

MASTER AGREEMENT

Between

The Mt. Pleasant
Education Association

And

The Mt. Pleasant Public Schools
Board Of Education

2023-2024

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AGREEMENT BETWEEN
THE MT. PLEASANT EDUCATION ASSOCIATION
AND
THE MT. PLEASANT BOARD OF EDUCATION

This Agreement is entered into this 1st day of July 2023 by and between the Board of Education of the Mt. Pleasant Public Schools of Mt. Pleasant, Michigan, hereinafter called the "Board" and the Mt. Pleasant Education Association affiliated MEA/NEA, hereinafter called the "Association."

This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. All individual teacher contracts shall be subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

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

PREAMBLE

WHEREAS achievement of quality education cannot be fully realized without capable and dedicated teachers who recognize their professional responsibilities to the school district, and whose rights are likewise recognized by the Board on behalf of the community; and

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

WHEREAS the parties, following extended and deliberate professional negotiations, have reached certain understandings, and

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

ARTICLE I
RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section 11 of Act 379, Public Acts of 1965, for all full-time and part-time regular classroom teachers in the JK-12 program, including regular day teachers teaching immediately following the regular school day and teachers of any day time high school completion programs where students earn course credit toward JK-12 high school diplomas, (not including GED or adult education completion diplomas), Oasis Alternative School teachers, department coordinators, guidance counselors, librarians, speech therapists, physical therapists, teachers of the vision impaired and hearing impaired, visiting teachers, school psychologists and school social workers. Excluded from this unit are all adult education and community educational teachers, all substitute teachers, all administrators, including the superintendent of schools, assistant superintendent for curriculum and instruction, assistant superintendent for personnel, Chief Financial Officer, bookkeeping supervisor, director of food services, director of special education, director of transportation, director of adult and continuing education, director of gifted/talented and Title I, director of technology, coordinator for special needs, athletic director, principals, assistant principals, associate principal for vocational/ technical education, all clerical and custodial employees, food service employees, crossing guards, bus drivers, teacher aides, and all other employees not specifically included. The term "teacher" when used hereinafter in this Agreement shall refer to all employees represented by the Association in the bargaining or negotiating unit as above-defined. References to male teachers shall include female teachers.
- B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement.
- C. Nothing contained herein shall be construed to deny or restrict to any teacher the rights he may have under the Michigan General School Laws or the Constitution of the United States. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
- D. Despite references herein to the Board of Education and Association as such, each reserves the right to act hereunder by officially designated committee or officially designated representative.

ARTICLE II RIGHTS OF THE BOARD

The District retains all rights, powers and authority vested in it by the laws and Constitutions of Michigan and the United States. The Board reserves unto itself all rights, powers and privileges inherent to it or conferred upon it from any source whatsoever, provided, however, that all of the foregoing being manifestly recognized and intended to convey complete power in the Board shall nonetheless be specifically limited by express provisions of this Agreement and under Act 379 of the Michigan Public Acts of 1965. Rights reserved exclusively herein by the District which shall be exercised exclusively by the District without prior negotiations with the Association either as to the taking of action under such rights or with respect to the consequence of such action during the term of this Agreement shall include, by way of illustration and not by way of limitation, the right to:

1. Manage and control the school's business, the equipment, the operations and to direct the working forces and affairs of the Employer.
2. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, assign work or extra duties to employees, determine the size of the work force and to lay off employees.
3. Adopt reasonable rules and regulations.
4. Determine the qualifications of employees subject to the provisions of law.
5. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
6. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization provided that the Employer shall not abridge any rights from employees as specifically provided for in this Agreement.
7. Determine the policy affecting the selection, testing or training of employees, providing such selection shall be based upon lawful criteria.

ARTICLE III
NEGOTIATING PRACTICES

- A. It is contemplated that matters not specifically covered by this Agreement but of common concern to the parties shall be subject to professional negotiations between them from time to time during the period of this Agreement upon request by either party to the other provided such matters do not concern illegal or prohibited subjects of bargaining. The parties agree to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information and otherwise constructively considering and resolving any such matters.
- B. At least sixty (60) days prior to the expiration of this Agreement, the parties shall likewise begin negotiations for a new Agreement covering wages, hours, terms and conditions of employment of teachers employed by the Board.
- C. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party, and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board and by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.
- D. If the parties fail to reach an Agreement in any such negotiations, either party may invoke the machinery of the Michigan Employment Relations Commission including mediation and fact finding, or take any other lawful measures it may deem appropriate.
- E. A teacher engaged in negotiating on behalf of the Association with any official designated representative of the Board shall be released from regular duties without loss of salary provided:
 - 1. The teacher is an official member of the Negotiating Team.
 - 2. The teacher is under contract to the Mt. Pleasant School District.
 - 3. The item under consideration is the development of the Master Agreement or a Professional Grievance.
 - 4. It has been mutually agreed that daytime meetings are considered necessary.
- F. No reprisals of any kind shall be taken by either party or by any member of the administration against any Association representative or Association member involved in Master Agreement negotiations procedures.

ARTICLE IV SENIORITY

The Association and the Board recognize that an optimum educational environment includes a teacher who is working within his area of special competence and in the school setting best suited to his personal circumstances.

Seniority List

The Association shall be provided a seniority list of tenure teachers and a seniority list of probationary status teachers by November 1 of each school year. As changes occur or are articulated, the lists shall be reconciled. The seniority list for current bargaining unit members was established according to procedures outlined in the Letter of Agreement regarding Article IV. In addition to the seniority list, each teacher and the Association shall be provided a list of all teachers' certification expiration dates by November 1 of each school year.

1. Tenure is defined as the bargaining unit member's probationary or tenure status with the school district as determined by law.
2. Seniority shall be defined as length of continuous service within the bargaining unit from the last date of hire as a bargaining unit member. Last date of hire shall be defined as the teacher's first day of work. Seniority shall continue to accumulate during Board approved leaves of absence. Seniority shall continue to accumulate while a teacher is on layoff. Seniority shall accumulate the same for part-time teachers as for full-time teachers.
3. In the event two or more teachers have the same date of hire, the relative place of such persons on the seniority list will be determined by the total years of teaching experience. Teaching experience shall be defined as total years of employment as a teacher in any K-12 school system.

Time spent on leaves of absence in the Mt. Pleasant School District but not in other districts shall be credited to teaching experience.

In the event two or more teachers have the same number of years of teaching experience, the relative place of such persons on the seniority list will be determined by a drawing of lots participated in by all affected bargaining unit members.

ARTICLE V
RIGHTS OF THE ASSOCIATION

- A. The Board agrees to observe the rights of teachers as outlined in Section 17.455 (9) Lawful to Organize; 17.455 (10) Unfair Labor Practices; 17.455 (11) Exclusive Representation Grievance Procedure, of Act 379 of Public Acts of Michigan 1965.
- B. The Board specifically recognizes the right of its professional staff to invoke the assistance of the Michigan Employment Relations Commission.
- C. The Board, through the superintendent or his designee, shall upon request provide the Association with public documents allowable by the Public Employment Relations Act (PERA) which will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their pupils, together with other available information which may be necessary for the Association to process grievances under this Agreement if the disclosure is allowable by state and federal law.
 - 1. The Association shall be provided with paper or electronic copies of the minutes of official Board meetings (excluding closed session minutes) and all other printed materials that are distributed to Board members at official meetings except materials deemed confidential by law as soon as possible after such meetings. A paper or electronic copy of the official agenda of the meeting will be available to the Association prior to said meeting.
 - 2. Consistent with its PERA obligations, the Board shall furnish the Association all available information concerning the financial resources of the district including, but not limited to, tentative budgetary requirements and allocations.
- D. The Association or any committee thereof shall have the right to use school buildings and facilities without charge for professional meetings during times when the building is covered by the operating staff. Room arrangements shall be made with the principal involved.
 - 1. The Association shall have use of all equipment at reasonable times, when such equipment is not in use, and under procedures approved by the principal or superintendent of schools. The Association agrees to reimburse the Board for any damage to equipment entrusted to its use and care.
 - 2. All reasonable requests for use of office, lounge, and workroom bulletin boards shall be granted to the Association.
 - 3. School mail service shall be granted to the Association.
 - 4. The Association agrees to pay at school cost for all materials used for its purposes.
 - 5. Any deviations from above shall be done only with the full knowledge and consent of the building principal.
- E. Association Members. The Association will be promptly notified of new hires to the bargaining unit. The Association will notify new hires of their right to become members of the Association. Bargaining unit members electing to join the Association shall pay dues to the Association in accordance with its policies and procedures.

Article V - Rights of the Association (Continued)

- F. The Board recognizes that the Michigan Code of Educational Ethics is considered by the Association and its membership to define acceptable criteria for professional behavior. The Association shall deal with ethical problems in accordance with the terms of such Michigan Code of Educational Ethics. (See Appendix)
- G. There shall be twenty-five (25) MPEA days for use by the duly elected officers of the Association in the conduct of official Association matters and during which their absence from school is necessitated. Arrangements must be made one week in advance of the date of absence, via notification in writing by the Association President to the Superintendent.

Any deviations from the above must be approved by the Superintendent.

- 1. For the purpose of this Article, duly elected officers shall be defined as follows: MPEA President; MPEA Vice-President; the Secretary and/or Treasurer of the MPEA; and Delegate Assembly Representatives.
 - 2. Upon recommendation of the Association Executive Committee, members of the Association other than the duly elected officers may be awarded MPEA days.
- H. The president of the MPEA shall be granted 50% released time without loss of benefits or contractual rights during the term in office for the purpose of engaging in Association (local, state, national) activities.

Notification of the released time shall be made through the Administrative Assistant for Personnel by April 1 of the preceding year. The Board agrees to restore the president to his "current assignment", subject to the staffing process, upon expiration of his term of office.

- 1. When the Association president has released time, he shall meet his contractual responsibilities.
- 2. The Association agrees to reimburse the Board fifty (50) percent of the president's released time salary and a like percentage of the amount the Board pays to Michigan Public School Employees Retirement System (MPERS) equal to fifty (50) percent of the president's released time from his normally assigned job duties.
- 3. The Board will provide benefits as specified in the Agreement.
- 4. At the beginning of the school year, the Association shall provide a list of all Association meeting dates to the Administration. Time after the regularly scheduled school day on these dates shall be reserved for Association meetings.

ARTICLE VI
SCHEDULE B COMMITTEE

- A. The Board and the Association shall appoint a Schedule B committee to serve in an advisory capacity to the bargaining teams. Such committee shall be representative of the administrative and teaching staff.
- B. To the extent permitted by law, the function of this committee shall be to review and evaluate relevant data, and make recommendations for compensation rates to the bargaining teams. Periodically, the Schedule B committee may also review existing Schedule B positions.
- C. The Schedule B committee shall meet as requested by the Board and/or the Association through their bargaining teams.

ARTICLE VII
PROFESSIONAL STUDY COMMITTEE

- A. There is hereby established a Professional Study Committee composed of eight (8) members: four (4) members appointed by the Executive Board of the Association, and four (4) members from the administrative group appointed by the Board of Education. The Mt. Pleasant Education Association appointees will fill staggered years of appointment in an effort to provide continuity of MPEA membership on this committee. It is agreed that the PSC shall cooperate in an on-going study and shall provide effective consultation with and assistance to the Board whereby it may bring about needed improvements, desirable changes and innovations in teaching methods and techniques, class composition, curriculum and any other phases of the instructional program. PSC shall establish task forces or ad hoc committees as necessary.
- B. The parties agree that the PSC serves in an advisory, consultative, and fact-finding capacity only. The failure of the Board to place any of the recommendations of the PSC into effect shall not constitute the basis for a grievance.
- C. Members of the PSC shall continue to develop and refine operating rules for effective consultation with the Board and the professional staff. When meetings are held with the Board's approval during school hours, these days shall count as teaching days. If extensive consultation or development of the school instructional program requires summer or other vacation participation, the Board agrees to make appropriate compensation for the time involved.
- D. The PSC shall consider, but shall not be restricted to, the study of instructional matters in need of review, revision, experimentation or innovation. It shall submit a written report and recommendations to the Board annually at a meeting of the Board; and as soon as possible thereafter, paper or electronic copies of said report shall be made available to the professional staff. The PSC report to the board will categorically describe any task force recommendations not supported by PSC.
- E. The MPEA President and the Assistant Superintendent will collaborate to ensure that MPEA and Administrative participants of the Professional Study Committee provide an effective representation of the district. The MPEA President will appoint a PSC co-chair to serve with the Assistant Superintendent as leaders of the committee. The MPEA PSC chair shall be paid a stipend of 10% of the BA Base per year. Upon written request from the PSC, the Superintendent may grant some released time for the bargaining unit PSC Chairperson and/or PSC members.

ARTICLE VIII
PROFESSIONAL GRIEVANCE PROCEDURE

A. Definitions

1. A "Grievance" is a claim based upon an event or condition which affects the wages, welfare, or other terms and conditions of employment of a teacher, group of teachers, or the Association arising from the language of this Agreement or an alleged breach thereof and/or arising from the misapplication, misinterpretation or inconsistent use of Board policy and/or regulation.
2. An "aggrieved person" is the person or persons making the claim.
3. A "party of interest" is the person or persons making the claim and any person who might be required to take action, or against whom action might be taken in order to resolve the claim.

B. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances. Both parties agree that, within the framework of this Agreement, these proceedings will be kept as informal and confidential as may be appropriate at all levels of the procedure.

C. Procedure

1. A claim by a teacher or the Association that there has been violation, or a misinterpretation or misapplication of any provision of this Agreement and/or misinterpretation, misapplication, or inconsistent use of Board policy or regulation that affects the wages, welfare or condition of employment of a teacher or group of teachers may be processed as a grievance as hereinafter provided. Grievances solely related to Board policy established outside of this Agreement shall be processed using the following steps 2-5a only.
2. The grievant may within twenty (20) school days of the incident or the discovery thereof if not apparent at the time of the incident invoke the formal grievance procedure on a form set forth in Appendix III, signed by the grievant and a representative of the Association, which form shall be available for the Association representative in each building. A copy of the grievance form shall be delivered to the principal or supervisor concerned.
3. Within five (5) school days of receipt of the grievance, the principal or supervisor shall meet with the Association in an effort to resolve the grievance. The principal or supervisor shall indicate his disposition of the grievance in writing within three (3) school days of such meeting and shall furnish copy thereof to the Association.

Article VIII – Professional Grievance Procedure (Continued)

(C.) 4. If the Association representative is not satisfied with the disposition of the grievance, or if no disposition has been made within three (3) school days of such meeting (or eight school days from the date of filing, whichever shall be later), the grievance shall be transmitted to the Superintendent or his designee. Within five (5) school days, the Superintendent or his designee shall meet with the Professional Rights and Responsibilities Committee on the grievance. If the grievance relates to an individual or a group of individuals and their presence would assist in clarifying the issues involved with the grievance, the Superintendent or Association may request that the person(s) be present at the meeting. The Superintendent or his designee shall indicate his disposition of the grievance in writing within three (3) school days of such meeting, and shall furnish a copy thereof to the Association.

5a. Board Policy Grievances: If the PR & R Committee is not satisfied with the disposition of the grievance by the Superintendent or his designee or if no disposition has been made within the period above provided, the grievance may within ten (10) days be submitted to the Board Secretary in writing. At the next regularly scheduled Board of Education meeting, or within twenty (20) working days, the grievance will be placed on the agenda. At no point shall the grievance solely based on misinterpretation, misapplication or inconsistent use of Board policy be taken to arbitration.

5b. Contract Grievances: If the PR & R Committee is not satisfied with the disposition of the grievance by the Superintendent or his designee or if no disposition has been made within the period above provided, the grievance may within ten (10) days be submitted to arbitration before an impartial arbitrator. Only the Association, not an individual teacher, may appeal a grievance to arbitration.

If the parties cannot agree as to the arbitrator, he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding. The arbitrator so selected shall confer with the parties and hold hearings promptly, or, if hearings have been waived, then from the date all proof and information has been submitted to him, and shall issue his decision not later than twenty (20) days from the date of the close of the same. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning, and conclusions on the issues submitted. The Board and the Association shall not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction to the extent consistent with Michigan Law.

6. The fees and expenses of the arbitrator shall be shared equally by the parties.

7. Any action to discipline, demote, or discharge a teacher subject to a hearing under the Michigan Teacher Tenure Act shall be exempt from arbitration.

8. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties.

Article VIII – Professional Grievance Procedure (Continued)

- (C 8). In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.
9. If an individual teacher has a personal complaint which he desires to discuss with a supervisor, he is free to do so without prior written notification to the Association and opportunity for an Association representative to be present, but no adjustment of a grievance shall be inconsistent with the terms of this Agreement.
- D. Miscellaneous
1. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
 2. The sole remedy available to any teacher for any alleged breach of this Agreement or any alleged violation of his rights hereunder will be pursuant to the grievance procedure; provided, however, that nothing contained herein will deprive any teacher of any legal right which he presently has, provided that if a teacher elects to pursue any legal or statutory remedy, such election will bar any further or subsequent proceedings for relief under the provisions of this Article.
 3. In the course of investigation of any grievance, representatives of the Association shall report to the principal of the building being visited and state the purpose of the visit immediately upon arrival.
 4. Every effort shall be made to avoid interruption of classroom activities and to avoid involvement of pupils in all phases of the grievance procedure.

ARTICLE IX
RIGHTS OF THE TEACHER

- A. The Board recognizes its responsibility to continue to give reasonable support and assistance to all teachers with respect to the maintenance of control and discipline in the classroom.
- B. The Board shall provide special education programs as mandated by Department of Education guidelines.
- C. Any assault by a child upon a teacher shall be promptly reported to his immediate supervisor. In the event of such an assault, or if a teacher is complained against or threatened with civil action by reason of disciplinary action taken against a student, which is not inconsistent with the provisions of section D below, the teacher involved may, through the Association, request assistance from the Board in such matter, and the Board shall provide such legal counsel.
- D. The Association agrees that all teachers shall observe rules respecting punishment of students as established by the Board or required by state law.

- 1. "Corporal punishment" means the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.

Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training.

