laid off teachers desiring to be on the list. Once a teacher has reported unavailability, it shall be the responsibility of the Administration to arrange for a substitute teacher.
- B. The Association agrees to accept intern teachers as honorary members during their internship period and include them in appropriate meetings and activities of the Association.
- C. The Board agrees to provide intern teachers with a copy of the most recent texts, guides, policies, and a copy of this Agreement to assist them during this period.

ARTICLE XVIII

Master/Mentor Teacher Program

A. Definitions

- 1. Master Teacher Program (MTP) is defined as an organized program designed to support the orderly passage of the beginning teacher through the first three years he/she is in the classroom, pursuant to Section 1526 of the School Code of 1976. This process shall be supportive and instructive rather than evaluative. It is important that the Administration and Association work together to achieve this end.
- 2. Beginning teacher/mentee/probationary teacher is an individual who is in his/her first three years as a classroom teacher. Each probationary teacher in his/her first three years in the classroom shall be assigned a mentor by the Administration.
- 3. Master/mentor teacher is an experienced educator

B. Mentor Selection

- 1. The Clio Area School District shall maintain a pool of potential mentors. The Administration, mentors and mentees shall work together to make teacher/mentor matches.
- 2. Participation as a mentor shall be voluntary.
- 3. When bargaining unit members are involved, every effort will be made to establish matches in the same building with close proximity and in the same/similar specialty or area of certification.

C. Mentor Authority

The relationship between the mentor and the probationary teacher is one of assistance and shall not be used in the evaluation process

Roles and Responsibilities of Mentors

The roles and responsibilities of the mentor shall include, but not be limited to, the following:

1. The mentor shall be available to provide professional support and guidance to the probationary teacher. The mentor is to provide the probationary teacher with assistance, resources, and information in a non-threatening and collegial fashion.
2. Demonstrate effective instruction to the probationary teacher.
3. Meet regularly with the probationary teacher to provide assistance in the following areas:
 - Curriculum and instructional strategies
 - Organizational skills
 - Classroom organization and management techniques
 - Diagnosing learner needs and differences
 - Assessing student progress, and
 - School operations

D. Mentor and Mentee Release

A mentor/mentee may request that he/she be released from his/her mentor/mentee relationship and the request may be granted.

The parties will review this program annually and make recommendations, if any, for improvement.

E. Mentor Stipends

A stipend will be paid annually to participating teachers. Bargaining unit members who voluntarily mentor will be paid per mentee:

- First year probationary (mentee) teacher \$500.
- Second year probationary (mentee) teacher \$300.
- Third year probationary (mentee) teacher \$100.

The payment will be made by June 30th.

ARTICLE XIX

Student Discipline And Teacher Protection

- A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Board will take reasonable steps to relieve the teachers of responsibilities with respect to such pupil.

The teachers recognize their responsibility for supervision of pupils includes the classroom, halls, lavatories, other school facilities, and on-the-school premises. Teachers observing or being informed of poor pupil conduct will promptly take effective corrective measures and inform the proper administrative personnel. The Board shall support teachers as they exercise these responsibilities.

- B. School employees may use reasonable physical force on a pupil necessary to protect himself or herself, the pupil, or others from immediate physical injury, obtain possession of a weapon or other dangerous object within the control of a pupil, to protect property from physical damage, or to quell a disturbance that threatens physical injury to any person.

Teachers will not use corporal punishment on a student. Corporal punishment is defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.

- C. A teacher may send a pupil to the principal's office for misconduct. The continued exclusion from class must be with the principal's approval. In such cases, the teacher will furnish the principal full particulars of the incident in writing. This report must be presented the same day the incident occurs. The teacher and school authorities will endeavor to achieve correction of student misbehavior through counseling and interviews with the child and his parents when warranted. The "SNAP" law regarding student suspension will be reviewed annually with teachers.
- D. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. Upon request of the teacher the Board will provide legal counsel to advise the teacher of his rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities. The Board will make a reasonable good faith effort to communicate to the teacher first hand information that relates to the safety of the teacher or his family.
- E. If any teacher has legal action taken against or is sued as a result of any action taken by the teacher while in pursuit of his/her employment, upon request of the teacher, the Board will provide legal counsel and render all necessary assistance to the teacher in his/her defense.
- F. Time lost by the teacher in connection with any incident mentioned in this Article shall not be charged against the teacher; provided, however, that this section shall not protect a teacher convicted of a criminal charge.
- G. In case of any claims for loss, damage or destruction of clothing or personal property of the teacher while on duty in the school or on the school premises, and not due to teacher negligence, the Administration will give reasonable assistance in collection of said claims.
- H. No formal action shall be taken upon any complaint by a parent of a student directed toward a teacher, nor shall any notice thereof be included in said teacher's personnel file unless such matter is promptly reported in writing to the teacher concerned.
- I. No teacher shall be expected to risk their personal safety by searching for or handling dangerous devices or substances. No teacher shall be expected to detain or disarm an intruder. The teacher's responsibility shall include making visual observations and reporting such observations to administration.

ARTICLE XX

Grievance Procedure

- A. Definition:
 - 1. A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement may be processed as a grievance as hereinafter provided.
 - 2. As used in this Article, the term "teacher" may mean a group of teachers having the same grievance.
 - 3. Faculty personnel may present any grievance with the full assurance that such presentation will

in no way prejudice their standing or status with the school system.

4. The term "days" when used in this Article shall mean duty days except where otherwise indicated.
5. The Board or the Association may designate a representative other than those specified to handle grievances at any step in this procedure.
6. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article:
 - a. The termination of services or failure to re-employ any probationary employee.
 - b. Any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law, specified in the Teachers Tenure Act (Act 4 of Public Acts, Extra Edition, of 1937 of Michigan, as amended).
7. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15th of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.
8. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.

