

MASTER AGREEMENT

BETWEEN

READING COMMUNITY SCHOOLS

AND

4-C UNIFIED BARGAINING ASSOCIATION MEA/NEA

2007-2008

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ARTICLE 1

RECOGNITION

Section 1.

The Board hereby recognizes the 4-C Unified Bargaining Association MEA/NEA as the exclusive bargaining representative, as defined in regard to wages, hours and other terms and conditions of employment for the following certified personnel employed by the School;

Classroom Teachers  
Guidance Counselors  
Librarians  
School Social Worker(s)

Excluded are all administrative, supervisory and executive personnel and per diem substitute teachers. The term "teacher" when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining unit as above defined, and references to male teachers shall include female teachers.

Section 2.

The Board agrees not to negotiate at any time with any teachers' organization other than that designated as the representative pursuant to the Michigan Public Employment Relations Act, as amended. The Board further agrees not to negotiate with any teachers' organization other than the Association in regard to changes in salaries or other conditions of employment to become effective during the term of this Agreement.

## ARTICLE 2

### BOARD RIGHTS

- A. The Board, on its own behalf and behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan, and of the United States, including, and without limiting the generality of the foregoing, the right:
1. To the executive management and administration control of the school system and its properties and facilities, and the professional activities (curriculum studies, committees, ethical procedures) of its employees.
  2. To hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or demotion; and to promote, and transfer, all such employees.
  3. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
  4. To approve the selection of the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature.
  5. To determine class schedules, the hours of instruction, the duties, responsibilities, and assignments of teachers and other employees with respect to administrative and non-teaching activities, and the terms and conditions of employment.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of the State of Michigan and the Constitution and Laws of the United States.

## ARTICLE 3

### THE AGREEMENT

#### Section 1.

This Agreement incorporates the entire understanding of the parties on all issues which were or could have been the subject of negotiations. This Agreement may be modified, in whole or in part, by the parties by an instrument in writing duly executed by both parties.

#### Section 2.

This Agreement shall supersede any written policies of the Board or written Administrative regulations which are contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teachers contracts heretofore in effect, except that previously granted credit for teaching experience, military service, related experience in business and industry, merit increments, or extra pay for services not specified in this Agreement shall not be taken away from any teacher by reason of this Agreement. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement.

#### Section 3.

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

#### Section 4.

Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the provisions of the Revised School Code and Michigan Teacher Tenure Act.

## ARTICLE 4

### ASSOCIATION RIGHTS

- A. All teachers' rights guaranteed by the Michigan revised school code, State and Federal Constitutions, Michigan General School Laws, and other legal statutes, shall be guaranteed to all teachers, employees and the Association.
- B. The Board agrees to make available to the Association available information which the Association requires for the purposes of negotiations, grievance administration, and the administration of this Agreement. All original documents must be viewed in the Board's office; provided, however that legible photocopies of any such original documents shall be provided to the Association by the Board at a rate of \$.10 per page copied.
- C. The Association shall not schedule meetings during normal working hours except by mutual consent.
- D. The Association shall have the right to use school building facilities and equipment, without rental charge, for the purpose of conducting Association business. The Association agrees to abide by the rules and regulations established by the Board for use of school building facilities and equipment. Such equipment shall be audio visual and general office equipment which is normally available for teacher use. The Association shall reimburse the Board for all district supplies utilized by the Association in connection with its meetings on school premises.
- E. Bulletin boards, as now established in rooms designated as a faculty lounge in each building, shall be available for the exclusive use of the Association and the School. In addition, bulletin boards in the Principal's office of each building may be used for posting materials relating to Association business or general education information. Posted materials shall be signed or initialed by the Association member posting same. The Association agrees not to use any other school bulletin boards for Association purposes.
- F. Inter-school mail and school mail boxes may be used by the Association to distribute official communications such as notices of meetings, social events, and announcements of results of Association meetings, or elections. Such communications shall be signed. No other materials shall be distributed by the Association through the school mail services. Posting materials and distribution of materials in teacher mailboxes shall be the responsibility of the Association.

ARTICLE 5  
SALARIES

- A. The salaries of teachers covered by this Agreement are set forth in Schedule A which is attached to and incorporated in this Agreement. For extra-curricular activities the teacher shall be entitled to appropriate additional professional compensation according to Schedule B, which is attached. Such schedules shall remain in effect for the duration of the contract.
- B. The salary schedule is based upon a normal weekly teaching load during normal teaching hours, for the scheduled number of days. With the consent of the individual teacher, the normal teaching load may be extended or decreased within the normal teaching hours. Salary shall be prorated based on the number of actual teaching hours compared to a normal teaching load.
- C. Credit up to five (5) years will be granted for actual teaching experience upon employment. Credit for additional experience may be granted. After initial employment teachers will progress one step on the salary schedule for each year.
- D. In the event a teacher is absent without pay, his daily loss in compensation shall be computed by dividing his contract salary by the number of days contracted to work.
- E. Payroll shall be on a semi-monthly basis. If the 15th and 30th falls on a weekend, payroll will be on the preceding Friday.
- F. Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, association dues, or any other plans or programs jointly approved by the Association and the Board.
- G. All fringe benefits provided under this contract shall remain in continuous effect during the period covered by this contract. Teachers who complete the school year shall have fringe benefits continue through the succeeding August 31. Teachers who start employment after the beginning of the school year will have fringe benefits commence by the first of the month following employment. Teachers who terminate during the school year will have fringe benefits cease on the last day of the month following the last day of employment.
- H. Upon ratification of this Agreement, copies of our specifications and coverages for all insurance policies in effect during the period of this Agreement shall be provided to each teacher.
- I. For all teachers who successfully complete graduate work beyond 18 semester hours, after September 1, 2002 the District will reimburse the teacher at the rate of one hundred ten dollars (\$110.00) per credit hour for all graduate hours in excess of 18 semester hours which are directly related to the teacher's assignment or a part of an advanced educational degree program.
- J. Any teacher hired after July 1, 2007 shall be required to enroll in direct deposit. For those teachers receiving paper paychecks, those paychecks will be handed out in the school offices. Teachers shall be responsible for the cost of the replacement of any paycheck lost by the teacher. The cost will be the amount the District is charged by the financial institution to stop payment on the lost paycheck. The amount the District is charged by the financial institution will be deducted from the replacement check upon its issuance.