- 2. A bargaining unit member may use reasonable physical force as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety. In maintaining that order and control, the person may use physical force upon a pupil as may be necessary:
 - a. for self-defense or the defense of another.
 - b. to prevent a pupil from inflicting harm on himself or herself.
 - c. to quell a disturbance that threatens physical injury to any person.
 - d. to obtain possession of a weapon or other dangerous object upon or within control of a pupil.
- 3. The employer will publish to all students and staff at the beginning of each school year such reasonable rules of conduct for students as shall be effective at the time. In addition to the general rules of the district, each teacher may establish additional rules for students during the time said students are in his charge.
 - a. In accordance with Section 380.1312(8) of the Michigan Revised School Code, the district shall publish rules and regulations setting forth the procedures to be utilized in disciplining, suspending, or expelling students for misbehavior. Further, these shall be distributed by the district to students, staff, and parents by September 10 of each school year. Paper or electronic copies may be distributed.

Article IX - Rights of the Teacher (Continued)

- (D. 3.) b. Teachers who are acting within the scope of their employment responsibilities with respect to maintaining discipline of students shall be given administrative support. Every effort shall be made to assure teachers that they can provide instruction in an appropriate learning environment with minimal disruption.
- E. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property of pupils and the Board, but shall not be responsible for loss or damage to any such property when such loss or damage is not the fault of the teacher. The Board shall provide comprehensive liability insurance protection for all teachers in its employ, with limits of \$500,000 for single injury; \$1,000,000 for single occurrence, and \$100,000 for the property of third parties against damages arising out of the negligence of any teacher while acting within the scope of his duties as such, subject to the exclusions contained in such policy. The Board shall continue to carry Worker's Compensation Insurance coverage for all teachers in the manner required by the laws of Michigan. Insurance carriers are to be selected by the Board.
- F. No teacher shall be required to provide health services, administer any first aid or medication or to perform any health screening. No teacher shall be required to perform procedures such as but not limited to suctioning, catheterization or attending to the personal hygiene needs of the student. It is understood that teachers will act in a reasonable manner in emergency situations.
- G. No teacher shall be required to transport any child for any reason.
- H. The Board shall continue to provide in sufficient quantity special and protective clothing (such as smocks for art and home economics teachers, and aprons for manual training and chemistry teachers) and safety devices required by the nature of the teaching assignment now furnished and uniformly used throughout the school system, and it shall provide for the maintenance and/or replacement of such articles. Other similar needs shall be considered by the Board upon request of the Professional Study Committee.
- I. The Board shall reimburse a teacher, in an amount not to exceed \$100 for loss, damage, or destruction while on duty in the school, of his personal property of a kind normally worn or brought to the school building, when the same has not been caused by the negligence of the teacher. This obligation shall not encompass wear, tear or gradual deterioration of property or loss of money. This obligation shall also extend to loss, damage, or destruction of a teacher's personal property while left unattended in any automobile parked on school premises, provided such automobile is equipped with a fully enclosed body, the doors and windows of which shall have been securely locked. This obligation shall not extend to any loss or damage to a motor vehicle of a teacher. This obligation shall extend only to any such loss, or that portion of such loss, not covered by insurance taken out by the teacher, and shall be payable only after the teacher has first exhausted all possibility of collecting for such loss under his own insurance, if any.
- J. All monitoring of a teacher shall be conducted openly and with full knowledge of the teacher. When such monitoring is done by other than an administrator, it shall be done not only with full knowledge of the teacher, but also with the teacher's consent. It shall include, but not be restricted to, closed-circuit television, public address or audio systems and similar devices. This paragraph is not intended to restrict parents' rights under MCL 380.1137.

Article IX - Rights of the Teacher (Continued)

K. Review of Personnel File

1. Each teacher shall have the right upon request to review the contents of his personnel files, maintained at the teacher's school or at the Administrative Building. A representative of the Association may, at the teacher's request, accompany the teacher in this review. The review shall be made in the presence of the administrator responsible for the safe-keeping of those files.
2. Privileged information such as confidential credentials and related personnel references normally sought at the time of employment are specifically exempted from review. The administrator shall, in the presence of the teacher's authorized representative, remove these credentials and confidential reports from the file prior to a review of the file by the teacher.
3. All communications, directed toward the teacher which are included in the personnel file, shall be called to the teacher's attention at the time of inclusion.

- L.
1. The parties acknowledge that even when all protocol is followed, sometimes no substitute is available. If a teacher serves as a substitute due to the absence of another staff member, he shall be compensated thirty dollars (\$30) per secondary class period or elementary ArTs session that is forty (40) or more minutes in length, and at the rate of twenty dollars (\$20) for an elementary ArTs section that is less than forty (40) minutes in length.
 2. If a secondary team teacher (TT) works a class period alone because his partner is absent, is attending a required school meeting, or is serving as a peer substitute, the partner working alone shall be compensated thirty dollars (\$30) per class period.
 3. If an elementary teacher is absent with no substitute, and the district assigns the students to other teachers for the day, these teachers shall share compensation totalling sixty dollars (\$60) per half day.
 4. If a teacher is supervising a university student teacher who is properly registered as a district substitute, the student teacher may be compensated as a substitute teacher when the supervising teacher is absent.
 5. By the eighth (8th) student day of the school year, each secondary building shall determine a rotation list of teachers (as defined in Article IA) available for assigned peer substitution during each secondary class period. The intent of the rotation is to fairly distribute assignments among teachers available during each class period when no substitute teacher is available.
 - a. Volunteer interest in subbing will be offered before the rotation list is used.
 - b. The rotation list shall be kept current and available for all participants in the rotation.
 - c. Before assigned peer substitution(s) occur(s) for a full-day absence, the district shall first manually seek a substitute teacher for the full absence.
 - d. Before assigned peer substitution occurs for individual class periods, the district shall first utilize any available teacher who expressed interest in peer substitution beyond their turn in the rotation.

Article IX - Rights of the Teacher (Continued)

(L. 5)

e. When extenuating circumstances exist, a teacher may request to exchange his turn in rotation with the next teacher listed. As examples, a rotation exchange might be considered if a teacher already has a scheduled meeting with a parent, an IEP team, a mentor/mentee partner, a PLC, a department, or a team.

6. Peer substitution in an elementary building may utilize a teacher’s prep time, or other manners described in Article IX, Paragraph L. The building principal shall make every effort to equitably distribute assigned peer substitution to teachers (as defined in Article IA).

Summary of compensation described in Article IX and similar situations		
Situation		Compensation
Elementary loss of prep time due to serving as a substitute	40 minutes or more	\$30
Elementary loss of prep time due to serving as a substitute	Less than 40 minutes	\$20
Secondary loss of prep time due to serving as a substitute	Per class period	\$30
Secondary team teacher working without partner	Per class period	\$30
Elementary teacher peer substitution	Amount shared per half day	\$60
Elementary teacher peer substitution	Amount shared per whole day	\$120
Lunch supervision	Per lunch period	\$15

M. Professional Conferences

1. In the belief that attendance at professional meetings is desirable to maintain and improve professional competence and proficiency, and to enhance the educational program of the school district, teachers shall be encouraged to participate in such meetings.
2. Respecting the uniqueness of each building and/or department, the Board agrees that additional conference time may be granted at the request of the Department Coordinator and discretion of the immediate supervisor and the Superintendent.
3. Travel, meals, lodging, and registration shall be deemed appropriate expenses reimbursable by the Board, as shall the cost of substitute teachers needed to relieve participants.

Article IX - Rights of the Teacher (Continued)

(M.) 4. Approved professional conference days shall count as teaching days.

N. All new teachers shall be provided with electronic copies of, or electronic links to, the following when the contract is offered: (1) Master Agreement; (2) Personnel-related Board of Education Policies; and (3) the MPPS Mentor/Mentee Handbook. At the teacher's request, hard copies will be provided.

In August of each year, the MPEA president shall be provided a hard copy of the current Master Agreement for each member of the MPEA executive board.

O. Upon consideration for recommendation for tenure status change, reassignment, or promotion, the teacher and the Association shall be notified by the Assistant Superintendent prior to action by the Board of Education.

Following consideration, the teacher and the Association shall be sent prompt written notice of any action taken by the Board pertaining to his employment status. This notice shall occur before any internal or external publication of the information.

P. Attendance at schools shall not be required for building teaching personnel if pupils are excused because of weather or travel conditions.

Q. The Association recognizes the importance of long-term planning and daily preparation for learning experience based upon educationally sound goals and objectives. To assure the most efficient, effective use of pupil time, teachers shall plan for individual groups of children in a systematic manner. Teachers, from time to time, are expected to request the assistance of their immediate supervisors, in cooperatively evaluating the learning experiences developed for their pupils. Teachers shall assume the responsibility for providing adequate plans for the use of substitute teachers whenever their absence requires the presence of a substitute.

R. All members of the bargaining unit shall have the right to all applicable provisions under the tenure law.

S. A bargaining unit member not subject to the Michigan Teacher's Tenure Act shall not be disciplined without just cause.

T. Subsequent to an initial Individualized Educational Planning Team (IEPT) meeting, general education teachers who are scheduled to continue providing services to a mainstreamed student will be invited to attend the student's IEPT to provide input which is consistent with the purpose and authority of the IEPT as set forth in the Michigan State Board of Education Rules for Special Education.

Upon receipt of a written request from a general education teacher in whose classroom a special education student has been placed, the administration will review the request and make a determination as to what training, consultive assistance from special education staff, materials or other assistance, if any, may be provided. The teacher shall be updated, in writing, as to the status of the review within five (5) school days.

Article IX - Rights of the Teacher (Continued)

- U. The Association and the Board recognize that the Internet/Intranet is a vast resource capable of providing enhanced information gathering and communication skills to assist in educational, employment-related and Association endeavors.

Training

1. Given the complexity of intellectual property law, workplace harassment and other potential claims with regard to use of the Internet/Intranet, the Board agrees to provide training or materials to assist bargaining unit members in avoiding unintentional violations.
 2. Training or materials shall be provided for all bargaining unit members with access to the Internet/Intranet.
- V. A teacher shall at all times be entitled to have present a representative of the Association.

ARTICLE X
SICK LEAVE AND SICK LEAVE BANK

Sick Leave

- A. The primary purpose of the sick leave allowance is to cover the absence of a teacher from school because of personal illness sufficiently severe that it would make his presence in school inadvisable. Sick leave applies to absences resulting from illness of the teacher or a member of the immediate family. There shall be a limit of thirty (30) sick leave days per year for use by a teacher in relation to illnesses suffered by grandparents, father-in-law, mother-in-law, brother, sister, brother-in-law and sister-in-law. There shall be no limit to usage for spouse, children, either biological or adopted, parents and grandchildren.

Other requests may be approved by the Assistant Superintendent for Human Resources.

- B. Each teacher shall be provided eight (8) sick leave days per year when the yearly contract goes into effect. Each year's unused portion of sick leave days shall accumulate to a maximum of one hundred and ten (110) days. Any teacher having more than 110 days was grandparented until that amount dropped below 110.

Teachers whose first workday occurs after the first contractual workday of the year will receive a prorated amount of sick leave time for that school year.

- C. If a teacher uses more than three sick days for the birth of a grandchild, the teacher may be required to provide a physician's statement that the grandparent is needed for the welfare of the grandchild or the parent of the grandchild.
- D. The Board shall have the authority to ask for medical verification whenever required by the Family and Medical Leave Act (FMLA) or when the district has a reason to suspect abuse of sick leave. Additionally, if a teacher is absent due to illness for three (3) consecutive work days or when the anticipated medical leave will extend beyond three (3) work days, the Board will ask for medical verification for the purpose of determining FMLA chargeability. An absence does not need to be chargeable as FMLA leave in order to exceed three (3) days.

A health care provider's statement that the teacher or teacher's family member is under medical care and the completion of U.S. Dept. of Labor form WH-380 shall constitute adequate verification. A statement from the health care provider and a declaration by the teacher that he is choosing to substitute paid accrued leave for FMLA leave shall also constitute verification. The U.S. Dept. of Labor form WH-380 is used to process FMLA leaves and MPEA benefits associated with a medical leave of equivalent duration.

- E. When using available leave time, the principle of "A Day Is A Day" shall be employed. This principle operates under the premise that the length of the teacher's workday, no matter how long or short, is comparable to the length of another teacher's workday. A day for an individual teacher is as long as that particular day's work is regularly scheduled.

Article X - Sick Leave and Sick Leave Bank (Continued)

- F. Accumulated paid leave time will continue to be available for use in increments of days or half days. However, with prior administrative approval, leave time may be taken in one-hour increments (i.e., .17 of a day, except at the high school which will be .25 of a day in a trimester schedule). Any portion of an hour or class period will be charged as a full hour or class period.

For sick leave absences up to three (3) days in length, the teacher is responsible for entering the absence in the substitute management system (or seeking support for this from an administrator or administrative assistant), and providing lesson plans for a substitute (if applicable).

For sick leave absences over three (3) days in length, the teacher is responsible for:

- entering the start of the absence in the substitute management system (or seeking support for this from an administrator or administrative assistant),
- providing the MPPS office of Human Resources with a note from a medical professional validating the need for absence,
- providing the MPPS office of Human Resources with a completed MPPS Medical Leave form,
- providing the medical provider with U.S. Dept. of Labor form WH-380 and requesting its completion within 15 calendar days,
- and providing lesson plans for a substitute (if applicable) corresponding to the time identified by the medical provider.

If the initial absence is extended, the teacher is responsible for updating Human Resources and providing an updated note from the medical provider. (Teachers applying for the MPEA sick bank time or MPEA donated leave time must submit a completed U.S. Dept. of Labor form WH-380 to Human Resources to qualify for compensation.)

- G. Teachers scheduled to work irregular work schedules (varying lengths of day on varying days) will be granted paid leave days equal to all regularly scheduled teachers. The use of a day of available leave will be determined by the length of the day on which the leave is taken. In the event a teacher uses only one half the total time scheduled for a particular day, only one half day will be charged against his accumulated day account.
- H. During an unpaid leave a teacher receives no benefits except as required under the Family and Medical Leave Act (FMLA). An unpaid leave of absence not to exceed one year will be considered for health reasons without jeopardy to a tenure contract. The Board will grant automatically to the applicant any unused sick leave days that he has accumulated.
- I. All personnel who request leaves of absence during the school year for surgery or other medical treatment shall contact the Assistant Superintendent for Human Resources so that the required FMLA forms can be completed.
- J. Any teacher who is absent because of injury or disease compensable under the Michigan Worker's Compensation Law shall receive from the Board the difference between the allowance under the Worker's Compensation Law and his regular salary for the duration of the illness and shall be charged against sick leave.

Article X - Sick Leave and Sick Leave Bank (Continued)

Sick Leave Bank

- K. To afford the maximum protection against a teacher's prolonged absence due to a medical event, the following sick leave bank shall be established for all teachers of the District, and each teacher covered by this Agreement shall participate as follows:
1. Beginning each school year, each new teacher shall contribute one (1) day of his sick leave to the bank. In order to help establish the bank during the 1968-69 school year, the Board of Education donated sick leave days equivalent in number to those donated by the teachers.
 2. When the sick leave bank falls to below one hundred and fifty (150) days, the Board shall assess each teacher one (1) day of his sick leave.
 3. Additions to the bank may be made as required on September 15 or January 15 according to the above limitations.
 4. Eligibility: To qualify for MPEA sick bank access, a teacher must have exhausted his own sick leave and personal days, waited three (3) unpaid work days, and have medical leave verification documentation filed with the MPPS office of Human Resources.
 5. To apply for MPEA sick bank access, a teacher must complete the application and file it with the MPPS office of Human Resources and the MPEA President.
 6. A maximum of one hundred eighty (180) days may be granted per appeal from the bank at 80% of his regular daily rate of pay for each sick bank day. Insurance benefits will continue while the teacher is utilizing sick bank days. The Sick Bank Appeal Board may require that a teacher apply for LTD benefits as a condition for continued use of the sick bank. As soon as an individual qualifies for long-term disability insurance benefits, sick bank coverage shall cease.
 7. Upon recommendation of the Appeal Board, additional days may be granted at the discretion of the Superintendent and the Appeal Board.
 8. Teachers withdrawing sick leave days from the bank will not have to replace these days except as a regular contributing member of the bank.
 9. If approved by the Appeal Board for use of sick bank days, the teacher must remain in contact with the MPPS office of Human Resources on a weekly basis.
 10. If it appears that an individual is abusing the above policy, the Appeal Board may direct said individual to be examined by two doctors of the Appeal Board's choosing to determine whether the illness is valid. The cost of such examination will be paid by the Board.
 11. The Appeal Board may grant or suspend sick leave days from the bank. Their judgment and/or decisions will be final.

Article X - Sick Leave and Sick Leave Bank (Continued)

- (K.) 12. The sick leave Appeal Board shall consist of two (2) members of the Mt. Pleasant Education Association and two (2) representatives designated by the Board. The MPEA president and a MPEA appointed member shall represent the Association. The Assistant Superintendent and Human Resources Assistant shall represent the District. Changes to these representatives may occur with mutual approval of the MPEA President and the Superintendent.
13. The provisions and benefits of the sick leave bank terminate at the end of each school year. New requests must be submitted at the beginning of the next school year. If approved, the sick leave bank benefit will begin after the allotted eight (8) sick days and four (4) personal days have been used and the three (3) - day required waiting period has been met.
14. Fifty percent (50%) of an individual's unused sick days shall be contributed to the sick leave bank upon his retirement or termination. The number of sick days in the bank shall not exceed six hundred (600) days.

Donated Sick Days

- L. To afford the maximum protection against a teacher's prolonged absence due to a medical event of an "immediate family" member, the following sick leave donation benefit process shall be established for all teachers of the District, and each teacher covered by this Agreement shall participate as follows:

Donated sick days may be granted to a teacher who is required for the essential care or recovery of an "immediate family" member. There shall be a limit of thirty (30) donated sick leave days per year for use by a teacher in relation to illnesses suffered by grandparents, father-in-law, mother-in-law, brother, sister, brother-in-law and sister-in-law.

There shall be no limit to usage for spouse, children, either biological or adopted, parents or grandchildren. Other requests may be approved by the Assistant Superintendent for Human Resources.

1. Donation of Sick Days to Individuals:
 - a. A teacher may volunteer to donate one or more of his own sick days in whole day increments, up to 10% of his accumulated sick days, to any individual who qualifies under the guidelines listed below.
 - b. Any teacher with fewer than fifty (50) sick days is ineligible to donate days.
 - c. The decision to donate sick days is irrevocable. The individual donating days will complete a Sick Day Donation Form.
 - d. Unused sick days for each individual case will not be charged.

Article X - Sick Leave and Sick Leave Bank (Continued)

(L.)

