

Master Agreement

between

**Oscoda Area Schools
Board of Education**

and

**Oscoda Education
Association/MEA-NEA**

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2004-2007

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Letter of Agreement

This Agreement, entered into by the Oscoda Board of Education, Oscoda Area Schools, Oscoda, Michigan, hereinafter called the **Board**, and the Oscoda Education Association, Inc. a voluntary Michigan corporation, hereinafter called the **Association**.

Purpose and Intent

The general purpose of this Agreement is to set forth terms and conditions of employment and promote orderly and peaceful work relations for the mutual interest of the Board and the employees.

The Board has no legal right to relinquish its statutory authority, or to subvert it to any other organization not elected by the people of the District. Within those bounds, the Board and Association encourage to the fullest degree, friendly and cooperative relations between the respective representatives among the professional and classified employees subsequently designated.

WHEREAS, the Board and Association recognize and declare that providing a quality education for the children of Oscoda is their mutual aim and that the character of such education depends predominantly on the quality and morale of the teaching services; and

WHEREAS, the Board has a statutory obligation, pursuant to the Public Employment Relations Act, Act 379, Michigan Public Act of 1965, which amends Act 336 of Michigan Public Acts, 1947, 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, following negotiations, have reached certain understandings which they wish to document and preserve, the Board and Association have agreed as follows:

Article 1 -- Recognition

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II, Act 336 Public Acts of 1947, as amended by Act 379, Public Acts of 1965, for all personnel in the aforementioned bargaining unit. This includes all certified classroom teachers, pre-school teachers (such as B-4), Counselors, Librarians, Speech and Hearing Therapists, Instructional Coordinators, and Student/Family Coordinators who are under contract with the Board. This excludes Superintendents, Assistant Superintendents, Principals, Assistant Principals, Transportation Supervisors, Directors of Instruction, Directors of Special Programs, Business Managers, Administrative Coordinators, Cafeteria Supervisors, and other executives and supervisors.

The term "teacher", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining unit as defined above.

Alternative Education Program teachers shall be excluded from the terms and conditions of this agreement. In the event more than ten (10) teachers are employed in the Alternative Education Program, the District agrees to negotiate the inclusion of the positions within the bargaining unit.

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

Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given the opportunity to be present at such adjustment.

Article 2 -- Association and Teacher Rights

- A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every employee of the Board, as recognized in Article 1, shall have the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining or negotiating for the purpose of determining rates of pay, hours of employment and other conditions of employment.

As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Act or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of membership in the Association, participation in any legal activities of the Association, collective

professional negotiations with the Board, or institution of any grievance, complaint or proceeding under this Agreement 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/she may have under the Michigan School Code or other applicable laws and regulations.
- C. The Board shall install a bulletin board in a conspicuous place which shall be located in the teachers' area for their convenience. Such boards are to be used for general Association announcements and official Association business, only as long as notices of sanctions against any school district shall not be posted. The use of teacher mailboxes and school daily bulletins are permitted under this Agreement. The use of the daily bulletin, if put over the public address system, may be used only at the regular time of giving the daily bulletin.
- D. The Association shall have the right to use school facilities and equipment, upon written application, including typewriters, mimeograph machines, other duplicating equipment, calculating machines, and all types of audiovisual equipment at reasonable times when such equipment is not otherwise in use. The Association must have approval from the building principal before using such facilities or equipment. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.
- E. The Board agrees to furnish the Association Representatives, in response to requests from time-to-time,

reasonable information concerning the financial resources of the district that is germane to collective bargaining, including annual financial reports and audits, registers of certified personnel, treasurer's reports, membership data, names and address of all teachers currently employed.

- F. The Board may consult with the Association on any new or modified fiscal, budgetary or tax program, construction, programs, or major revisions of educational policy which are proposed or under consideration, and the Association may be given opportunity to advise the Board with respect to said matters prior to their adoption and/or general publication.
- G. The teachers shall be entitled to full rights of citizenship, and 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. The private and personal life of any teacher is not an appropriate concern of the Board without just and reasonable cause.
- H. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin or ancestry, age, sex, marital status, or physical characteristics unrelated to job requirements. The Board and Association agree that it shall be a violation of this Agreement for the Board or Association to limit, segregate or classify any employee, which deprives or tends to deprive any teacher of employment opportunities or otherwise adversely affects their status as an employee.
- I. In support of Board Policy #3362, Sexual and Other

Forms of Harassment, sexual harassment against or by bargaining unit members will not be tolerated in the district's employment practices. Sexual harassment for the purposes of this Article is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either an explicit or implicit condition of employment;
2. Submission to or rejection of the condition is used as the basis for an employment decision affecting the harassed unit member; or
3. The harassment substantially interferes with a bargaining unit member's work environment or creates an intimidating, hostile, or offensive work environment.

For the purposes of this Article, sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature as determined by a reasonable person of the victim's gender. It refers to behavior which is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale, and that therefore interferes with the victim's work or effectiveness. Sexual harassment includes, but is not limited to, the distribution or displaying of sexually suggestive or related photographs, drawings, and graffiti; sexually degrading words and innuendoes; sexual advances and propositions; and verbal or physical abuse of a sexual nature.

Any bargaining unit member accused of sexual

harassment shall be entitled to all the protections of this Agreement including, but not limited to, the grievance procedure outlined in Article 26.

Any bargaining unit member who is dissatisfied with the Board's response to the complaint of harassment, may file a grievance. When resorting to the grievance procedure would result in the accused harasser hearing the grievance, the grievance may be transmitted to the next step at the option of the grievant. The district assures employees that all complaints will be handled confidentially and shall be investigated without delay. In no event will the district permit or engage in retaliation of any kind against any employee who initiates a complaint.

- J. The Board specifically recognizes the right of its employees to appropriately invoke the assistance of the Michigan Employment Relations Commission, or a mediator from such public agency.
- K. The Board shall make available in each school a lunchroom, restroom and lavatory facilities, exclusively for teacher use.
- L. Upon request of the Association, coffee, pop, soup and sandwich vending machines shall be installed in the teachers' lounge and lunchroom areas as space permits, at no cost to the District.
- M. Adequate off-street, paved parking facilities shall be provided and properly maintained and identified exclusively for teacher use whenever possible.

- N. Teachers shall not be required to work under unsafe or hazardous conditions, or perform tasks which endanger their safety, health or well-being.
- O. Teachers are expected to comply with reasonable rules, regulations and directions adopted by the Board or its representatives, which are not inconsistent with the provisions of this contract, provided a teacher may reasonably refuse to carry out an order which threatens his/her physical safety or well-being, or is professionally demeaning.
- P. A teacher shall be entitled to have an Association representative present while he/she is being interviewed by the Administration concerning actions that could lead to potential or actual disciplinary action, provided the teacher requests that such Representative be present. No interview will take place without the Association representative after the teacher has requested the presence of such representative.
- Q. No teacher shall be disciplined, reprimanded, dismissed, reduced in rank or compensation, or deprived of any professional advantage without just cause. Any such discipline, reprimand, reduction in rank, compensation or advantage, including adverse evaluation of teacher performance asserted by the Board or its representative thereof, shall be subject to the grievance procedure, hereinafter set forth. All information forming the basis for disciplinary action will be made available to the teacher and the Association. This section shall not apply to the release of a first-year probationary teacher.
- R. Each teacher shall have the right, upon written request

to the Superintendent, to review the contents of his/her own personnel file in the central office. An Association representative may, at the teacher's request, accompany the teacher in this review. A copy of any of the items shall be provided to the teacher upon written request and at the teacher's expense.

- S. Each teacher shall have an individual contract, signed by the teacher and the Board or its representative, within the first five (5) working days of each school year.

Article 3 -- Board Rights

The Association recognizes that the Board has the responsibility and authority to manage and direct, on behalf of the public, all operations and activities of the school district to the fullest extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this Agreement. The Board may adopt reasonable rules and regulations, not in conflict with the terms of this Agreement, governing the discipline of the teacher.

Article 4 -- Agency Shop and Payroll Deductions

- A. All teachers, as a condition of continued employment, shall pay either membership dues or a representation fee.

The amount of dues and the representation fee shall be determined by the Association in accordance with its procedures.

Any challenge to the level of representation fees shall

be exclusively processed through the internal procedures established by the Michigan Education Association (MEA) and shall not be subject to review under the grievance procedure set forth in this Agreement.

The Association shall indemnify the Board and hold it harmless against any loss or claims for damages resulting from payment to the Association of any membership dues or representation fees deducted under this Article, and in the event any actions or claims are commenced against the Board to recover from it any such sums, the Association shall intervene and defend against such action or claim.

- B. The payroll deduction of membership dues and representation fees is required as a condition of this Agreement. As such, the Board agrees to payroll deduct those amounts established by the Association pursuant to the authority set forth in MCLA 408.477.

The deduction of membership dues shall be made in equal amounts from the first 21 paychecks for the fiscal year, unless an alternative schedule is agreed upon by the Association and the business office. An updated list of teachers from whom the deductions have been made shall be submitted to the Association.

The deduction of representation fees may not be able to commence until after the school year has started due to the MEA's internal procedures for determining the amount of the fee. Once established, the entire annual fee will be payroll deducted in equal amounts over the remainder of the timetable under which membership dues are deducted.

- C. Upon the submission of written authorization by the teacher to the business office, the Board shall also make payroll deductions to the Iosco Community Credit Union, to annuities and tax-deferred plans and other deductions available through the business office.

The number of annuity and tax-deferred plan companies will be limited to fourteen (14). If at any time there are less than fourteen (14) companies, a new company may be added provided a minimum of five (5) signed authorizations for payroll deductions are submitted.

- D. The Board agrees to promptly remit the payroll deducted membership dues and representation fees by direct deposit to the Association's account with the Iosco Community Credit Union.

The Board further agrees to promptly remit teacher authorized payroll deductions for deposits into the Iosco Community Credit Union.

Deducted annuities and tax-sheltered plans shall be sent at the time of deduction to the teacher-requested companies.

Article 5 -- Teaching Hours and Class Loads

- A. No teacher shall be required to spend more than seven (7) hours and fifteen (15) minutes per day at school.

The time before students start school in the morning will not be counted as preparation time for regular classroom instructors (excludes special area teachers)

under Sections B and D below.

Prep time shall not be used for department or grade level meetings.

- B. The normal weekly teaching load on a six (6) period day in the junior [middle school] and senior high schools will be twenty-five (25) teaching periods and five (5) unassigned periods. In the event alternative scheduling (i.e. block, etc.) is implemented at the secondary levels (6-12), teachers will be scheduled for no less than fifty-five (55) minutes of preparation time each day. If there is mutual agreement between the principal, the teacher, and the Association President, the preparation time may be a minimum of thirty (30) minutes per day with the weekly total being no less than two hundred seventy-five (275) minutes. Assignments to a supervised study period shall be considered a teaching period for purposes of this Article.
- C. All teachers shall be entitled to a thirty (30) minute minimum, duty-free, uninterrupted lunch period.
- D. Elementary teachers will be provided two (2) fifteen (15) minute relief periods each day. In addition, elementary teachers shall be provided a daily preparation time equivalent to the time when their students were to receive instruction from various teaching specialists.
- E. Teachers in all secondary disciplines and special areas shall be provided with relief and preparation/ conference time to the same extent as other teachers in the District.

- F. The daily and annual work schedule of the Student Family Coordinator position will be determined by the Administration with the Schedule for full-time Coordinators not exceeding the full-time classroom teachers student contact hours per day or per year.
- G. No departure from these norms, except in case of emergency, shall be made without prior consultation with the Association President. In the event of any disagreement between the representative of the Board and the Association, as to the need and desirability of such deviation, the matter may be processed through the grievance procedure hereinafter set forth.
- H. Daily preparation for effective teaching, correcting exam papers, themes, and similar activities, require many hours of application outside the classroom and add to the professional responsibilities of the teacher. In addition, demands are made for attendance at staff conferences, parent/teacher conferences, PTA/PTO meetings and the like, which demands can readily become excessive. If such meetings become excessive, they may be subject to the grievance procedure.
1. The Board and the Association agree that some supervisory responsibilities shared among the teachers on an equitable basis are necessary at student functions.
 2. These shall be apportioned on a voluntary basis as much as possible, but when necessary, shall be filled by appointment by the principal on the basis of previous participation.