B. Procedures:

1. The parties may by mutual agreement, initiate a grievance at the superintendent's level.
2. A teacher who feels he has a grievance must first take the matter up verbally with the principal or request that the Association accompany the teacher to discuss the grievance with the teacher's principal within ten (10) working days following the act or condition which is the basis of his grievance who will attempt to resolve it with him.
3. If this fails to resolve the grievance, the teacher and/or the Association shall reduce the grievance to writing and present it to his principal within ten (10) working days following the conference as provided in B., 2. The parties may, by mutual agreement, decide that a grievance should be initiated at a higher step in the grievance procedure.
4. Within ten (10) working days of receipt of the written grievance, the principal shall attempt to arrange a conference with the view of satisfactorily resolving the grievance. Such conference shall be scheduled at a reasonable time when there is no disruption of normal school routine and duties of the teacher.
5. Within five (5) working days after such conference, the principal shall answer such grievance in writing. If the grievance is not appealed from the written answer within five (5) working days after receipt of such answer, the principal's decision will be final.
6. If the teacher does not accept the principal's written answer, the grievance may be appealed to the superintendent by sending such notice in writing to him within five (5) working days from the date of the principal's written decision.

7. Within ten (10) working days of receipt of the written appeal, the superintendent will arrange for a conference with the view of satisfactorily resolving the grievance. Such conference shall be scheduled at a reasonable time when there is no disruption of normal school routine and duties of the teacher. (Grievance will not be processed to the next step until the conferences are held.)
8. Within five (5) working days after such conference, the superintendent shall answer such grievance in writing. If the grievance is not appealed from the written answer within five (5) working days from receipt of such answer, the superintendent's decision will be final.
9. If a teacher is not satisfied with the disposition of the grievance by the superintendent, the grievance shall be transmitted to the Board of Education by filing a written copy thereof with the secretary or other designee of the Board within five (5) days of the superintendent's answer. The Board, no later than its next regular meeting or two (2) calendar weeks, whichever shall be most convenient to the Board, may hold a hearing on the grievance, review such grievance in executive session, or give such consideration as it shall deem appropriate. A copy of the Board's disposition shall be furnished to the teacher and the Association within ten (10) days following such decision.
10. Such answer shall be final and binding unless appealed to the next step within ten (10) working days from the date of receipt of the decision.
11. If the grievance is not settled at the preceding step, it may be submitted to arbitration at the election of either party. The matters to be arbitrated shall be submitted to a single arbitrator as follows:
 - a. Within the ten (10) days referred to the above (step 10), the party choosing to arbitrate must give written notice to the other party, setting forth specifically the nature of grievance to be arbitrated.
 - b. Within five (5) working days from receipt of such notice, the other party may also serve on the first party its statement of matters to be arbitrated.
 - c. If the parties are unable to agree upon an arbitrator within five (5) days, the arbitrator shall be selected according to the rules of the American Arbitration Association and said rules shall govern the proceedings. Once selected, the Arbitrator shall, within thirty (30) days of notice of his appointment, schedule a date for the hearing in the matter which is to be decided. If the Arbitrator does not accept and schedule a hearing as above provided, the American Arbitration Association will be requested to immediately submit another list of names.
12. This Agreement constitutes a contract between the parties which shall be interpreted and applied by the parties and by the Arbitrator in the same manner as other collective bargaining agreements. The function and purpose of the Arbitrator is to determine disputed interpretations of terms actually found in the Agreement, or to determine disputed facts upon which the application of the Agreement depends. The Arbitrator shall, therefore, not have the authority nor shall he consider it his function to include the decision of any issue not submitted or to so interpret or apply the Agreement as to change what can fairly be said to have been the intent of the parties as determined by generally accepted rules of contract construction. The Arbitrator shall not give any decision which in practice or actual effect modifies, revises, detracts from or adds to any of the terms or provisions of this Agreement. Past practice of the parties in interpreting or applying terms of the Agreement can be relevant evidence, but may not be used so as to justify, or result in, what is in effect a modification (whether by addition or deletion of written terms of this Agreement). The Arbitrator has no obligation or function to render a decision or not to render a decision merely because in his opinion such decision is fair or equitable or because in his opinion it is unfair or inequitable.

13. If either party shall claim before the Arbitrator that a particular grievance fails to meet the tests of arbitrability, as the same are set forth in this Article (Grievance Procedure), the Arbitrator shall proceed to decide such issue before proceeding to hear the case upon the merits. The Arbitrator shall have the authority to determine whether he will hear the case on its merits at the same hearing in which the jurisdictional question is presented. In any case where the Arbitrator determines that such grievance fails to meet the test of arbitrability, he shall refer the case back to the parties without a recommendation on the matter.
14. Unless expressly agreed to by the parties in writing, the Arbitrator is limited to hearing one (1) grievance including its arbitrability at any one (1) hearing upon its merits. Separate arbitrators shall be selected for each issue appealed to advisory arbitration.
15. The Arbitrator may make such investigation as he deems proper and may, as his option, hold a public hearing and examine all such witnesses and make a record of all proceedings. Within thirty (30) days after the close of the hearing or the date established for filing Post Hearing Briefs, if so desired by either party, the Arbitrator shall issue his decision which shall be final and binding. The fees and expenses of the impartial arbitrator, cost of the transcript (if one is requested by the Arbitrator) and hearing room, shall be shared equally by the parties.
16. Teachers required to be present at an arbitration hearing will not be assessed sick or personal days.

ARTICLE XXI

Negotiation Procedures

- A. Representatives of the Board and the Association's bargaining committee may meet each month for the purpose of reviewing the administration of the contract and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure. Each party will submit to the other, two (2) days prior to the meeting, an agenda covering what they wish to discuss.

All meetings between the parties will regularly be scheduled to take place as promptly as possible at times when the teachers involved are free from assigned responsibilities, unless otherwise mutually agreed.

Should such meeting result in a mutually acceptable amendment to the Agreement, then the amendment shall be subject to ratification by the Board and the Association provided that the bargaining committee shall be empowered to effect temporary accommodations to resolve special problems.

- B. The Association shall designate a teacher in each school building as Association Representative (A.R.). The principal and Association Representative may meet as necessary for the purpose of reviewing the administration of the contract and to resolve problems which may arise. These meetings are not intended to by-pass the grievance procedure.
- C. A least ninety (90) days prior to the expiration of the Agreement, the parties shall initiate negotiation for the purpose of entering into a successor agreement for the forthcoming year.
- D. Neither party in any negotiations shall have any control over the selection of the negotiation or bargaining representatives of the other party. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.
- E. There shall be three (3) signed copies of the final Agreement for the purpose of record: one (1) retained by the Board, one (1) retained by the Association, and one (1) retained by the superintendent.