2. Eligibility: To qualify for MPEA donated time, a teacher must have exhausted his own sick leave and personal days, waited five (5) unpaid work days, and have medical leave verification documentation filed with the MPPS office of Human Resources.

Additionally, the MPPS office of Human Resources may consider the following before approving peer donation to support a teacher's absence:

- a. Review of other options available for the care of the immediate family member.
 - b. Determination of the seriousness of the case by the Appeal Board defined in section L. 7 of this Article.
 - c. Information provided by doctor(s) as to the need for care of the individual.
3. To apply for MPEA donated sick time, a teacher must complete the application and file it with the MPPS office of Human Resources and the MPEA President. The teacher and the MPEA President will collaborate to determine what details of the medical event to share in the request sent to bargaining unit members.
 4. A maximum of one hundred eighty (180) days may be granted from the donated days per medical event. The teacher will receive 80% of his regular daily rate of pay for each donated day. Insurance benefits will continue while the teacher is utilizing donated sick days.

If approved by the Appeal Board for use of donated sick days, the teacher must remain in contact with the office of Human Resources on a weekly basis.

5. If it appears that an individual is abusing the above policy, the Appeal Board may direct said individual to provide additional information from two (2) doctors of the Appeal Board's choosing to determine whether the care of the "immediate family" member is required. The cost of such an examination will be paid by the District.
6. The Appeal Board may grant or suspend donated sick leave days. Their judgment and/or decisions will be final.
7. The Appeal Board for donated sick leave shall consist of two (2) members of the Mt. Pleasant Education Association and two (2) representatives designated by the Board. The MPEA president and a MPEA appointed member shall represent the Association. The Assistant Superintendent and Human Resources Assistant shall represent the District. Changes to these representatives may occur with mutual approval of the MPEA President and the Superintendent.
8. The provisions and benefits of donated sick days terminate at the end of each school year. New requests must be submitted at the beginning of the next school year. If approved, the donated time benefit will begin after the allotted eight (8) sick days and four (4) personal days have been used, and the five (5) day required waiting period has been met.

Article X - Sick Leave and Sick Leave Bank (Continued)

(L.)

9. Donated days shall be charged in the following manner: The teachers who donate will be placed on a list in descending order of accumulated sick days. One day at a time shall be charged from each donating teacher as needed, starting with the teacher who has the greatest number of accumulated sick days.

For example:

Teacher	A	B	C
Accumulated Sick Days	110	85	50
# of days each donates is	8	3	5
if 5 days are needed, they will be charged as follows:			
	-1	-1	-1
	-1	-1	

Teacher A would actually be charged only 2 donated days; the other 6 are not charged and remain in teacher A's accumulated sick days.

ARTICLE XI
LEAVES OF ABSENCE

- A. Any teacher whose personal illness extends beyond the period compensated under Article XI shall be granted a leave of absence without pay for up to two years or as allowed under State Statute. Upon request, an extension may be granted by the Board. Teachers on a leave of absence will have reasonable assurance of returning to the FTE held prior to the leave of absence if it is available.

If, on March 1st, a teacher is on a leave of absence of one (1) trimester or more, he shall update the district by March 31. For a medical leave, this will be an update of his medical status; for a leave he has the choice to extend, this update will state his intentions for the following school year; and for a leave requiring district approval, this update could be a request for extension of the leave or a resignation.

- B. Leave of absence with pay not chargeable against the teacher's sick leave allowance shall be granted for the following reasons:

1. Professional and Personal Days

At the beginning of each school year, each teacher shall be granted one (1) professional day and four (4) personal days. Teachers whose first workday occurs after the first contractual workday of the year will receive a prorated amount of personal leave time for that school year.

- a. The use of personal or professional day(s) shall be subject to the approval of the Assistant Superintendent for Human Resources if the day(s) requested are prior to or following holidays and vacations. November 15 and the days associated with CMU's break shall not be included in the definition of holidays and vacations for purposes of this paragraph. The standard procedure is to grant this request for an individual only once in three years.
- b. There will be no loss of leave days or pay to teachers who pre-arrange personal or professional absences when schools are closed because of inclement weather, unless additional salary expense has been incurred or if professional absence occurs. Attempts will be made to cancel financial obligations.
- c. Unused personal days from the prior year shall accumulate as sick days.

A personal day(s) may be used for any matter at the discretion of the teacher. Notification via the automated absence/substitute system shall be given by 11:59 PM on the calendar date two days prior to the personal day absence. For example, a personal day shall be entered in the automated absence/substitute system no later than 11:59 PM on Wednesday for a personal day on Friday.

In the emergency situation where a personal day must be entered after 11:59 PM two days prior, and more than 24 hours before the start of a personal day's absence, the teacher must enter the absence in the automated absence/substitute system and notify the principal. "Emergency" shall include, but is not limited to, an illness for a teacher who has no remaining sick days.

Article XI - Leaves of Absence (Continued)

- (B. 1.) d. Unused professional days shall accumulate as professional days up to a maximum of five (5) days. This maximum shall not apply to teachers hired prior to July 1, 2009, until their total number of accumulated professional days drops below five. If a teacher has used his accumulated professional days and wants to participate in a professional development activity which supports the district strategic plan or the building school improvement goals related to student achievement, a school business day(s) may be granted.
- e. A professional day(s) may be used for any educational purpose that will: enhance the instructional skills of the teacher in his area(s) of certification, support his professional growth goals, or support the building or district school improvement goals. The teacher should provide notification of the intent to use professional time at least two weeks in advance of a planned absence using the Professional Day Event Approval Form. The teacher will indicate how the Professional Day will be used in detail on the Professional Day Event Approval Form and in summary on the Conference/Professional/Business Day Form and in the Administrator notes of the absence entry in Willsub.

Examples of acceptable uses include, but are not limited to, the following:

- Conferences and Workshops that will enhance the instructional skills of the teacher and/or enhance the educational outcomes of the school building, department, grade or class.
- A college or university class or conference as part of a planned course of study necessary to attain and/or maintain a professional or provisional teaching certificate.
- Other district programs and activities and curriculum work focused on improving instruction.
- School visitations to gather information or experience in curriculum, educational programs or teaching methods being utilized in the school(s) visited.
- District meetings.
- Mentor day(s).

Teachers are encouraged to review the MDE approved professional development categories.

- f. Teachers intending to use a professional day(s) will submit the Professional Day Event Approval Form to the Assistant Superintendent for Human Resources. The Assistant Superintendent will take into consideration the intent of Section B of this Article and the explanation of the teacher of the educational impact of the proposed use. If the Assistant Superintendent for Human Resources believes that a particular use of a professional day is not in accord with this Agreement, the situation will be reviewed with the teacher and the Association.

Article XI - Leaves of Absence (Continued)

- (B. 1. f). A professional day may be denied based only on the particular use intended for the professional day or on the basis of paragraph a. of Section B.1. The Assistant Superintendent will notify the teacher and the principal of the approval or denial of the request within two business days of receipt of the request. A copy will be maintained in the teacher's personnel file.
- g. Extension of travel time to participate in school conferences or visitations as designated within the professional day(s) may be granted on request to the Assistant Superintendent for Human Resources.
- h. Professional days used to visit ongoing programs and demonstrations at conferences will be followed by formal feedback to staff.
- i. The Board of Education encourages teachers to participate in local and state conferences which are designed to enhance professional performance. A bank of $\frac{1}{4}$ day per full-time teacher shall be held (non-cumulative) for teacher participation, used in conjunction with professional days as granted in B.1., providing no additional expenses shall be incurred by the Board. Each building or department staff shall develop policies for use of such days.

2. Bereavement Leave

A maximum of five (5) school days for the death of a spouse, father, mother, grandparents, father-in-law, mother-in-law, children, grandchildren, brother, sister, brother-in-law, and sister-in-law. Additional time may be granted at the discretion of the Superintendent or his designee.

One (1) school day for attendance at the funeral service of a person whose relationship to the teacher warrants such attendance. Extensions may be granted by the Superintendent or his designee.

3. Military Deployment

Up to three (3) school days for military families as needed to attend deployment or return-from-deployment for a spouse, parent or child who is being deployed or returning from an overseas deployment. A teacher may utilize this leave only one time during a school year. "Overseas deployment" means deployment to a foreign country or at-sea assignment in excess of six (6) months.

4. Jury Duty

Absences for jury duty; compensation received (not to include expense reimbursement), other than from the Board for such service, shall be submitted to the Superintendent or his designee.

Article XI - Leaves of Absence (Continued)

(B.) 5. Court Appearance

Court appearance as a witness in any case connected with the teacher's employment or the school, or whenever the teacher is required to attend any proceeding. Compensation received (not to include expense reimbursement), other than from the Board for such service, shall be submitted to the Superintendent or his designee.

6. One (1) day to take the selective service physical examination.

C. Disability Leave -- Anticipated Disability Leaves-- Preliminary Provisions

Any teacher who anticipates undergoing a state of disability such as, but not limited to, surgery, hospital confinement, medical treatment, pregnancy, etc., may apply for a leave of absence based upon said anticipated disability in accordance with provisions hereinafter set forth and in the Family and Medical Leave Act (FMLA), in which instance such leave of absence shall be chargeable to the sick leave account of said teacher.

Request for leave based on claim of anticipated disability:

1. Any teacher who desires to continue in the performance of his duties during a period expected to lead to a state of disability shall be permitted to do so provided said teacher is physically capable of continuing to perform his duties and further stating up to what date, in the opinion of his physician, the teacher is capable of performing said duties.
2. All policies, practices, rules and regulations applicable to teachers who are granted sick leave shall be applicable to all teachers applying for leave under Section A of this regulation and policy. Such teachers shall receive no lesser consideration than any other teacher nor shall they receive any greater consideration.
3. The teacher requesting a leave under the provisions of this Section D shall specify in writing the date on which he wishes to return to employment following recovery from said disability. Such requests shall be accompanied by a doctor's statement certifying the teacher is able to return to work.
4. Where disability leaves have been approved, the commencement or termination dates thereof may be further extended or reduced for medical reasons upon application by the teacher to the Board. Such extensions or reductions shall be granted by the Board for additional reasonable periods of time provided, however, the teacher provides a doctor's statement recommending the extended leave time.
5. The provisions of this regulation and policy shall not be deemed to impose on the Board any obligation to grant or extend a leave of absence of any certificated teacher beyond the end of the contract school year in which the leave is obtained.

D. Child Care Leave

A teacher (male or female) shall be entitled upon request to a leave of up to one year, without pay, to begin at any time between the birth of a child and six months thereafter.

Article XI - Leaves of Absence (Continued)

E. Adoption

A teacher adopting a child (i.e., one (1) year of age or less) shall be entitled upon request to a leave without pay to commence at any time during the first year after receiving de facto custody of said child, or prior to receiving such custody if necessary in order to fulfill the requirements of adoption.

F. Leave for Exchange/Military Teacher Programs, Peace Corps, Foreign Teaching Programs

An unpaid leave of absence up to one year shall be granted to any teacher for the purpose of participating in exchange teacher programs in other states, territories, or countries; military teaching programs; Peace Corps; teacher corps; or job corps as a full-time participant in such a program provided the teacher states his intention to return to the Mt. Pleasant School system.

An unpaid leave of absence for up to one year may be granted to any teacher for the purpose of participating in foreign teaching programs or a cultural travel or work program related to his professional responsibility provided the teacher states his intention to return to the Mt. Pleasant School system.

These leaves will not be extended more than once. Any waiver of this plan will be by mutual agreement between the Association and the Board.

G. Military Leave

Military leaves of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty to any branch of the Armed Forces of the United States until expiration of the first enlistment or the duration of the national emergency. Such teachers shall be restored to employment with the District and shall be given the benefit of any increments, provided that such teachers report for teaching assignments at the outset of the semester/trimester, immediately following such discharge from service; e.g., a teacher on step 5 before a one-year leave would be placed on step 7 upon return from the leave. Nothing in this section shall limit the rights accorded under the Uniformed Services Employment Reemployment Rights Act (USERRA).

H. General Leave

A teacher, upon written request submitted at least thirty (30) days in advance, may be granted a general leave of absence for a full school year, one or two full trimester(s) for secondary teachers, or a full semester for elementary teachers. Examples for reasons a teacher may request a general leave of absence include opportunities related to instruction, professional research, professional learning, service to public office, service to Association office, or personal/family needs. (This is not an exhaustive list.)

A teacher, upon written request submitted at least thirty (30) days in advance, may be granted a leave of absence for a full school year, full trimester for secondary teachers, or full semester for elementary teachers provided there is a teacher on layoff who can be returned to work in the teacher's position and granting the leave would result in a net cost savings to the school district considering all costs attendant to the leave and return from leave. The teacher must begin and return from the leave at the end of a trimester/semester.

Article XI - Leaves of Absence (Continued)

(H.) Seniority will continue to accumulate while on this leave. The teacher's placement on the salary schedule shall advance the following year unless he is on an unpaid leave of absence for more than 12 weeks. In the event that the leave is not granted, the District shall notify the Association of the criteria given priority over net cost savings.

I. Partial Leave

If the board grants a teacher a partial leave from his teaching assignment, he shall return to the FTE held prior to the leave of absence if it is available.

J. All leaves of absence may be extended upon request by the teacher and approval by the Board of Education.

K. The leaves established in sections D, E, F, G, H, and I of this article shall be subject to the following conditions.

1. All leaves of absence shall be for the remainder of a trimester, semester, or school year; or full trimester, semester, or school year at the option of the teacher, unless otherwise arranged with and approved by the Board.
2. Return to employment after a leave is described in the MPPS Administrative Guidelines of the Board of Education Policies.

ARTICLE XII
TEACHING CONDITIONS

For the purpose of clarity, the use of the term secondary position in this agreement shall refer to an assignment in a middle school or high school building. Curriculum for grades 6-12 are delivered in secondary classrooms. The use of the term elementary position in this agreement shall refer to an assignment in a building where curriculum for grades JK-5 is delivered. The phrase upper elementary shall refer to a building with third, fourth, and fifth grades, and lower elementary shall refer to a building with JK, K, first and second grades.

A. Physical Environment

1. The parties recognize that the availability of optimum facilities for both pupil and teacher is desirable to insure the high quality of education that is the goal of both the Association and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach. The organization of the school and the school day should be directed to insuring that the energy of the teacher is primarily utilized to this end.
2. The Board shall make available the following provisions for special services, i.e., school psychologist, speech therapists, physical therapist, consultants for hearing impaired and emotionally impaired, testing services: (1) rooms which may be smaller than standard classroom size, e.g., to accommodate ten students and the teacher; and (2) equipment and materials for such special services centrally located in each building.
3. The Board shall make available in each school a lunchroom-lounge and separate lavatory facilities for staff use.
4. Telephone facilities shall be made available to teachers for their reasonable use and in a location most convenient for the majority of teachers.
5. The Board of Education shall make every effort to provide safe and clean buildings. Any known unsafe conditions are to be brought to the attention of the building administrator as soon as possible. The building administrator shall investigate and then initiate corrective action where appropriate to ensure the safety of students and staff as soon as possible. The Board shall notify the staff of any known hazard to their health and safety.
6. The Board agrees to provide adequate storage for musical instruments and to provide carts to help move equipment from room to room.
7. The district shall make arrangements by the first day of school to insure reasonable parking space for teachers who travel to Sacred Heart Academy.

Article XII - Teaching Conditions (Continued)

B. The School Day

1. A teacher shall recognize his obligation to be prepared to meet his classes, shall arrive in sufficient time (a minimum of 5 minutes) to be prepared to meet his responsibilities to his classes, and remain for a reasonable amount of time (a minimum of 5 minutes) after the close of the pupil's day, or after his last teaching assignment to make suitable preparation. The advised arriving and leaving times for all teachers shall be thirty (30) minutes prior to their first assignment and following their last teaching assignment. When an administrator notifies a teacher in writing of a parent request for a meeting or conference, the teacher shall, within three (3) school days, meet with the parent or have scheduled a meeting for a later date and notify the administrator of the scheduled meeting. If a mutually acceptable date cannot be reached, the administrator shall, within the next five (5) school days, establish a meeting date and time during the teacher's work day or within thirty minutes before or after the work day.
2. It is understood that on Fridays, and on days preceding holidays, teachers shall be free to leave the school building at the time of the pupils' dismissal or as soon as teachers have ascertained that satisfactory arrangements have been made for pupils to reach home by walking, busing, or parent pick-up. In case of inclement weather, teachers shall be free to leave the school building at the time of the pupils' dismissal when the teachers have ascertained by checking with the building principal that satisfactory arrangements have been made for pupils to reach home by walking, busing, or parent pick-up.
3. The work day in the elementary schools shall not exceed 434 minutes unless the day must be extended for purposes of receiving full funding pursuant to the State Aid Act. Supervisors of elementary recess shall be paid the amount specified in Schedule B. In the event no teacher accepts the Schedule B position, the teachers in the building shall cooperatively schedule recess responsibilities shared by all teachers. In Title I buildings, the Title "room" will be scheduled on the recess rotation schedule for one slot. Special Education teachers will fill one slot in the rotation. Special Education teachers who travel between buildings will not be required to participate in recess rotation on days when they travel. Every attempt shall be made to schedule the elementary "specials" (library, music, physical education, and art) and recess responsibilities so that each elementary teacher may have one break each student instruction day unless the teacher(s) requests otherwise.

The following shall be designated as duty free/prep time for teachers of Grades JK-K:

Grade JK-K	per week*
	Two 30-minute Physical Ed. Sessions
	Two 30-minute Art Sessions
	Two 30-minute Music Sessions
	One 30-minute Library Session
	One 30 minute Computer Science Session
	Recess One 25-minute session per day

* These blocks are duty-free except when the teacher is participating in a PLC described in Article XII B.15 or the recess duty program described in Article XII B.3.

Article XII - Teaching Conditions (Continued)

(B. 3.) The following shall be designated as duty free/prep time for teachers of Grades 1-2:

Grade 1-2	per week*
	Two 30-minute Physical Ed. Sessions
	Two 30-minute Art Sessions
	Two 30-minute Music Sessions
	One 30-minute Library Session
	One 30-minute Computer Science Session
	Recess One 25-minute session per day

* These blocks are duty-free except when the teacher is participating in a PLC described in Article XII B.15 or the recess duty program described in Article XII B.3.

The following shall be designated as duty free/prep time for teachers of Grades 3-5:

Grade 3-5	per week*
	Two 40-minute Physical Ed. Sessions
	Two 40-minute Art Sessions
	Two 40-minute Music Sessions
	Two 40-minute Computer Science Sessions
	One 40-minute Library Session
	No Scheduled Recesses

* These blocks are duty-free except when the teacher is participating in a PLC described in Article XII B.15.