3. When an assembly or similar function is scheduled during a period when the teacher is ordinarily occupied with classroom duty, the teacher shall attend the function in a supervisory capacity, shall be seated with the students, and shall aid with control and discipline of the student body. No teacher shall be required to supervise student activities during his/her lunch, prep or conference periods.
4. Under normal circumstances, staff meetings will be conducted within the time afforded under Article 5 (A). It is recognized, however, that there may be infrequent **URGENT** or **EMERGENCY** situations that require the scheduling of staff meetings at other times. There may be one (1) forty-five (45) minute prescheduled staff meeting each month which will be inclusive of zero hour time and will serve to extend the workday in Article 5(A) on that day.
5. The Student/Family Coordinator will not receive scheduled teacher preparation time under the terms of this Agreement. However, case preparation/management time during the students instructional day will be considered and included in the Administration's assignment of work schedules.

Article 6 -- Student Placement

- A. The parties recognize that students have special physical, mental and emotional problems that may require specialized classroom experience and that their presence in classrooms may affect the instructional program and place extraordinary demands on the

teacher. Teachers believing that such students are assigned to their classroom may request their transfer and shall present arguments for such request to the administration. Such requests will be considered only if they do not violate a student's rights and other available teacher support has proven ineffective.

B. Furthermore, the Board has agreed that every reasonable effort would be made to do as follows:

1. Distribute special education students on an equitable basis to classroom teachers unless there is agreement with the teachers and Association President as to another means of distribution.
2. Give consideration to class composition for placement of new enrollees.
3. Consider a mainstreamed child as part of the classroom count for the purpose of determining class size count and/or overload pay.

Article 7 -- Teaching Conditions

A. Class size should be lowered wherever possible, with the following maximums recommended:

- | | |
|-------------------------------|-------------|
| 1. Developmental Kindergarten | 19 students |
| 2. Kindergarten | 25 students |
| 3. Elementary grades | 27 students |
| 4. Grade 6 | 28 students |

5. **Special considerations:**

- a. The district is to meet all state requirements for special education class size.

- b. The Board, upon making a request of the State Board of Education for deviation from the rules, shall concurrently provide the Association with a copy of the request.

6. Secondary Grades:

a. Language Arts	29 students
b. Social Studies	29 students
c. General education	29 students
d. Math	29 students
e. Foreign Language	29 students
f. Business	29 students
g. Science	29 students
h. Science lab (9-12)	24 students
i. Industrial Arts	25 students
j. Drafting	25 students
k. Vocational Shops	24 students
l. Homemaking	24 students
m. Music	35 students
n. Fine Arts	29 students
o. Physical Education	40 students
p. Choir/Band (K-12)	
	from 35 to limit at discretion of Director
q. Computer Science Lab	
	Limit to number of Work Stations (Maximum of 29 students)

In the event any of the classes deleted above (c, j, k, l or m) are reinstated in the future, the deleted section shall be reinstated into this section of the Master Agreement at the class size listed in the 2000-2003 Master Agreement.

B. Elementary

1. Whenever any combination of four (4) classrooms in a building exceeds by twenty (20) students the recommended total number of students for four (4) teachers, one (1) teacher's aide will be employed for use by the four (4) teachers. The above solution will be used only if additional professional staff cannot be obtained, or if classroom space is not available. The parties agree that the reopening of a closed building will occur only if there is a need for three (3) or more additional classrooms.
2. A payment of five dollars (\$5.00) per day per student shall be incurred whenever teachers have the number of students specified above, up to and including an additional four (4) students. This payment is retroactive to the first day of violation if the violation exceeds ten (10) working days. Payment of seven dollars (\$7.00) per day per student will be paid to teachers who have five (5) more students than the maximum listed above.
3. It is further understood that the kindergarten teachers will be paid one-half ($\frac{1}{2}$) the amount noted above for each of the two (2) sections taught which exceeds those maximums averaged over the total day's time.

C. Secondary

1. Whenever a teacher's total class load is exceeded by twenty (20), the administration and the Association's negotiations teams will meet to work out a solution for the particular teacher(s)

involved. Additional professional staff will be the first solution taken into consideration. *(Proportionate student load shall be recognized for those teachers who teach double period and lab classes.)*

2. It is understood that in the junior [middle school] and senior high schools, this overload payment shall be one dollar (\$1.00) per student, per class, per day dated back to the first day of violation, if said violation exceeds ten (10) working days. A penalty of one dollar and forty cents (\$1.40) per student, per day will be incurred when a teacher has five (5) or more students than the maximum listed above.

- D. The class size provisions of the Agreement will not apply to the Student/Family Coordinator. However, caseload assignments will be commensurate with those of the Elementary Counselor.

Article 8 -- Professional Qualifications and Assignments

- A. The employment of teachers by individual contracts, based on special certificates, is to be permitted only in cases of absolute necessity.
- B. Teachers shall not be assigned outside the scope of their teaching certificates and the current State and/or North Central Accreditation (NCA) guidelines or any other requirements established by law or external programs operating within the district (i.e., Michigan School Readiness Program, building trades, etc.).

- C. 1. All teachers shall be given notice of their tentative schedules for the forthcoming year no later than the preceding first day of June. In the event changes in such schedules are proposed, all teachers affected shall be promptly notified and consulted.
 2. The Superintendent and/or his designees, will meet with the Association at least once prior to August 15 to review teacher schedules.
 3. In no event will changes in a teacher's schedule be made later than the fifteenth (15th) of August preceding commencement of the school year, unless as the result of layoffs, death of the teacher after August 1, arbitration, reinstatement, leaves of absence granted after August 1, resignations after August 1, or unforeseen enrollments in classes or sections. In each instance, the Association President shall be so notified.
- D. Any assignments, in addition to the normal teaching schedule during the regular school year, including adult education courses, driver education, extra duties enumerated in Appendix B, and summer school courses, shall not be obligatory unless considered as part of the regular classroom assignment (defined as including band, choir and yearbook, see Appendix F), but shall be with consent of the teacher. In making such assignments, preference will be given to qualified tenured teachers who are regularly employed in the district except:

1. For coaches of MHSAA sanctioned sports Grades 9 - 12, preference will be given to the best qualified applicant.
- E. It is agreed that no teacher, counselor, or Student/Family Coordinator shall receive tenure in a specific position. Further, it is agreed that all individual contracts shall reflect that tenure in a specific position is withheld from any member of the bargaining unit.

Article 9 -- Vacancies and Promotions

- A. Whenever a vacancy in any professional position in the district shall occur, including adult education, driver education, summer school courses, or special federal project(s), the Board shall publicize same by giving written notice of such vacancy to the teachers and providing for appropriate posting in every school building. No vacancy shall be filled on a temporary basis, except in case of emergency, until such vacancy shall have been posted for at least five (5) days.
- B. When a vacancy occurs in any professional position in the district during the summer months, it will be posted on the Central Office bulletin board for ten (10) days. A copy will be sent to the Association President at his/her summer vacation address, which address the President will have provided to the Superintendent prior to the last day of school. Applications should be in writing and addressed to the Superintendent.
- C. Applications in advance of a posting will be considered should such vacancy occur either during the year, or during the summer. This application should be

renewed annually. Upon receipt of the application, a written acknowledgment will be provided to the applicant.

- D. During the summer months, if a vacancy is being considered, the Administration will notify those applicants having a valid application on file by sending such notification to the applicant's mailing address on file at school.
- E. After five (5) years of consecutive service in the special education department of the district, a teacher will be provided an opportunity to transfer to a regular classroom when a vacancy occurs for which that teacher is qualified.
- F. In filling a vacancy within the bargaining unit, the Board agrees to give weight to the professional background and attainments of all applicants, the length of time each has been in the district, and other relevant factors. The decision of the Board as to filling such vacancies, however, shall be final.

Article 10 -- Sick Leave

- A. Sick leave is not an insurance. It is a privilege. Any violation of the sick leave policy will result in leave without pay and forfeiture of all sick leave privileges. Reinstatement of sick leave privileges must be approved by the Board.
- B. Sick Leave
 - 1. Teachers shall accrue sick leave at the rate of twelve (12) days per school year, at the rate of 1.25 days per month with no accumulative limit.

2. In the event of retirement, a teacher may receive one-half (1/2) of his/her accumulated sick leave, not to exceed sixty (60) days. This payment shall be paid at the following daily rates:

<u>BA</u>	<u>MA</u>	<u>EdSp</u>	<u>PhD</u>
\$195.00	\$200.00	\$215.00	\$220.00

This money shall be payable as a non-elective employer contribution to a 403(b) plan provided through one of the companies referred to in Article 4, Section C. Only teachers hired before October 22nd, 1997 will qualify.

3. Payment of accumulated sick leave will be made only to those teachers who became eligible for retirement under the State teacher's retirement law, or Article 32 of this Agreement. In case of death, one-half (1/2) of the accumulated sick leave, not to exceed sixty (60) days, will be paid to the beneficiary. The only sick leave that will be considered is that of the Oscoda Area Schools, except those teachers covered by MCL 380.176, governing special education programs. Should a teacher leave the system for other than approved absence, sick leave shall be terminated; should he/she return to the district, he/she must start over.

C. Sick leave may be used for absences for only the following reasons:

1. When incapacitated for duty by injury, illness, *illness resulting from immunizations or vaccinations*, or when a member of the teacher's imme-

diate family is afflicted and requires care and attendance by the teacher until such time as should be required to provide other care for the sick or injured person, not to exceed two (2) days per teacher, per year.

If this should amount to more than one (1) day, permission for use of another day shall be requested from the Superintendent or Assistant Superintendent.

- a. Teachers needing additional family illness days to take care of illness may request, in writing to the Superintendent, use of additional family illness days to be deducted from sick leave, with the approval of the Superintendent.
2. For a major operation or surgery, the teacher will present the Office of the Superintendent with an affidavit from the doctor in charge to the effect the surgery for which sick leave is being taken is not to correct an ailment of a chronic nature which should have been taken care of during the summer vacation.
3. In case of extended illness, medical certificates may be required periodically to establish the teacher's continued incapacity to return to duty.
4. A teacher who is absent frequently, for short periods of illness, may be required to visit a physician for a physical check-up. The Board reserves the right to require a doctor's certificate stating that the teacher's inability to work was due to illness.

5. If the teacher was not attended by a physician, the teacher's written statement showing satisfactory evidence of illness may be required by the teacher's supervisor.
 6. Sick leave may be taken if there is a death in the immediate family of the teacher; the term "**immediate family**" meaning father, mother, spouse, children, sister, brother, aunt, uncle, sister-in-law, brother-in-law, mother-in-law, father-in-law, grandparents and grandchildren.
 7. When evidence does not justify approval of sick leave, the absence may be charged as absence without leave and may be deducted from the normal pay of the teacher.
 8. Family illness (terminal/serious). When a member of a teacher's family is stricken by a terminal or serious illness, the teacher may use up to four (4) days per year, deducted from sick leave, to take care of all arrangements for care of said family member. Family member is defined in paragraph 6 above. Verification for need of the above day(s) of leave should be submitted as soon as reasonably possible by the attending physician. If additional days are required, the teacher will make a request to the Superintendent.
- D. Injuries incurred on-the-job are covered under the Worker's Compensation Act. This includes medical bills and compensation for time lost on-the-job, as well as death benefits. Upon completion of the accident report, and after the teacher has been out-of-work seven (7) consecutive days, compensation is paid. The

teacher shall report that amount of his/her compensation check to the Board. He/she will then receive the difference between his/her regular pay and the compensation check until his/her accumulated sick leave time is used. Thereafter, he/she will receive only compensation pay.

- E. During October and April of the school year, each teacher shall be furnished with a statement of his/her sick leave credit under this Article.

Article 11 -- Sick Leave Bank

- A. All members of the certified teaching staff shall assign one (1) sick day per year to a Central Sick Leave Bank.
- B. A member of the teaching staff may, when his/her own personal sick leave accumulation is exhausted, draw from the Central Sick Leave Bank a number of days not to exceed total sick leave accumulation before the injury or illness occurred (presupposing that total sick leave days for the year will be granted the first work-day of the school year).
- C. Persons withdrawing sick leave days from the bank will replace said days at a rate of three (3) per year, plus the mandatory assessed day.
- D. A committee, composed of administrators and teachers with equal representation, shall determine the validity of any request to draw from the Central Sick Leave Bank if there is no agreement between the Superintendent or his/her representative and the Association President. The committee shall determine the procedure under which it shall operate. The committee's

decision shall be in writing, and a copy sent to all person(s) involved.