## ARTICLE 6

### AGENCY SHOP

- A. Each teacher shall, as a condition of employment, on or before thirty days from the date of commencement of duties join the Association or pay a service fee to the Association. The service fee shall be established by the Association, and shall not be greater than the dues of the Association. Payment of dues or service fee shall be in cash or by authorized payroll deduction.
- B. The names of those teachers desiring payroll deduction shall be submitted to the Superintendent's office by September 30 and said teachers shall sign an authorization card.
- C. In the event a teacher does not pay a service fee directly to the Association, or authorize payment through payroll deduction, the Board pursuant to MCL 408.477, after conducting a due process hearing, shall deduct the service fee from the teacher's wages at the request of the Association treasurer, provided the treasurer supplies evidence at the hearing that the teacher was notified of the amount of the fee, the basis of its establishment, and the procedure to contest the appropriateness of the fee.
- D. In the event of any legal action against the Board brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its counsel, provided:
  - a. The Board gives timely notice of such action to the Association and permits the Association intervention as a party if it so desires, and
  - b. The Board gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate levels.

The Association agrees that in any action so defended, it will indemnify and hold the Board harmless from any liability for damages and cost imposed by a final judgment of a court administrative agency as a direct consequence of the Board's compliance with this Article. The Association pledges and agrees that it will not in any way contest or dispute the validity and enforceability of this provision and that it will intervene in and defend against any legal action from any party seeking to have this provision voided to any extent when requested to do so by the Board.



## ARTICLE 7

### TEACHING HOURS

- A. Teachers shall have a duty day which shall not exceed seven (7) hours and fifty-three (53) minutes. The student day will not begin until at least fifteen minutes after the teachers' day. Teachers will be accessible to students requiring assistance during this period.
- B. Secondary teachers shall be entitled to a thirty-five (35) minute uninterrupted lunch period. Elementary teachers shall be entitled to a forty (40) minute uninterrupted lunch period subject to assignment to duty on an emergency basis by the building principal. Elementary teachers shall use five (5) minutes of the lunch as preparation and conference time. Any teachers desiring to leave the school premises during the lunch period shall first sign out on a list posted for that purpose by the building principal or his designee on the bulletin board in the building principal's office, provided, however, that not more than ten (10) teachers may leave their respective assigned buildings during any lunch period without first receiving permission of the building principal or his designee.
- C. Elementary teachers will be provided with at least five (5) fifteen-minute relief periods per week subject to emergency situations.
- D. The normal daily teaching load in the secondary school shall not exceed six (6) teaching periods and one (1) daily unassigned preparation period, within the student day. Class periods in the high school shall be of equal length. Additional time beyond 50 minutes from a longer conference period may be assigned duty by the building administrator. This duty may include student tutoring, support in the Alternative Enlightenment Room, professional mentoring, teaming, team teaching, library supervision, working with voluntary programs, or any other assignment of a professional nature which may be mutually agreed upon by the teacher and administrator. All staff members sharing a common time frame may rotate assignments based upon mutual agreement of those affected.
- E. Attendance at staff meetings shall be required unless said attendance is excused by the building principal. Staff meetings may be held on one day of each week for the first three (3) weeks of the month for a period of forty-five (45) minutes each. In a month with five weeks, one of the three meetings may be moved to the fifth week with three weeks notice. The day of the week for the staff meetings during the school year will be designated at the beginning of the school year by consensus of the staff of the building.

## ARTICLE 8

### TEACHING ASSIGNMENT

- A. Teachers shall be assigned only within the scope of their valid Michigan teaching certificates and their qualifications for the position as established by the Board. Upon agreement of the affected teacher and the administration, a teacher may be assigned outside of his major or minor field of study for one school year. This assignment may be extended on a yearly basis contingent upon renewal of the agreement between the affected teacher and the administration.
- B. The following provisions shall apply to all situations requiring teaching (substituting) during a teacher's preparation period.
1. Secondary teachers may, when circumstances and the best judgment of the building administrator warrant, be asked to teach (substitute) during a preparation period. In all such instances, the administrator shall request volunteers to be assigned on a rotational basis according to the academic area needed. If there are no volunteers, the administrator may assign available teachers on a rotational basis, according to the academic area needed to teach (substitute) during their preparation period.
  2. A teacher teaching ( substituting) during his preparation period shall notify the principal whether this substituting is for professional courtesy, as hereinafter defined in D, or for pay.
  3. A secondary teacher who teaches (substitutes) during his preparation period shall be compensated in the amount of \$20.00 per each preparation period lost due to teaching (substituting) during said preparation period.
  4. Elementary teachers who teach (substitute) during a time when their class is scheduled to receive the services of a teaching specialist, shall be compensated at the rate of \$20.00 per hour for the time lost due to teaching (substituting) during said preparation time.
  5. Elementary teachers who serve as detention monitors through the Elementary School Conduct Code and secondary teachers who serve as Saturday school detention monitors will receive \$20.00 per hour. Individual school policy guidelines will determine the number of staff and frequency of service needed. Such positions shall be voluntarily filled.
- C. The Board and the Association hereby endorse the concept of Professional Courtesy. Professional Courtesy shall be duties performed by a teacher during released, or non-instructional time, for another teacher who is predisposed by circumstances either by or beyond his control, or due to emergency situations. In any case Professional Courtesy shall be extended only with the consent of both the teacher extending the courtesy and the building principal. The teacher extending the professional courtesy by substituting for an absent colleague shall not receive compensation for the performance of the service and the teacher receiving the professional courtesy shall not suffer loss of compensation for that time.

- D. Teachers requesting a change in grade level, subject assignment, departmental assignment, extra curricular assignment or building assignment, may file a written request with their principal before the first day of March. Said request shall be kept on file for one (1) year, and must be re-filed each school year to remain active. Teachers will be notified in writing of action taken upon the request. In the case of a denial, the Board shall state in writing reasons therefore within (15) school days of its receiving written request for such information from the teachers involved. It is expressly agreed that denial of the aforementioned request and the reasons therefore shall not constitute grounds for grievance.
- E. By June 1, building principals shall notify teachers in writing of tentative assignments for the coming school year. Teachers presently employed who will be affected by a change in grade assignment in the elementary grades and by changes in subject assignments in the secondary grades shall be notified in writing as soon as practical, but no later than August 1, for the first semester assignments, and the first day of attendance in January for second semester assignments, except as otherwise necessitated by significant enrollment changes, resignations, or changes as a result of a decrease in school finances.

## ARTICLE 9

### TEACHING CONDITIONS

- A. The Board shall make available in each school classroom building restroom and lavatory facilities exclusively for staff use and at least one (1) room furnished and reserved for use as a lounge.
- B. The Board recognizes that appropriate equipment and materials are necessary to facilitate a sound educational program. Teachers, either individually, or through established committees, shall be given the opportunity to make recommendation and recognizes the right of the Board to make all final decisions in the adoption of such programs and media.
- C. A noontime and recess playground supervisor, other than teaching personnel, shall be provided for the elementary building.
- D. When students are assigned to an elementary classroom, classes at each grade level will be as equal as possible.
- E. In determining class size, the Board shall take into consideration the physical features and size of the classroom. In laboratory and similar classes such as Home Economics, Shop and Art, the number of students will be limited to a number that can safely and effectively be handled with the existing equipment.