- F. Copies of this Agreement shall be printed at the expense of the Board within thirty (30) days after the Agreement is signed and presented to all teachers now or hereafter employed. Further, the Board shall furnish thirty-five (35) copies of the Master Agreement to the Association for its use.

ARTICLE XXII

Duration of Agreement

This Agreement shall be effective as of August 17, 2005, and shall continue in effect until August 16, 2009. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

Clio Education Association
Local 10 MEA/NEA


By 
Its President

12/20/05
Date

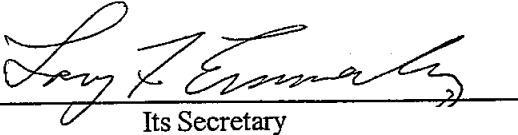
By 
Its Secretary

12-20-05
Date

Clio Board Of Education

By 
Its President

12-20-05
Date

By 
Its Secretary

12-20-05
Date

**Appendix A
School Calendar
2005 - 2006**

August	23-24	Teacher PD Day	January	16	Teacher Work Day
August	25	Teacher Work Day	January	17	School resumes
August	29	First Day for Students ½ Day for Students (AM Kdg will attend)	February	1	Teacher PD Day-No School for Students
September	2	No School – Labor Day Break	February	20	President’s Day Break
September	5	No School – Labor Day Break	March	3	End of Six-Week Marking Period
October	7	End of Six-Week Marking Period	March	8	½ Day for Students – ½ Day Teacher PD
October	26	½ Day for Students – ½ Day Teacher PD	March	9	½ Day for Students - Conferences
October	27	½ Day for Students – Conferences	March	10	No School
October	28	No School	March	24	End of Ten-Week Marking Period
October	28	End of Ten-Week Marking Period	April	13	Last Day of School – Spring Break
November	18	End of Six-Week Marking Period	April	13	End of Six-Week Marking Period
November	24-25	Thanksgiving Break	April	24	School Resumes
December	21	Last Day of School – Winter Break	May	29	Memorial Day Break
January	3	School Resumes	June	8	Last Day for Students ½ Day for Students (PM Kdg will attend)
January	13	End of First Semester	June	9	Teacher Work Day

Student Session Days	Teacher Work Days	Teacher Pd Days	Total	Paid Dates	Total
First Semester	87	2	91	Sept 5 Nov 24 Dec 25 Jan 1	
Second Semester	93	1	95	Feb 20 April 14 May 29	
Total	180	3	186	7	193

2005 – 2006 Parent /Teacher Conference Schedule

October	24	High School Conferences 6:00 – 8:30p.m.	Half-Day Dismissal Time High School	10:30a.m.
October	25	P.M. Kindergarten held with Substitute Kindergarten Conferences 12:30-3:30p.m. Elementary Conferences 6:00-8:30p.m.	Middle School Elementary School	10:30a.m. 11:40a.m.
October	26	Middle School Conferences 6:00-8:30p.m.	Professional Development Days 31 Hours Required	
October	27	½ Day for Students (Kdg. held with Substitute) Kindergarten Conferences 8:30 – 11:30 Conferences K-12 (bldg option) 1:00 – 4:00p.m. or 2:00 – 5:00p.m. Conferences K-12 6:00-8:30p.m.	Seven (7) hours of PD will be held on the three scheduled full PD days (Aug 23, Aug 24, Feb 1)	
March	6	Middle School Conferences 6:00 – 8:30p.m. Kindergarten Conferences 12:30 – 3:30p.m. Elementary Conferences 6:00 – 8:30p.m.	Three (3) hours of PD will be held on the two scheduled PD half days (Oct 26, March 8)	
March	8	High School Conferences 6:00 – 8:30p.m.		
March	9	½ Day for Students (Kdg. held with Substitute) Kindergarten Conferences 8:30 – 11:30a.m. Conferences K-12 (bldg option) 1:00 – 4:00p.m or 2:00 – 5:00p.m. Conferences K-12 6:00 – 8:30p.m.	Four (4) hours of additional PD will be held in each building to bring the total to 31 hours	

Four-year calendar to follow Skill Center spring break dates. Parties agree to renegotiate the calendar if the State of Michigan requires school to begin following the Labor Day Holiday.

When additional hours are required by the State, only the necessary minutes of instruction time will be added to each teacher’s normal assignment. Any adjustments to meet State guidelines in hours/days will be negotiated between the Board and the Association.

**Appendix A
School Calendar
2006 - 2007**

August	23	Teacher PD Day	January	16	School Resumes
August	24	Teacher Work Day	February	7	Teacher PD Day – No School for Students
August	28	First Day for Students ½ Day for Students- (AM Kdg will attend)	February	19	President’s Day Break
September	1	No School – Labor Day Break	March	2	End of Six-Week Marking Period
September	4	No School – Labor Day Break	March	7	½ Day for Students – ½ Day Teacher PD
October	6	End of Six-Week Marking Period	March	8	½ Day for Students – Conferences
October	25	½ Day for Students - ½ Day Teacher PD	March	9	No School
October	26	½ Day for Students – Conferences	March	23	End of Ten-Week Marking Period
October	27	No School	March	23	Last Day of School – Spring Break
October	27	End of Ten-Week Marking Period	April	2	School Resumes
November	7	Teacher PD Day – No School for Students	April	6	No School
November	17	End of Six-Week Marking Period	April	9	No School
November	23-24	Thanksgiving Break	April	20	End of Six-Week Marking Period
December	22	Last Day of School – Winter Break	May	28	Memorial Day Break
January	3	School Resumes	June	8	Last Day for Students ½ Day for Students (PM Kdg will attend)
January	12	End of First Semester	June	11	Teacher Work Day (Optional June 9)
January	15	Teacher Work Day			