- E. The committee shall have the authority to grant a year of grace during which no additional contributions are made to the Central Sick Leave Bank when said bank reaches a maximum of three (3) times the total number of teachers. The year of grace shall not apply to first-year teachers.
- F. The Central Sick Leave Bank committee has the authority to waive pay-back requirements under this Article.
- G. If it appears that a teacher is abusing Central Sick Leave Bank policy, the committee may direct said teacher to be examined by two (2) doctors of the committee's choosing to determine if the illness is valid.

Article 12 -- Personal Business Days, Association Days and Arbitration Days

A. Personal Business Days

- 1. Teachers shall earn two (2) days leave-of-absence per school year, not deducted from sick leave. Notification of days for personal leave must be made to the Superintendent at least two (2) days in advance, except in cases of unforeseen emergencies. Unused personal business days revert to sick leave at the end of the school year.
- 2. Teachers needing additional personal business days to take care of business that cannot be handled at any other time, may request in writing from the

Superintendent, the use of additional personal business days, to be deducted from sick leave, with approval of the Superintendent.

- B. **Association Days**. Association members shall be released for the purpose of attending Association meetings at no loss of pay, not to exceed a total of twenty-five (25) days per year. These days shall not be used for arbitration hearings. Release time is predicated on the availability of substitute teachers. No more than four (4) Association members may be released at the same time.
- C. **Arbitration Days**. In the event an arbitration hearing is scheduled during regular school hours, it is understood that those teachers needed at the hearing for purposes of testimony, or as a participant, shall be released from their regular duties at no loss of pay, provided the Association pays the cost of substitute teachers.

Article 13 -- Sabbatical Leave

- A. After seven (7) years of service with the district, all fully certified teachers become eligible for up to one (1) full year of leave at one-half ($\frac{1}{2}$) pay or one-half ($\frac{1}{2}$) year of leave at full pay. The purpose of the leave must be to attend school or other self-informative programs.
- B. No more than two (2) members of the teaching staff may be on leave under this proposal at any one time.
- C. With his/her application for a sabbatical leave, the teacher shall file an outlined program for the period

requested for leave. This plan shall be indicated on an attached statement and shall include details for study resulting in university credit in an approved college, university or technical school, related to the teacher's present teaching field. Also included in the plan shall be the reason why such leave would be of benefit and advantage to the district. A sabbatical leave for reasons not covered above, upon request by a teacher, may be granted when it would be in the best interest of the district.

- D. Applications must be received no later than April 1 of any year to be effective in the fall, or October 1 for starting at the beginning of the second semester. The decision as to whether or not the leave is to be granted shall be made no later than the regular Board meeting in May if the application is for the fall semester, or no later than the regular meeting in November if the application is for the winter semester.
- E. Teachers taking sabbatical leave shall agree to return to the district for a period of not less than two (2) consecutive years immediately after completion of said Leave. Violation of the agreement shall result in a return payment of the full amount paid to the teacher while on leave, including fringe benefits. Prior to going on Sabbatical Leave, the teacher shall sign a promissory note to this effect.
- F. A six (6) member committee with equal representation of teachers and administrators shall select candidates for recommendation to the Board.
- G. Upon return, the teacher will be placed on the same position on the salary schedule as he/she would have

been had he/she taught in the District during such leave period.

Article 14 -- Unpaid Leaves of Absence

- A. A leave of absence, up to two (2) years, may be granted to any teacher, upon application, for the purpose of participating in exchange teaching programs in other districts, states, territories or countries; foreign or military teaching programs, Peace Corps, Teachers Corps, Job Corps, as a full-time participant in such programs; or a cultural travel or work program related to his/her professional responsibilities, provided said teacher states his/her intention to return to the district. Upon return, the teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the district during such leave period.
- B. A leave of absence, up to two (2) years, may be granted to any teacher, upon application, for the purpose of engaging in study reasonably related to his/her responsibilities at an accredited college or university. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the district during such leave period. To be eligible to advance on the schedule, the teacher must successfully complete not less than eighteen (18) semester hours, or equivalent, each year of the leave. Exceptions will be made in advance for those who are working on their doctoral dissertation.
- C. A military leave of absence, up to four (4) years or up to the duration of a national state-of-emergency, shall

be granted to any teacher who shall be inducted or initially enlist for military duty in any branch of the U.S. Armed Forces. Upon return from leave, the teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the district during such leave period.

- D. A leave of absence, up to two (2) years, may be granted by the Board to any teacher, upon application, for personal reasons. Upon return from such leave, the teacher shall be placed on the next step of the salary schedule. Leave time shall not be counted on the salary schedule.
- E. A leave of absence, up to two (2) years, may be granted to a teacher, upon application, for the purpose of serving as an officer of the Association, its parent organization, or on its staff. A teacher returning from leave provided in this paragraph shall be placed on the next step of the salary schedule.
- F. A leave of absence, not to exceed four (4) years, shall be granted to any teacher, upon application, for the purpose of campaigning for or serving in public office. A teacher returning from leave provided in this paragraph shall be placed on the next step of the salary schedule.
- G. Upon written notification by March 1st of the teacher's intent to return to work at Oscoda Area Schools, the teacher will be assigned:
 - 1. First to a vacancy for which the teacher is certified and qualified without resorting to the vacancy posting procedures set forth in Article 9.

2. Second, in the absence of a vacancy, the teacher will be assigned to displace the least senior teacher for which he/she is certified and qualified, provided he/she has more seniority.

If no written notification of intent to return is received by March 1st, the district will consider the employee to have resigned from their position with Oscoda Area Schools.

Article 15 -- Teacher Evaluations

A. The following procedures will be applicable to probationary teachers' evaluations:

1. Teachers will be provided with at least an annual year-end performance evaluation each year during the teacher's probationary period. The annual year-end performance evaluation shall be based upon, but is not limited to, at least two (2) classroom observations held at least sixty (60) days apart, unless a shorter interval between the two (2) classroom observations is mutually agreed upon by the teacher and administration.

The annual year-end performance evaluation will include an assessment of the teacher's progress in meeting the goals of the teacher's individual development plan and will indicate whether the teacher is recommended for continued employment status.

2. All year-end performance evaluations will be completed and a copy given to the teacher not

later than April 1 or at least ninety (90) calendar days prior to the probationary teacher's anniversary date, where applicable.

If the principal anticipates recommending non-renewal, the teacher and Association President will be notified by March 1 or 120 calendar days prior to the teacher's anniversary date, where applicable. The notice will provide time for the teacher to improve and to receive at least one (1) additional classroom observation.

3. In the event a first-year probationary teacher is to be released, he/she shall be notified of non-renewal within the timelines required by the Michigan Teacher Tenure Act and the teacher has two (2) weeks in which to request a hearing with the Board. This hearing shall be private or public, at the discretion of the teacher, and the teacher shall be entitled to representation by the Association. The teacher shall have the right to refute any claims or evidence presented. Within two (2) weeks, the teacher shall be notified of the official action of the Board. The decision of the Board will be final and not subject to the grievance procedure.

It is expressly understood that the just cause provisions set forth in Article 2 (Q), do not apply to a determination to non-renew a probationary teacher's contract.

4. The non-renewal of a probationary teacher is not subject to the grievance procedure.

B. The following procedures will be applicable to tenured teacher evaluations:

1. Tenured teachers shall be evaluated at least one (1) time every three (3) years. A copy of the written evaluation will be provided to the teacher not later than ten (10) calendar days after the personal interview detailed in C (3) below and in no event later than May 15.
2. The teacher shall have the right to process a grievance through the procedure provided in this Agreement.

C. The following will apply to both probationary and tenured teachers:

1. All observations and evaluations shall be conducted by the teacher's building principal, assistant principal or other full-time administrator assigned by the Superintendent. Teachers should be notified of formal observation before their observation begins, i.e., "*This is your formal evaluation*".
2. Each observation shall be made in person for a minimum of thirty (30) consecutive minutes. All monitoring or observation of the performance of a teacher shall be conducted openly and with full knowledge of the teacher.
3. A personal interview will be held within two (2) working days after a formal observation. Two (2) copies of the written observation report shall be submitted to the teacher within ten (10) working

days after the interview, one to be signed and returned to the administrator within ten (10) working days, and the other to be retained by the teacher.

4. A copy of the evaluation shall be furnished to the teacher. If it contains any information not previously made known to the teacher and discussed with him/her, the teacher shall have an opportunity to submit additional information to the Superintendent.

In the event the teacher feels the evaluation was incomplete or unjust, he/she may put objections in writing and have them attached to his/her evaluation report to be placed in his/her personnel file.

All evaluations shall be based on acceptable standardized criteria for evaluating professional growth.

Article 16 -- Professional Development

- A. The parties support the principle of continual training of teachers, participation by teachers in professional organizations in areas of their specialization, leaves for work on advance degrees or special studies, and participation in community education projects.
- B. The Board shall pay for required textbooks, fees, tuition and other college-imposed expenses except room, board or travel for any teacher who the Board asks to attend school for the benefit of the school district or school curriculum.

- C. The Board agrees to provide, upon application, when approved by the administration, the necessary funds for teachers who desire to attend select professional conferences and committee meetings of the Michigan Department of Education. Travel, meals, lodging and registration fees, as well as the cost for a substitute teacher needed to relieve the participant, shall be deemed appropriate expenses of the Board. A teacher attending such conference(s) and meeting(s) shall be granted sufficient leave time to attend without loss of compensation. Teachers will, upon request, submit a written report regarding such conferences.
- D. At the request of the Association, with the Board's approval and on the Board's initiative, arrangements shall be made for after-school courses, workshops, conferences and programs designed to improve the quality of instruction. Every effort will be made to obtain people of the highest qualifications to participate in the presentation of such programs. All teachers desiring to attend shall be allowed to do so.
- E. Whenever the Board contracts (provide books, fees, tuition) courses within the system whereby teachers can obtain credit which would be applied toward an advance degree, and the teacher elects to take such courses when conducted on school premises, these classes shall not be used to qualify for the additional ten dollars (\$10.00) credit provided under Article 21.

If the teacher, in fact, takes the same course at the university and pays his/her own expenses toward completion of the course, it may be used for the ten dollar (\$10.00) credit provided under Article 21.

F. The Board will establish a fund equal to the amount paid for extra hours in the previous years for the purpose of payment or reimbursement to teachers for classes for professional development taken within each school year. Payment will be for tuition, fees and books only. The money will be administered by a committee consisting of equal representation of teachers and administrators.

The Association committee members shall consist of one (1) elementary and one (1) secondary teacher and one (1) OEA Executive Board member. Applications will be accepted from members of the teaching staff only and must be made prior to enrolling in the class. Each teacher member receiving a grant shall sign a promissory note to repay the grant if he/she does not complete the course. Funding guideline changes will be distributed to the teaching staff on orientation days. (See Appendix C.)

Article 17 -- Maintenance of Standards

The general standards shall be maintained at the level in effect in the district at the time this Agreement is signed, provided such conditions shall be improved for the benefit of teachers, as required by express provisions of this Agreement. This does not imply that cut-backs in various areas, in case of lack of funds, cannot be introduced by the Board. This Article shall not restrict the Board in making assignments to the limits stated in Article 7 (Teaching Conditions), or in making necessary administrative adjustments within the established criteria throughout the school system.

Article 18 -- Reduction in Personnel

- A. In the event it becomes necessary for the Board to reduce the present staff, the following procedure shall be applied in determining which teachers shall be reduced from the system.
- B. The administration shall confer with the Association to discuss the implications of said reduction.
- C. Layoffs shall be determined by the administration, and the staff shall be notified by June 1 each year. These layoffs and any layoffs resulting from circumstances not known until after June 1, shall be determined by the procedures established below.
- D. The lowest seniority teacher in the district shall be laid off, provided the remaining teachers meet the following criteria to teach whatever program is established by the Board.
 - 1. Probationary employees will be laid off first where any teacher who has acquired tenure and whose position has been curtailed, is certified to perform the services of the probationary teacher. Probationary teachers shall be laid off according to the following:
 - a. Seniority
 - b. Certification and endorsement
 - 2. In the event tenured teachers must be laid off, lay-off will be based on the following:
 - a. Seniority

b. Certification and endorsement:

3. In addition to the foregoing, teachers shall not be assigned under the provisions of this article to a position for which they are not qualified as set forth in Article 8(B).
4. Those individuals as the Student/Family Coordinator will serve a probationary period equal in length to four (4) academic school years.
5. The district may, at its option, accept requests for voluntary unpaid leaves where such requests would prevent the layoff of a teacher identified for layoff. Such teachers will be considered as recall eligible pursuant to Section F. The determination on such requests rests exclusively with the district and is not subject to review through the grievance procedure.