Each teacher of grades 3-5 is responsible for facilitation of daily social interaction(s)/ activity break(s) for students. The teacher determines the time of the break(s), and the suggested 20 minutes may be split as needed during the day. Each teacher is expected to supervise students when his class is on break.

Sessions will not usually be made up due to inclement weather, assemblies, etc.

There shall be no departure from these norms except by mutual agreement between the Board and the Association.

4. Teachers are responsible for maintaining regular hours of work at their assigned schools on all duty days unless otherwise directed by the administration.
5. All elementary teachers shall have a duty-free lunch period of not less than thirty-five (35) minutes. All senior high teachers shall have a duty-free lunch period of not less than thirty-five (35) minutes, and Mt. Pleasant Middle School teachers shall have a duty-free lunch period of not less than forty-six (46) minutes. Oasis teachers shall have a duty-free lunch period of not less than forty-five (45) minutes. All lunch periods include one passing time.

Article XII - Teaching Conditions (Continued)

6. The work day at Mt. Pleasant Middle School and Mt. Pleasant High School shall not exceed 434 minutes unless the day must be extended for purposes of receiving full funding pursuant to the State Aid Act. At Mt. Pleasant High School, if curriculum is delivered in a trimester schedule, four (4) sections per day shall constitute full time. On an annual basis twelve (12) sections shall constitute a full time assignment. If curriculum is delivered in a semester schedule, five (5) sections per day shall constitute full time. At Mt. Pleasant Middle School, six (6) sections per day shall constitute full time except that one section is a team preparation period for teachers of core classes.

On a normal workday high school preparation time shall be at least 52 consecutive minutes per day. Mt. Pleasant Middle School preparation time shall be at least 42 consecutive minutes per day. Preparation time in a trimester schedule shall be at least the number of minutes allotted to a normal class period. Student passing time is not to be included in this calculation.

The normal work week at Oasis Alternative School shall not exceed 2,120 minutes, including a minimum of 235 minutes of preparation time. If curriculum is delivered in a trimester schedule at Oasis, preparation time per week shall be at least five (5) times the number of minutes allotted to a normal class period.

Members assigned to non-traditional positions may flex their schedules so as not to exceed 2,120 minutes per week, including a minimum of 235 minutes of preparation when appropriate.

The teacher's workday shall follow the normal student day. Any deviation from this schedule shall be by mutual agreement of the Board and the Association.

7. When curriculum is delivered in a trimester schedule at the high school level and in a semester schedule at Mt. Pleasant Middle School, the following teaching loads shall constitute full time for teachers who travel between Mt. Pleasant Middle School and Mt. Pleasant High School:

#MPHS Trimesters		#MPMS Semesters			
1	8 %	10	83%	91%	FULL TIME
2	17%	9	75%	92%	FULL TIME
3	25%	8	67%	92%	FULL TIME
4	33%	7	58%	91%	FULL TIME
5	42%	6	50%	92%	FULL TIME
6	50%	5	42%	92%	FULL TIME
7	58%	4	33%	91%	FULL TIME
8	67%	3	25%	92%	FULL TIME
9	75%	2	17%	92%	FULL TIME
10	83%	1	8%	91%	FULL TIME

Article XII - Teaching Conditions (Continued)

(B.) 7. When curriculum is delivered in a trimester schedule at the high school level and at Mt. Pleasant Middle School, the following teaching loads shall constitute full time for teachers who travel between Mt. Pleasant Middle School and Mt. Pleasant High School:

#MPHS Trimesters		#MPMS Trimesters			
0	0 %	18	100%	100%	FULL TIME
0	0%	17	94%	94%	
1	8%	16	89%	97%	FULL TIME
2	17%	15	83%	100%	FULL TIME
2	17%	14	78%	94%	
3	25%	13	72%	97%	FULL TIME
3	25%	12	67%	92%	
4	33%	11	61%	94%	
5	42%	10	56%	97%	FULL TIME
6	50%	9	50%	100%	FULL TIME
6	50 %	8	44%	94%	
7	58%	7	39%	97%	FULL TIME
8	67%	6	33%	100%	FULL TIME
8	67%	5	28%	94%	
9	75%	4	22%	97%	FULL TIME
10	83%	3	17%	100%	FULL TIME
10	83%	2	11%	94%	
11	92%	1	6%	98%	FULL TIME
12	100%	0	0%	100%	FULL TIME

Each High School trimester section equates to .083 FTE.

Two (2) High School trimester sections equate to .167 FTE.

Three (3) High School trimester sections equate to .250 FTE.

Each Mt. Pleasant Middle School semester section equates to .083 FTE

Each Mt. Pleasant Middle School yearly section (2 semesters) equates to .167 FTE

Each Mt. Pleasant Middle School trimester section equates to .056 FTE.

Two (2) Mt. Pleasant Middle School trimester sections equate to .111 FTE.

Three (3) Mt. Pleasant Middle School trimester sections equate to .167 FTE.

Article XII - Teaching Conditions (Continued)

(B. 7.)

Elementary teaching assignments shall be equated as follows:

ArTs Assignments		
Grade levels	Grades JK-2	Grades 3-5
Section length	30 minutes	40 minutes
FTE per section	0.022	0.028
Full time is 0.94 to 1.0 FTE with the following limits:		
Daily section limit*	9	7
Weekly limit	1350 minutes	1400 minutes

*If intervention section(s) are a part of a teacher’s assignment the daily section limit is ten (10) for Grades JK-2.

Exceptions for one (1) additional instructional section in a day, for up to two (2) days per week, may be made if: (a) the teacher gives his written consent; and (b) the parties agree that it is in the best interests of the educational process.

When elementary Art, Music, PE and Computer Science teachers are assigned intervention sections because their curriculum FTE is less than 1.0, the intervention sections will count as FTE at the same rate as ArTs sections of the same length of time (For example: A 30-minute intervention = 0.022 FTE.)

For teachers who travel between Mt. Pleasant Middle School and elementary buildings, thirty (30) sections per week shall constitute full-time.

For teachers whose schedule includes both thirty (30)-minute and forty (40)-minute sections in a day, the following chart identifies the maximum number of each section type taught in a day.

30-minute sections	40-minute sections
0	7
1	6
2	5
3	4
4	4
5	3
6	2
7	1
8	0
9	0

Article XII - Teaching Conditions (Continued)

(B. 7.)

For those teachers whose schedule consists of nine (9) thirty-minute sections per day or for teachers who travel between multiple grade levels (i.e., secondary and elementary) and who must travel between buildings more than twice a week, the teacher's schedule shall be reduced by one (1) thirty-minute section each time he travels beyond the two initial travel times. For example, a teacher assigned ten thirty-minute elementary sections (22%) and one section at MPHS (20%) = 42%. If that teacher must travel five times per week, three travel times would count as three thirty-minute sections (6.6%), bringing the teacher's total paid assignment to 48.6%.

For the purpose of calculating "Full-time" for art, music, physical education and computer science teachers, the assigned class period sessions shall conform to the following:

No more than seven 40-minute sessions per day and 1400 minutes per week.

No more than nine 30-minute sessions per day and 1350 minutes per week.

No more than five 60-minute sessions per day and 1400 minutes per week.

In an ArTs teacher's assignment, the number of ArTs sections taught shall not be more than 9 on any workday. The number of ArTs sections taught plus the number of focus groups facilitated shall not be more than 10 on any workday.

For teachers traveling between elementary buildings, "Full-time" shall be 1400 minutes per week. If the teacher is scheduled for less than 1400 minutes per week and the percent of time is greater than 94% of 1400 and no other class can be placed in the teacher's schedule without exceeding 100%, that teacher shall be considered to be "full time."

In arranging schedules for teachers who are assigned to more than one school, an effort will be made to limit the amount of inter school travel. Mileage related to the work assignment shall be compensated at the current IRS business mileage rate. Such teachers shall be notified of any changes in the schedules by June 30 of each year.

On school days with altered schedules, part-time teachers shall be required to report only during those class times to which they are normally assigned. Any deviation of the schedule must be mutually agreed upon between the teacher and the building administrator in the event the teacher is unable to attend the altered class time.

8. All teachers are required to attend/participate in four (4) events outside of the school day. The term "event" refers to an open house, an evening parent-teacher conference session, or a building-identified extra-duty assignment. At the beginning of the school year, the principal and the school improvement team (and/or secondary department coordinator committee) shall develop a list of extra duty assignments/events for the year. From this list, teachers shall select the required extra duty event(s) they would like to participate in for the year. These extra-duty events are not part of the extra pay for extra duty policy. If a teacher does not select the required extra duty event(s), such events will be assigned to that teacher. A teacher may not be involuntarily assigned to an unpaid extra duty event that is expected to exceed five (5) hours. Performance of such activities shall not be included in a teacher's evaluation.

Article XII - Teaching Conditions (Continued)

(B. 8.)

Required Events Outside of the School Day				
Primary Assignment	Event #1	Event #2	Event #3	Event #4
Elementary	August Building-wide Open House	Fall P/T Conference Evening Session	Building Extra Duty Event determined as described in Article XII B8	Building Extra Duty Event determined as described in Article XII B8
Middle School	August 6th Grade or 7th/8th Grade Open House	Fall P/T Conference Evening Session	Building Extra Duty Event determined as described in Article XII B8	Building Extra Duty Event determined as described in Article XII B8
High School	August Building-wide Open House	New Student/Freshmen Orientation	MPHS Fall Family-Focused Event	Building Extra Duty Event determined as described in Article XII B8
GI-TEC	August Building-wide Open House	New Student/Freshmen Orientation	MPHS Fall Family-Focused Event	GI-TEC Open House

9. A teacher shall recognize his professional responsibility to attend and/or participate in PTA meetings. Teachers shall attend an Open House at the beginning of each year as scheduled in the calendar of the Master Agreement. Teachers shall attend parent-teacher conferences as scheduled in the calendar of the Master Agreement. When a teacher is unable to attend a scheduled conference time or is unable to meet with all parents in attendance during that time, the Administration will provide a form (mutually agreed to by the Association/Board) for parents to indicate their desire to meet with the teacher. Teachers will document on this form their efforts to contact the parents.
10. Within the first two weeks of the school year, teachers and administrators district wide shall determine, by consensus vote, the day and time for contractual staff meetings. All elementary buildings shall have common staff meeting days and all secondary buildings shall also have common staff meeting days. All staff members are required to attend. Once meetings are scheduled, the date or time of individual meetings may be changed by a majority vote of the staff.

Article XII - Teaching Conditions (Continued)

- (B. 10.) Nothing in this paragraph prevents the departments at the secondary level from holding their department meetings at an alternate day or time if elected to do so by majority vote of the department. If a teacher has a conflict due to a change in a meeting date, the teacher shall not be required to attend the meeting. Teachers shall remain after the close of the pupils' day without additional compensation on two days each month to attend meetings called by the school principal. Such meetings shall last no longer than one hour and shall begin no later than ten minutes after the last regularly scheduled class. Teachers may place appropriate educationally related items on the agenda.

Teachers whose regular duty time is split between buildings shall discuss with their supervisor(s) which contractual staff meetings they will attend.

If a teacher is aware in advance of an unavoidable reason to miss a contractual meeting, he should inform his administrator at least 24 hours in advance of the meeting. If a situation arises within 24 hours of the meeting, he should inform his administrator as soon as possible. If a teacher is absent from a contractual meeting for any reason, he is responsible for reviewing all information about agenda items presented at the meeting, and for implementing all directions announced at the meeting. The teacher does not need to use benefit time for a missed meeting.

11. The Association and the Board agree that some supervisory responsibilities shared among secondary teachers on an equitable basis are necessary at school functions. The principal shall apprise the staff concerning which of these events teachers will be expected to attend and from which teachers may be excused.
12. Secondary school teachers shall not be required to teach more than two (2) subjects nor more than a total of three (3) teaching preparations in any one semester. Secondary special education teachers may have more than two (2) subjects and/or three (3) preparations in any one semester. If curriculum is delivered in a trimester schedule at the high school level, teachers shall not be required to teach more than three (3) preps in any trimester. For secondary special education teachers of Michigan Merit Curriculum courses, every effort shall be made to have teaching assignments in adherence to preparation limits of general education teachers. For secondary special education teachers of Michigan Merit Curriculum courses, when counting teaching preparations, the team taught and resource room sections of a course shall count as the same course.

During a school year a teacher shall not be required to teach more than eight (8) courses that have unique sets of curriculum content outcomes. If curriculum is delivered in a trimester schedule at the high school level, teaching schedules will be developed to provide the same number of sections for each trimester. e.g.: 2-2-3 OK but not 4-3-0 or 3-3-1, etc., without written mutual agreement of the teacher, the Board and the Association.

13. Exceptions to the provisions of item 12 above may be made if: (a) the teacher will give his written consent; and (b) the parties agree that it is in the best interests of the educational process.

Article XII - Teaching Conditions (Continued)

- (B) 14. The Zero Hour at Mt. Pleasant Middle School shall be used to provide social-emotional instruction and mentorship to students. A teacher who is assigned 0.50 FTE or more at Mt. Pleasant Middle School may be assigned a Zero Hour. This period, which will be shorter in length than all other academic class periods at Mt. Pleasant Middle School:
- Shall count as Zero (0) FTE
 - Shall not count in a teacher's prep count
 - Shall not count in a teacher's total pupil count

Every reasonable effort shall be made to maintain classroom loads that allow for effective instruction and mentorship to students during this period. The Administration shall provide the calendar of required activities for this period and teachers shall facilitate these prepared activities or administrator-approved substitute activities.

15. Elementary grade-level teachers shall be guaranteed preparation time during the time when specialized teachers are with their students including library. The weekly schedule of each elementary teacher (including special educators and ArTs teachers) must include a minimum of 360 minutes of preparation time. Blocks of time 10 minutes or more in length count toward this minimum.
16. When elementary ArTs schedules allow grade level teachers common planning time, 60 minutes weekly will be used as PLC time with the agenda jointly created by the teachers and the principal. With the exception of the PLC and participation in recess duty, all teachers shall utilize their preparation time according to their own professional judgment.

It is expected that teachers will normally be at the work site during the contractual day; for example, those teachers assigned a first or last period preparation time will normally be at the work site. It is expected for health and safety reasons that teachers notify the office when they leave the building during their preparation time. It is understood that teachers will not use their preparation time for outside gainful employment.

C. Alleviation of Crowded Conditions

1. The Association and the Board recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality education that is the goal of both the Association and the Board.
2. Every effort shall be made to accommodate each child in his neighborhood setting. An overload occurs when the countable number of students exceeds the maximum listed in Article XII C.3, after the fifth school day of the beginning of the trimester.

For up to 2 students over the maximum, an elementary grade-level teacher shall receive twenty dollars (\$20) per day per student, and a secondary teacher shall receive ten dollars (\$10) per day per student. When the overload exists in a secondary team taught section, overload compensation will be split equally among the teachers of the section. Once an overload exists, it exists until the teacher is notified that a student has been removed from the class list. When an elementary schedule includes a curriculum-level exchange that creates an overload, the teacher with the overload will receive ten dollars (\$10) per week.

Article XII - Teaching Conditions (Continued)

- (C. 2.) During the time that the overload exists, every day that counts toward state-funded student instruction time, regardless of whether the daily schedule has been altered, shall qualify for overload aide time or pay. The administration shall be responsible to submit to payroll the information necessary for overload payment.

Teachers shall not be required to turn in further documentation of overloads beyond the teacher's initial confirmation of the initial overload. Once an overload occurs and until written notice of its end is provided, any overload that exists beyond the fifth day of a semester/trimester shall require compensation to the teacher retroactive to the first day of the overload. Overloads that existed prior to the fifth day of the semester/trimester but did not continue beyond the fifth day shall not require compensation.

3. Because the pupil-teacher ratio is an important aspect of an effective educational program, every reasonable effort will be made to maintain classroom loads within the following maximum standards and to minimize the inequities within the school to the extent possible except in traditional large group instruction or experimental classes where teachers have voluntarily agreed to exceed these maximums. After the fifth school day of the beginning of the semester/trimester, the Association president will be notified of any overloads that remain and will be notified of any subsequent overloads. Unless reasonably unavoidable, the maximum number of pupils per secondary teacher per day shall not exceed five (5) times the maximum number established below. (e.g.: 5 * 30 or 150 per math teacher.) There shall be an overload limit of two (2) in any classroom except for the following elementary classroom conditions:

- When a student(s) in an elementary classroom that is already at the contractual overload limit becomes certified for special education services, the two-student overload limit may be exceeded only for that/those student (s);
- When an elementary classroom has one (1) seat available below the contractual overload limit, a special education student may be added to the classroom, thereby exceeding the overload limit by one (1) for that classroom.

In all the cases above where exceptions to the Maximum Pupil numbers below are allowed, the contractual overload compensation shall be provided. If curriculum is delivered in a trimester schedule at the secondary level, the maximum number of pupils per day shall not exceed four (4) times the maximum number of established below. (e.g.: 4 * 30 or 120 per math teacher.)

a.	<u>Elementary Schools</u>	<u>MAXIMUM PUPILS</u>
	Junior Kindergarten	22 w/one parapro if # >20
	Kindergarten	26 w/one parapro if # >23
	Combination JK/K	24 w/one parapro if # >20
	Grade 1	26 pupils
	Grades 2 - 3	27 pupils
	Grades 4 - 5	29 pupils
	Combination Grades	24 pupils
	Multi-Age Classrooms	Lower Grade Max #

Article XII - Teaching Conditions (Continued)

(C. 3.)

b.	<u>Secondary Schools</u>	<u>MAXIMUM PUPILS</u>
	Honors	25 pupils
	English	28 pupils
	Social Studies	30 pupils
	Mathematics	30 pupils
	Science	28 pupils
	Foreign Language	30 pupils
	General Education	30 pupils
	Special Education Resource Room	16 pupils
	Speech	28 pupils
	Reading Improvement	15 pupils
	Sr. High Reading Lab/Resource Room	**
	Music (General)	32 pupils
	Band	**
	Chorus	**
	Choir	**
	Art	30 pupils
	Health and Hygiene	30 pupils
	Physical Education	38 pupils*
	English Writing Courses	25 pupils
	Low Level Science	25 pupils
	Low Level English	25 pupils
	Low Level Math	28 pupils
	Focus & Support Classes	20 pupils
	Credit Recovery	20 pupils
	Software-Based Virtual Learning	36 pupils
	All 6 th Grade Classes (except band/choir)	28 pupils
	7 th and 8 th Grade Computer Science	24 pupils
	CTE Classes with Paraprofessional	30 pupils
	CTE Classes without Paraprofessional	25 pupils
	*Over 38 and up to 50 to be determined by mutual agreement of instructor and principal.	
	**To be determined by mutual agreement of instructor and principal.	