## ARTICLE 10

### VACANCIES AND PROMOTIONS

- A. Whenever new positions or vacancies in the bargaining unit occur in the District, the Board shall publicize same by posting notices in each school building. A copy of said notice shall be sent to the secretary of the Association.
1. A vacancy is defined as either a newly created position or a current position in the bargaining unit, which the Board intends to fill, which has become open due to the death, retirement, resignation or other separation of a bargaining unit member.
  2. The Board shall provide seven (7) days for the submission of application, which shall be considered along with those from outside applicants.
  3. If a vacancy occurs during the school year, the Superintendent has the option to either post the position or to temporarily fill the position until the end of that school year. At the conclusion of the school year, the position will be posted.
- B. No teacher vacancy shall be filled, except in case of emergency on a temporary basis, until such vacancy shall have been posted for at least seven (7) days.

## ARTICLE 11

### LEAVES

#### A. Paid Leaves

##### 1. Sick Leave days

- a. Full time teachers shall be entitled to seven (7) annual sick leave days. Part time teachers or those employed after the beginning of the school year shall have annual sick leave days pro-rated.
- b. Annual sick leave days shall be taken by a teacher only for the following reasons and subject to the following conditions.
  1. A teacher may use all or any portion of his accumulated sick leave for personal illness, disability, or medical treatment which shall include child birth and/or complications of pregnancy.
  2. A teacher may use a total of twenty (20) accumulated sick leave days each school year to help care for a member of the teacher's immediate family (spouse, children, parent of teacher or spouse) or a member of the teacher's immediate household who is ill or disabled.
  3. The Board may after four (4) consecutive days of absence request through the office of the Superintendent of Schools, a physician's statement be provided by the teacher. The Board, at its own expense, may require a physical examination from a doctor of its choice. If the teacher objects to that doctor, the Board will request a list of three appropriate doctors from the local medical society from which the teacher shall select a doctor. Any applicable requirements of the Family Medical Leave Act for documentation of FMLA leave shall supercede this provision with respect thereto.
- c. The appropriate number of days shall be credited to each teacher on the first day of employment.
- d. If a teacher is absent due to injury or illness which is compensable under the Michigan Workers Compensation Act, the teacher may elect (1) to receive only the benefits due under the Act, in which case the absence shall not be charged against accumulated sick days, or (2) to receive in addition to the benefits under said Act, the difference between the teacher's salary and such benefits for a period equal to the teacher's accumulated sick days, in which case the absence shall be charged against accumulated sick days on the basis of one day of sick leave for each day the teacher receives supplemental pay greater than 50% of per diem and one ½ day of sick leave for each day the teacher receives benefits and salary, including supplemental pay, totaling more than what the teacher would have received as salary alone for such school year.

2. Personal Leave Days.
  - a. Five (5) annual personal leave days, for other than personal illness, shall be granted but not be taken the day prior to or following a scheduled holiday or vacation period unless on an emergency basis. Annual personal leave days shall not be taken for any scheduled professional development/in-service days unless on an emergency basis approved by the Administration or for personal illness which may require a doctor's verification. Personal leave days for other than personal illness will not be granted on the first and last day of the school year unless on an emergency basis.
3. Accumulated Sick Leave
  - a. Unused sick leave days and personal leave days shall accumulate as sick leave at year end to a maximum of one hundred thirty (130).
4. Court and Funeral Leave
  - a. Any teacher who is subpoenaed who must attend court shall suffer no loss of pay but will be paid the difference between witness fees and his regular pay. This provision shall not apply if the teacher is subpoenaed or attends court to testify against the Board or school District in a proceeding in which the teacher or Association is the opposite party.
  - b. Any teacher required to serve on jury duty will suffer no loss of pay, but will be paid the difference between jury pay and his regular pay.
  - c. A teacher will be paid for up to three days absence in case of death in the immediate family, and necessary travel time, up to two days, if the bereavement is more than 300 miles distant from Reading, Michigan. Immediate family means parent, sibling, child, spouse, grandparent, guardian, or corresponding in-laws. This is in addition to leave day and sick leave time. Proof of attendance may be required by the employer.
5. Teachers shall be informed of a telephone number they may call no later than 7:00 a.m. to report unavailability for work. After said notification the administration shall make a reasonable effort to acquire the services of a substitute provided, however, that in the event a teacher fails to report unavailability for work in a timely fashion as required herein, such teacher shall, unless justification satisfactory to the building administrator is shown for such failure to so report, forfeit the right to a paid leave day, and may further be subject to other appropriate disciplinary action.
6. Leaves of absence without loss of pay or sick leave to the teacher may be granted by the Board for the following reasons:
  - a. Accompanying students on approved field trips or otherwise acting in normal teaching capacity.
  - b. Approved visitation at other schools.

- c. Attending approved curriculum related conferences or conventions including regional conferences and committee meetings.

Upon written request, the Board may grant reimbursement for meals, mileage and lodging in connection with such leaves.

## B. Unpaid Leaves

1. Leaves of absence for up to one year without pay shall be granted upon application for the following purposes:
  - a. To recover from personal illness or disability that extends beyond the accumulated sick leave which prevents the execution of routine teaching assignments.
2. Leaves of absence for up to the remainder of the school year without pay shall be granted upon application for the following purposes:
  - a. To care for a dependent child upon exhaustion of annual leave days.
  - b. To adopt a child, commencing upon placement of the child.
3. Leaves of absence for up to one year without pay may be granted upon application for the following purposes:
  - a. An extension of any of the leaves in Section 1 and 2.
  - b. Study, research or special teaching assignment involving probable advantage to school system. Regular salary increment during such period shall be allowed.
  - c. Study related to the teacher's field, that field in which he/she is certified.
  - d. To campaign for a public office.
  - e. Other justifiable reasons.
4. Military leaves of absence shall be granted according to law to any teacher who shall be called into active military service of the United States. Teachers on military leave shall be granted the benefit of any increments and sick allowance which would have been credited to them had they remained in active service to the school system.
5. Family and Medical Leave

A leave of absence of up to twelve (12) weeks during any twelve (12) month period shall be granted to eligible employees in accordance with the Family and Medical Leave Act (FMLA) for the purposes permitted by the FMLA. Such purposes include:



- a. Because of and to care for the employee's child upon birth or placement for adoption or foster care. Entitlement to leave under these circumstances shall expire at the end of the twelve (12) month period beginning on the date of the birth or placement of the child.
- b. To care for the employee's spouse, child, or parent who has a serious health condition.
- c. Because of an employee's own serious health condition that makes the teacher unable to perform the functions of the employee's position.