Upon written notification by March 1st of the teacher's intent to return to work at Oscoda Area Schools, the teacher will be assigned:

- a. First to a vacancy for which the teacher is certified and qualified without resorting to the vacancy posting procedures set forth in Article 9.
- b. Second, in the absence of a vacancy, the teacher will be assigned to displace the least senior teacher for which he/she is certified and qualified, provided he/she has more seniority.

If no written notification of intent to return is received by March 1st the district will consider the employee to have resigned from their position with Oscoda Area Schools.

- E. Teachers claiming additional certificate endorsements, majors, and/or minors, shall submit evidence to the administration by April 1 each year.
- F. Teachers shall be recalled in accordance with the above provisions in reverse order of layoff.
 - 1. In the event of a layoff and subsequent recall, a contract adjustment would be determined which would involve reviewing the unemployment compensation collected so that the member's unemployment compensation and salary compensation combined would not exceed the amount the member would have earned during the school year in which they were laid off.
 - 2. Vacancies will not be posted under Article 9 while teachers are on layoff.
 - 3. Affected teachers will be sent a recall notice directing them as to the date to report, time and position to which they are being recalled. Any teacher failing to report as directed without having submitted a letter of resignation, shall be considered as a voluntary resignation and as having abandoned the position and further employment rights.
 - 4. Recall rights shall terminate three (3) years from the effective date of the teachers layoff.

- G. Seniority shall be determined by the teacher's initial date of work and is based upon continuous employment in the district. Seniority will continue to accrue while on paid leaves, unpaid leaves of absence and while laid off. In the event two (2) or more teachers have the same date of work, seniority shall be determined by a draw conducted by the Superintendent and Association President.
- H. The place of residency shall not be valid criteria in determining layoff and recall.
- I. A seniority list shall be compiled and updated annually, and a copy shall be furnished to the Association.
- J. Prior to making a recommendation to the Board, the administration shall give the Association notice of proposed layoffs, and a meeting shall be held with the Association representatives a minimum of ten (10) days prior to Board action. Administrative recommendations for layoffs will be presented at a Board meeting. Any teacher, upon receipt of official Board notification of layoff, will have fifteen (15) teacher attendance days in which to file a grievance. Grievances on layoffs during the summer months shall be measured in Central Office working days.

Article 19 -- Continuity of Operations

- A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. Since the parties have established a com-

prehensive grievance procedure under which unresolved disputes may be settled by an impartial third party, the parties have removed the basic cause of work interruptions during the period of this agreement. The Association, accordingly, agrees that it will not during the period of this Agreement, directly or indirectly engage in or assist in any strike, as defined in Section 1 of the Public Employment Relations Act.

- B. The Board also agrees that it will not, during the period of this Agreement, directly or indirectly engage in or assist in any unfair labor practice, as defined by Section 10 of the Public Employment Relations Act.

Article 20 -- School Calendar

- A. The school calendar for this Agreement is set forth in Appendix A. Subsequent year calendars shall be negotiated no later than April 1 each year.
- B. The Board reserves the right to modify or expand the school calendar in reference to Act of God days only to achieve a minimum number of days and hours necessary to comply with the state's requirement to achieve full state aid. This would be done at no additional cost to the district.
- C. There shall be no deviation from or change in the school calendar except by full-faith bargaining of the Board and the Association.

Article 21 -- Professional 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 schedule shall remain in effect during the designated periods.

- B. The salary schedule is based on one hundred eighty-nine (189) contracted days. With the exception of new teachers, to the Oscoda School District, whose salary schedule will be based on one hundred ninety (190) contracted days for their first year only. The teacher shall be paid an established amount for supervising *extra-curricular activities* of students according to the Extra-Curricular Salary Schedule in Appendix B of this Agreement.
- C. Teachers shall receive their paychecks in twenty-one (21) or twenty-six (26) equal installments paid every other Friday. When a scheduled payday falls within the days of a school vacation period, paychecks will be available on the day preceding the vacation period. If teachers wish to have summer paychecks mailed to them, they must leave an address in the payroll office for this purpose; otherwise, paychecks may be picked up in the payroll office on the designated date.
1. All teachers shall be given up to three (3) years credit on the salary schedule set forth in Appendix B for previous teaching experience in any school district accredited by a recognized agency. Substitute teaching will not be recognized for the purposes of this provision.
 2. All teachers shall receive up to three (3) years credit for military service on the salary schedule set forth in Appendix B, provided, however, the teacher shall not receive more than three (3) years

credit for any combination of military and said previous teaching experience, provided further that the above provisions shall not allow any teacher to collect back-pay benefits.

- D. For each semester hour of credit earned at an NCATE accredited college or university beyond the baccalaureate and/or masters degree, not to exceed fifteen (15) hours, whether earned prior or subsequent to employment by the Board, ten dollars (\$10.00) per hour shall be paid annually in addition to the teacher's base salary. The administration shall be notified by October 1 each year, in which case the teacher shall be paid from the start of the school year.
- E. If a teacher is working on an approved program towards a higher degree, the ten dollars (\$10.00) per hour shall be paid for thirty-five (35) semester hours. When the degree is attained, the teacher shall be placed on the appropriate salary schedule. The administration shall be notified by October 1 each year, in which case the teacher shall be paid from the start of the school year.
- F. The salary schedule is based on the regular school calendar, as set forth in Appendix A, and the normal teaching assignment as defined in this Agreement.
- G. Teachers given classroom assignments in excess of the number of assignments established in this Agreement shall be allowed a proportional increase in salary for the duration of the assignment. **For Example:** *1/6 pay increase for a six-period day; 1/5 pay increase for a five-period day, etc.*
- H. The daily schedule of a teacher shall be figured on a

basis of one hundred eighty-nine (189) days of employment, or proration thereof, if the teacher does not teach the full year. This shall be used as criteria for measuring additions or deductions affecting the paycheck for lost work or extra work.

- I. Teachers involved in extra-duty assignments set forth in Appendix B, attached to and incorporated in this Agreement, shall be compensated in accordance with the provisions of this Agreement without deviation.
- J. Teachers required, in the course of their work, to drive personal automobiles on school business shall receive a car allowance based on IRS regulations. If substantial increases in fuel costs occur, the parties shall meet and review the mileage allowance.
- K. Teachers required to supervise students outside the scope of a classroom assignment will be paid at the rate of ten dollars (\$10.00) per hour, or receive equal compensation time.
- L. Commencing after completion of the required years of service in the Oscoda Area Schools, teachers shall receive the following increase to their Appendix B yearly salary.

2004-05 School Year

	<u>20 Years</u>	<u>25 Years</u>
BA	\$798	\$2,130
MA	\$844	\$2,251
EdSp	\$891	\$2,374
PhD	\$908	\$2,421

2005-06 School Year

	<u>20 Years</u>	<u>25 Years</u>
BA	\$806	\$2,151
MA	\$852	\$2,274
EdSp	\$900	\$2,398
PhD	\$917	\$2,445

2006-07 School Year

	<u>20 Years</u>	<u>25 Years</u>
BA	\$814	\$2,173
MA	\$861	\$2,297
EdSp	\$909	\$2,422
PhD	\$926	\$2,469

In each subsequent year, the previous year's payment will be improved at the same percentage as the salary schedule in Appendix B. At the end of the fiscal year 2012, Section L will terminate and cease to be binding.

- M. Mentor teachers selected by the building administrator will receive an annual honorarium of \$250.00 for each full year that probationary teachers are required by the school code to have a mentor. Willingness to accept the appointment to serve is subject to the mentor teacher's approval.
- N. It is hereby agreed as follows with regard to the early submission of retirement letters:
1. Any teacher who submits a letter of resignation to the Office of the Superintendent by January 31 shall be eligible. In order to qualify a teacher must be retiring under the provisions of the

Michigan Public Schools Employees Retirement Act.

The effective date of the resignation must be the end of the last teacher workday in the school year.

2. Participation in the plan is voluntary and revocation of the teacher's signature within the timelines specified in the Voluntary Resignation Plan and Waiver/Release of Claims Form shall not affect the teacher's future employment status.
3. A participating teacher must sign and submit a Voluntary Resignation Plan/Waiver and Release of Claims Form not later than January 31.
4. A teacher will receive a one-time payment of \$3,000 in addition to any payments owed under the provisions of the Master Agreement. Payment will be issued not later than August 31 of the year of retirement and shall be payable as a non-elective employer contribution to a 403(b) plan provided through one of the companies referred to in Article 4, Section C.
5. Employees entering the unit after March 15th, 2003 are not eligible for the \$3,000 payment set forth in sub-section N-4.

Article 22 -- Insurance Protection

- A. The Board shall provide MESSA PAK for a full twelve (12) month period for the member and his her entire family and any other eligible dependents as defined by

MESSA

If a member becomes eligible for Medicare and elects Medicare in lieu of MESSA Super Care I protection, Medicare Part B premiums shall be paid on behalf of the bargaining unit member, spouse, and/or dependents.

Sponsored dependents shall not be considered eligible dependents for health insurance. Teachers may pay for such coverage through payroll deduction.

Part-time teachers will receive prorated premium contributions based upon the percentage of the teacher's schedule compared to full-time status.

1. MESSA PAK Plan A for employees selecting health insurance: July 1, 2004 - March 31, 2005

Health	Super Care I (w \$5.00 drug card)
Dental	100x:75 60 75
	\$1,500 annual max, Class I & II
	\$1,900 life max Class III
Vision	VSP-3
Life	\$30,000 00 term life including AD & D

The district's maximum payment per month for full-time teachers for Plan A will be \$821.32 with any amounts in excess being payroll deducted as a condition of this Agreement.

2. MESSA PAK Plan A for employees selecting health insurance: April 1, 2005 - June 30, 2005

Health	Choices II (w \$5.00 drug card)
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Dental 100x:75/60/75
\$1,500 annual max Class I & II
\$1,900 life max Class III
Vision VSP-3
Life \$30,000.00 term life including AD & D

The district's maximum payment per month for full-time teachers for Plan A will be \$764.65 with any amounts in excess being payroll deducted as a condition of this Agreement.

3. MESSA PAK Plan A for employees selecting health insurance for the 2005-06 and 2006-07 years:

Health Choices II (w/\$5.00 drug card)
Dental 100x:75/60/75
\$1,500 annual max Class I & II
\$1,900 life max Class III
Vision VSP-3
Life \$30,000.00 term life including AD & D

The district's payment for teachers for Plan A will be 87.85% of the current and subsequent year's premium.

The teacher's payment for Plan A will be 12.15% of the current and subsequent year's premium.

The teacher's payment will be payroll deducted as a condition of this Agreement.

The district's cafeteria plan will provide a voluntary salary reduction component.

4. MESSA PAK Plan B for employees not selecting

health insurance: July 1, 2004 - June 30, 2007

Dental 100x:75/60/75

\$1,500 annual max Class I & II

\$1,900 life max Class III

Vision VSP-3

Life Insurance \$35,000.00 term life including
AD & D

In the event a member enrolls in Plan B, that enrollee will receive \$100.00 per month in new cash under a qualified cafeteria plan.

- B. Dual enrollment of the teacher or eligible dependent in the hospitalization plan within the district is prohibited. The choice of which plan to enroll in within the district rests with the teacher. If a teacher or eligible dependent is enrolled under another hospitalization plan within the district, the enrollment under this article is restricted to Plan B.
- C. In the event of a resignation by a bargaining unit member, the benefits in this article shall terminate on the first day of the month following the letter of resignation.

Article 23 -- Special and Student Teaching Assignments

- A. Assignments for adult education, driver education and summer school programs will be made by the Board on the basis of preference to tenured teachers who possess permanent teaching certificates and are regularly employed in the district during the normal school year. No teacher shall be required, without voluntary

consent, to work a split shift or teach less than three (3) hours in any summer school program

- B. The Board agrees at all times to maintain an adequate list of substitute teachers.
- C. Teachers shall be informed of a telephone number they shall call by 7:00 a.m. to report unavailability for work. Failure to call or report unavailability before one (1) hour prior to the opening of school for the student day shall result in loss of pay for the teacher for the day.