Student Session Days	Teacher Work Days	Teacher Pd Days	Total	Paid Dates	Total
First Semester	87	2	91	Sept 4 Nov 23 Dec 25 Jan 1	
Second Semester	93	1	95	Feb 19 Apr 6 May 28	
Total	180	3	186	7	193

2006 – 2007 Parent /Teacher Conference Schedule

October	23	High School Conferences 6:00 – 8:30p.m.
October	24	P.M. Kindergarten held with Substitute Kindergarten Conferences 12:30 – 3:30p.m. Elementary Conferences 6:00 – 8:30p.m.
October	25	Middle School Conferences 6:00 – 8:30p.m.
October	26	½ Day for Students (Kdg. held with Substitute) Kindergarten Conferences 8:30 – 11:30a.m. Conferences K-12 (bldg option) 1:00 – 4:00p.m. or 2:00 – 5:00p.m. Conferences K-12 6:00 – 8:30p.m.
March	5	Middle School Conferences 6:00 – 8:30p.m.
March	6	P.M. Kindergarten held with Substitute Kindergarten Conferences 12:30 – 3:30p.m. Elementary Conferences 6:00 – 8:30p.m.
March	7	High School Conferences 6:00 – 8:30p.m.
March	8	½ Day for Students (Kdg. held with Substitute) Kindergarten Conferences 8:30 – 11:30a.m. Conferences K-12 (bldg option) 1:00 – 4:00p.m. or 2:00 – 5:00p.m. Conferences K-12 6:00 – 8:30p.m.

Half-Day Dismissal Time

High School	10:30a.m.
Middle School	10:30a.m.
Elementary School	11:40a.m.

Professional Development Days
31 Hours Required

Seven (7) hours of PD will be held on the three scheduled full PD days (Aug 23, Nov 7, Feb 7)

Three (3) hours of PD will be held on the two scheduled PD half days (Oct 25, March 7)

Four (4) hours of additional PD will be held in each building to bring the total to 31 hours

Four-year calendar to follow Skill Center spring break dates. Parties agree to renegotiate the calendar if the State of Michigan requires school to begin following the Labor Day Holiday.

When additional hours are required by the State, only the necessary minutes of instruction time will be added to each teacher’s normal assignment. Any adjustments to meet State guidelines in hours/days will be negotiated between the Board and the Association.

**Appendix A
School Calendar
2007 - 2008**

August	22	Teacher PD Day	January	21	Teacher Work Day
August	23	Teacher Work Day	February	6	Teacher PD Day – No School for Students
August	27	First Day for Students ½ Day for Students (AM Kdg will attend)	February	18	President’s Day Break
August	31	No School – Labor Day Break	March	5	½ Day for Students – ½ Day Teacher PD
September	3	No School – Labor Day Break	March	6	½ Day for Students – Conferences
October	5	End of Six-Week Marking Period	March	7	No School
October	24	½ Day for Students - ½ Day Teacher PD	March	7	End of Six-Week Marking Period
October	25	½ Day for Students – Conferences	March	20	Last Day of School – Spring Break
October	26	No School	March	31	School Resumes
October	26	End of Ten-Week Marking Period	April	4	End of Ten-Week Marking Period
November	6	Teacher PD Day – No School for Students	April	25	End of Six-Week Marking Period
November	16	End of Six-Week Marking Period	May	26	Memorial Day Break
November	22-23	Thanksgiving Break	June	10	Last Day for Students ½ Day for Students (PM Kdg will attend)
December	21	Last Day of School – Winter Break	June	11	Teacher Work Day
January	7	School Resumes			
January	18	End of First Semester			

Student Session Days	Teacher Work Days	Teacher Pd Days	Total	Paid Dates	Total
First Semester	89	2	93	Sept 3 Nov 22 Dec 25 Jan 1	
Second Semester	91	1	93	Feb 18 March 21 May 26	
Total	180	3	186	7	193

2007 – 2008 Parent /Teacher Conference Schedule

October	22	High School Conferences 6:00 – 8:30p.m.
October	23	P.M. Kindergarten held with Substitute Kindergarten Conferences 12:30 – 3:30p.m. Elementary Conferences 6:00 – 8:30p.m.
October	24	Middle School Conferences 6:00 – 8:30p.m.
October	25	½ Day for Students (Kdg. held with Substitute) Kindergarten Conferences 8:30 – 11:30a.m. Conferences K-12 (bldg option) 1:00 – 4:00p.m. or 2:00 – 5:00p.m. Conferences K-12 6:00 – 8:30p.m.
March	3	Middle School Conferences 6:00 – 8:30p.m.
March	4	P.M. Kindergarten held with Substitute Kindergarten Conferences 12:30 – 3:30p.m. Elementary Conferences 6:00 – 8:30p.m.
March	5	High School Conferences 6:00 – 8:30p.m.
March	6	½ Day for Students (Kdg. held with Substitute) Kindergarten Conferences 8:30 – 11:30a.m. Conferences K-12 (bldg option) 1:00 – 4:00p.m. or 2:00 – 5:00p.m. Conferences K-12 6:00 – 8:30p.m.

Half-Day Dismissal Time

High School	10:30a.m.
Middle School	10:30a.m.
Elementary School	11:40a.m.

**Professional Development Days
31 Hours Required**

Seven (7) hours of PD will be held on the three scheduled full PD days (Aug 22, Nov 6, Feb 6)

Three (3) hours of PD will be held on the two scheduled PD half days (Oct 24, Mar 5)

Four (4) hours of additional PD will held in each building to bring the total to 31 hours

Four-year calendar to follow Skill Center spring break dates. Parties agree to renegotiate the calendar if the State of Michigan requires school to begin following the Labor Day Holiday.

When additional hours are required by the State, only the necessary minutes of instruction time will be added to each teacher’s normal assignment. Any adjustments to meet State guidelines in hours/days will be negotiated between the Board and the Association.