No overloads shall be scheduled in a class that requires work stations. In the event a work station becomes inoperable, the administration will have five (5) school days to either provide a workable station(s) or reduce the class size to match the number of operable work stations.

- c. Certified School Counselors
For up to 400 students at each secondary building, there shall be at least one counselor. For every 100 students over 400, there shall be at least an additional .25 FTE counselor.
- d. Psychologists Two (2)

Article XII - Teaching Conditions (Continued)

(C. 3.)

e. Special Education

For courses and programs not specifically listed, maximum class sizes for the special education programs shall not exceed guidelines as established by the State of Michigan Department of Education except for State approved deviations and/or waivers. When certified special education or bilingual elementary students are integrated in regular classes for half time or more, they will be counted as a double membership on class rolls. When a special education student is placed in a regular elementary classroom for less than half time, the student will be counted as one for the time the student is in the regular education classroom.

Example 1: If the special ed student is scheduled in the room less than half time(+1) and another student is scheduled out of the room for the same amount of time (-1) for special services such as reading with the resource room teacher, then the count remains unchanged.

Example 2: If a special ed student is in the room less than half time (+1) for one hour, and another student is scheduled out of the room for 15-20 minutes of that time, the count is increased by 1 for the special ed student during the hour the student is scheduled in the elementary room. The 15-20 minute absence of the second student is not enough to balance the +1.

If the regular education classroom teacher has an overload for a portion of a day, the overload aide time/pay is prorated.

The way that students are counted for purposes of determining student overload counts for elementary regular education teachers should NOT be confused with the way students are placed on caseloads for purposes of determining student count for the State.

At the beginning of each school year, every effort shall be made to distribute special needs students evenly within elementary building classrooms at each grade level.

f. The Association shall be notified of all applications for deviations and/or waivers and shall be provided with copies of all completed applications for deviations and/or waivers. Such notice and paper or electronic copies shall be provided at the time the application is made. In addition, the administration shall provide the Association with the rationale for the deviation and/or waiver.

g. Exploratory Classes

Because of the nine (9) week or twelve (12) week rotation of these classes, the class size shall be equal. No class shall exceed the maximum number of twenty-four (24) students. The class load for exploratory teachers shall be six (6) times the maximum number of students per class.

Article XII - Teaching Conditions (Continued)

(C. 3.)

h. Team Taught Classes

In recognition that a team taught section of a secondary course should be equivalent to another general education section of the same course, there is a practical limit to the number of students with relevant IEP's and 504 plans in the team taught section. For team taught sections, every effort shall be made to create class rosters where placement based on IEP's and 504 plans accounts for not more than one-third (1/3) of the class. (As a general guideline, a student with accommodations for a reading disability would count as a relevant IEP for the ratio in ELA, social studies, science, health, and business courses, and a student with accommodations for a math disability would count as a relevant IEP for the ratio in science and math courses. If a student's IEP or 504 accommodations include: the need for assessments to be read aloud, the need for assessments to be completed in an alternate setting, the need for reduced/modified assignments, or the need for supervised breaks, the IEP or 504 would count as relevant for the TT ratio. The IEP or 504 team may identify other student needs that result in recognizing the IEP or 504 as relevant in the TT ratio.)

D. Instructional Staff Assistants (ISAs)

The Board agrees to engage an instructional staff assistant (ISA) to assist teachers with non-teaching responsibilities. The best use of the ISA time shall be determined jointly by the certified staff and the principal of each elementary building. Plans for the orientation of ISA's and their substitutes, which will enable both ISA's and staff to work together more effectively, shall be formulated cooperatively within the individual buildings. When an instructional staff assistant is absent from his assigned duties, a substitute shall be hired unless the building requests otherwise.

E. Building Budget/Expenditures for Supplies

Building/program budgets are allocated from the total funds available on a per student basis. All expenditures, including those for supplies, are to be determined by site based decision making.

If any item is ordered by a teacher and is not received, those funds remain available to that teacher within that budget year.

ARTICLE XIII
COORDINATORS

DEPARTMENTS:

<u>BUILDING (MPMS)</u>	<u>BUILDING (MPHS)</u>	<u>K-12</u>
English	English	PE/Health
Mathematics	Mathematics	Art
Science	Science	Counseling
Social Studies	Social Studies	Special Education
	Arts & Communication	1 Elem.
	Family & Consumer Science	1 MS 1 HS
	Business	1 Speech Path.
	Trade & Industry	World Language
		Music

- A. A department exists if it consists of at least three (3) FTE (Full-time Equivalent) persons teaching in the same academic area.
- B. A Coordinator shall be elected by majority vote of department members, subject to approval by the Superintendent. The appointment shall be for a period of three (3) years. If the elected Coordinator does not complete the term, a replacement is elected for the remainder of the term. The building department coordinators shall report to the principal. K-12 coordinators shall report to the Assistant Superintendent or other appropriate supervisors.
- C. All coordinators shall exercise such coordinating functions and serve as liaison between the teachers of the department, the school administration, and PSC. Key purposes of the coordinators include promoting and assisting in the development of K-12 curriculum, and coordinating and facilitating group decision making. At the first coordinators' meeting in the fall, secondary building principals shall provide all coordinators with paper or electronic copies of the building budget and monthly updates at each coordinators' meeting. Each elementary principal/special ed director/Title director shall provide a paper or electronic copy of the building budget and monthly updates to all teachers in the building / department / program.

Specific responsibilities to be performed include the following:

- *Chair regular department meetings (approximately one per month);
- *Assist in textbook/program review and selection, where appropriate;
- *Prepare department budget requests;
- *Assist new teachers in the department;
- *Assist teachers with information on standardized testing;
- *Serve as a liaison with sales and/or educational representatives;
- *Advise supervisors of department decisions regarding department conference/travel requests;
- *Assist substitute teachers, when feasible;
- *Act as resource person for teachers, administrators and PSC;
- *Report to and keep appropriate principal informed of department matters;
- *Serve on appropriate five-year cycle review committee;
- *Complete other mutually agreed upon functions.

Article XIII - Coordinators (Continued)

- (C.) Such department coordinators shall not be considered as supervisory teachers, nor shall they perform any supervisory duties.

- D. A Coordinator is compensated under Schedule B, based on the number of members of the department. Anyone elected as a building/K-12 department coordinator, whether as a permanent assignment or merely as acting coordinator, shall be compensated according to the following schedule based on the number of teachers including himself:
 - 1. 3.0% of BA Step 1 for those departments having 3 through 5 teachers.
 - 2. 3.4% of BA Step 1 for those departments having 6 through 9 teachers.
 - 3. 3.8% of BA Step 1 for those departments having over 9 teachers.

Social workers assigned to service general education students are recognized as members of the counseling department.

- E. Mileage allowance shall be given for travel to elementary schools to assist and consult when requested by administration.

- F. In lieu of a stipend, one (1) period of released time per day may be made available annually to a department coordinator for carrying out department responsibilities upon written request to the superintendent by March 1 of each year and approval by the superintendent by the third Monday of March of each year.

- G. The MPHS Special Education Department Coordinator may elect one (1) period of released time per day for carrying out department responsibilities in lieu of a stipend. Written notification of this election must be submitted to the district by March 1 of each year.

- H. Each coordinator will be provided with up to two half-days of released time per school year to complete any of the duties described above.

ARTICLE XIV
SUBSTITUTE TEACHERS

- A. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher. Where a substitute is needed for more than one day, efforts will be made to provide continuity.
- B. The Board agrees to comply with Section 1236 of the School Code in regard to substitutes.
- C. The Board and the Association recognize the need for qualified substitute teachers. If asked, teachers will provide input regarding the quality of a substitute's work in order to allow the board to determine the effectiveness of a substitute teacher.

ARTICLE XV
SALARY SCHEDULE AND OTHER BENEFITS

The salaries of teachers covered by this Agreement are set forth in Appendix IA, which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the term of this Agreement. For the life of this Agreement, members shall receive steps, lane changes, and longevity. The Board also agrees to negotiate possible wage increases for the current school year following the annual financial audits each November for the life of this Agreement. The parties also agree to begin those negotiations on or before December 15. By mutual agreement between the Board and the Association, this date may be amended.

- A. All teachers shall be provided their individual Salary Statements each school year by the date mutually agreed upon between MPEA and the MPPS business office. Determination of the date for salary statement distribution will be determined by January 1, and the decision will be based upon the status of wage negotiations.

If it is necessary to withhold a portion of a teacher's salary, such withholding shall be computed on the teacher's Appendix IA salary and longevity.

B. Other Benefits

1. Terminal Pay

Teachers who have at least ten (10) years of service with the Mt. Pleasant Public Schools and are retiring under the provisions of the Michigan Employee Retirement Fund shall receive terminal pay computed at forty dollars (\$40.00) for each year up to twenty (20) years. A person who has served twenty (20) years or more shall receive terminal leave pay computed at sixty dollars (\$60.00). The maximum for terminal leave pay shall be one thousand, five hundred dollars (\$1,500.00).

2. Long Service Increments

After completion of fifteen (15), twenty (20), twenty-five (25) and thirty (30) years of service as a teacher in the Mt. Pleasant Public Schools System, the following rates of longevity pay based on the first step of the BA column shall be paid for each of the periods of service below.

After 15 years = 1.35% of the BA step 1;
After 20 years = 2.7% of the BA step 1;
After 25 years = 4.05% of the BA step 1; and
After 30 years = 5.4% of the BA step 1.

The only exception to the above is an administrator covered by the Tenure Act.

Article XV - Salary Schedule and Other Benefits (Continued)

(B.) 3. Payroll Schedule

All bargaining unit members shall receive their scheduled salary payments via direct deposit to the financial institution(s) of the member's choice. New hires shall have one pay period (approximately two weeks) to notify the district of their choices and complete the necessary paperwork.

- a. Members may elect to receive their salary under one of the following options:
 - i. Contract Year: Spread in equal installments over the contract year, generally September to August (26 pays)
 - ii. School Year: Spread in equal installments over the school year, generally September to June (21 pays)
 - iii. Lump Sum At End: Spread in equal installments as though over the contract year, with a lump sum in June for the balance (20 + 1 pays)
- b. Teachers who have elected to receive their salary in contract year installments (i. above) may request to switch to the lump sum option (iii. above) by written notification to the chief financial officer on or before May 1.
- c. The above language shall not be construed to prohibit the first pay from beginning in August when the bi-weekly or semi-monthly payroll schedule dictates.
- d. It is also recognized that from time to time, it will be necessary to schedule contract year pays (i. above) over 27 pays instead of 26 pays. In that case, the following will occur:
 - i. Contract year pays will be spread over 27 pays.
 - ii. School year pays will continue to be spread over 21 pays.
 - iii. Lump sum option pays will be spread over 21 + 1 pays, with the lump sum being equal to 6/27 of the contract amount.
- e. A determination shall be made by April 1 of each year whether 27 pays will be required for the following contract year. The Association president shall be notified by April 1 if it is determined that 27 pays shall be necessary.
- f. Should the district begin to schedule salary payments on a semi-monthly basis, paragraphs d and e above will be null and void and the salary options in paragraph a above will be modified as follows:
 - i. Contract Year: Spread in equal installments over the contract year, September through August (24 pays, paid on the 5th and 20th of each month except when the 5th or 20th occurs on a weekend). Note: Each

Article XV - Salary Schedule and Other Benefits (Continued)

- (B. 3. f. i.) year a pay schedule shall be developed by mutual agreement of the parties.
- ii. School Year: Spread in equal installments over the school year, September through June (20 pays, paid on the 5th and 20th of each month); see note in i. above.
- iii. Lump Sum At End: Spread in equal installments as though over the Contract Year option, with a lump sum in June for the balance (19 + 1 pays)

4. Credit for Outside Teaching Experience

Newly employed teachers of the Mt. Pleasant Public Schools may be credited steps for their documented years of experience in other K-12 school systems.

This provision shall not be construed to require the District to grant full credit in other school systems. By way of illustration, the Superintendent may authorize placement at step 5 for a newly employed teacher with ten (10) years of experience in other K-12 school systems.

For determining initial salary schedule placement for MPEA counselors, social workers, speech pathologists, and school psychologists, a review of the transcript containing their master's degree will occur. The number of graduate credits over 30 shall be recognized on the MPEA salary schedule as earned credits over MA. For example, Sally Social Worker earned her MSW degree from a university requiring 57 credits. (57 earned graduate credits - 30 = 27.) Sally would have an initial placement on the MPEA salary schedule on the MA+15 column and would need 3 graduate credits to move to the MA+30 column.

Counselors, social workers, speech pathologists and school psychologists hired before July 1, 2022 may submit master's degree transcripts for recognition of credits earned over 30. Counselors, social workers, speech pathologists, and school psychologists hired before July 1, 2022 who are already on the MA+45 column shall have a transcript review. If the master's degree held at the date of hire required over 30 credits, they shall receive a one-time compensation of two thousand dollars (\$2000).

5. Credit for Military Service

- a. Up to four (4) years credit on the salary schedule will be allowed those entering teaching in the Mt. Pleasant School System at the rate of one (1) year for each two (2) years in the Armed Services. Additional credit of up to two (2) years may be granted by the Board, based on a careful evaluation of the individual's military experience in relation to the position he is to assume.
- b. For teachers leaving Mt. Pleasant Public School teaching service and returning thereto, credit on the salary schedule for each year, or major portion thereof, in the Armed Services will be granted in accord with Uniformed Services Employment and Reemployment Rights Act (USERRA) and all state and federal laws.

Article XV - Salary Schedule and Other Benefits (Continued)

(B 6.) Adjustment on Salary Schedule

When a teacher earns a degree or completes sufficient professional learning to qualify for salary adjustment, the teacher shall complete the salary schedule increment form and submit it to the Human Resource office along with transcripts, MOECS, and/or other documentation. As long as the documentation reflects completed professional learning, the salary adjustment will be prorated to reflect the fraction of workdays in the contract year occurring after the submission date. The district will make the pay adjustment no later than the second pay period following the receipt of confirmation documentation. This adjustment shall not alter a teacher's placement on the experience step in the salary schedule.

7. INSURANCE BENEFITS

- a. The Employer shall provide to the bargaining unit member working half-time or more the following MESSA benefit plan options for a 12-month period for the teacher and his/her family. It is the responsibility of each teacher to timely apply for appropriate benefit coverage. An open enrollment period shall be provided annually at dates mutually determined by the Association and the District No teacher shall be eligible for benefit coverage until properly enrolled. For purposes of determining these costs, the District will have the right to collect declarations from members of their intended enrollment class at the start of the school year.
- b. No teacher shall actually be covered for benefits until expiration of the waiting period, if any, and until the effective date of the coverage which shall be determined by the policy, plan or program requirements. The school district is not responsible for benefits available under said plan, program or policy for any period when the employee is not covered. The terms and conditions of the plan, program, or insurance policy determine eligibility for benefits.
- c. The district shall pay the full annual amount allowed per the provisions of PA 152 of 2011 toward the MESSA premiums and, when applicable, deductible contributions to the member's Health Savings Account or Health Reimbursement Account.

These limits for 2022 are:

\$ 7,304.51 for SINGLE subscribers
\$15,276.01 for TWO PERSON (self - spouse or self - child) subscribers
\$19,921.45 for FAMILY subscribers

These limits for 2023 are:

\$ 7,399.47 for SINGLE subscribers
\$15,477.60 for TWO PERSON (self - spouse or self - child) subscribers
\$20,180.43 for FAMILY subscribers

These limits shall adjust to reflect the most current limits at the beginning of the new plan year.

Article XV - Salary Schedule and Other Benefits (Continued)

(B. 7. c.) These limits will be paid toward the total of 12 months of premiums Any member, who leaves the employ of the District after the deductible is front loaded and prior to the end of that school year, must reimburse the District for any portion of the deductible as it relates to months not employed at the district. Members enrolled for less than 12 months will have monthly prorated limits established by dividing the appropriate limit by twelve (12).

Any member who leaves the employ of the district shall retain ownership of HSA funds, and shall have access to HRA funds for one (1) calendar year from the date employment terminates.

d. The employee's share of their total insurance cost for either option 1 (total of monthly premiums plus deductible contribution to Health Reimbursement Account) or option 2 (total of monthly premiums plus deductible contribution to Health Savings Account) will be payroll deducted bi-weekly for 19 pays beginning with the second paycheck of September.

To reconcile the school year with the plan year, the employee's share of their total insurance cost may change when midyear rates become available. Any changes impacting the employee's payroll deduction will be implemented no later than the first pay after January 1.

Any member that has a status change that causes a change in the cost of his/her insurance after the open enrollment period will have an adjustment (increase or decrease) that is prorated on a monthly basis.

e. 1. For the remainder of the 2022 calendar year:

OPTION 1: -- MESSA CHOICES II

MESSA CHOICES II with XVA2 Rider; Saver Rx (\$2/\$10/\$20/\$40) with mandatory mail

OPTION 2: -- MESSA ABC PLAN 1

MESSA ABC PLAN 1 (HSA) with XVA2 rider; ABC RX (\$2/\$10/\$20/\$40) mandatory with mail, SINGLE \$ 1,400 deductible, TWO PERSON/FULL FAMILY \$ 2,800 deductible. The full deductible amounts for members taking this option will have their full deductible amounts deposited by the District into their HEALTH EQUITY HSA on the first business day after January 1, of each year. Employees may contribute, through payroll deduction and electronic transfer additional money towards their HEALTH EQUITY HSA up to the maximum federal amounts allowed. It is understood by the parties that in the event federal requirements for minimum deductible amounts required for Health Savings Account exceed the current deductible attached to MESSA ABC Plan 1, the annual deductible attached to this plan will automatically be increased to those federally required minimum levels.

Bargaining unit members may opt for MESSA ABC (HSA) during the open enrollment period. The HSA deductible amount runs from January 1 to December 31.