Teachers shall be excused from compliance with this clause if they can show that because of emergency circumstances, they were not in a position to reach a phone during the time limit, but that they called as soon as they were able to reach a phone.

Article 24 -- Employer Support of Student Discipline and Teacher Protection

- A. 1. Since the teacher's authority and effectiveness in the classroom are undermined when students discover insufficient administrative backing and support of the teacher, the Board recognizes its responsibility to give respect to the maintenance of control and discipline in the classroom by the teacher. If a teacher feels there is not sufficient administrative support with a particular student, the teacher may take the individual case to the Building Discipline Committee (paragraph 2) for discussion with the principal and the committee. Areas to be discussed are:

- a. The extent discipline policies are being

carried out by the teacher and principal.

- b. The assistance provided by the principal.
- c. The teacher's need for additional support.

- 2. In addition, committees will remain established at the building and district level to maintain procedures and policies for discipline. The committees will be composed of members from each building's staff and administration, as well as from Central Office.

B. Teachers may use such reasonable physical force as may be necessary for the following purposes, but shall not be obligated to risk their own safety to perform such function. The parties agree that use of physical force, as listed below, does not constitute corporal punishment:

- 1. To protect him/her self, students, or others from physical injury.
- 2. To obtain possession of a weapon or other dangerous object upon, or within the control of a student.
- 3. To protect property from physical damage.

C. A teacher may request permanent exclusion of a student, but in such cases, the teacher will furnish the principal, as promptly as his/her teaching obligation will allow, full particulars of the incident in writing.

- 1. The teacher and school authorities will endeavor to

achieve correction of student misbehavior through counseling and interviews with the child and his/her parents when warranted. Suspension of students from school may be imposed only by the principal, or his/her designated representative.

2. Transfer of the student to another teacher, or other measures short of suspension, will first be exhausted. When a teacher has one or more students in class who constitute serious behavioral problems, appropriate recognition shall be given by way of reduced class size, greater or more frequent relief periods, or additional compensation.
- D. Any case of assault upon a teacher, or damage to personal property shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his/her rights and obligation with respect to such assault and shall promptly render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.
- E. If any teacher is complained against, or sued as a result of any action taken by the teacher while in pursuit of his/her employment, the Board will provide legal counsel and render all necessary assistance to the teacher in his/her defense, unless proven guilty in a court of competent jurisdiction, in which case the teacher loses his/her salary and pays his/her own expenses.
- F. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher unless proven guilty in a court of competent

jurisdiction, in which case the teacher loses his her salary and pays his her own expenses.

- G. No action shall be taken on any complaints 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. If any question of breach of professional ethics is involved, the Association shall be notified.
- H. Personal property of the teacher that is brought in for student use shall be registered and approved in writing by the Superintendent or his her designee. Damage or theft of registered and approved property shall be reimbursed by the Board.

Article 25 -- Curriculum Council

The Curriculum Council, as identified in current Board Policy, shall function during the duration of this Agreement. They shall assist in selection and implementation of curriculum goals and educational material, as defined in Board Policy 2210.

Article 26 -- Professional Grievance Procedure

- A. A claim by a teacher, or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement shall be subject to the grievance procedure.
- B. In the event that a teacher believes there is a basis for a grievance, he she shall first discuss the alleged grievance with his her building principal, either personally

or accompanied by his/her Association representative

- C. If, as a result of the informal discussion with the building principal, a grievance shall exist, the grievant may invoke the grievance procedure on the form set forth in Appendix D. Filed grievances shall be signed by the grievant and a representative of the Association. Grievance forms shall be furnished by the Board and are available from the Association representatives in each building.

The grievance shall be written and filed within fifteen (15) days of its occurrence, or it shall be delivered to the principal. If the grievance involves more than one (1) school building, it may be filed with the Superintendent or his/her designee.

- D. Within three (3) days of the receipt of the grievance, the principal or Superintendent shall meet with the Association Representative(s) in an effort to resolve the grievance. The principal or Superintendent shall indicate his/her disposition of the grievance in writing within three (3) days of such meeting and furnish copies thereof to the Association.
- E. If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made, the grievance shall be transmitted to the Superintendent within ten (10) days of the initial filing. Within five (5) days, the Superintendent or his/her designee shall meet with the Association representative on the grievance and indicate his/her disposition of the grievance in writing within three (3) days of such meeting and furnish a copy thereof to the Association.

F. If the grievant is not satisfied with the disposition of the grievance by the Superintendent or his/her designee, or if no disposition has been made within the time allowed, the grievance shall be transmitted to the Board within thirteen (13) days from the date initially delivered to the Superintendent by filing a written copy thereof with the Secretary, or other designee of the Board. The Board, no later than its next regular meeting, or two (2) calendar weeks, whichever shall be later, may hold a hearing on the grievance, review such grievance in executive session, 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 seven (7) days thereafter. A copy of such disposition shall be furnished to the Association.

G. If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period provided above, the grievance may be submitted to arbitration before an impartial arbitrator. The grievance shall be carried forward by the Association within forty-five (45) days from the date it was initially delivered to the Board, or the grievance shall be waived.

If the parties cannot agree as to the arbitrator, the American Arbitration Association shall select the arbitrator in accord with its rules which shall, likewise, govern the arbitration proceeding. The Board and Association shall not be permitted in such proceeding to assert any ground or rely on any evidence not previously disclosed to the other party.

- H. The arbitrator is to determine disputed interpretations of terms found in this Agreement, or determine disputed facts upon which the terms of the Agreement depend. The arbitrator shall not have authority, nor shall it be his/her duty, to decide any issue not submitted to him/her. The arbitrator shall not give any decision, which in practical or actual effect, modifies, revises, detracts from, or adds to any of the language of this agreement. Past practice of the parties can be used as relevant evidence if it bears on an interpretation of the actual terms of the Agreement. The arbitrator shall not base any decision on his/her opinion that is fair or not fair, unless it is based on actual language in this Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.
- I. Fees and expenses of the arbitrator shall be paid in full by the losing party of each arbitration case.
- J. At no time shall students become involved in the grievance procedure, unless accompanied by their parents.
- K. The time limits provided in this Article shall be strictly observed, but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year and the 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.
- L. If a teacher has a personal complaint which he/she desires to discuss with a supervisor, he/she is free to do

so without recourse to the grievance procedure. However, no grievance shall be adjusted without prior notification to the Association and opportunity for the Association representative to be present, nor shall any adjustment of a grievance be inconsistent with the terms of this Agreement.

- M. All time limits shall be measured in teacher attendance days, except summer layoffs (refer to Article 18, Paragraph J).

Article 27 -- Contract Amendments

If either party wishes to propose an amendment to this Agreement, such changes may be presented in writing at least three (3) working days before the review meeting. At the meeting, the petitioning party may present his/her reasoning for requesting the amendment. After discussion of the change, the petitioned party may accept or reject the proposed amendment, and the decision at this time shall be final unless reopened at a subsequent meeting by the petitioned party. Either party may stop discussion at will, without recourse on the part of the other party.

Article 28 -- Negotiation Procedure

- A. At least ninety (90) days prior to the expiration of this Agreement, the parties will begin negotiations for a new agreement covering wages, hours, terms and conditions of employment of members in the bargaining unit employed by the Board.
- B. There shall be two (2) signed copies of any final agreement. One (1) shall be retained by the Board and one (1) by the Association.

- C. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Commission, or take any other lawful measures it may deem appropriate.
- D. Representatives of the Board and Association's bargaining committee will meet on a mutually agreed day of each month for the purpose of reviewing the administration of the contract and resolving problems that may arise. The administration will make every effort to keep the Association informed, by using monthly meetings to discuss anticipated revision of educational, construction, or fiscal programs.
- E. Master agreements not larger than five inches by nine inches (5" x 9") shall be printed and a copy provided to each teacher at the beginning of the school year.

Article 29 -- Emergency School Closing

When the decision to suspend bus service to students throughout the district is made by the Superintendent, or his/her designee, all schools within the district shall be closed.

1. Teachers shall not be regularly required to report when schools are closed. An emergency call system will be in place in each building.
2. When the district must make-up days, as required by the State Board of Education and legislature, the district will pay those teachers who travel to school for one-half (1/2) day's additional salary if those

teachers were not notified early enough through the call system. This does not apply when all employees receive a full day's pay for days which are not required to be made-up.

3. The parties agree that in interpreting this Article, there would be no dispute if the Superintendent or his/her representative(s) closed Glennie Elementary because of weather or bad conditions, but required the remaining schools to stay in session.

Article 30 -- Miscellaneous Provisions

- A. This Agreement shall constitute the full and complete agreement between the parties, and each agrees that the other shall not be required to negotiate during the life of this Agreement, except pursuant to the terms of Article 27.
- B. The parties agree that all negotiable items have been discussed during negotiations leading to this Agreement and, therefore, agree that negotiations will not be reopened on any item, whether or not contained herein, or whether or not discussed at any time during negotiations during the life of this Agreement.
- C. Any individual contract between the Board and an individual teacher, heretofore executed, shall be subjected to and consistent with the terms and conditions of this Agreement. If an individual's contract contains any language inconsistent with this agreement during its duration, this Agreement shall be controlling.
- D. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or

inconsistent with its terms.

- E. If any provisions of this Agreement, or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provisions 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.
- F. The parties mutually agree that if the Board deems necessary, at any time during the term of this Agreement, to implement a twelve (12) month school system, or a major change in class schedule such as split classes, either party may then reopen the Agreement for the purpose of negotiating any area affected by the Board's decision.

Article 31 -- Shared-Time Teaching

Any teacher interested in shared-time teaching must notify the Superintendent's Office in writing by the end of March. Such requests will be reviewed on a case-by-case basis. In the event the Superintendent intends to authorize the shared-time teaching assignment and any conditions associated with the intended assignment conflict with the terms and conditions of this Agreement, the assignment will not be implemented absent the Superintendent and Association President entering into a letter of agreement covering the applicable terms and conditions of the assignment.

Article 32 -- Early Retirement Incentive Plan

A. Eligibility for the plan:

1. By March 15 of each year, the Board shall determine the number of teachers, if any, who shall be approved for the *Early Retirement Incentive Plan*. That decision is not subject to the grievance procedure. The number of early retirement incentive positions allocated shall be subject to the finances of the district.
2. The teacher must have a record of not less than twenty-five (25) years in teaching or administration responsibilities in education and must be on the final step of the appropriate salary schedule prior to requesting early retirement, or be eligible for the benefits described in this program.
3. All retirements shall take place as of June 30 of the school year in which the employee qualifies/applies for retirement.
4. Teachers wishing to participate in the program must submit written notice of intent to retire to the Superintendent no later than March 1 of the calendar year in which they wish to retire. With that notice, he/she must include dates on which he/she wants to receive the incentive payment and whether it should be in one (1) payment, or spread throughout the year. Payment will be made no later than June 15 of the year following retirement. Teachers meeting all of the above criteria will be awarded early retirement incentive positions based on district seniority.

B Rights

1. Once a teacher is receiving benefits through the Early Retirement Incentive Plan, no subsequent disability will affect said benefits.
2. Once a teacher retires under the Early Retirement Incentive Plan, no subsequent negotiations may withdraw or reduce said benefits.

C. General Provisions:

Any teacher who elects early retirement shall receive the following sums as benefits, determined by years of service as of June 10 of the school year in which the employee qualifies for retirement:

<u>Years of Service</u>	<u>Amount</u>
33 or fewer	\$ 11,000
34	10,000
35	9,000
36	8,000
37	7,000
38	6,000
39	5,000
40 or more	4,000

Article 33 -- Duration of Contract

THIS AGREEMENT shall be effective upon ratification by both parties, and shall continue in effect until the 30th day of June, 2007.

THIS AGREEMENT shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

It is understood that Article 21 and Appendix B of this Agreement shall be applied retroactively to July 1, 2004.