**Appendix A
School Calendar
2008 - 2009**

August	20	Teacher PD Day	January	19	Teacher Work Day
August	21	Teacher Work Day	January	20	School Resumes
August	25	First Day for Students ½ Day for Students (AM Kdg will attend)	February	16	President's Day Break
August	29	No School – Labor Day Break	March	4	½ Day for Students – ½ Day Teacher PD
September	1	No School – Labor Day Break	March	5	½ Day for Students – Conferences
October	5	End of Six-Week Marking Period	March	6	No School
October	24	End of Ten-Week Marking Period	March	6	End of Six-Week Marking Period
October	29	½ Day for Students – ½ Day Teacher PD	March	20	Last Day of School – Spring Break
October	30	½ Day for Students – Conferences	March	30	School Resumes
October	31	No School	April	3	End of Ten-Week Marking Period
November	4	Teacher PD Day – No School for Students	April	10	No School
November	14	End of Six-Week Marking Period	April	13	No School
November	27-28	Thanksgiving Break	April	24	End of Six-Week Marking Period
December	19	Last Day of School – Winter Break	May	25	Memorial Day Break
January	5	School Resumes	June	10	Last Day for Students ½ Day for Students (PM Kdg will attend)
January	16	End of First Semester	June	11	Teacher Work Day

Student Session Days	Teacher Work Days	Teacher Pd Days	Total	Paid Dates	Total
First Semester	89	2	93	Sept 1, Nov 27, Dec 25, Jan 1	
Second Semester	91	1	93	Mar 24 Mar 27 May 30	
Total	180	3	186	7	193

2008 – 2009 Parent /Teacher Conference Schedule

October	27	High School Conferences 6:00 – 8:30p.m.
October	28	P.M. Kindergarten held with Substitute Kindergarten Conferences 12:30 – 3:30p.m. Elementary Conferences 6:00 – 8:30p.m.
October	29	Middle School Conferences 6:00 – 8:30p.m.
October	30	½ Day for Students (Kdg. held with Substitute) Kindergarten Conferences 8:30 – 11:30a.m. Conferences K-12 (bldg option) 1:00 – 4:00p.m. or 2:00 – 5:00p.m. Conferences K-12 6:00 – 8:30p.m.
March	2	Middle School Conferences 6:00 – 8:30p.m.
March	3	P.M. Kindergarten held with Substitute Kindergarten Conferences 12:30 – 3:30p.m. Elementary Conferences 6:00 – 8:30p.m.
March	4	High School Conferences 6:00 – 8:30p.m.
March	5	½ Day for Students (Kdg. held with Substitute) Kindergarten Conferences 8:30 – 11:30a.m. Conferences K-12 (bldg option) 1:00 – 4:00p.m. or 2:00 – 5:00p.m. Conferences K-12 6:00 – 8:30p.m.

Half-Day Dismissal Time

High School	10:30a.m.
Middle School	10:30a.m.
Elementary School	11:40a.m.

Professional Development Days

31 Hours Required

Seven (7) hours of PD will be held on the three scheduled full PD days (Aug 20, Nov 4, Feb 4)

Three (3) hours of PD will be held on the two scheduled PD half days (Oct 29, March 4)

Four (4) hours of additional PD will be held in each building to bring the total to 31 hours

Four-year calendar to follow Skill Center spring break dates. Parties agree to renegotiate the calendar if the State of Michigan requires school to begin following the Labor Day Holiday.

When additional hours are required by the State, only the necessary minutes of instruction time will be added to each teacher's normal assignment. Any adjustments to meet State guidelines in hours/days will be negotiated between the Board and the Association.

Appendix B

Salary Schedule for 2005 - 2006

Step	I	II	III	IV	V
0.0	34,000	35,700	37,485	39,359	41,327
0.5	34,510	36,235	38,047	39,950	41,947
1.0	35,020	36,771	38,609	40,540	42,567
1.5	35,895	37,690	39,575	41,553	43,631
2.0	36,771	38,609	40,540	42,567	44,695
2.5	37,690	39,575	41,553	43,631	45,813
3.0	38,609	40,540	42,567	44,695	46,930
3.5	39,575	41,553	43,631	45,813	48,103
4.0	40,540	42,567	44,695	46,930	49,277
4.5	41,553	43,631	45,813	48,103	50,508
5.0	42,567	44,695	46,930	49,277	51,740
5.5	43,631	45,813	48,103	50,508	53,034
6.0	44,695	46,930	49,277	51,740	54,327
6.5	45,813	48,103	50,508	53,034	55,686
7.0	46,930	49,277	51,740	54,327	57,044
7.5	48,103	50,508	53,034	55,686	58,470
8.0	49,277	51,740	54,327	57,044	59,896
8.5	50,508	53,034	55,686	58,470	61,393
9.0	51,740	54,327	57,044	59,896	62,891
9.5	53,034	55,686	58,470	61,393	64,463
10.0	54,327	57,044	59,896	62,891	66,035
10.5	57,141	59,998	62,998	66,148	69,456
11.0	59,955	62,953	66,101	69,406	72,876

- I BA/BS degree with provisional or permanent certificate
- II BA/BS degree + 20 semester hours of graduate credit
MA/MS degree without provisional or permanent certificate
- III MA/MS degree with provisional or permanent certificate
- IV MA/MS degree with 15 additional graduate hours
- V MA/MS degree with 30 additional graduate hours

Appendix B

Salary Schedule for 2006 - 2007

Step	I	II	III	IV	V
0.0	34,850	36,592	38,422	40,343	42,360
0.5	35,373	37,141	38,998	40,948	42,996
1.0	35,895	37,690	39,575	41,553	43,631
1.5	36,793	38,632	40,564	42,592	44,722
2.0	37,690	39,575	41,553	43,631	45,813
2.5	38,632	40,564	42,592	44,722	46,958
3.0	39,575	41,533	43,631	45,813	48,103
3.5	40,564	42,592	44,722	46,958	49,306
4.0	41,553	43,631	45,813	48,103	50,508
4.5	42,592	44,722	46,958	49,306	51,771
5.0	43,631	45,813	48,103	50,508	53,034
5.5	44,722	46,958	49,306	51,771	54,360
6.0	45,813	48,103	50,508	53,034	55,686
6.5	46,958	49,306	51,771	54,360	57,078
7.0	48,103	50,508	53,034	55,686	58,470
7.5	49,306	51,771	54,360	57,078	59,932
8.0	50,508	53,034	55,686	58,470	61,393
8.5	51,771	54,360	57,078	59,932	62,928
9.0	53,034	55,686	58,470	61,393	64,463
9.5	54,360	57,078	59,932	62,928	66,075
10.0	55,686	58,470	61,393	64,463	67,686
10.5	58,570	61,498	64,573	67,802	71,192
11.0	61,454	64,527	67,753	71,141	74,698