Article XV - Salary Schedule and Other Benefits (Continued)

(B. 7. e.) 2. For the 2023 plan and calendar years (January 1, 2023 to December 31, 2023):

OPTION 1: -- MESSA CHOICES with deductible and HRA

MESSA CHOICES (with HRA) with XVA2 Rider; SINGLE deductible of \$500, TWO PERSON/FULL FAMILY deductible of \$1,000 (\$20/\$25/\$50 OV/UC/ER); 0% Coinsurance; Saver Rx with Mandatory Mailer

Members taking this option will have their full deductible amounts deposited by the District into their HRA on the first business day after January 1, of each year.

OPTION 2: -- MESSA ABC PLAN 1 with deductible and HAS with Health Equity

MESSA ABC PLAN 1 (with HSA) with XVA2 rider; SINGLE COVERAGE \$ 1,400 deductible, TWO PERSON/FULL FAMILY COVERAGE \$ 2,800 deductible; (\$0 OV/UC/ER); 0% Coinsurance; ABC RX with Mandatory Mailer.

Members taking this option will have their full deductible amounts deposited by the District into their HEALTH EQUITY HSA on the first business day after January 1, of each year. Employees may contribute, through payroll deduction and electronic transfer additional money towards their HEALTH EQUITY HSA up to the maximum federal amounts allowed. It is understood by the parties that in the event federal requirements for minimum deductible amounts required for Health Savings Account exceed the current deductible attached to MESSA ABC Plan 1, the annual deductible attached to this plan will automatically be increased to those federally required minimum levels.

Bargaining unit members may opt for MESSA ABC (HSA) during the open enrollment period. The HSA deductible amount runs from January 1 to December 31.

- f. The district's section 125 plan shall include the provision necessary for pre-tax contributions to employee's HSA accounts administered through HEALTH EQUITY.
- g. All other non-health MESSA benefits described below shall be fully paid by the District.

LTD/Dental/Vision/Life and AD&D Benefits:

Long-term disability (LTD) 66 2/3 %, \$ 5,000 monthly maximum, Monthly salary maximum \$ 7,500; 180 calendar days modified fill, freeze on offsets, alcoholism/drug addiction and mental/nervous same as any other illness; Full Family Delta Dental 100/100/80/80; Annual Max \$1,000; Child Orthodontics lifetime maximum = \$2,000. Full Family Vision (VSP 2); \$15,000 Term Life Insurance and AD & D.

Bargaining unit members not electing one of the medical benefit options described in Article XVII Paragraph 8e will receive cash in the amount equal to \$300 per month for twelve (12) months; Bargaining Unit members selecting Cash in Lieu of medical benefits still receive LTD/Dental/Vision/Life and AD&D Benefits. Cash in Lieu compensation will be included in bi-weekly payroll for 19 pays beginning with the second paycheck of September.

Article XV - Salary Schedule and Other Benefits (Continued)

(B.) 8. Bargaining unit members may elect to make voluntary contributions to a 403(b) annuity, a Roth 403(b) annuity, or both. The third party administrator (TPA) for all 403(b) and Roth 403(b) annuity contributions shall be MEA Financial Services or its designee. The district shall not charge bargaining unit members for any administrative fees. It is not the intent of this provision to change the currently named investment providers.

9. Tuition Reimbursement

The Board shall reimburse the entire tuition cost for courses satisfactorily completed by teachers if these courses have been organized at the specific request of the Board and the enrollment of the teacher concerned has been approved in advance by the Board. If the Board requests a teacher to enroll in a course, it shall reimburse him for the entire tuition cost upon satisfactory completion of the course.

10. Flex Spending Plan for Medical and /or Child Care Expenses

The district will make available a Flex Spending Plan for Medical and/or Child Care expenses in accordance with federal law. The Employer will make known to the Plan Administrator that the parties' intended use of the Flex Spending Plan is limited to medical and/or child care expenses directly related to the negotiated benefits and programs provided under the terms of the Master Agreement.

The plan is not intended to serve as a vehicle to be used by insurance companies and/or other vendors in the general public to gain access to the MPEA membership for purposes of promotion and sale of their products.

ARTICLE XVI
MISCELLANEOUS PROVISIONS

- A. Electronic copies of this Agreement shall be provided to all bargaining unit members prior to the signing of their annual contracts.
- B. Should any part of this Agreement be found contrary to law, it does not invalidate any other part of the Agreement.
- C. To further understanding and to aid in the most effective implementation of the terms of this Agreement, representatives of the bargaining teams of both the Association and the Board shall meet on a regular basis. For the purpose of discussion and articulation of this Agreement, the parties shall meet in October, February, and April. Ratification procedures must be followed for any proposed changes, additions and/or deletions to this Agreement to take effect.
- D. The staff and administration are mutually participating in School Improvement Teams which involve cooperative site-based decision-making and planning with the goal of improved student achievement. Site-Based Decision Making processes contemplate decision making groups organized around locations, programs, and large extensive problems that impact more than one location.

Participation on a School Improvement Team is voluntary.

All meetings shall be open to the staff and announced in advance. All team minutes and/or reports shall be posted in every building.

Individual team recommendations will be presented to the building staff and other affected employees for discussion, revision and approval. Any recommendation that is implemented shall be terminated if 50% of the teachers who are being affected vote to terminate it.

School Improvement Plan Committee(s) shall not engage in collective bargaining or have the authority to address employment matters.

- E. The purpose of professional development is to offer relevant and productive opportunities for professional growth for the educational staff of the Mt. Pleasant Schools. Staff development needs are determined by PSC, the District School Improvement Team or the individual buildings/programs.

Article XVI - Miscellaneous Provisions (Continued)

F. A mentor teacher shall be defined as a master teacher as identified in section 1526 of the School Code and shall perform duties of a master teacher as specified in the code.

1. A mentor teacher shall be assigned in accordance with the following:
 - a. Every effort shall be made to have a mentor teacher be a tenured member of the bargaining unit.
 - b. Participation as a mentor teacher shall be voluntary. If an insufficient number of tenured members of the bargaining unit volunteer to be mentor teachers, the Board may assign a retired teacher(s) or a university professor(s).
 - c. The Administration shall notify the Association when a mentor teacher is matched with a probationary teacher (mentee).
 - d. Every effort shall be made to match mentor teachers and mentees who work in the same building and have the same area of certification.
 - e. The mentor teacher assignment shall be for one (1) year subject to review by the mentor teacher and the mentee after three (3) months. The appointment may be renewed in succeeding years.

2. The mentor teacher shall be available to provide professional support, instruction and guidance to all probationary teachers. A mentor shall also be assigned for one year to any teacher who has had a significant change in his teaching assignment (grade level, building transfer, subject/discipline, etc.) and to any newly hired teacher who previously acquired tenure in another district. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources and information in a non-threatening collegial fashion. Because the purpose of the mentor/mentee match is to acclimate the mentee and to provide necessary assistance toward the end of quality instruction, the Board and the Association agree the relationship shall be confidential and shall not, in any fashion, be a matter included in the evaluation of the mentor teacher or mentee. Neither the mentor teacher nor the mentee shall be permitted to participate in any matter related to the evaluation of the other. Further, the mentor teacher shall not be called as a witness in any grievance or administrative hearing involving the mentee nor shall the mentee be called as a witness in any grievance or administrative hearing involving the mentor teacher.

3. The mentor shall receive an annual stipend and released time according to the following:

	<u>Stipend</u>	<u>Release Time</u>
Year 1 of mentee	\$500.00	Two (2) days
Year 2 of mentee	\$300.00	One (1) day
Year 3 of mentee	\$100.00	One half (1/2) day
New Assignment or Previously Awarded Tenure	\$100.00	One half (1/2) day

Article XVI - Miscellaneous Provisions (Continued)

- (F. 3.) Additional released time for the mentor and/or mentee may be provided as needed upon request. Mentors will not be reimbursed for conferences except upon specific approval by the Assistant Superintendent for Personnel.
4. Mentees shall be provided up to \$250 annual stipend toward registration, materials, and/or travel expenses for professional development. Mentees may use up to a maximum of six (6) days per year and a minimum of fifteen (15) days of professional development induction during their first three (3) years of classroom teaching. Professional development shall be scheduled within the parameters of the regular work day and work year except when the mentor requests otherwise.
 5. The District will participate in a teacher induction/mentoring program mutually agreed upon by the parties. Continuation of the program from year to year requires mutual agreement.
 6. An Emergency Manager appointed under the Local Government and School District Fiscal Accountability Act is authorized to reject, modify, or terminate this agreement.

ARTICLE XVII
INTELLECTUAL PROPERTY RIGHTS

- A. Professional staff members are encouraged to contribute to professional publications and to engage in approved professional research.
- B. Materials that might be considered for publication and/or production and which identify the District in any manner shall be cleared with the Superintendent prior to publication and/or production.
- C. Publications and productions shall be subject to the following copyright provisions:
 - 1. Rights to copyrights or patent of books, materials, devices, etc., developed by professional staff members on their own time without the use of District data and are not subject to the Freedom of Information Act are retained by the individual.

As an example, if a teacher were to author a children's fiction book on his own time, the intellectual property rights belong to the teacher.

The decision regarding whether materials were produced independently of any work assignment or District data rests with the Superintendent.

Professional staff members who desire to publish or produce materials on their own time should make such action known to the Superintendent prior to the time such work is started in order that proper procedures can be established to assure that District interests and the interests of the staff member are protected.

- 2. All books, materials, devices, or products that result from the paid work time and/or prescribed duties of professional staff members shall remain the property of the District. The District shall retain all rights and privileges pertaining to the ownership thereof.

In the event that any of these products have commercial possibilities, the Superintendent is authorized to secure copyrights, patents, etc., which will ensure the ownership of the product by the District.

ARTICLE XVIII
NON-TEACHING MEMBERS

The MPEA and Board of Education agree to the following articles for non-teacher certified bargaining unit members who are not subject to Section 1248 of the Revised School Code. These members include: School Counselors, Speech Pathologists and School Social Workers.

A. Layoff

1. After all the staffing steps have been followed and a reduction in staff is determined by the Board to be necessary due to financial conditions, a reduction in student population whether by natural population changes or redistricting, or other need, members of the bargaining unit who do not have a position shall be laid off. The Association shall be notified of the reason(s) for layoff within five business days of the Board's decision.
2. In the event of layoff, the laid off non-teacher certified bargaining unit members will be notified by certified mail no later than thirty (30) days prior to the beginning of the semester/trimester the layoff is to become effective.
3. Individual Contract. In the event a non-teacher certified bargaining unit member is properly laid off in accordance with provisions of this Agreement and the law, the non-teacher certified bargaining unit member's individual contract of employment shall terminate and the Board's obligation to pay salary or fringe benefits shall cease after receipt of all amounts or benefits earned on a prorated basis equal to time worked. Non-teacher certified bargaining unit members who are laid off during a contract year shall be considered as having completed the contract year for subsequent placement on the salary schedule if employed for one semester/trimester or more of the school year.
4.
 - a. Any laid-off bargaining unit member shall be sent a written notice of vacancies in the adult education day program and if an application is timely filed, that teacher will be interviewed and considered for the vacancy.
 - b. Laid-off non-teacher certified bargaining unit members shall, upon their request, be given top priority on the substitute list. Compensation for work as a substitute shall be at the substitute rate.

B. Recall

A non-teacher certified bargaining unit member on layoff will not participate in assignment procedures. After the staffing meeting, vacancies will be filled according to the following recall procedures.

1. Eligibility for recall shall terminate if the non-teacher certified bargaining unit member:
 - a. Resigns
 - b. Fails to notify the Board by letter or phone of intent to return within five (5) working days of receipt of such notice by registered mail.

Article XVIII – Non-Teaching Members (Continued)

2. Probationary non-teacher certified bargaining unit members shall lose recall rights three (3) years after the effective date of layoff. Non-teacher certified bargaining unit members shall lose recall rights five (5) years after the effective date of layoff. Refusal of a position which offers less than the amount of work time previously held shall not be grounds for forfeiture of right to recall. If the non-teacher certified bargaining unit member has a current assignment that was voluntarily reduced in the past, he shall lose recall rights if he refuses a position equal to or greater than his current assignment.

C. Voluntary Reduction

If the non-teacher certified bargaining unit members voluntarily reduces his teaching assignment with the board's agreement, he reduces his current assignment for future staffing purposes until or unless he applies for and is granted additional FTE in the future.

D. Discipline

The Board agrees to follow a policy of progressive discipline which includes verbal warning, written warning, reprimand, suspension with pay, suspension without pay, and discharge. In those incidents involving serious infractions, nothing shall obligate the Board to go through each step of the progressive discipline chain.

1. A non-teacher certified bargaining unit member shall not be disciplined arbitrarily or capriciously. Discipline shall be the result of a deliberate, principled reasoning process supported by both the quality and quantity of the evidence.
2. A bargaining unit member not subject to the Michigan Teacher's Tenure Act shall not be disciplined without just cause.
3. All information forming the basis for disciplinary action including clearly designated written confirmation of verbal warnings, clearly designated written warnings and reprimands will be given in writing to the teacher. The non-teacher certified bargaining unit member shall be offered representation unless such representation is waived in writing on a form mutually agreed upon by the Board and the Association. If the non-teacher certified bargaining unit member waives his right to representation, the Association will be provided a copy of the waiver within five (5) school days. If an individual member waives his right to Association representation, he in no way waives the right of the Association to pursue a resolution through the grievance process. All copies will be noted on the original. Reprimanding shall be done in person or by certified letter.
4. If any non-teacher certified bargaining unit member from whom a grievance is sustained shall be found to have been unjustly discharged, he shall be reinstated with full reimbursement of all professional compensation lost less any unemployment compensation received during the time the member would have been working for the district. If he shall have been found to have been improperly deprived of any professional compensation or advantage, the same or its equivalent in money shall be paid to him.

ARTICLE XIX
DURATION OF AGREEMENT

This Agreement is a one-year (1) Agreement and shall be effective upon ratification by both parties and shall continue until the 30th day of June 2024. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

Through the life of this Agreement, the parties will continue negotiation discussions for financial openers, calendar openers, Letter of Agreement review, and articulation discussions for other topics deemed appropriate by the parties.

A signed copy of this Master Agreement and all contained Letters of Agreement is on file at both the office of the Superintendent of Mt. Pleasant Public Schools and the office of the President of the Mt. Pleasant Education Association.

Appendix I.A.

Salary Schedule for 2022-23					
STEP	B.A.	B.A. + 30 / M.A.	M.A. + 15	M.A. + 30	M.A. + 45
1	\$37,290	\$41,433	\$43,506	\$45,576	\$49,719
2	\$39,363	\$43,505	\$45,560	\$47,631	\$51,772
3	\$41,437	\$45,560	\$47,613	\$49,687	\$53,826
4	\$43,510	\$47,615	\$49,667	\$51,742	\$55,879
5	\$45,583	\$49,670	\$51,720	\$53,798	\$57,932
6	\$47,657	\$51,725	\$53,774	\$55,853	\$59,986
7	\$49,730	\$53,780	\$55,827	\$57,909	\$62,039
8	\$51,803	\$55,835	\$57,881	\$59,964	\$64,092
9	\$53,877	\$57,890	\$59,934	\$62,020	\$66,146
10	\$55,950	\$59,945	\$61,988	\$64,075	\$68,199
11	\$56,398	\$62,000	\$64,041	\$66,131	\$70,253
12	\$56,845	\$64,055	\$66,095	\$68,186	\$72,306
13	\$57,293	\$66,110	\$68,148	\$70,241	\$74,359
14	\$57,740	\$66,527	\$68,564	\$70,656	\$74,768
15	\$58,188	\$66,943	\$68,980	\$71,070	\$75,185
16	\$58,636	\$67,360	\$69,395	\$71,485	\$75,601
17	\$59,083	\$67,776	\$69,811	\$71,899	\$76,018
18	\$59,531	\$68,193	\$70,227	\$72,314	\$76,434
19	\$59,978	\$68,609	\$70,642	\$72,728	\$76,850
20	\$60,426	\$69,026	\$71,058	\$73,142	\$77,267
21	\$60,874	\$69,442	\$71,474	\$73,557	\$77,683
22	\$61,321	\$69,859	\$71,890	\$73,971	\$78,100
23	\$61,769	\$70,275	\$72,305	\$74,386	\$78,516
24	\$62,216	\$70,692	\$72,721	\$74,800	\$78,932
25	\$62,664	\$71,108	\$73,137	\$75,215	\$79,349
26	\$63,112	\$71,525	\$73,552	\$75,629	\$79,765
27	\$63,559	\$71,941	\$73,968	\$76,043	\$80,182
28	\$64,007	\$72,358	\$74,384	\$76,458	\$80,598
29	\$64,454	\$72,774	\$74,799	\$76,872	\$81,015
30	\$64,902	\$73,191	\$75,215	\$77,287	\$81,431
Over 30	\$65,350	\$73,607	\$75,631	\$77,701	\$81,847

APPENDIX I.B.

- A. Hours taken beyond B.A. applicable to salary schedule shall be on the graduate level. For teachers, the District shall recognize State Continuing Education Clock Hours (SCECH's) for salary advancement as well as the predecessor to a SCECH, the State Board Continuing Education Unit (SB-CEU). One graduate-level credit hour shall be equivalent to the current SCECH-to-credit equivalence recognized by MDE for certification renewal. Currently, one credit hour shall be equivalent to twenty-five (25) SCECH's. (See also Article XV B7) For SB-CEU's, one graduate credit hour is equivalent to three (3) SB-CEU's.

For non-teaching bargaining unit members, additional professional learning endorsed by the related professional organization will be recognized for salary advancement. For Speech Pathologists, fifteen (15) American Speech-Language-Hearing Association (ASHA) Certification Maintenance Hours (CMH) or hours of professional learning endorsed by the Michigan Department of Licensing and Regulatory Affairs (MI LARA) shall be recognized as one (1) graduate credit. For social workers, fifteen (15) CEU hours endorsed by the National Association of Social Workers (NASW) or hours of professional learning endorsed by the Michigan Department of Licensing and Regulatory Affairs (MI LARA) shall be recognized as one (1) graduate credit. For counselors, fifteen (15) hours of professional learning endorsed by the Michigan Department of Licensing and Regulatory Affairs (MI LARA) shall be recognized as one (1) graduate credit.

- B. Salaries of all certified employees shall be in accordance with the salary schedule adopted by the Association and the Board. Any change in salary shall be noted on new contracts at the time of change. Salaries shall be based on training and experience. If a salary schedule adjustment is made during the school year, any teacher who is unable to complete that school year will receive an adjustment in proportion to that part of the school year that the teacher has taught.
- C. In compliance with Title IX regulations, the Schedule B Committee shall evaluate all positions for extra duty pay with consideration of the following factors to determine appropriate remuneration.