To be eligible for a FMLA leave, a teacher must have been employed for at least twelve (12) months, and for at least 1,250 hours during the previous 12 month period, and meet any other eligibility criteria of the FMLA for the particular type of leave. During the period of FMLA leave, the employees health insurance benefits shall be continued as required by the FMLA, subject to Section 104 © (2) of the FMLA.

Supplementary insurance coverages may be continued by the teacher who prepays the premium cost to the business office of the school district which will then make timely payment of the premium to the insurance company, provided the teacher has made a timely submission of the amount of the premium payment.

Paid leave available to the teacher under the terms of this Agreement and used by the teacher for the same purposes as the FMLA leave available, will be counted as part of the leave time available and used under the FMLA leave, FMLA leave may be taken on an intermittent or reduced schedule when medically necessary according to the provisions of Section 102(b) of the FMLA.

The limitations found under Section 108 of the FMLA pertaining to special rules concerning employees of local educational agencies shall apply. All FMLA leaves shall be subject to and administered in accordance with the FMLA and its implementing regulations.

6. Provisions for all unpaid leaves.

- a. Except in unforeseeable circumstances or emergencies, such requests must be submitted at least thirty (30) days prior to the requested leave and shall include starting and ending dates for the leave. The Board will acknowledge receipt and acceptance of request. In cases of emergency, the board will inform teachers that they will be using Family and Medical Leave as soon as qualifying factors are evident. If the date on which a teacher is to return from the leave is in the subsequent school year, the teacher shall inform the Board by May 1st of his or her intent to return. Failure to notify the Board of such intent shall be considered a voluntary termination of employment with the District and all future rights to employment within the District.
- b. Upon return from leave, each teacher shall be assigned to a position of like nature, seniority, and pay.

C. Association Leave

At the beginning of every school year, the Association shall be credited with five (5) days to be used by teachers who are officers or agents of the Association for Association business such as conferences, seminars and workshops. None of such days may be used to participate in a labor dispute. The Association agrees to notify the Superintendent no less than 48 hours in advance of such leave. The Association shall reimburse the District the cost of the substitute for all days of Association leave.

ARTICLE 12

TERMINAL LEAVE

- A. A teacher who is retiring, and is eligible to collect benefits from the Michigan Public School Employees Retirement System, shall receive \$35.00 for each cumulative leave day over thirty (30) days, up to a maximum payment of ninety (90) days.

## ARTICLE 13

### SCHOOL CALENDAR

- A. The school calendar for the 2007-2008 school year shall have 177 contract days. 169 will be designated student days and 8 as staff days. Definition of days are as follows:

Staff Days: (No students in attendance)

- 2 days prior to the first day of school; one (1) to be used for orientation and/or professional development and one (1) to be used for classroom preparation.
- 1 day in-service during fair week
- 2 other professional development days
- 2 Parent/Teacher conference days (without students)
- 1 day being the last day after the last student day of second semester with check out at noon if ready.

Records Days:

The student release times for records days will be at 11:30 a.m. on a Friday or Monday at the end of the first semester, and the last two (2) days of the second semester.

Teachers will not be required to report for duty on any day the schools are closed due to "Act of God." If it becomes necessary to make up days of instruction to qualify for full State Aid, such days will be scheduled consecutively at the conclusion of the school year. President's Day shall also be designated as a make up day, provided ten (10) working days notice can be provided.

Furthermore, teachers will work all days and/or hours of student instruction and professional development required by law for the District to receive full payment of State School Aid in each school year for the annual salary specified in Appendix A.

- B. The school calendar for the 2007-2008 year has been jointly developed by a joint committee of bargaining unit members selected by the Association and board/administrators selected by the Board and is attached in Appendix C.

A teacher's daily rate of pay shall be determined by dividing the teacher's annual salary by the number of days the teacher is required to work during the school year. Teachers who agree to work days in addition to the contractual number of days shall be compensated at their daily rate for all such days. No additional days shall be worked or compensation paid without the Principal's written authorization.

The Board and Association recognize that the hours of student instruction time are subject to adjustment so that the School District satisfies all requirements of the Revised School Code and the State School Aid Act for full receipt of foundation allowances and other appropriations.

## ARTICLE 14

### TEACHER EVALUATION

- A. The Association recognizes the right and responsibility of the administrative staff to evaluate the performance of teachers. The Association also recognizes the right and responsibility of administrative staff of the school to visit classrooms for the purposes of evaluating and promoting the education programs.
- B. The Board agrees that teacher evaluations shall be used constructively and cooperatively with the teacher to help the teacher become more effective.
- C. The evaluation techniques used by principals shall be carried out under the written policies of the Board of Education and in a manner consistent with the provisions of this Agreement.
- D. All formal classroom observations shall be done openly; provided, however, that the teacher being observed shall be notified of such observation no later than the commencement of the class at which such observation is to be performed. Any deficiencies or areas needing improvement shall be summarized in writing and presented to the teacher within ten (10) working days after the observation.
- E. Probationary teachers shall be notified in writing relative to a principal's initial observation in any given year.
- F. Each teacher shall be informed in writing via the teacher's handbook as to the criteria of evaluation and written Board policies used by the principal.
- G. Probationary teachers shall be evaluated each year of their probationary period based on at least two (2) classroom observations held at least sixty (60) days apart, unless a shorter interval is mutually agreed upon by the teacher and the Board. Tenured teachers shall be evaluated at least once every three (3) years based on at least two (2) classroom observations conducted during the school year covered by the evaluation. No formal classroom observation for evaluation purposes shall be made after May 1 without consent of the teacher.
- H. The Board shall provide each probationary teacher employed for at least a full year with an individualized development plan as required by the Michigan Teacher Tenure Act. The Board shall provide each tenured teacher who receives less than a satisfactory evaluation with an individualized development plan as required by the Act. Individualized development plans shall be developed by an appropriate administrator in consultation with the individual teacher. The teacher may have a representative of the Association present during the consultation.
- I. An evaluation placed in a teacher's file shall be reviewed with the teacher prior to it becoming a part of the permanent record and thereafter on request. Upon request, a teacher may have another REA member present at an evaluation conference. A teacher shall have the right to add written comments and/or objections to any portion of any evaluation made a part of his or her permanent record.
- J. The Board agrees that the teachers will continue to participate under the direction of the principals in an advisory capacity in the development of teachers' evaluation instruments which become a part of the teacher's permanent file. The evaluation instrument and criteria used for the current contract year shall be the instrument and criteria used in the current teachers' handbook.