Oscoda Education Association

Matthew G. Hinckley
Robert R. Kennedy
Bonnie J. Leach
Gaye M. Ranger
Alona M. Smith

Oscoda Board of Education

George H. Falkenhagen, President
Mark S. Poland, Vice-President
Sherry L. Clouse, Treasurer
Anne Holley, Secretary
Elizabeth A. Hayman, Trustee
Mark A. Parent, Trustee
Neal E. Sweet, Trustee

Memorandum of Understanding #1

School Improvement Plan

- A. The provisions contained in this Section shall apply to all School Improvement Plans (SIP) as provided in Public Act 197 of 1989, Section 15.1919 (919b) MSA.
- B. In the event that any provisions of a SIP or application thereof violates, contradicts, or is inconsistent with this Agreement, this Agreement shall prevail.
- C. Any provision of the SIP, or applications thereof affecting the wages, hours, and/or other terms and conditions of employment, or the impact of any wages, hours, and/or other terms and conditions of employment of any bargaining unit members, must be by mutual agreement of the Board and the Association prior to being implemented.
- D. The Board and the Association agree that employee participation in decision-making is effective in providing positive results for education. A School Improvement Team (SIT) is the group composed of individuals who are responsible for the implementation of a decision at the building level are effectively involved in making that decision. To that end, the parties agree as follows:
 - 1. A SIP SIT plan shall have no authority to modify, in any manner, the agreement between the Board and

the Association. The following issues will be considered within the scope of authority of a SIT plan, per definitions contained in the Characteristics of Effective Schools:

Safe and Orderly Environment
Climate of High Expectations
Clear and Focused Mission
Instructional Leadership
Opportunity to Learn and Student Time-On-Task
Home-School Relations
Frequent Monitoring of Student Progress

- a. Building Plans must be consistent with:
 - 1) Board Policy
 - 2) Master Agreement
 - 3) District Mission Statement
 - 4) Building Mission Statement

 - b. Plans should incorporate one, two and three year goals with objectives for each year. Included should be considerations for instruction needs and building organization and operation.

 - c. Plans will need to include a budget.
2. Any participation in SIP/SIT, whether in full or in part, shall be voluntary. Further, bargaining unit members will not be affected by such activities in a manner that is contrary to established practices, or any term or provision of this Agreement,

except as mutually agreed in writing by the Board and the Association.

3. The Board will provide available and appropriate designated funding, based upon the buildings fourth Friday student count, for SIP/SIT activities and program development. This established amount will be allocated to the SIT. The SIT may redirect discretionary funds, with the approval of the Superintendent, so long as any changes remain cost neutral.
4. Employees participating in SIP/SIT activities, including training and irregularly scheduled committee meetings, will be compensated as follows:
 - a. Released time for meetings or training held during the employee's regular day.
 - b. Schedule B Extra-Curricular rate for meetings outside of the regular workday. Examples include, but are not limited to the following: Weekends and/or evening SIP/ SIT activities, summer training sessions, and other curriculum activities required by the SIP/SIT. (This does not apply to regularly-scheduled meetings.)
5. Prior to the implementation of any SIP plan identified members of the bargaining unit will be

provided training in minimally the following areas:

- a. Overview of SIT/model programs and structures.
- b. Decision-making models.

The Board and Association will mutually develop such training.

6. Committee decisions will be by consensus. The Chairperson of the Committee will be selected by the Committee.
7. A SIP/SIT District Level Committee, presently known as the Curriculum Council, is herein recognized. The Curriculum Council will meet, as necessary, to review the progress of the SIT plans.

E. If, during the course of the SIP/SIT plan the Association or the Board determines that the activity is detrimental to their individual interests, the Association or the Board, may, with thirty (30) calendar days written notice to all affected parties, withdraw participation from the activity. Written reasons for such withdrawal shall be provided to all parties upon request.

F. Any dispute which cannot be resolved at the building level shall be referred to the Curriculum Council which shall recognize the autonomy of the SIT.

Memorandum of Understanding #2

LETTER OF AGREEMENT

between the
Oscoda Area Schools Board of Education
and the
Oscoda Education Association/MEA-NEA

Re: Section 1526 of the Michigan School Code
(Mentor Teachers)

It is hereby agreed by the parties as follows with regard to mentor teacher assignments:

1. Such assignments are voluntary. Once assigned, the administration, the mentor and probationary teacher will meet to discuss expectations.
2. Members of the bargaining unit who are tenured and have a history of successful service to the district may apply for a mentor assignment.
3. Mentor assignments will be for the duration of the new teacher's probationary period. Should the mentor be interested in withdrawing from the assignment or the new teacher be interested in a change of mentors, the change will be instituted at the end of the year, unless otherwise approved by the administration.
4. The mentor shall assist the probationary teacher in

meeting the goals and objectives of the probationary teacher's individual development plan.

5. The evaluation of the performance of probationary teachers is the obligation of the administration under the law and as such, mentors will not evaluate the performance of probationary teachers. The mentor's role shall be formative; he/she will not be required to provide any information or criticism or be requested to testify in proceedings regarding the teacher's performance without the consent of the probationary teacher.
6. Mentors will be compensated at the rate of \$250.00 per full year of mentor service, or prorated if less than a full year of service is performed. This stipend will be paid in the last payroll period in June.

Oscoda Area Schools
Board of Education

Oscoda Education Association

/s/ W.C. (Bill) Martin
Superintendent of Schools
April 6th, 1998

/s/ Robert R. Kennedy
April 9th, 1998

Oscoda Area Schools
3550 River Road
Oscoda, Michigan 48750

MENTORING SUMMARY REPORT

Mentor: _____

Teacher: _____

Monthly Meetings

September _____ December _____ March _____

October _____ January _____ April _____

November _____ February _____ May _____

June _____

Teacher/Mentor/Principal Consultation (if needed)

Topic: _____ Date: _____

Topic: _____ Date: _____

Topic: _____ Date: _____

First Semester Observation by mentor: (if requested by
probationary teacher)

(Class Name)

Date

Second Semester Observation by mentor: (if requested by probationary teacher)

(Class Name)

Date

Mentor/Teacher Activities

Submitted by:

Date: _____

(Mentor Signature)

Date: _____

(Teacher Signature)

Date: _____

(Principal Signature)

Appendix A - 2004-05 School Year Calendar

September 1 st , 2004	Professional Development Day for Teachers
September 2 nd , 2004	Professional Development Day for Teachers
September 3 rd -6 th , 2004	No School -- Labor Day Weekend
September 7 th , 2004	First days of school for students
September 24 th , 2004	Professional Development Day for Teachers (all day) (no school for students)
November 3 rd , 2004	Parent-Teacher Conferences (evening only)
November 4 th , 2005	Parent-Teacher Conferences (evening only)
November 5 th , 2004	½ day Parent-Teacher Conferences (no school for students) ½ day Professional Development for Teachers
November 15 th , 2004	Safety Day -- No School for Students & Staff
November 25 th -26 th , 2004	No School -- Thanksgiving Holidays
November 26 th , 2004	(classes resume on Monday, November 29 th , 2004)
December 18 th , 2004	First Day of Christmas Break
January 3 rd , 2005	Classes Resume after Christmas Break
January 21 st , 2005	½ day Records Day & ½ day Professional Development for Teachers (no school for students)
February 21 st , 2005	Professional Development Day for Teachers (all day) (no school for students)
March 25 th , 2005	First Day of Spring Break
April 4 th , 2005	Classes Resume after Spring Break
April 13 th , 2005	Parent-Teacher Conferences (evening only)
April 14 th , 2005	Parent-Teacher Conferences (evening only)
April 15 th , 2005	½ day Parent-Teacher Conferences (no school for students) ½ day Professional Development for Teachers
May 30 th , 2005	No School -- Memorial Day
June 9 th , 2005	Last day for students (full-day)
June 10 th , 2005	½ day Professional Development & ½ Records Day for Teachers

In the event the State of Michigan no longer allows the counting of professional development time as student instructional time or requires more student days than those set forth in the calendar, the Superintendent and Association President will negotiate the necessary adjustments to the calendar to assure compliance.

Each building will schedule an additional six (6) hours of Professional Development time on the Professional Development Days set forth in the calendar above.

Appendix A - 2005-06 School Year Calendar

August 29 th , 2005	Professional Development Day for Teachers
August 30 th , 2005	First day of School for Students
September 2 nd -5 th , 2005	No School -- Labor Day Weekend
September 21 st , 2005	Professional Development Day for Teachers
November 9 th , 2005	½ day with Students ½ day Parent-Teacher Conferences
November 10 th , 2005	½ day with Students ½ day Parent-Teacher Conferences
November 11 th , 2005	½ day with Students ½ day Parent-Teacher Conferences
November 15 th , 2005	Hunter Safety Day -- No School for Students & Staff
November 24 th -25 th , 2005	No School -- Thanksgiving Holidays (classes resume on Monday, November 28 th , 2005)
December 22 nd , 2005	First Day of Christmas Break
January 3 rd , 2006	Classes Resume after Christmas Break
January 20 th , 2006	½ day with Students ½ day Records Day for Teachers
February 20 th , 2006	No School for Students & Staff
February 21 st , 2006	Professional Development Day for Teachers
March 29 th , 2006	½ day with Students ½ day Parent-Teacher Conferences
March 30 th , 2006	½ day with Students ½ day Parent-Teacher Conferences
March 31 st , 2006	½ day with Students ½ day Parent-Teacher Conferences
April 14 th , 2006	First Day of Spring Break
April 24 th , 2006	Classes Resume after Spring Break
May 10 th , 2006	Professional Development Day for Teachers
May 29 th , 2006	No School -- Memorial Day
June 9 th , 2006	½ day with Students (last day) ½ day Records Day for Teachers (last day)

In the event the State of Michigan no longer allows the counting of professional development time as student instructional time or requires more student days than those set forth in the calendar, the Superintendent and Association President will negotiate the necessary adjustments to the calendar to assure compliance. Each building will schedule an additional six (6) hours of Professional Development time on the Professional Development Days set forth in the calendar above.

Appendix A
2006-07 School Year Calendar

Appendix B Oscoda Salary Schedule

2004-05

Step	BA	MA	EdSp	PhD
1	31,411	33,488	35,348	36,780
1.5	34,615	36,874	38,928	40,437
2	35,504	37,798	39,897	41,386
2.5	36,389	38,718	40,872	42,333
3	37,276	39,641	41,845	43,279
3.5	38,165	40,564	42,817	44,227
4	39,054	41,487	43,789	45,173
4.5	39,941	42,408	44,764	46,120
5	40,829	43,330	45,734	47,069
5.5	41,717	44,252	46,633	48,015
6	42,603	45,175	47,682	48,962
6.5	43,491	46,097	48,656	49,910
7	44,380	47,021	49,627	50,856
7.5	45,267	47,941	50,600	51,804
8	47,513	50,300	53,091	54,301
8.5	48,427	51,247	54,093	55,276
9	49,338	52,197	55,094	56,252
9.5	50,254	53,147	56,093	57,226
10	51,166	54,097	57,097	58,203
13	52,702	55,720	58,810	59,949
17	53,215	56,260	59,379	60,532

The Appendix B Salary Schedule shall be improved by 2.69% for the 2004-2005 School Year, 1.00% for the 2005-2006 School Year and 1.00% for the 2006-2007 School Year.

If the district's foundation grant for 05-06 increases from the current \$6,700 per pupil, the Salary Schedule for 05-06 shall be improved by the following formula in addition to the 1.00% stated above: $(05-06 \text{ foundation grant} - \$6,700) \times (\text{the number of pupils on the Fall 2005 official count day}) \times 0.25$. This amount would be net of FICA and MPERS.

Appendix B Oscoda Salary Schedule

2005-06

Step	BA	MA	EdSp	PhD
1	31,725	33,823	35,701	37,148
1.5	34,961	37,243	39,317	40,841
2	35,859	38,176	40,296	41,800
2.5	36,753	39,105	41,281	42,756
3	37,649	40,037	42,263	43,712
3.5	38,547	40,970	43,245	44,669
4	39,445	41,902	44,227	45,625
4.5	40,340	42,832	45,212	46,581
5	41,237	43,763	46,191	47,540
5.5	42,134	44,695	47,099	48,495
6	43,029	45,627	48,159	49,452
6.5	43,926	46,558	49,143	50,409
7	44,824	47,491	50,123	51,365
7.5	45,720	48,420	51,106	52,322
8	47,988	50,803	53,622	54,844
8.5	48,911	51,759	54,634	55,829
9	49,831	52,719	55,645	56,815
9.5	50,757	53,678	56,654	57,798
10	51,678	54,638	57,668	58,785
13	53,229	56,277	59,398	60,548
17	53,747	56,823	59,973	61,137

The Appendix B Salary Schedule shall be improved by 2.69% for the 2004-2005 School Year, 1.00% for the 2005-2006 School Year and 1.00% for the 2006-2007 School Year.