Non-Athletic Activities:

1. Time requirement (length of season, including number of performances)
2. Financial responsibilities to District/liability risks
3. Responsibility for transportation (travel beyond school day)
4. Decisions/meet management (including number of hours of practice and number of hours of organization beyond the school day)
5. Number of students/directors in the activity

Athletic Activities:

1. Time requirement (length of season, including number of games/performances)
2. Decisions and meet management (including liability risks, number of hours of practice and number of hours of organization beyond the school day)
3. Number of staff members
4. Responsibility for multiple team coaching
5. Responsibility for transportation (travel beyond the school day)

With the above factors, every effort shall be made by both parties of this Agreement to give and maintain equity throughout the Appendix I schedules.

Appendix I.B. (Continued)

- D. All Appendix I.B. positions currently held by non-bargaining unit members will be posted no later than June 1 of each year. For all posted extra duty positions, all bargaining unit applicants will be interviewed. Bargaining unit members who are not selected for the position will be given rationale, if requested.

New employees of the Mt. Pleasant School System, and all others who qualify, may be given up to ten (10) years credit for extra-duty/extra-pay for their related experience. The extra-duty/extra-pay step, separate from the teaching experience step, shall only increment forward for experience in the Mt. Pleasant Public School System.

Bargaining unit members receiving extra duty pay shall be compensated at their B.A. experience step unless they were granted experience steps prior to becoming a bargaining unit member.

Unless otherwise stated, assistant coaches will get 70%, all freshman coaches 60%, and all intermediate coaches 50% of the percent that the head coach gets for that sport, figured at that coach's experience step.

The Board shall have the discretion to partially reduce or eliminate extracurricular programs and pay proportionally reduced salary for the activity reduced or not completed by the individual assigned.

All non-bargaining unit employees will earn 90% of the Schedule B rate of an MPPS employee.

- E. Compensation for special assignments and extra duties beyond the basic salary schedule shall be as follows:

1. Traveling teachers shall receive the current IRS business mileage rate.
2. Teachers performing nonprofessional services, such as, but not limited to, ticket taking and selling, shall receive Michigan minimum hourly wage for such service.
3. All dollars paid by a college/university to the Mt. Pleasant School District for supervising student teachers shall be given to the teacher(s) who provide such supervision.
4. Teachers of Drivers Education shall be paid an hourly rate determined by multiplying the salary figure on the B.A. base of the most recently completed school year by the index figure of 0.000733.
 - a. Each fiscal year, the director of the MPPS Drivers Education Program will also receive compensation equivalent to 10 days per diem at the director's salary rate (8 days for Segment 1 and 2 days for Segment 2). The director will submit documentation to HR to process per diem compensation.
5. One teacher per class who attends camp will be paid \$100 provided s/he is present for the entire period and remains overnight. Stipends will not be paid for multi-age groups to attend two consecutive years.
6. Teachers supervising lunch shall receive \$15 per lunch period.

Appendix I.B. (Continued)

F. Special provisions for non-degree and degree personnel

1. Only years of occupational experience in a technical field which are required for vocational teacher certification in that field may be considered time in professional training. In the case of a person with previous teaching experience in his field, credit may be given for that experience on the same basis as that of other teachers.
2. In any instance that a degree person meets the qualifications for a position, the degree person shall receive preference over a non-degree person.
3.
 - a. Newly employed vocationally certified personnel may be granted one (1) increment for each one (1) year of work experience beyond the years served in an apprenticeship on the salary schedule.
 - b. This provision is not retroactive. Beginning at the start of the 2022-2023 school year, annually authorized teachers will receive the full MPEA salary listed in the Master Agreement.

G. Teachers employed on a twelve-month basis shall be paid the same rate during the summer as during the regular school year with a minimum of two week paid vacation, which may be scheduled by mutual agreement between the teacher and his immediate supervisor.

H. Education Coordinator

Any teacher who has been employed in the District at least seven years and who has working knowledge of the Mt. Pleasant School District's policies, practices and curriculum may apply for a one or two-year position of Education Coordinator with specific assignment by the Board of Education to a building, a subject area by level, a grade, or to committee(s) of the Board. The Education Coordinator shall be available to meet, confer, do research, prepare materials, and perform similar responsibilities as directed when school is not in session (i.e., evenings, vacations, summers) for no more than fifty (50) hours per fiscal year. The Coordinator will be paid two thousand five hundred (\$2,500) dollars per year.

Interested teachers shall apply in writing to the Assistant Superintendent by March 1. Each teacher's specific assignment responsibilities for each year must be approved in writing by the Assistant Superintendent by April 1. Selection shall be made by the Board of Education in its discretion by April 25. The final determination of such selection is vested in the Board. No teacher shall be granted this assignment more than once. Payment for each year will be made by June 30 of each year upon satisfactory completion of the fifty (50) hours and the specific assignment responsibilities.

I. In the event a bargaining unit member is requested to work days beyond the contractually required number of teacher days specified in Appendix II A, the teacher shall be paid his per diem for each day worked. Per diem shall be defined as the teacher's annual salary under this agreement divided by the number of teacher work days as set forth in Appendix II.A.

Appendix I.B. (Continued)

- (I.) If it is necessary to withhold a portion of a teacher's Appendix I.A. salary, the withholding shall be computed on the teacher's Appendix I.A. salary including longevity.

Additional work opportunities shall be posted, and the Association shall be notified through its President of the posting, of the individual awarded the work, and of the amount paid to the individual. Additional work opportunities shall not necessarily be compensated at the bargaining unit member's per diem rate.

High School Senior Mini-Session and summer teaching positions shall be paid at the hourly rate of .00085 of the most recently completed school year's BA base salary.

- J. The following charts identify the compensation rate if the district determines that the program will occur.
- K. All positions listed may be shared among multiple teachers at the request of the teachers.

Non-Athletic Extra Curricular Positions

Publications	
Derrick (Yearbook)	7%
Pipeline (Newsletter) 8-10 Issues	6%
Pipeline (Newsletter) 4-5 Issues	3%

National Honor Society	2%
BPA Advisor (2@)	3%
HS Quiz Bowl Coach	6%
Art Club / NAHS Advisor	2%
Broadcasting Advisor	3%
HS Pep Club	3.5%
MS Pep Club	1.5%

HS Drama	8%
MS Drama	4%
Debate	9%
Forensics	9%

Class Advisors	
Grades 9, 10, & 11 (2@)	2%
Grade 12 (2@)	4%

Music	
Instrumental HS (includes band camp (2 weeks), jazz band, and full orchestra)	14%
Vocal HS	8%
HS Pit Director (Musical)	2%
HS Musical Director	2%
HS Musical Technical Director	2%
HS Musical Producer	2%
HS Musical Stage Director	2%
Instrumental MS	7.5%
Vocal MS	4%
MS Musical Director	2.5%
MS Musical Stage Director	1.5%
Elementary Strings Director	3%
MS Strings Director	3.5%

K-5 Student Council (Service Learning)	2%
MS Student Council	2%
HS Student Senate	8%

Elementary Dismissal Coordinator	4%
----------------------------------	----

Athletics Positions

Baseball	
1 Head	10%
Basketball	
1 Head Men's	12%
1 Head Women's	12%
Cheerleading	
Basketball	4%
Football	4%
Competitive	8%
Cross Country	
1 Head Men's	8%
1 Head Women's	8%
Dance	
1 Head	4%
Football	
1 Head	12%
2 Varsity Assistant	8.4%
1 JV	8.4%
1 Freshman	8.4%
4 Gen Assistant	7.2%
Golf	
1 Head Men's	8%
1 Head Women's	8%

Skiing	
1 Head (Men's & Women's)	8%
Soccer	
1 Head Men's	10%
1 Head Women's	10%
Softball	
1 Head	10%
Swimming	
1 Head Men's	10%
1 Head Women's	10%
Tennis	
1 Head Men's	8%
1 Head Women's	8%
Track	
1 Head Men's	10%
1 Head Women's	10%
Volleyball	
1 Head	12%
Wrestling	
1 Head	12%

Other Positions

Mentor Pay	
Year 1 of Mentee	\$500
Year 2 of Mentee	\$300
Year 3 of Mentee	\$100
Department Coordinators	
3-5 Department Members	3.0% of BA1
6-9 Department Members	3.4% of BA1
10+ Department Members	3.8% of BA1
PSC Chairperson	10% of BA1
K-12 Technical Support Specialist	4% of BA1

Elementary Recess Duty Per Teacher in Building Rotation	\$100
School Psychologists, Speech and Language Pathologists, Social Workers	2.5% of BA1
Tutor for Homebound Services	0.00085 of BA1
HS Senior Mini-Session & Summer Hourly Teaching Rate	0.00085 of BA Base of most recently completed year

APPENDIX II.A.
2023-24 School Calendar

1st Trimester

- Aug. 14 No JK-12 students
Staff meetings 8:30 a.m. – 11:30 a.m.
MPHS New Student/Freshmen Orientation 1:00 p.m. – 3:30 p.m.
MPHS Open House 4:30 p.m. – 6:00 p.m.
MPMS 6th grade Open House 5:30 – 7:00 p.m.
Ganiard, Pullen, and Vowles Open House 6:00 p.m. – 7:30 p.m.
- Aug. 15 No JK-12 students
Staff Professional Development
MPMS 7th/8th grade Open House 5:30 p.m. – 7:00 p.m.
Fancher and McGuire Open House 6:00 p.m. – 7:30 p.m.
- Aug. 16 No JK-12 students
Staff Professional Development
- Aug. 17 No JK-12 students or staff
- Aug. 18 No JK-12 students or staff
- Aug. 21 No JK-12 students or staff
- Aug. 22 First day of school for students
Full day for JK-12 students and staff
- Aug. 25 No JK-12 students or staff
- Sept. 1 No JK-12 students or staff – Labor Day weekend
- Sept. 4 No JK-12 students or staff – Labor Day
- Sept. 18 No JK-12 students
Staff Professional Development
- Oct. 18 Full day for JK-12 students and staff
JK-5 Parent/Teacher Conferences 5:00 p.m. – 8:00 p.m.
MPMS Parent/Teacher Conferences 5:00 p.m. – 7:30 p.m.
MPHS Family-Focused event 5:30 p.m. – 7:30 p.m.
- Oct. 19 No JK-12 students
Secondary Staff Professional Development
JK-5 Parent/Teacher Conferences
9:00 a.m. – 12:00 p.m. & 1:00 p.m. – 4:00 p.m.
- Oct. 20 No JK-12 students or staff

- Oct. 23 No JK-12 students or staff
- Nov. 7 No JK-12 students – Election Day GI-RESD common PD day
Staff Professional Development
- Nov. 17 Full day for JK-12 students and staff; Secondary exams begin
- Nov. 20 Full day for JK-12 students and staff; Secondary exams continue
- Nov. 21 Full day for JK-12 students and staff; Secondary exams continue
- Nov. 22 No JK-12 students or staff – Trimester transition
- Nov. 23-24 Thanksgiving Break

2nd Trimester

- Nov. 27 Trimester 2 begins
- Dec. 21 – Jan. 2 No School – Winter Break
- Jan. 3 Full day for JK-12 students and staff
- Feb. 1 GI-TEC Open House
- Feb. 23 No JK-12 students or staff
- Feb. 26 No JK-12 students or staff
- Feb. 27 No JK-12 students – Presidential Primary Election Day
Staff Professional Development
- Mar. 5 Full day for JK-12 students and staff; Secondary exams begin
- Mar. 6 Full day for JK-12 students and staff; Secondary exams continue
- Mar. 7 Full day for JK-12 students and staff; Secondary exams continue
- Mar. 8 No JK-12 students or staff – Trimester transition

3rd Trimester

- Mar. 11 Trimester 3 begins
- Mar. 22 – Mar 29 No School – Spring Break
- May 27 No School – Memorial Day
- June 3 Full day for JK-12 students and staff; Secondary exams begin

June 4 Full day for JK-12 students and staff; Secondary exams continue

June 5 Half day JK-12 students and staff; Secondary exams continue;
Last day of school for staff and students

June 6, 7, ... Make-up day(s), if needed
Exam schedules to be adjusted to accommodate make-up days

In the event school is closed on one or more of these days and, if exams are rescheduled, these days shall be rescheduled as half days as provided herein. Note: Article XI.B.16 applies to exam days.

No meetings will be scheduled during non-student teacher work days except on the first day of school and those half/full days designated for staff professional development.

<p><u>2023-2024 Calendar Summary</u> 182 Teacher Days in 183 Dates 182 Secondary Instructional Days 181 Elementary Instructional Days</p>

Mt. Pleasant High School Calendar (2023-24)

August 2023					Staff
14	15	16	17	18	9.5
1/2SR	PD	PD	NS	NS	Students
OR/OH					9
21	22	23	24	25	
NS	S	S	S	NS	
28	29	30	31		
S	S	S	S		

September					Staff
				1	19
				HB	Students
					19
4	5	6	7	8	
HB	S	S	S	S	
11	12	13	14	15	
S	S	S	S	S	
18	19	20	21	22	
PD	S	S	S	S	
25	26	27	28	29	
S	S	S	S	S	

October					Staff
2	3	4	5	6	20
S	S	S	S	S	Students
9	10	11	12	13	20
S	S	S	S	S	
16	17	18	19	20	
S	S	S/FE	PD	NS	
23	24	25	26	27	
NS	S	S	S	S	
30	31				
S	S				

November					Staff
		1	2	3	19
		S	S	S	Students
6	7	8	9	10	19
S	RES	S	S	S	Tri 1
13	14	15	16	17	63
S	S	S	S	S	
20	21	22	23	24	
EX	EX	NS	HB	HB	
27	28	29	30		
S	S	S	S		

December					Staff
				1	14
				S	Students
					14
4	5	6	7	8	
S	S	S	S	S	
11	12	13	14	15	
S	S	S	S	S	
18	19	20	21	22	
S	S	S	HB	HB	
25	26	27	28	29	
HB	HB	HB	HB	HB	

January 2024					Staff
1	2	3	4	5	21
HB	HB	S	S	S	Students
8	9	10	11	12	21
S	S	S	S	S	
15	16	17	18	19	
S	S	S	S	S	
22	23	24	25	26	
S	S	S	S	S	
29	30	31			
S	S	S			

February					Staff
			1	2	19
			S/TC	S	Students
					19
5	6	7	8	9	
S	S	S	S	S	
12	13	14	15	16	
S	S	S	S	S	
19	20	21	22	23	
S	S	S	S	NS	
26	27	28	29		
NS	PD	S	S		

March					Staff
				1	14
				S	Students
					14
4	5	6	7	8	
S	S	EX	EX	NS	Tri 2
11	12	13	14	15	63
S	S	S	S	S	
18	19	20	21	22	
S	S	S	S	SB	
25	26	27	28	29	
SB	SB	SB	SB	SB	

April					Staff
1	2	3	4	5	22
S	S	S	S	S	Students
8	9	10	11	12	22
S	T	T	S	S	
15	16	17	18	19	
S	S	S	S	S	
22	23	24	25	26	
S	S	S	S	S	
29	30				
S	S				

May					Staff
		1	2	3	22
		S	S	S	Students
					22
6	7	8	9	10	
S	S	S	S	S	
13	14	15	16	17	
S	S	S	S	S	
20	21	22	23	24	
S	S	S	S	S	
27	28	29	30	31	
HB	S	S	S	S	

June					Staff
3	4	5	6	7	2.5
S	EX	EX N			Students
					3
10	11	12	13	14	Tri 3
					56

Total Student Instructional Days	182
Total Staff Work Days	182
Total Calendar Days	183
PD Days Counting as Instruction	6

Key: 1/2EX 1/2 Day Students for Exams, Full Day for Staff	RES	Professional Development through RES
1/2SR Staff Report - Half Day	S	Students and Staff
EX Full Day Students and Staff for Exams	S/TC	Students and Staff / GI-TEC Open House
EX N 1/2 Day Students for Exams, No Work in Afternoon	S/FE	Students and Staff / Family-Focused Event
HB Holiday Break	SB	Spring Break
NS No Students / No Staff	SR	Staff Report
OR/OH Student Orientation and Open House	T	Students and Staff / Statewide Testing
PD Professional Development		Student Count Day

Mt. Pleasant Middle School Calendar (2023-24)

August 2023					Staff
14	15	16	17	18	9.5
1/2SR	PD	PD	NS	NS	Students
OH	OH				9
21	22	23	24	25	
NS	S	S	S	NS	
28	29	30	31		
S	S	S	S		

September					Staff
				1	19
				HB	Students
					19
4	5	6	7	8	
HB	S	S	S	S	
11	12	13	14	15	
S	S	S	S	S	
18	19	20	21	22	
PD	S	S	S	S	
25	26	27	28	29	
S	S	S	S	S	

October					Staff
2	3	4	5	6	20
S	S	S	S	S	Students
					20
9	10	11	12	13	
S	S	S	S	S	
16	17	18	19	20	
S	S	S/PT	PD	NS	
23	24	25	26	27	
NS	S	S	S	S	
30	31				
S	S				

November					Staff
		1	2	3	19
		S	S	S	Students
					19
6	7	8	9	10	Tri 1
S	RES	S	S	S	63
13	14	15	16	17	
S	S	S	S	EX	
20	21	22	23	24	
EX	EX	NS	HB	HB	
27	28	29	30		
S	S	S	S		

December					Staff
				1	14
				S	Students
					14
4	5	6	7	8	
S	S	S	S	S	
11	12	13	14	15	
S	S	S	S	S	
18	19	20	21	22	
S	S	S	HB	HB	
25	26	27	28	29	
HB	HB	HB	HB	HB	

January 2024					Staff
1	2	3	4	5	21
HB	HB	S	S	S	Students
					21
8	9	10	11	12	
S	S	S	S	S	
15	16	17	18	19	
S	S	S	S	S	
22	23	24	25	26	
S	S	S	S	S	
29	30	31			
S	S	S			

February					Staff
			1	2	19
			S	S	Students
					19
5	6	7	8	9	
S	S	S	S	S	
12	13	14	15	16	
S	S	S	S	S	
19	20	21	22	23	
S	S	S	S	NS	
26	27	28	29		
NS	PD	S	S		

March					Staff
				1	14
				S	Students
					14
4	5	6	7	8	Tri 2
S	EX	EX	EX	NS	63
11	12	13	14	15	
S	S	S	S	S	
18	19	20	21	22	
S	S	S	S	SB	
25	26	27	28	29	
SB	SB	SB	SB	SB	