## ARTICLE 15

### PROTECTION OF TEACHERS

- A. The Board recognizes its responsibility to give assistance to teachers with respect to the maintenance of control and discipline in the classroom within the confines of Board policies.
- B. The teacher bears the primary responsibility for maintaining proper control and discipline in the classroom and understand that all disciplinary actions and methods invoked by them shall be reasonable and just, and in accordance with written Board policy and written administrative regulations.
- C. Any case of assault and/or battery upon or by a teacher while acting in scope of his employment shall be promptly reported to the Board. The Board shall, upon request, provide legal counsel to advise the teacher of his or her rights and obligations with respect to any such assault and/or battery and shall provide such legal and other necessary representation and assistance as might be required in connection with any attack on him or her. Legal representation as provided for above arises from and is subject to the Board's liability insurance policy.
- D. Non-administrative complaints directed toward a teacher shall be called to the teacher's attention within ten (10) school days, or completely dismissed as an issue. If the complaint is to become a part of said teacher's personnel file, the teacher shall be notified of such intent writing and be permitted to add written comments thereto. This provision shall not apply to a complaint of an alleged inappropriate student-teacher relationship that would constitute professional misconduct or a complaint alleging a violation of the law.
- E. The Board and the Association recognize that the ability of pupils to progress and mature academically is combined result of home, school, economic and social environment and that teachers alone cannot be held accountable for all aspects of the academic achievement of the pupil in the classroom.
- F. No teacher shall be disciplined without just cause. Discipline of a teacher may be grieved under the grievance procedure of this Agreement unless the disciplinary measure constitutes a demotion for appeal within the jurisdiction of the Michigan Teacher Tenure Act, MCL 38.71 *et seq.* Any discharge or termination of a teacher shall be governed exclusively by the applicable provisions of the Michigan Teacher Tenure Act, MCL 38.71 *et seq.*, and shall not be subject to the grievance procedure of this Agreement.
- G. A teacher upon request may have another REA member, of the teachers' choice, present at a pre-arranged conference which is for the purpose of reprimand or discipline.

## ARTICLE 16

### GRIEVANCE PROCEDURE

A. A grievance is defined as a claim by a teacher, a group of teachers, or the Association that there has been a violation of a provision of this Agreement. The primary purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems arising from this Agreement.

B. In the event that it is believed that there is a basis for a grievance, it shall be expressed and discussed with the building principal within ten (10) days of the occurrence or discovery thereof. If no mutually agreeable solution has been reached within five (5) days after the discussion, the teacher of the Association may proceed to Step 1 of the formal grievance procedure.

#### C. Formal Grievance Procedure

**Step 1:** In order to invoke the formal grievance procedure, the grievant shall complete the grievance form and submit it to the building principal within ten (10) days of the informal meeting with the principal. The principal shall schedule a hearing within five (5) days of receipt of the grievance. The principal shall write his disposition of the grievance within five (5) days of the hearing and shall furnish a copy to the grievant and the Association.

**Step 2:** If the grievant is not satisfied with the disposition of the grievance by the principal, or no disposition is received within the time limit, the grievance shall be transmitted to the Superintendent within ten (10) days. The Superintendent shall conduct a hearing of the grievance within ten (10) days of its receipt. The Superintendent shall write his disposition of the grievance within five (5) days after the hearing and shall furnish a copy to the grievant and the Association.

**Step 3:** If the grievant is not satisfied with the disposition of the grievance by the Superintendent, or if no disposition has been made within the period provided, the grievance shall be transmitted to the Board secretary within ten (10) work days. The Board or its designee, no later than its next regular meeting or ten (10) work days whichever shall be later, shall hold a hearing on the grievance or give such other consideration as it shall deem appropriate.

Disposition of the grievance in writing by the Board shall be made no later than ten (10) work days thereafter. If the grievance has not been satisfactorily settled, the Association shall, within twenty (20) calendar days of receipt of the Board's disposition, submit notification to the Board Secretary of its intent to pursue arbitration. If the parties cannot agree on the selection of the arbitrator within ten (10) days from the notification date that arbitration will be pursued, the arbitrator shall be selected by the American Arbitration Association in accord with its rules which likewise governs the preceding. Neither party shall be permitted to assert in such arbitration proceedings any grounds or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to, nor subtract from the terms of the Agreement. Both parties agree to be bound by the award of the arbitrator.

#### D. Guidelines:

1. A grievance may be initiated directly with the Superintendent when either of the following conditions apply:

a. A grievance involves a group of employees or an issue which applies to the unit as a whole.

- b. The action precipitating the grievance was initiated by management at a level higher than the Principal.

When such grievances are initiated at the Superintendent the normal grievance procedure shall be followed as set forth, but with Level 1 of the formal grievance procedure removed.

2. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of both parties. The term days when used in this Article shall mean teacher work days.
3. The fees and expenses of the arbitrator shall be paid by the party adjudicated to be the loser. All other fees shall be borne by the party incurring them.
4. Hearings and meetings at all grievance levels will be established by mutual agreement between the Board and the Association and in no case will there be a loss of pay.
5. The arbitrator shall have no power to:
  - a. Change any practice, policy, or rule of the Board nor to substitute personal judgment for that of the Board as to the reasonableness of any such practice, policy, or action taken by the board. The powers of the arbitrator shall be limited to determining whether the express terms of the Agreement have been violated and to determine the appropriate remedy if a violation occurred.
  - b. Rule upon the termination or nonrenewal of a probationary teacher.
  - c. Rule upon the discharge or demotion of a tenured teacher.
  - d. Rule upon the failure to re-employ any teacher to a position on the extracurricular schedule.
  - e. Rule upon any claim where a teacher has redress in another legal forum.
6. Notwithstanding the expiration of the Agreement, any claim or grievance having arisen thereunder may be processed through the grievance procedure until resolution.
7. All available information necessary to the determination and processing of any grievance shall be furnished upon request to all parties involved in said grievance.



ARTICLE 17

PLANS AND PROBLEMS COMMITTEE

Representatives designated by the Board and Association teams will meet when necessary for the purpose of reviewing the administration of the agreement and to resolve any potential problem which may arise, subject to the following:

- A. These meetings are not intended to by-pass the grievance procedure, but will be used in an attempt to resolve potential problems.
- B. Meetings will be held on the last work day of the month at the request of either party by submitting to the other an issue or issues they wish to discuss, by the Friday previous to the meeting date. Other meetings may be scheduled mutually by the parties.
- C. Should the meeting result in a mutually acceptable solution to the problem which would require an amendment to this Agreement, then this amendment shall be reduced to writing and be subject to ratification by the Board and the Association. However, the bargaining committees shall be empowered to effect temporary accommodations to resolve special problems not requiring the alteration of previously ratified Articles.