If the district's foundation grant for 05-06 increases from the current \$6,700 per pupil, the Salary Schedule for 05-06 shall be improved by the following formula in addition to the 1.00% stated above: $(05-06 \text{ foundation grant} - \$6,700) \times (\text{the number of pupils on the Fall 2005 official count day}) \times 0.25$. This amount would be net of FICA and MPSERS.

Appendix B Oscoda Salary Schedule

2006-07

Step	BA	MA	EdSp	PhD
1	32,042	34,161	36,058	37,519
1.5	35,311	37,615	39,710	41,249
2	36,218	38,558	40,699	42,218
2.5	37,121	39,496	41,694	43,184
3	38,025	40,437	42,686	44,149
3.5	38,932	41,380	43,677	45,116
4	39,839	42,321	44,669	46,081
4.5	40,743	43,260	45,664	47,047
5	41,649	44,201	46,653	48,015
5.5	42,555	45,142	47,570	48,980
6	43,459	46,083	48,641	49,947
6.5	44,365	47,024	49,634	50,913
7	45,272	47,966	50,624	51,879
7.5	46,177	48,904	51,617	52,845
8	48,468	51,311	54,158	55,392
8.5	49,400	52,277	55,180	56,387
9	50,329	53,246	56,201	57,383
9.5	51,265	54,215	57,221	58,376
10	52,195	55,184	58,245	59,373
13	53,761	56,840	59,992	61,153
17	54,284	57,391	60,573	61,748

The Appendix B Salary Schedule shall be improved by 2.69% for the 2004-2005 School Year, 1.00% for the 2005-2006 School Year and 1.00% for the 2006-2007 School Year.

Extra-Curricular Salary Schedule

Section I: Steps are to be commensurate with coaching experience.

		<u>04-05</u>	<u>05-06</u>	<u>06-07</u>
Athletic Director	1	\$2,446	\$2,470	\$2,495
HEAD	2	3,118	3,149	3,180
Football	3	3,591	3,627	3,663
Boys' Basketball	4	4,062	4,103	4,144
Girls' Basketball	5	4,260	4,303	4,346
Wrestling	6	4,464	4,509	4,554
Boys' Swimming	7	4,667	4,714	4,761
Girls' Swimming				
Volleyball				

Section II: Steps are to be commensurate with coaching experience.

		<u>04-05</u>	<u>05-06</u>	<u>06-07</u>
HEAD				
Baseball	1	\$2,094	\$2,115	\$2,136
Boys' Track	2	2,235	2,257	2,280
Girls' Track	3	2,572	2,598	2,624
Competitive Cheer	4	2,910	2,939	2,968
Cross Country	5	3,053	3,084	3,115
Girls' Softball	6	3,200	3,232	3,264
Golf	7	3,343	3,376	3,410
Boys' Tennis				
Girls' Tennis				
Boys' Soccer				
Girls' Soccer				
Strength/Conditioning Coach (Fall, Winter, Spring, Summer)				
JH/SH Choir Director				
HS Band				

Section III: Steps are to be commensurate with coaching experience.

HEAD	04-05	05-06	06-07
JV Football	1 \$1,791	\$1,809	\$1,827
JV Boys' Basketball	2 1,913	1,932	1,951
JV Girls' Basketball	3 2,201	2,223	2,245
JV Girls' Volleyball	4 2,492	2,517	2,542
Frosh Volleyball	5 2,613	2,639	2,665
Frosh Football	6 2,737	2,764	2,792
Frosh Boys' Basketball	7 2,861	2,890	2,919
Frosh Girls' Basketball			
JV Girls' Softball			
JV Boys' Baseball			
Debate			
Yearbook			

ASSISTANT

Varsity Football (2)	Frosh Football
Boys' Swimming	JV Football
Girls' Swimming	Boys' Track
Wrestling	Girls' Track

Section IV: Steps are to be commensurate with coaching experience.

	04-05	05-06	06-07
	1 \$1,577	\$1,593	\$1,609
JH Boys' Basketball (7th)	2 1,683	1,700	1,717
JH Boys' Basketball (8th)	3 1,938	1,957	1,977
JH Girls' Basketball (7th)	4 2,198	2,220	2,242
JH Girls' Basketball (8th)	5 2,302	2,325	2,348
	6 2,410	2,434	2,458
	7 2,521	2,546	2,571

Section V: Steps are to be commensurate with coaching experience.

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>
HS Cheerleading	1 \$ 790	\$ 798	\$ 806
Fall Varsity	2 843	851	860
JV	3 969	979	989
Frosh	4 1,097	1,108	1,119
Winter Varsity	5 1,149	1,160	1,172
JV	6 1,205	1,217	1,229
Frosh	7 1,260	1,273	1,286
JH Cheerleading			
Fall			
Winter			
Forensics		Science Olympiad	
HS Play Director		Senior Class Advisor	
Junior Class Advisor		Student Council Advisor	
JH Play Director		Math Competition	
Keyettes		National Honor Society	
Knowledge Bowl		National Junior High Society	
Odyssey of the Mind			

Miscellaneous

HS Band Camp Contract Extension

	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>
Driver Ed	\$19.32/hr	\$19.51/hr	\$19.71/hr
SIT/Curriculum Council	\$19.32/hr	\$19.51/hr	\$19.71/hr

The Extra-Curricular Salary Schedule shall be improved by 2.69% for the 2004-2005 School Year, 1.00% for the 2005-2006 School Year and 1.00% for the 2006-2007 School Year.

Appendix C

Professional Development Procedures

1. Application for money must be made prior to taking a class.
2. Application must be approved by the Professional Development Committee.
3. Approved applicants will be reimbursed upon successful completion of the course. An official grade report must be submitted to Central Office for payment.

Committee Guidelines

1. Twenty thousand dollars (\$20,000.00) will be available and divided equally among the three (3) application periods. Applications will be reviewed by the Committee within two (2) weeks after each application deadline.

Application periods:

July 1 - October 31

November 1 - February 28

March 1 - June 30

2. Preference will be given to new applicants in each of the three (3) application periods for each fiscal year.
3. You may apply for as many credits as you wish,

but only a maximum of six (6) hours during a single application period will be approved for payment. Monies will be distributed proportionately to the number of credit hours requested (to a maximum of one hundred dollars [\$100] per credit).

4. Approved applicants must be full-time teaching employees at the time the class will be taken. Shared-time teachers will be considered as one (1).
5. Any monies remaining at the end of the fiscal year will be used to reimburse applicants whose requested credits exceeded six (6), or who did not receive the maximum of one hundred dollars (\$100.00) per credit.

Appendix D

Grievance Report Form

Grievance Number: _____

Distribution of Form:

1. Superintendent
2. Principal
3. Association
4. Teacher

Building: _____

Assignment: _____

Name of Grievant: _____

Date Filed: _____

STEP 1

A. Date Cause of Grievance Occurred: _____

B. Statement of Grievance: _____

Relief Sought: _____

Signature: _____ Date: _____

C. Disposition of Principal: _____

Signature: _____ Date: _____

D. Position of Grievant and/or Association: _____

Signature _____ Date: _____

STEP II

A. Date received by Superintendent or Designee: _____

B. Disposition of Superintendent or Designee: _____

Signature _____ Date: _____

C. Position of Grievant and/or Association: _____

Signature _____ Date: _____

STEP III

A. Date Received by Board of Education or Designee: _____

B. Disposition of the Board: _____

Signature _____ Date: _____

C Position of Grievant and/or Association: _____

Signature: _____ Date: _____

STEP IV

A. Date submitted to Arbitration: _____

B. Disposition and Award of Arbitrator: _____

Signature of Arbitrator: _____

Date of Arbitrator's Decision: _____

Note: All provisions of Article 26 of the agreement dated October 22nd, 1997 will be strictly observed in the settlement of grievances.

APPENDIX E

Voluntary Resignation Plan and Waiver Release of Claims

This Voluntary Resignation and Waiver Release of Claims is entered into this _____ day of _____ by and between the Oscoda Area Schools (hereinafter referred to as the Board) and _____ (hereinafter referred to as the Teacher) in consideration of the mutual covenants and undertakings as recited below:

1. The Teacher acknowledges and agrees that he/she has voluntarily participated in the Voluntary Resignation Plan (VRP) and accepts the benefit of the VRP as described therein. Further, the Teacher acknowledges and agrees that he/she has submitted her/his resignation from employment with the Board voluntarily and that such resignation is irrevocable when executed on behalf of the Board of Education.

Further, the teacher acknowledges and understands that he/she could have rejected the offer to participate in VRP and that such rejection would have had absolutely no impact or consequences upon her/his current or future employment with the Board.

2. The Board acknowledges and agrees that it shall provide the VRP benefit to the Teacher according to the terms and conditions of the VRP as described therein.

3. The Teacher acknowledges and agrees that in consideration of and exchange for the VRP benefit, he/she hereby agrees to discharge, waive and release the Board, including its individual Board members, employees and/or agents and the Association, including its individual members, employees and/or agents from any and all claims, charges, demands and/or causes of action of any kind whatsoever in connection with this VRP and the teacher's separation from employment pursuant to the terms of the VRP (including claims for breach of contract, deprivation of constitutional rights, discrimination with respect to handicap, age, gender, religion, race and/or marital status which may have arisen under the Federal Civil Rights Acts and/or Age Discrimination in Employment Act and/or the Michigan Elliot-Larsen Civil Rights Act, personal injuries and/or damages including those for infliction of emotional or mental distress, invasion of privacy, defamation and/or injury to reputation, and any other kind of contractual, legal or equitable claim) which the teacher either has or may presently have against any of them.

4. The Teacher acknowledges and agrees that he/she is solely responsible for any tax liability and/or consequences regarding payment of the VRP benefit and that he/she has had the opportunity to seek and obtain information and advice with respect to the tax liability and/or consequences of the payment of the VRP benefit. Further, the Teacher acknowledges and agrees that the Board, including its individual Board members, employees and/or agents have not made any representations or

provided any advice with regard to his/her tax liability and/or consequences as a result of the payment of the VRP benefit and agrees that he/she will not attempt to hold them responsible with respect to any tax liability and/or consequences which may arise as a result of the payment of the VRP benefit to her/him.

5. The Teacher acknowledges and agrees that he/she has been provided at least forty-five (45) calendar days within which to consider the terms of the VRP Agreement and Waiver/Release and the decision to resign and participate in the VRP. The Teacher may sign prior to the end of the forty-five (45) calendar day period, on a voluntary basis.

Further, the Teacher acknowledges that he/she has a period of seven (7) days following the signing of this Agreement and Waiver/Release within which to revoke her/his decision to participate in the VRP in writing. However, all teachers who submit a VRP by the April 14th, 2005 deadline will be allowed to rescind on or before April 21st, 2005 only in the event that less than eleven (11) teachers elect to participate in the ERI.

Any waiver of age discrimination claims shall not become effective or enforceable until the seven (7) day revocation period has expired.

This VRP Agreement and Waiver/Release does not waive any age discrimination claims that may arise after the date it is signed.

Further, the Teacher acknowledges and agrees that he/she has been informed in writing of the teacher's eligibility to participate in the VRP and any eligibility factors and/or time limits applicable to receive payment of that benefit.

6. The Teacher acknowledges that he/she has been advised in writing to consult with an attorney prior to accepting and signing this VRP Agreement and Waiver/Release and that he/she has had a reasonable opportunity to consult with an attorney and/or seek other consultation and advice from others of her/his choosing with respect to the provisions of this VRP Agreement and Waiver/Release which sets forth the entire agreement between the parties thereto.

The Teacher further acknowledges that he/she has not relied upon any representations or statements, written or oral, not set forth in this document.

Further, the Teacher acknowledges that he/she has entered into this Agreement and Waiver/Release and has submitted her/his resignation pursuant to the VRP voluntarily and has not been subject to any duress, intimidation or coercion with respect thereto by the Board, including its individual Board members, employees and/or agents.