- I BA/BS degree with provisional or permanent certificate
- II BA/BS degree + 20 semester hours of graduate credit
MA/MS degree without provisional or permanent certificate
- III MA/MS degree with provisional or permanent certificate
- IV MA/MS degree with 15 additional graduate hours
- V MA/MS degree with 30 additional graduate hours

Appendix B

Salary Schedule for 2007 - 2008

Step	I	II	III	IV	V
0.0	35,547	37,324	39,190	41,150	43,207
0.5	36,080	37,884	39,778	41,767	43,856
1.0	36,613	38,444	40,366	42,384	44,504
1.5	37,529	39,405	41,375	43,444	45,616
2.0	38,444	40,366	42,384	44,504	46,729
2.5	39,405	41,375	43,444	45,616	47,897
3.0	40,366	42,384	44,504	46,729	49,065
3.5	41,375	43,444	45,616	47,897	50,292
4.0	42,384	44,504	46,729	49,065	51,519
4.5	43,444	45,616	47,897	50,292	52,807
5.0	44,504	46,729	49,065	51,519	54,095
5.5	45,616	47,897	50,292	52,807	55,447
6.0	46,729	49,065	51,519	54,095	56,799
6.5	47,897	50,292	52,807	55,447	58,219
7.0	49,065	51,519	54,095	56,799	59,639
7.5	50,292	52,807	55,447	58,219	61,130
8.0	51,519	54,095	56,799	59,639	62,621
8.5	52,807	55,447	58,219	61,130	64,187
9.0	54,095	56,799	59,639	62,621	65,752
9.5	55,447	58,219	61,130	64,187	67,396
10.0	56,799	59,639	62,621	65,752	69,040
* 10.5	59,741	62,728	65,865	69,158	72,616
* 11.0	62,683	65,817	69,108	72,564	76,192

* Step 11 will increase by 50% of the percentage increase in the state foundation allowance from the previous year with a minimum of 2.0% and a maximum of 3.0%. The step shown above is the minimum. For example:

Foundation Increase	Percent Increase to Step 11
7%	3.0%
5%	2.5%
3%	2.0%

If the foundation allowance has not been determined by July 1, 2007, then the minimum will be applied. When the actual foundation allowance is determined, any increase above the minimum will be prorated over the rest of the year.

- I BA/BS degree with provisional or permanent certificate
- II BA/BS degree + 20 semester hours of graduate credit
MA/MS degree without provisional or permanent certificate
- III MA/MS degree with provisional or permanent certificate
- IV MA/MS degree with 15 additional graduate hours
- V MA/MS degree with 30 additional graduate hours

Appendix B

Salary Schedule for 2008 - 2009

Step	I	II	III	IV	V
0.0	36,258	38,071	39,974	41,973	44,072
0.5	36,802	38,642	40,574	42,603	44,733
1.0	37,346	39,213	41,173	43,232	45,394
1.5	38,279	40,193	42,203	44,313	46,529
2.0	39,213	41,173	43,232	45,394	47,663
2.5	40,193	42,203	44,313	46,529	48,855
3.0	41,173	43,232	45,394	47,663	50,047
3.5	42,203	44,313	46,529	48,855	51,298
4.0	43,232	45,394	47,663	50,047	52,549
4.5	44,313	46,529	48,855	51,298	53,863
5.0	45,394	47,663	50,047	52,549	55,176
5.5	46,529	48,855	51,298	53,863	56,556
6.0	47,663	50,047	52,549	55,176	59,935
6.5	48,855	51,298	53,863	56,556	59,384
7.0	50,047	52,549	55,176	57,935	60,832
7.5	51,298	53,863	56,556	59,384	62,353
8.0	52,549	55,176	57,935	60,832	63,874
8.5	53,863	56,556	59,384	62,353	65,470
9.0	55,176	57,935	60,832	63,874	67,067
9.5	56,556	59,384	62,353	65,470	68,744
10.0	57,935	60,832	63,874	67,067	70,421
* 10.5	60,936	63,983	67,182	70,541	74,068
* 11.0	63,937	67,134	70,490	74,015	77,716

* Step 11 will increase by 50% of the percentage increase in the state foundation allowance from the previous year with a minimum of 2.0% and a maximum of 3.0%. The step shown above is the minimum. For example:

Foundation Increase	Percent Increase to Step 11
7%	3.0%
5%	2.5%
3%	2.0%

If the foundation allowance has not been determined by July 1, 2008, then the minimum will be applied. When the actual foundation allowance is determined, any increase above the minimum will be prorated over the rest of the year.

- I BA/BS degree with provisional or permanent certificate
- II BA/BS degree + 20 semester hours of graduate credit
MA/MS degree without provisional or permanent certificate
- III MA/MS degree with provisional or permanent certificate
- IV MA/MS degree with 15 additional graduate hours
- V MA/MS degree with 30 additional graduate hours

Appendix B-1

Extra Curricular Duties

The following extra curricular duties will be compensated, as follows, for years 2005-2006, 2006-2007, 2007-2008, 2008-2009