## ARTICLE 18

### REDUCTION IN PERSONNEL

- A. In the event of a general cutback or reduction of teachers through layoff from employment the following procedures, based upon program needs, will be utilized.
1. If reduction is necessary, then probationary teachers will be laid off first provided there are certified and qualified tenure teachers to perform all of the assignments and duties of the probationary teachers who will be laid off.
  2. If reduction is still necessary, then tenure teachers will be laid off in inverse order of seniority provided there are more senior certified and qualified tenure teachers available to perform all of the assignments and duties of the tenure teachers who will be laid off or the position of the teacher to be laid off is to be eliminated.
  3. Definitions:

**Certification:** Certified is possessing a valid Michigan teaching certificate, as defined by the Teacher Certification Code of the Michigan Department of Education, appropriate to the teacher's assignment. Alternatively, a teacher may be considered "certified" in the absence of possession of a Michigan teaching certificate if employed pursuant to Section 1233b of the Revised School Code or other statutory provision.

**Qualifications:** Qualified is possessing those qualifications for the teacher's position assignment as established by the Board.

- B. Teachers will be informed that lay-off is possible previous to April 15 and shall have until May 1 in which to add any information to their personnel file regarding certification, majors or minors, endorsements, to declare in writing they do not wish to be assigned in some area in which they are certified and qualified, or to express areas which they will agree to take the course work to be qualified. The teacher shall further notify the Board and Association, in writing, in the event that he petitions the State Board of Education for nullification or limitation of his certificate, one or more endorsements thereon, or a grade level certification appearing on the certificate.

The certification and qualifications of a teacher shall be those as on file with the Board at the time of notice of layoff is sent. This certification and qualification of a teacher to be recalled from layoff shall be the certification and qualifications on file with the Board at the time the notification of recall from layoff is sent. It is the teacher's obligation to make sure the Board's records are correct and to notify the Board, in writing, of any inaccuracies or changes.

- C. Before the official action on a reduction of teachers is taken by the Board of Education, it will give notice to the Association of the contemplated reduction. As soon as the names of the teachers to be laid off are known, a list of such be given to the Association.
- D. Except in the event of an emergency, all teachers to be laid off shall be given at least 30 days written notice.

E. Recall Procedure:

Recall of teachers shall be in order of seniority; provided, however, that a teacher in order to be recalled shall be certified and qualified as herein set forth to teach the specific assignment to which the teacher is being recalled. All teachers who are to be recalled shall be notified in writing at the current address as reflected by the school personnel file. In the event a teacher decided to accept said recall they must notify the Board in writing of their intent within seven (7) days. Failure to notify the Board shall result in a rejection of the offer of recall. The teacher must report to the assignment within fourteen (14) days, unless this limit is extended by the Board.

F. The recall rights of tenured teachers shall be limited to a period of sixty (60) months from the effective date of the tenured teacher's layoff. The recall rights of probationary teachers shall be limited to a period of twenty-six (26) months from the effective date of the probationary teacher's layoff.

## ARTICLE 19

### FACULTY INCENTIVE GRANTS

- A. The Board shall establish a fund for the purpose of reimbursing the actual cost of those teachers who successfully apply for, and participate in, a voluntary program which has as its focus the completion of annual school system goals established by the Board.
- B. Grants for individual teachers or groups of teachers shall be awarded by the Board upon the recommendation of a "Grant Review Committee" which shall be composed of two teachers, two Board Members, the Superintendent of Schools and the Technology Director.
- C. The total grant program shall be funded by the Board in the amount of ten thousand dollars (\$10,000) annually. Grant monies not awarded during any given year shall become fund equity at the conclusion of the fiscal year.
- D. The grant program will be administered as follows:
  - 1. No later than October 1 of each year, the Board shall establish a series of school system goals which shall be distributed to all teachers.
  - 2. Each teacher shall have until November 1 of each year to apply.
  - 3. The grant application shall contain a general description of the project including a rationale for its completion and a list of materials or similar resources needed to complete the project and estimated cost.
  - 4. The Grant Review Committee shall meet by November 15 to review all grant applications and give tentative approval to all projects.
  - 5. Teacher/Applicants who wish to appeal the ruling of the Grant Review Committee may do so at a meeting of the Board of Education. The decision of the Board of Education regarding the grant shall be final.
  - 6. On or before February 1 of the year a project is approved, the teacher shall meet with the Grant Review Committee to review the progress made in their specific project. At this time the Grant Review Committee will review additional applications if funds are available.
  - 7. On or before May 1, the teacher receiving the grant shall again meet with the Grant Review Committee to discuss the final results of the project.
- E. Each teacher shall be entitled to participate in two (2) grant projects annually.

## ARTICLE 20

### MEDICALLY FRAGILE STUDENTS

A regular classroom teacher shall not be expected to perform routine, scheduled maintenance of a medical appliance or apparatus used by a medically fragile student or sustain his/her bodily function or to render routine scheduled care or maintenance of exceptional bodily functions related to such a student's impaired condition, except in emergency situations. The teacher shall be informed and instructed as to emergency measures which may be necessary on occasion due to such a student's impaired condition. Otherwise, it is the responsibility of the teacher to implement the student's individualized educational plan while attending to the educational needs of the student in the teacher's class.

ARTICLE 21

DURATION OF AGREEMENT

- A. The provision of this Agreement will become effective upon ratification by the Association and the Board and will continue in full force and effect until June 30, 2008 (and shall thereupon automatically terminate unless extended by mutual agreement of the parties).
- B. Copies of the Agreement shall be printed at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board. In addition, fifteen (15) additional copies will be presented to the Association.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this 19<sup>th</sup> day of September, 2007.

READING COMMUNITY SCHOOLS

William Bueger  
President, Board of Education

Cynthia Weaver  
Secretary, Board of Education

Robert Anderson  
Superintendent

READING EDUCATION ASSOCIATION, MEA/NEA  
4-C UNIFIED BARGAINING ASSOCIATION

Cynthia R. Moore  
4-C UBA President

Norm Winter  
Reading Education Association President

Dee Foy, MEA  
Uniserv Director  
Melissa Anderson MEA SNAP

SCHEDULE A  
SALARY SCHEDULE  
2007-2008

Bachelor's Degree		Master's Degree	
Step	Total Annual Salary Paid for 2007-2008	Step	Total Annual Salary Paid for 2007-2008
1.0	32,553	1.0	35,261
1.5	33,027	1.5	35,792
2.0	33,501	2.0	36,323
2.5	34,022	2.5	36,865
3.0	34,543	3.0	37,408
3.5	35,146	3.5	38,034
4.0	35,749	4.0	38,660
4.5	36,449	4.5	39,395
5.0	37,148	5.0	40,130
5.5	37,947	5.5	40,980
6.0	38,745	6.0	41,831
6.5	39,642	6.5	42,793
7.0	40,538	7.0	43,755
7.5	41,531	7.5	44,829
8.0	42,525	8.0	45,905
8.5	43,615	8.5	47,044
9.0	44,706	9.0	48,184
9.5	45,894	9.5	49,389
10.0	47,083	10.0	50,594
10.5	48,262	10.5	51,865
11.0	49,441	11.0	53,135
11.5	50,678	11.5	54,463
12.0	51,913	12.0	55,791
12.5	53,211	12.5	57,186
13.0	54,509	13.0	58,581
13.5	55,396	13.5	59,167
L-15*	55,600	L-15*	59,753
L-20*	56,008	L-20*	60,192