7. The Teacher and the Board acknowledge and agree that this Agreement and Waiver/Release shall become effective immediately upon execution by the parties except as otherwise expressly provided herein. The

Teacher acknowledges and agrees that this Agreement and Waiver Release is binding upon her/his spouse, heirs, personal representative and agents. The Board acknowledges and agrees that this Agreement and Waiver Release is binding upon its officers, trustees, directors, representative and agents.

This Agreement and Waiver Release of Claims is entered into this _____ day of _____, by and between the Board and the Teacher who have affixed their signature as follows:

I, _____, select the following Annuity Company as my 403(b) plan company into which all ERI amounts will be deposited. By selecting the following company, I acknowledge that I have contacted them to make all necessary arrangements:

_____	American United Life Assurance	
	(989) 362-4435	Melissa Pehrson
_____	Equitable Life Assurance	
	(888) 356-2700	Russ Courtney
_____	Mass Mutual Financial Group Companies	
	(231) 796-8621	Todd Csernai
_____	Met Life	
	(800) 560-5001	Customer Service
_____	MEA-Financial Services (Paradigm Equities)	
	(989) 426-4363	Charles Newman
_____	Sun Life Assurance Company of Canada	
	(800) 752-7215	Customer Service

_____ The Vanguard Group
(800) 662-2003 Customer Service
_____ Variable Annuity Life Insurance Company
(800) 892-5558 ext. #88134 Wayne Koppa
_____ Western Reserve Life Assurance
(800) 851-9777 Customer Service

**** Note: Please select only one (1) company.**

**THIS AGREEMENT CONTAINS A WAIVER AND
RELEASE OF CLAIMS
READ CAREFULLY AND COMPLETELY BEFORE
SIGNING!**

**Please note that the teacher's signature and that of the
Board's Designee is to be executed in the presence of
the Superintendent's Secretary who is a Notary Public.**

Teacher's Signature
Social Security # _____ Date Signed: _____

STATE OF MICHIGAN

COUNTY OF IOSCO

On the _____ day of _____, before me
personally _____ appeared
_____, who being duly
sworn, says he/she is the person(s) described herein and

who executed the foregoing instrument for the purpose there stated and acknowledges the same as her/his free act and deed.

Notary Public

_____, County, Michigan

My Commission Expires: _____

Superintendent's Signature on Behalf of the Board

Date Signed: _____

STATE OF MICHIGAN

COUNTY OF IOSCO

On the _____ day of _____, before me personally _____ appeared

_____, who being duly sworn, says he/she is the person(s) described herein and who executed the foregoing instrument for the purpose there stated and acknowledges the same as her/his free act and deed.

Notary Public

_____, County, Michigan
My Commission Expires: _____

Oscoda Area Schools

**TABULATION OF ELIGIBLE AND INELIGIBLE
STAFF**

The Voluntary Resignation Plan contains the conditions which must be satisfied by an employee to be eligible for the resignation incentive benefit. This document contains a tabulation of the employees who are eligible and not eligible for the resignation incentive benefits.

Job Titles and Ages of Eligible Employees:

<u>Job Title</u>	<u>Age</u>	<u>Number of Employees</u>	<u>Job Title</u>	<u>Age</u>	<u>Number of Employees</u>
Classroom Teach	65		Classroom Teach	48	
Classroom Teach	62		Classroom Teach	47	
Classroom Teach	61		Classroom Teach	46	
Classroom Teach	60		Classroom Teach	45	
Classroom Teach	59		Classroom Teach	44	
Classroom Teach	58		Classroom Teach	43	
Librarian	57		Classroom Teach	42	
Classroom Teach	57		Classroom Teach	41	
Counselor	56		Classroom Teach	40	
Classroom Teach	56		Classroom Teach	39	
Classroom Teach	55		Classroom Teach	38	
Stu/Family Coor	54		Classroom Teach	37	
Classroom Teach	54		Classroom Teach	33	
Classroom Teach	53		Classroom Teach	32	
Classroom Teach	52				
Classroom Teach	51		Total Eligible		
Librarian	50				
Counselor	50				

Classroom Teach	50				
-----------------	----	--	--	--	--

Job Titles and Ages of Ineligible Employees:

<u>Job Title</u>	<u>Age</u>	<u>Number of Employees</u>	<u>Job Title</u>	<u>Age</u>	<u>Number of Employees</u>
Classroom Teach	53		Classroom Teach	33	
Classroom Teach	50		Classroom Teach	32	
Speech/Hearing	48		Classroom Teach	30	
Speech/Hearing	47		Classroom Teach	29	
Classroom Teach	46		Classroom Teach	26	
Classroom Teach	45		Classroom Teach	25	
Classroom Teach	42		Classroom Teach	24	
Classroom Teach	41				
Counselor	37		Total Ineligible		
Classroom Teach	36				
Classroom Teach	35				
Classroom Teach	34				

Appendix F

Elaboration of Article 8, Section D: Band, Choir and Yearbook

Article 8, Section D: Band

Overview

The Oscoda Area High School Symphony Band performs at Basketball Games, Soccer Games, Football Games, Wrestling Meets, Concerts and Festivals. All of these performances are required for all band members so that we may give an accurate presentation of our ability to the community. This is a **Performance-Based** class.

Grades

- * All students will be prepared for class every day with instruments, music, lyres, folders and or folios and a pencil.
- * Students will be required to perform periodic playing tests, and complete various performance assignments.
- * Students will attend all performances. This is a **Performance-Based** class.

Performances

- * Students are given as much notice as possible prior to each performance. In addition to the attached schedule, a monthly schedule is posted

in the band room. All additions and changes will be announced in advance.

- * Missing a performance will result in a student's grade being lowered two (2) grades (i.e.: from a "B" to a "D"), unless a note, signed by a parent is turned into Mrs. Lopez in **ADVANCE** of the **scheduled performance**.
- * Employers should be notified of Band Performances as soon as possible. Work is not an acceptable reason for missing a performance. Extra performance schedules are available in the band room. Students are encouraged to take extra copies of the schedule to their employers. This is a **Performance-Based** class.

Expectation

- * Each student is expected to give their best every day.
- * Each student is expected to follow the posted classroom rules.
- * Each student is expected to follow all school rules and policies as outlined in the student handbook.

Discipline

- * The Responsible Thinking Process (RTP) procedure will be followed.

2004-05 Tentative Band Schedule

DAY	DATE	EVENT	ARRIVE	START	LOCAT	GRADES
Wed	09/13	Soccer	4:35 p.m.	4:30 p.m.	OHS	9-12
Fri	09/17	FB Game	6:00 p.m.	7:00 p.m.	OHS	9-12
Tues	09/21	Boost Mtg		6:30 p.m.	HS Com	
Wed	09/22	NO	SCHOOL	FOR	STLD	K-12
Thur	09/23	PB (B-Ball)	6:45 p.m.	7:00 p.m.	OHS Gym	9-12
Fri	09/24	HC Parade	2:45 p.m.	3:30 p.m.	Fur Field	9-12
Fri	09/24	FB Game	6:00 p.m.	7:00 p.m.	OHS	9-12
Mon	09/27	PB-Soccer	4:15 p.m.	4:30 p.m.	OHS	9-12
Tues	09/28	PB (B-Ball)	6:45 p.m.	7:00 p.m.	OHS Gym	9-12
Tues	10/19	Boost Mtg		6:00 p.m.	HS Com	
Tues	10/19	PB (B-Ball)	6:45 p.m.	7:00 p.m.	OHS Gym	9-12
Wed	10/20	Bd O-Rama	6:45 p.m.	7:00 p.m.	OHS Gym	6-12
Thur	10/28	PB (B-Ball)	6:45 p.m.	7:00 p.m.	OHS Gym	9-12
Tues	11/02	PB (B-Ball)	6:45 p.m.	7:00 p.m.	OHS Gym	9-12
Thur	11/11	PB (B-Ball)	6:45 p.m.	7:00 p.m.	OHS Gym	9-12
Mon	11/15	NO	School	Safety	Day	K-12
Tues	11/16	Boost Mtg		6:00 p.m.	HS Com	
Sat	12/04	Xmas Par	10:30 a.m.	11:00 a.m.	Cedar Lk	9-12
Tues	12/07	PB Wrest	5:30 p.m.	6:00 p.m.	OHS Gym	9-12
Fri	12/10	PB (B-Ball)	7:00 p.m.	7:15 p.m.	OHS Gym	9-12
Mon	12/13	Hol Concert	6:45 p.m.	7:00 p.m.	HS Aud	6-12
Tues	12/14	Boost Mtg		6:00 p.m.	HS Com	
Fri	01/07	PB (B-Ball)	7:00 p.m.	7:15 p.m.	OHS Gym	9-12
Thur	01/13	PB Wrest	5:30 p.m.	5:45 p.m.	OHS Gym	9-12
Tues	01/18	Boost Mtg		6:00 p.m.	HS Com	
Fri	01/21	PB (B-Ball)	7:00 p.m.	7:15 p.m.	OHS Gym	9-12
Fri	01/29	All Star Bd	5:00 p.m.		SS HS	7-12
Sat	01/29	All Star Bd	8:00 a.m.		SS HS	7-12
Tues	02/01	PB (B-Ball)	7:00 p.m.	7:15 p.m.	OHS Gym	9-12
Sat	02/12	Solo Ens		TBA	Gladwin	9-12
Tues	02/15	PB (B-Ball)	7:00 p.m.	7:15 p.m.	OHS Gym	9-12
Fri	02/18	PB (B-Ball)	7:00 p.m.	7:15 p.m.	OHS Gym	9-12
Tues	02/22	Boost Mtg		6:00 p.m.	HS Com	
Thur	02/24	Pre-Festival	6:45 p.m.	7:00 p.m.	HS Aud	7-12
Fri	02/25	Bd Festival	TBA	TBA	HS-REMS	7-12
Sat	02/26	Bd Festival	TBA	TBA	HS-REMS	7-12
Tues	03/15	Boost Mtg		6:00 p.m.	HS Com	
Sat	03/19	Solo-Ens		TBA	TBA	9-12
Tues	03/22	Spring Con	6:45 p.m.	7:00 p.m.	HS Aud	6-12
Fri	04/15	NO	SCHOOL	STUDENTS		K-12

Sat	04 16	MS Solo Ensemble		TBA	Clare HS	7-9
Sat	04 16	MS Solo-Ens		TBA	Clare	7-9
Tues	04 19	Boost Mtg		6:00 p.m.	HS Com	
Fri	04 29	St Bd Fest		TBA	TBA	TBA
Sat	04 30	St Bd Fest		TBA	TBA	TBA
Sun	05 15	Ice Cream	1:45 p.m.	2:00 p.m.	HS Com	6-12
Tues	05 17	Boost Mtg		6:00 p.m.	HS Com	
Tues	05 24	Bd Awards	6:00 p.m.	6:00 p.m.	HS Com	6-12
Mon	05 30	<i>No Schl</i>	<i>Memorial</i>	<i>Day</i>		K-12
Sun	06/05	Grad Setup	10-11 am		OHS	9-11
Sun	06/05	Graduation	1:00 p.m.	1:15 p.m.	OHS	8-12
Tues	06 21	Boost Mtg		6:00 p.m.	HS Com	

Article 8, Section D: Music

During classroom hours, vocal music students learn a variety of musical elements as stated in the curriculum and through performance opportunities. Outside of normal class hours, students receive practical application experience of what they have learned. These opportunities involve both individual and group performances:

- * Quarterly departmental concerts
- * Madrigal Dinner performances
- * Annual Festival competition
- * Solo and Ensemble Competition at the District and State Level

These opportunities occur outside of the daily school schedule. In addition to development of these activities, much more outside time must be devoted to the planning and development of these activities. Solo and Ensemble competitors require one-on-one training that is difficult to receive during his/her choir class. As a result, after-school practices are usually necessary.

Article 8, Section D: Yearbook

- * Canvas territories for advertising sale (summer).
- * Prepare maps/lists for ad sales teams (summer).
- * Follow-up with ad customers as needed (pick-up/drop-off materials, verify information, take pictures for ads, etc.).
- * Price and purchase supplies (cameras, films, mailing supplies).
- * Drop-off and pick-up film/photos (on a daily basis during peak production times).
- * Maintenance of financial records (collection/recording of ad sales money, collection/recording of book payments/deposits, payments to creditors).
- * Coordinate "Book Night" in May.
- * Proofing/preparing student pages for submission (deadlines dictate second submission be done over Christmas Break).
- * Correcting/returning proofs for publication (supplement done during summer).