High School	2005-2006	2006-2007	2007-2008	2008-2009
1. Department Head - Language Arts	1,539	1,577	1,609	1,641
2. Department Head – Math	1,539	1,577	1,609	1,641
3. Department Head – Science	1,539	1,577	1,609	1,641
4. Department Head - Social Studies	1,539	1,577	1,609	1,641
5. Department Head – Business	1,539	1,539	1,609	1,641
6. Department Head - Industrial Arts	662	679	692	706
7. Department Head – Guidance	662	679	692	706
8. Department Head - Special Education	883	905	923	941
9. Department Head - Physical Education	662	679	692	706
10. Department Head - Foreign Language	883	905	923	941
11. Department Head - Home Economics	462	474	483	493
12. Department Head – Art	462	474	483	493
13. 9th Grade Advisor	642	658	671	684
14. 10th Grade Advisor	642	658	671	684
15. 11th Grade Advisor	642	658	671	684
16. 12th Grade Advisor	1,271	1,303	1,329	1,355
17. Fall Play	642	658	671	684
18. Musical				
Director of Music	642	658	671	684
Director of Drama	642	658	671	684
19. Vocal Music	956	980	1,000	1,020
20. High School Band	3,695	3,788	3,863	3,941
21. Annual (Yearbook)	1,587	1,626	1,659	1,692
22. Clionian	395	404	413	421
23. Club Sponsors (17 total)	642	658	671	684
24. Intramurals (Maximum of 10 positions) (each)	956	980	1,000	1,020
25. Athletic Trainer (Max. of 3 seasons) (per season)	1,271	1,303	1,329	1,355
26. Athletic Department Manager	4,415	4,525	4,616	4,708
27. Student Council Advisor	1,271	1,303	1,329	1,355
28. High School Honor Society	1,271	1,303	1,329	1,355
29. School Improvement Chairperson	1,271	1,303	1,329	1,355

Middle School

30. 7th & 8th Grade Band	1,111	1,139	1,162	1,185
31. 7th & 8th Grade Choir	803	823	839	856
32. 7th & 8th Grade Musical				
Director of Music	642	658	671	684
Director of Drama	642	658	671	684
33. 5th & 6th Grade Choir	642	658	671	684
34. 5th & 6th Grade Band	803	823	839	856
35. Department Head – English	1,111	1,139	1,162	1,185
- Special Ed	1,111	1,139	1,162	1,185
- Science	1,111	1,139	1,162	1,185
- Math	1,111	1,139	1,162	1,185
- Social Studies	1,111	1,139	1,162	1,185
- Unified Arts	1,111	1,139	1,162	1,185
- Reading	1,111	1,139	1,162	1,185
36. Student Council - 5th & 6th Grade	956	980	1,000	1,020
37. Student Council - 7th & 8th Grade	956	980	1,000	1,020
38. Honor Society - 5th & 6th Grade	642	658	671	684
- 7th & 8th Grade	642	658	671	684
39. Middle School Paper	642	658	671	684
40. Club Sponsors (10 total) (each)	642	658	671	684
41. Intramurals (Maximum of 20 positions) (each)	803	823	839	856
42. School Improvement Chairperson	1,271	1,303	1,329	1,355

Academic Teams

43. Interscholastic Chess, Grades 5-12	1,685	1,727	1,762	1,797
44. Quiz Bowl - 7th & 8th Grade	642	658	671	684
- 9th & 12th Grade	1,685	1,727	1,762	1,797
45. Science Olympiad 9 – 12 Grade	1,685	1,727	1,762	1,797

All Schools

46. K-12 Music Coordinator	1,539	1,577	1,609	1,641
47. K-12 Computer Education Coordinator (2)	4,401	4,511	4,602	4,694

Elementary

48. Elementary Music (3 positions)	408	418	427	435
49. Elementary Clubs (4 per building)	408	418	427	435
50. School Improvement Chair (1 per building)	1,271	1,303	1,329	1,355

Appendix B-2

Athletics

The extra curricular activity pay for athletics will be based on a percent of the B.A. base salary schedule up to a maximum of eleven (11) years of previous paid coaching experience in middle school, high school or college programs.

High School Boys

Varsity Football	10%
Football Assistant (7)	6%
Varsity Basketball	10%
Basketball Assistant (3)	6%
Varsity Wrestling	8%
Wrestling Assistant (2)	6%
Hockey	8%
Hockey Assistant	6%
Varsity Track	7%
Assistant Track (2)	5%
Cross Country	6%
Varsity Baseball	8%
Assistant Baseball (2)	6%
Varsity Golf	6%
Assistant Golf	5%
Swimming	7%
Varsity Tennis	6%
Assistant Tennis	5%
Varsity Soccer	6%
Assistant Soccer	5%

High School Girls

Varsity Basketball	10%
Assistant Basketball (3)	6%
Varsity Softball	8%
Assistant Softball	6%
Varsity Track	7%
Assistant Track	5%
Cross Country	6%
Golf	6%
Assistant Golf	5%
Swimming	7%
Varsity Tennis	6%
Assistant Tennis	5%
Varsity Volleyball	7%
Assistant Volleyball (2)	5%
Varsity Soccer	6%
Assistant Soccer	5%
Cheerleading Coordinator	5%
Varsity Cheerleading	5%
Assistant Cheerleading (2)	4%

*Assistant Coaches will be assigned by Varsity Coaches.

Middle School

All middle school interscholastic coaching assignments will be paid at 4%.

- 7th Grade Basketball, Boys
- 8th Grade Basketball, Boys
- 7th Grade Basketball, Girls
- 8th Grade Basketball, Girls
- *7th & 8th Grade Track & Field (3 positions max.)
- *7th & 8th Grade Wrestling (2 positions max.)
- *7th & 8th Grade Volleyball (2 positions max.)
- *7th & 8th Grade Softball (2 positions max.)
- *8th Grade Heavyweight Football (2 positions max.)
- *8th Grade Lightweight Football (2 positions max.)
- *7th & 8th Grade Cheerleading (2 positions max.)

*The number of coaching positions will be determined by the school administration.

Appendix C

Professional Standards

A. The Board and Association recognize that the professional standards in this Article are considered to define acceptable criteria of professional behavior.

B. Preamble

The educator accepts the responsibility to adhere to the highest ethical and professional standards. The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. These standards provides a benchmark by which to assess conduct.