\*Longevity based on years of experience in Reading:

BA 15 Years 2% of BA 13      20 Years 2.75% of BA 13

MA 15 Years 2% of MA 13      20 Years 2.75% of MA 13

The Board of Education will make premium payments on behalf of a teacher and his/her eligible dependents for either MESSA PAK A with MESSA Choices II or MESSA PAK B for the duration of the 2007-2008 contract.

The prescription drug co-pay benefit shall be the \$10/\$20 prescription drug MAC co-pay benefit.

The Board of Education has the right to select the carrier of full family health insurance provided:

Any change from present MESSA Choices II PAK as described above will necessitate that those being considered will demonstrate equal coverage in simultaneous presentation by carrier representatives and be mutually agreeable to both parties, REA and Board, constituted by a majority vote of both parties.

The Board agrees to make premium payments for each employee for a \$5,000 AD&D life insurance policy as part of either PAK A or PAK B for the life of this contract.

The Board will provide Delta Dental 80/50/50 dental plan as a part of either PAK A or PAK B for the life of this contract.

The Board will provide VSP2 Silver Optional benefits as a part of either PAK A or PAK B for the life of this contract.

Staff not selecting health insurance coverage will receive a cash option through a Section 125 plan equal to the 25% of the annual health premium they could receive, payable over pay periods of each plan year. The employee may divert the cash from the plan through salary reduction to an annuity if they so desire.

Bargaining unit members selecting PAK A, shall pay a \$40.00 per month contribution toward the PAK A premium to be payroll deducted. The employee shall have the cash payment deducted before taxes as allowed by law.



READING COMMUNITY SCHOOLS  
EXTRA SERVICE SCHEDULE B

12th Grade Advisor	5%		
11th Grade Advisor	4%		
10th Grade Advisor	2%		
9th Grade Advisor	2%		
8th Grade Advisor	1%		
7th Grade Advisor	1%		
*Annual	3%		
*School Paper	3%		
Continuous Improvement Team Chair: (combined w/chairperson)		3%	
Quiz Bowl High School	1% (2)		
Quiz Bowl Elementary	1% (2)		
National Honor Society	3%		
SADD	1%		
Mentor Teachers	\$200.00 per year		
Fair Booth Committee	1% (2)		
Curriculum Committee (El)	1% (1)		
PTO Christmas Program	1% (2)		
Art Club	3%		
Varsity Club	4%		
Drama (per production)	3%		
Band Director:			
Senior High	8%		
Junior High	4%		
*SAE	3%		
Core Content Committee Chair(s)	3%		
Core Content Committee Assistant Chairs	1.5%		
Project Management Team Chair(s)	3%		
		Cheerleaders:	
		Varsity & Reserve	8%
		Football:	
		Head Varsity	12%
		Assistant Varsity	8% (2)
		Head Reserve	8%
		Assistant Reserve	8%
		Basketball:	
		Varsity	12%
		Reserve	8%
		Track:	
		Varsity	9.5%
		Asst. Varsity	6%
		Cross County: 7.5% (97-98)	9% thereafter
		Baseball - Softball:	9.5%
		Volleyball:	
		Varsity: 10% (97-98)	11% thereafter
		Reserve	7%
		Reserve/JV Baseball	6%
		Reserve/JV Softball	6%
		Wrestling	11%
		Junior High Sports:	
		Basketball	4.5%
		Track	4.5%

\*Note: Not paid if most of the work for the activity is done in a normal work assignment.

Percentages on the Schedule B shall be applied to the Bachelor's salary step corresponding to the individual's number of years of experience in that activity in Reading Community Schools to a maximum of the eighth (8) step. Personnel at step 5 for the 1996-97 school year would move to step 6 for the 1997-98, step 7 in 1998-99, etc. All new people to the activity will begin at step 1. If the activity remunerates at a dollar figure, there is to be no step consideration.

In the event any of the foregoing positions are not filled within the bargaining unit prior to the commencement of the school year, persons outside the bargaining unit may be hired by the Board to fill such positions, provided that:

- A. If such positions are filled for an amount less than above-scheduled, the compensation so paid shall in no way be deemed to establish the value for such services in subsequent negotiating years.
- B. That such unfilled positions shall not be offered outside the bargaining unit at any rate of pay higher than above provided unless first offered at said higher rate to the members of the bargaining unit.

APPENDIX C  
2007-2008  
SCHOOL CALENDAR

Month\Days	Sunday	Monday	Tuesday	Wed.	Thursday	Friday	Saturday	# of days- mo./total	Teacher Days
<u>August</u>									
27 <sup>th</sup> -30 <sup>th</sup> P.D.	5	6	7	8	9	10	11		
29 <sup>th</sup> Open House	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25		4
	26	27	28	29	30	31			
<u>September</u>									
	2	3	4	5	6	7	8	1	
	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22		
24 <sup>th</sup> Prof. Devel.	23	24	25	26	27	28	29	18	19
	30							18	23
<u>October</u>									
		1	2	3	4	5	6		
	7	8	9	10	11	12	13		
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27	23	23
	28	29	30	31				41	46
<u>November</u>									
7 <sup>th</sup> PT Conf.	4	5	6	7	8	9	10		
21 <sup>st</sup> Early Rel'se	11	12	13	14	15	16	17		
22 <sup>nd</sup> - 25 <sup>th</sup>	18	19	20	21	22	23	24	19	20
Thanksgiving Brk.	25	26	27	28	29	30		60	66
<u>December</u>									
	2	3	4	5	6	7	8	1	
Xmas break is:	9	10	11	12	13	14	15		
12/22 - 1/6	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29	15	15
	30	31						75	81
<u>January, '08</u>									
21 <sup>st</sup> - 1/2 day for	6	7	8	9	10	11	12		
Students 1/2 day for	13	14	15	16	17	18	19		
Records	20	21	22	23	24	25	26	19	19
	27	28	29	30	31			94	100
<u>February</u>									
16 <sup>th</sup> - 24 <sup>th</sup>	3	4	5	6	7	8	9	1	2
Mid-Winter Break	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23	16	16
	24	25	26	27	28	29		110	116