C. Principle I - Commitment To The Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator . . .

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly . . .
 - a. Exclude any student from participation in any program.
 - b. Deny benefits to any student.
 - c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

D. Principle II - Commitment To The Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator . . .

1. Shall not in application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

Appendix D

CLIO AREA SCHOOLS
CLIO, MICHIGAN

TEACHER EVALUATION

TEACHER _____

DATE _____

SUBJECT(S) _____

GRADE _____

PRINCIPAL OR SUPERVISOR _____

BUILDING _____

Status: Probationary Year 1 ___
Probationary Year 2 ___

Probationary Year 3 ___
Probationary Year 4 ___

Dates of Classroom Visits:

Reviewed by:

Assistant Superintendent for Instruction & Curriculum

Date

Assistant Superintendent for Personnel

Date

Superintendent of Schools

Date

Cc: Personnel file

Personal Qualifications

1. Exemplifies professional point of view
2. Has insight into self as a teacher
3. Is dependable
4. Works harmoniously with members of school family
5. Maintains appropriate grooming

Comments:

NEEDS IMPROVEMENT	ACCEPTABLE

Relationships With Students

1. Classroom Management
2. Provides for individual differences
3. Creates a learning atmosphere through arrangement of physical environment
4. Encourages parent interaction

Comments:

NEEDS IMPROVEMENT	ACCEPTABLE

Teaching Effectiveness

1. Teacher planning
2. Achieves quality learning experiences
3. Use of instructional materials
4. Evaluation of student growth
5. Extension of classroom activities

Comments:

NEEDS IMPROVEMENT	ACCEPTABLE

_____ is recommended for continued employment
 (Name of Teacher)

_____ Date

_____ Principal or Supervisor

This evaluation has been reviewed with me and will be placed in my personnel file.

_____ Date

_____ Teacher

Appendix E

School Improvement/Accreditation

The Clio Education Association and the Clio Board of Education support the School Improvement Process as defined by the Michigan State Board of Education:

"A collaborative process through which the staff identifies strengths and weaknesses of the school program and uses that information as a basis for making positive changes in observable and measurable student outcomes."

This process will result in school improvement/accreditation plans which include:

1. A Mission Statement
2. Goals based upon student outcomes
3. Curriculum based upon goals
4. Evaluation processes
5. Staff development
6. Site-Based Decision Making
7. Input from board members, administrators, teachers, other school employees, pupils, parents and other residents.

Decisions in school improvement will be site-based. Site-Based Decision Making is a joint planning and problem-solving process that seeks to improve the delivery of quality education for students and the working environment for staff.

Site-Based Decision Making will deal with program assessment, curriculum review, standards of student performance, budgetary needs, staff development, and student outcomes. All those involved with implementing or defending a site-based decision will be involved in the decision-making process. Site-based decisions will not violate state law, school policy, or any master agreement.

Teachers in each building will elect their representative(s) to the district team and to the building teams. The Association president (or designee) will serve on the District School Improvement Team.

We encourage all staff members to be involved in school improvement/accreditation. Participation outside the regular working day will be voluntary and compensated according to the provisions of the District School Improvement Plan.

Appendix F

Memorandum of Understanding

Pay for Unused Sick Days


For the duration of this contract a pilot program will be in place to pay for unused sick days. The rate of pay will be \$20 per unused day. The payment will be made upon retirement and will be paid by June 30.

During the contract, statistics will be kept monitoring the usage of sick days. The program will continue only if there is improvement in attendance.

Baseline data will be established using the five years 2001 - 2002 to 2004 - 2005. The percentage of attendance will be compared over this period.

This memorandum will be in effect only for the 2005 - 2006 through the 2008 - 2009 school years.

Clio Board of Education



President

12-20-05

Date

Clio Education Association



President

12/20/05

Date

Appendix G

Memorandum of Understanding

Professional Development Presenters

The parties agree to the following regarding professional development presentations.

1. [Bargaining unit members who are presenters at district scheduled professional development activities must make up required professional development hours missed because of the presentation. The Assistant Superintendent for Instruction must approve make-up activities.
2. A bargaining unit member shall be paid his/her regular pay on the day the presentation is made.
3. Upon completing professional development make up hours, the bargaining unit member will receive a professional development presentation fee.
4. If a bargaining unit member is requested to present, and receives approved training for the presentation, he/she will receive professional development credit for the training hours.

This memorandum will be in effect only for the 2005 - 2006 through the 2008 - 2009 school years.

Clio Board of Education



President

Date 12-20-05

Clio Education Association



President

Date 12/20/05

Appendix H

Memorandum of Understanding

Value Added Student Success Initiative

The parties agree that there are certain student outcomes that form the foundation for student success. The parties further agree that there are professional practices that enhance student success. To that end the parties have defined below student outcomes and professional practices that shall be the focus of this Value Added Student Success Initiative.

Student Outcomes and Professional Standards


1. Eighty-five percent (85%) of separate building teaching staffs attend district scheduled Open House events.
2. Eighty-five percent (85%) of separate building teaching staffs attend district scheduled Parent Teacher Conferences.
3. Eighty-five percent (85%) of separate building teaching staffs attend district scheduled Professional Development.
4. Each teacher attends three student activities per semester.
5. Each K-8 building will meet Adequate Yearly Progress Formula on MEAP scores or maintain fifty percent (50%) proficiency (Categories 1 & 2) in all tested areas.
6. The High School will increase the student Retention until the goal of Eighty-five percent (85%) is reached or increase the percentage of the Merit Award winners over the previous year.

Professional Compensation

Effective with the 2002-03 school year teacher staff members of buildings that achieve all of the applicable student outcomes and professional activities standards defined above shall receive a lump sum off schedule payment of 1.0% of eligible teachers' salary, payable on the last check in June of each year.

This memorandum will be in effect only for the 2005 - 2006 through the 2008 - 2009 school years.

Clio Board of Education



President

12-20-05

Date

Clio Education Association



President

12/20/05

Date

Appendix I

Letter of Agreement

Medical Insurance Committee

The Parties recognize the importance of health insurance in relation to quality of life, teacher recruitment, and teacher retention.

Therefore, the following is hereby agreed:

1. A Medical Insurance Committee will be formed not later than September 15, 2005, comprised of a mutually agreed number of representatives of the Associations and the Administration including one (1) co-chair appointed by the Clio Education Association and one (1) by the Administration;
2. This Committee will review the ten-year trends pertaining to medical insurance costs, the Consumer Price Index, and other pertinent data;
3. The Committee's role is to present a report containing information to the Board and the Associations' leadership no later than May 15th of each year during this agreement.


For the Board


For the Association

12-20-05
Date

12/20/05
Date