Month\Days	Sunday	Monday	Tuesday	Wed.	Thursday	Friday	Saturday	# of days- mo./total	Teacher Days
<u>March</u>							1		
PT Conf – 5 <sup>th</sup>	2	<b>3</b>	<b>4</b>	5	<b>6</b>	<b>7</b>	8		
25 <sup>th</sup> (HS) & 26 <sup>th</sup> (El)	9	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	15		
Celeb. Of Learning	16	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	21	22		
Good Friday – 21 <sup>st</sup>	23	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	29	18	19
28 <sup>th</sup> -Early Rel'se	30							128	135
<u>April</u>			1	2	3	4	5		
29 <sup>th</sup> – 6 <sup>th</sup> Spring	6	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	12		
Break	13	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	19		
	20	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	26	18	18
	27	<b>28</b>	<b>29</b>	<b>30</b>				146	153
<u>May</u>					1	2	3		
	4	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	10		
	11	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	17		
	18	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	24	21	21
26 <sup>th</sup> Memorial Day	25	26	<b>27</b>	<b>29</b>	<b>29</b>	<b>30</b>	31	167	174
<u>June</u>	1	<b>2</b>	<b>3</b>	4	5	6	7		
2 <sup>nd</sup> & 3 <sup>rd</sup> -1/2 days for students	8	9	10	11	12	13	14		
	15	16	17	18	19	20	21		
4 <sup>th</sup> -Last day for staff	22	23	24	25	26	27	28	2	3
	29	30						169	177

Early Release is Two Hours prior to the normal Building Release time  
Agreed 6/12/07

NOTE: Bold #'s designate student days

Reading Community Schools  
Board of Education  
And  
4-C Unified Bargaining Association MEA/NEA

Letter of Agreement  
August 21, 2007

It is hereby agreed by and between the Board and the Association that the terms of this Letter of Agreement shall be effective and enforced through the contractual grievance procedure as part of the 2007-2008 Master Agreement as follows:

Teachers shall be responsible for replacement costs for keys issued to them by the District and lost by them, including the additional costs incurred by the District to re-key District rooms and/or offices as a result of the loss of the key by the teacher. The District will provide to the Association a list of the replacement costs for each key. **The financial responsibility of a teacher shall be limited to \$500 per event.** Also, teachers shall be responsible for replacement costs incurred by the School District related to the loss of School District electronic equipment, such as laptop computers, issued to the teacher for their exclusive use in performing their duties and responsibilities if the teacher does not exercise proper care and custody for the security and handling of the device. The teacher's responsibility shall be for the cost incurred by the School District after recovery of applicable insurance coverages. The teacher will cooperate in the processing of any claim and in any report with law enforcement authorities for recovery of the item or restitution from any other responsible person. The issuance of the items subject to this requirement shall be documented by the teacher signing a written acknowledgment at the time of the issuance of the property, specifically identifying the item issued.

This Letter of Agreement shall be effective and enforceable through the contracted grievance procedure as part of the 2007-2008 Master Agreement upon ratification of the 2007-2008 Master Agreement and continue in full force and effect until June 30, 2008 when it shall expire with the expiration date of the 2007-2008 Master Agreement.

This Letter of Agreement is agreed upon and entered into this \_\_\_\_ day of August, 2007 by and between the Board and the Association whose authorized representatives have affixed their signatures attesting thereto as follows:

FOR THE BOARD

William Guzman  
Jesus Lopez

FOR THE ASSOCIATION

Norm White  
Melissa Anderson MEA/NEA

Reading Community Schools  
Board of Education  
And  
4-C Unified Bargaining Association MEA/NEA

Letter of Agreement  
August 21, 2007

It is hereby agreed by and between the Board and the Association that the terms of this Letter of Agreement shall be effective and enforced through the contractual grievance procedure as part of the 2007-2008 Master Agreement as follows:

Elementary teachers will not have less preparation time for the 2007-2008 school year than was provided to them during the 2006-2007 school year.

This Letter of Agreement shall be effective and enforceable through the contracted grievance procedure as part of the 2007-2008 Master Agreement upon ratification of the 2007-2008 Master Agreement and continue in full force and effect until June 30, 2008 when it shall expire with the expiration date of the 2007-2008 Master Agreement.

This Letter of Agreement is agreed upon and entered into this 21<sup>st</sup> day of August, 2007 by and between the Board and the Association whose authorized representatives have affixed their signatures attesting thereto as follows:

FOR THE BOARD

William Brody  
[Signature]  
Cynthia R. Moore

FOR THE ASSOCIATION

Sam Winter  
Don F. Lyon, MTA  
Melissa Anderson MEASNAP

Reading Community Schools  
Key # and Cost to Replace if Lost  
September 19, 2007

Key #	# of Locks	Cost to Replace	Key #	# of Locks	Cost to Replace
A-1	3	\$180			
A-2	2	\$120	B-33	6	\$360
A-3	2	\$120	B-35	4	\$240
A-5	1	\$60	B-36	5	\$300
A-6	1	\$60	B-37	1	\$60
A-8	1	\$60	B-38	2	\$120
A-10	1	\$60	B-39	5	\$300
A-11	1	\$60	B-40	1	\$60
A-12	1	\$60	B-41	3	\$180
A-13	1	\$60	B-42	16	\$960
A-14	4	\$240	B-43	3	\$180
A-15	1	\$60	B-44	3	\$180
A-16	2	\$120	B-50	1	\$60
A-17	1	\$60	B-52	9	\$540
A-18	1	\$60	B-100	24	\$1,440
A-19	2	\$120	CB-100	6	\$360
A-20	1	\$60	WR-5	1	\$60
A-22	4	\$240			
A-23	2	\$120			
A-24	24	\$1,440			
A-27	3	\$180			
A-30	1	\$60			
A-31	1	\$60			
A-32	1	\$60			
A-33	1	\$60			
A-34	1	\$60			
A-35	1	\$60			
A-40	4	\$240			
A-204	1	\$60			
B-1	12	\$720			
B-3	10	\$600			
B-5	5	\$300			
B-7	4	\$240			
B-8	1	\$60			
B-9	4	\$240			
B-10	1	\$60			
B-11	1	\$60			
B-12	7	\$420			
B-13	3	\$180			
B-14	36	\$2,160			
B-15	1	\$60			
B-18	1	\$60			
B-19	2	\$120			
B-20	1	\$60			
B-22	1	\$60			
B-23	1	\$60			
B-24	1	\$60			
B-27	1	\$60			
B-28	1	\$60			
B-29	3	\$180			
B-30	1	\$60			