April					Staff
1	2	3	4	5	22
S	S	S	S	S	Students
					22
8	9	10	11	12	
S	S	S	S	S	
15	16	17	18	19	
S	S	S	S	S	
22	23	24	25	26	
S	S	S	S	S	
29	30				
S	S				

May					Staff
		1	2	3	22
		S	S	S	Students
					22
6	7	8	9	10	
S	S	S	S	S	
13	14	15	16	17	
S	S	S	S	S	
20	21	22	23	24	
S	S	S	S	S	
27	28	29	30	31	
HB	S	S	S	S	

June					Staff
3	4	5	6	7	2.5
EX	EX	EX N			Students
					3
10	11	12	13	14	Tri 3
					56

Total Student Instructional Days	182
Total Staff Work Days	182
Total Calendar Days	183
PD Days Counting as Instruction	6

Key: 1/2EX 1/2 Day Students for Exams, Full Day for Staff	PD Professional Development
1/2SR Staff Report - Half Day	RES D Professional Development through RES D
EX Full Day Students and Staff for Exams	S Students and Staff
EX N 1/2 Day Students for Exams, No Work in Afternoon	S/PT Students and Staff / Evening Conferences
HB Holiday Break	SB Spring Break
NS No Students / No Staff	SR Staff Report
OH Open House	Student Count Day

Mt. Pleasant Elementary Calendar (2023-24)

August 2023					Staff
14	15	16	17	18	9.5
1/2SR	PD	PD	NS	NS	Students
OH-L	OH-U				9
21	22	23	24	25	
NS	S	S	S	NS	
28	29	30	31		
S	S	S	S		

September					Staff
				1	19
				HB	Students
					19
4	5	6	7	8	
HB	S	S	S	S	
11	12	13	14	15	
S	S	S	S	S	
18	19	20	21	22	
PD	S	S	S	S	
25	26	27	28	29	
S	S	S	S	S	

October					Staff
2	3	4	5	6	20
S	S	S	S	S	Students
					19
9	10	11	12	13	
S	S	S	S	S	
16	17	18	19	20	
S	S	S/PT	PT	NS	
23	24	25	26	27	
NS	S	S	S	S	
30	31				
S	S				

November					Staff
		1	2	3	19
		S	S	S	Students
					19
6	7	8	9	10	
S	RES	S	S	S	
13	14	15	16	17	
S	S	S	S	S	
20	21	22	23	24	
S	S	NS	HB	HB	
27	28	29	30		
S	S	S	S		

December					Staff
				1	14
				S	Students
					14
4	5	6	7	8	
S	S	S	S	S	
11	12	13	14	15	
S	S	S	S	S	
18	19	20	21	22	
S	S	S	HB	HB	
25	26	27	28	29	
HB	HB	HB	HB	HB	

January 2024					Staff
1	2	3	4	5	21
HB	HB	S	S	S	Students
					21
8	9	10	11	12	
S	S	S	S	S	
15	16	17	18	19	
S	S	S	S	S	
22	23	24	25	26	
S	S	S	S	S	
29	30	31			
S	S	S			

February					Staff
			1	2	19
			S	S	Students
					19
5	6	7	8	9	
S	S	S	S	S	
12	13	14	15	16	
S	S	S	S	S	
19	20	21	22	23	
S	S	S	S	NS	
26	27	28	29		
NS	PD	S	S		

March					Staff
				1	14
				S	Students
					14
4	5	6	7	8	
S	S	S	S	NS	
11	12	13	14	15	
S	S	S	S	S	
18	19	20	21	22	
S	S	S	S	SB	
25	26	27	28	29	
SB	SB	SB	SB	SB	

April					Staff
1	2	3	4	5	22
S	S	S	S	S	Students
					22
8	9	10	11	12	
S	S	S	S	S	
15	16	17	18	19	
S	S	S	S	S	
22	23	24	25	26	
S	S	S	S	S	
29	30				
S	S				

May					Staff
		1	2	3	22
		S	S	S	Students
					22
6	7	8	9	10	
S	S	S	S	S	
13	14	15	16	17	
S	S	S	S	S	
20	21	22	23	24	
S	S	S	S	S	
27	28	29	30	31	
HB	S	S	S	S	

June					Staff
3	4	5	6	7	2.5
S	S	1/2 N			Students
					3
10	11	12	13	14	

Total Student Instructional Days	181
Total Staff Work Days	182
Total Calendar Days	183
PD Days Counting as Instruction	5

Key: 1/2 N	1/2 Day Students, No Work in the Afternoon	PT	Full Day of Parent-Teacher Conferences
1/2SR	Staff Report - Half Day	RES	Professional Development through RES
HB	Holiday Break	S	Students and Staff
NS	No Students / No Staff	S/PT	Students and Staff / Evening Conferences
OH-L	Open House for Lower Elementaries (G, P and V)	SB	Spring Break
OH-U	Open House for Upper Elementaries (M and F)	SR	Staff Report
PD	Professional Development		Student Count Day

Additional calendar provisions and clarifications

- A. In the event school is closed on an exam half day and, if exams are rescheduled, these days shall be rescheduled as half days. Note: Article XII.B.15 applies to exam days.
- B. No meetings will be scheduled during non-student teacher workdays except on the first day of school and those half/full days designated for staff professional development.
- C. The 30 minimally required hours of Professional Learning provided by MPPS will include the following opportunities for teachers to earn SCECHs:
 - 6.5 hours on August 15, 2023
 - 6.5 hours on August 16, 2023
 - 6 hours on September 18, 2023
 - 6 hours on November 7, 2023
 - 6 hours on February 27, 2024

Professional learning on August 15 and August 16 will award 13 SCECHs total for the two days. Only a total of 10 hours for the two days shall be recognized as student instructional time.

Professional development on November 7, 2023 and February 27, 2024 are scheduled to align with days district buildings are polling sites for an election event. If the election event moves to an alternate date, the professional development day will move with it, and the listed professional development date will become a regular school day for staff and students.

Unless a special exception is mutually agreed upon by MPEA and the District, for each scheduled full-day of professional development, administration shall announce the schedule and the topic no later than two (2) weeks prior to the professional development day. The schedule will start no earlier than 8:00 a.m. and no later than 9:00 a.m. It shall also reflect six (6) hours of professional learning and a one-hour lunch, and it shall include the start time, lunch time, and end time of the contractual day.

Professional Development on August 15, 2023 and August 16, 2023 is agreed to be a special exception. Each of these days will include 6.5 hours of Professional Development with lunch provided.

- D. The district's practice of approving personal time once every three (3) years to extend a calendar vacation/holiday shall only apply to: Labor Day break, Thanksgiving break, Winter break, Spring break, Easter Weekend, Memorial Day break, and summer vacation, before and after the school year.
- E. In order to create a fair balance of preparation time, the grade JK-2 buildings will have their open houses on the first district open house date in the fall of odd years, and the grade 3-5 buildings will have their open houses on the first district open house date in the fall of even years.
- F. Fall elementary Parent/Teacher conferences will be scheduled as 20-minute sessions. If open Parent/Teacher conference slots are available, additional time can be blocked to accommodate conferences needing more than the session length.

- G. The contractual time of one (1) elementary staff meeting preceding Parent/Teacher conferences shall be used as individual teacher work time for report card and conference artifact preparation. One (1) session of PLC meeting preparation time leading up to Parent/Teacher conferences will be canceled to prepare for Parent/Teacher conferences.
- H. MPEA members who are also parents of elementary-aged children will be given first opportunity to schedule conferences with their children's teachers.
- I. By August 5 of each school year, the District shall provide each teacher assigned to work at SHA with a calendar comparison chart which identifies clear expectations for teachers on days when the MPPS and SHA calendars differ. Details of these expectations are subject to MPEA calendar bargaining. In the event that the merge of the calendars results in more work days than contained in the MPPS calendar, teachers assigned to work at SHA will receive the daily rate of their salaries for each additional day they are expected to work.

APPENDIX II.B.

SCHOOL CALENDAR

- A. Prior to the adoption by the Board of the annual school calendar, the Board agrees to schedule a meeting with representatives of the Association to seek its advice and support on the content thereof.
- B. Duty days shall mean those days when pupils are in attendance, orientation and curriculum days.
- C. Teachers shall not be required to report for duty after the last scheduled work day of the school year unless required by state law.
 - 1. Should a closing(s), because of conditions not within the control of school authorities, require the scheduling of an additional day(s) of student instruction to meet an annual instructional minimum required by law so as to qualify the Employer for full state aid, such additional instructional days will be rescheduled as shown in Appendix II.A.
 - 2. Bargaining unit members required to work on rescheduled instructional days shall be paid on a per diem basis rate for all make-up days beyond those required to receive full state aid funding from the State of Michigan. Such pay shall be calculated by dividing the employee's salary schedule step under this Agreement by the number of student days set forth in this Agreement.
 - 3. Should an instructional day be rescheduled and insufficient students attend to count it as a day of instruction, teachers will not be obligated to attend a subsequent rescheduling of the instructional day.
 - 4. The makeup of instructional time shall be undertaken only as necessary for the District to qualify for full state aid. Time lost for events beyond the District's control which close all JK-12 buildings will be subtracted from each building's scheduled time. If this causes any building to fall below the state minimum required time, all JK-12 buildings will make up the time necessary to bring all buildings to the minimum time required.

Once the above lost time has been subtracted, any additional time lost as a result of events beyond the District's control that close individual buildings will then be subtracted from the affected building's balance. After this calculation, any building that falls below or remains under the state minimum required time will make up the time on a building-by-building rather than district-wide basis as permitted by law.

If the District (or a building(s)) falls below the required number of student instructional hours, the District (or building(s)) will add a day to the end of the school calendar which will consist of the exact number of hours needed. If the hours exceed the length of a normal day, no make up day shall exceed the length of a normal work day. The parties may mutually agree to an alternative method for making up necessary instruction time.

Appendix II.B. - School Calendar (Continued)

(C.) 5. It is understood and agreed that in the event the rescheduling of the days at the end of the school year interferes with a teacher's scheduled return to school to upgrade his skills, the teacher may:

- a) use his personal leave;
- b) use his sick leave; or
- c) use unpaid leave time.

6. If, at any time during the life of this Agreement, it becomes lawful to count as days of pupil instruction, days when pupil instruction is not provided due to conditions not within the control of school authorities, such as due to severe storms, fires, epidemic or health conditions, it is agreed that the following school closing provision shall become immediately effective:

When conditions not within the control of school authorities, such as severe storms, fires, epidemics, or health conditions, or a Board directive results in the closing of a school or other facility of the Employer, bargaining unit members shall be excused from reporting to duty without loss of pay. Days lost due to school closing under the foregoing circumstances shall not be rescheduled.

7. To the extent that any other provision of the Collective Bargaining Agreement, such as the school closing provision, school calendar or the like shall be inconsistent with the foregoing, such provisions shall be null and void as to the extent of the inconsistency.

8. In the event a teacher receives unemployment or under-employment benefits during the school year associated with his regular teaching assignment due to cancelled instruction days (as defined above), a teacher will have his pay adjusted so that his un/under-employment benefits and pay are equal to no more than his regular yearly wages had school not been cancelled.

9. Any decision to cancel and/or schedule days, or delay the starting time, shall not be grievable. It is understood that the normal day may have to be revised when the beginning of the day is delayed; however, the school day will not be extended beyond the normal close of the school day. On any scheduled student session days when students do not report, it is agreed bargaining unit members will be excused from reporting to duty.

If curriculum is delivered in a trimester schedule at the secondary level, alternative schedules will be developed to allow all classes to meet on days when school is delayed or an event causes a loss of time in one or more periods of the day. The alternative schedules will address the impacts at all buildings in the district.

10. The Association and the District shall meet on or before February 1, 2023 to negotiate the school calendar for the 2023-2024 school year

APPENDIX III
PROFESSIONAL GRIEVANCE REPORT

School District _____
School _____

Grievance No. _____
Date of Violation _____
Date of Grievance _____

Subject to provisions of the professional negotiations agreement between the Board and the Association, I hereby authorize the representative or representatives of the Association recognized by the Board as my collective bargaining representative to process this request or claim arising therefrom in this or any other stage of the professional grievance procedure, including arbitration, or to adjust or settle the same.

STATEMENT OF GRIEVANCE:

REMEDY REQUESTED:

Approved for processing:

Date _____

Signature of Grievant (Use reverse side for additional signatures if more than one grievant.)

Principal's Disposition (1st level):

Date _____

Signature of Principal

Association's Disposition:

Date _____

Satisfactory _____ Unsatisfactory _____

Superintendent's Disposition (2nd level):

Date _____

Signature of Superintendent

Association's Disposition:

Date _____

Satisfactory _____ Unsatisfactory _____

APPENDIX IV

RE: Article IV

The MPEA and the Board of Education agree to the following procedure for the initial implementation of Article IV Section B.

- I. The teacher's date of hire shall be the first day of work of his most recent employment as a teacher in the Mt. Pleasant Public Schools.
- II. In the event there is no record of the teacher's first day of work, his seniority date shall be the first day of the month employment began or if unknown shall be September 1 of the first year he was employed as a teacher in the Mt. Pleasant Public Schools.
- III. In the event two or more teachers are found to have the same date of hire, their placement on the seniority list shall be determined by their total years of teaching experience as defined in Article IV Section B. The teacher with more total years of teaching experience shall be placed higher on the seniority list.
- IV. In the event two or more teachers have the same date of hire after completion of paragraphs I through III above, their placement on the seniority list shall be determined by a drawing of lots.
- V. Each teacher so affected shall be notified, in writing, of the date, time and place of the drawing and shall be invited to attend. If the teacher does not attend, he shall be represented by the Association.
- VI. Once this process has been completed and a seniority list has been established, the seniority shall not be modified in any way except to delete or add teachers to the seniority list.
- VII. This process shall be completed prior to December 1, 1989.

MICHIGAN CODE OF Educational Ethics



1. RESPONSIBILITY TO THE PROFESSION

Trust in the educational system depends upon a level of professional conduct and responsibility that may be higher than required by law. This entails holding one and others to the same ethical standards.

A. Demonstrates responsibility to oneself as an ethical professional by:

1. Acknowledging that lack of awareness, knowledge, or understanding of the Code is not, in itself, a defense to a charge of unethical conduct;
2. Knowing and upholding the procedures, policies, laws, and regulations relevant to professional practice regardless of personal views;
3. Holding oneself responsible for ethical conduct;
4. Monitoring and maintaining sound mental, physical, and emotional health necessary to perform duties and services of any professional assignment; and taking appropriate measures when personal or health-related issues may interfere with work-related duties;
5. Refraining from professional or personal activity that may lead to reducing one's effectiveness within the school community;
6. Avoiding the use of one's position for personal gain and avoiding the appearance of impropriety; and
7. Taking responsibility and credit only for work actually performed or produced, and acknowledging the work and contributions made by others.

B. Fulfills the obligation to address and attempt to resolve ethical issues by:

1. Confronting and taking reasonable steps to resolve conflicts between the Code and the implicit or explicit demands of a person or organization;
2. Maintaining fidelity to the Code by taking proactive steps when having reason to believe that another educator may be approaching or involved in an ethically compromising situation;
3. Neither discriminating nor retaliating against a person on the basis of having made an ethical complaint;
4. Neither filing nor encouraging frivolous ethical complaints solely to harm or retaliate; and
5. Cooperating fully during ethics investigations and proceedings.

C. Promotes and advances the profession within and beyond the school community by:

1. Influencing and supporting decisions and actions that positively impact teaching and learning, educational leadership and student services;
2. Engaging in respectful discourse regarding issues that impact the profession;
3. Enhancing one's professional effectiveness by staying current with ethical principles and decisions from relevant sources including professional organizations;
4. Actively participating in educational and professional organizations and associations; and
5. Advocating for adequate resources and facilities to ensure equitable opportunities for all students.

2. RESPONSIBILITY FOR PROFESSIONAL COMPETENCE

Commitment to the highest levels of professional and ethical practice, including demonstration of the knowledge, skills and dispositions required for professional competence.

A. Demonstrates commitment to high standards of practice through:

1. Incorporating into one's practice state and national standards, including those specific to one's discipline;
2. Using the Michigan Code of Educational Ethics and other ethics codes unique to one's discipline to guide and frame educational decision-making;
3. Advocating for equitable educational opportunities for all students;
4. Accepting the responsibilities, performing duties and providing services corresponding to the area of certification, licensure, and training of one's position;
5. Reflecting upon and assessing one's professional skills, content knowledge, and competency on an ongoing basis; and
6. Committing to ongoing professional learning.

B. Demonstrates responsible use of data, materials, research and assessment by:

1. Appropriately recognizing others' work by citing data or materials from published, unpublished, or electronic sources when disseminating information;
2. Using developmentally appropriate assessments for the purposes for which they are intended and for which they have been validated to guide educational decisions;
3. Conducting research in an ethical and responsible manner with appropriate permission and supervision;
4. Seeking and using evidence, instructional data, research, and professional knowledge to inform practice;
5. Creating, maintaining, disseminating, storing, retaining and disposing of records and data relating to one's research and practice, in accordance with district policy, state and federal laws; and
6. Using data, data sources, or findings accurately and reliably.

C. Acts in the best interest of all students by:

1. Increasing students' access to the curriculum, activities, and resources in order to provide a quality and equitable educational experience;
2. Working to engage the school community to close achievement, opportunity, and attainment gaps; and
3. Protecting students from any practice that harms or has the potential to harm students.

3. RESPONSIBILITY TO STUDENTS

A primary obligation to treat students with dignity and respect, including promoting the health, safety and well-being of students by establishing and maintaining appropriate verbal, physical, emotional and social boundaries.

A. Respects the rights and dignity of students by:

1. Respecting students by taking into account their age, gender, culture, setting, and socioeconomic context;
2. Interacting with students with transparency and in appropriate settings;
3. Communicating with students in a clear, respectful, and culturally sensitive manner;

4. Taking into account how appearance and dress can affect one's interactions and relationships with students;
5. Considering the implication of accepting gifts from or giving gifts to students;
Engaging in physical contact with students only when there is a clearly defined purpose that benefits the student and continually keeps the safety and well-being of the student in mind;
6. Avoiding multiple relationships with students which might impair objectivity and increase the risk of harm to student learning or well-being or decrease educator effectiveness;
7. Acknowledging that there are no circumstances that allow for engagement in romantic or sexual relationships with students; and
8. Considering the ramifications of entering into an adult relationship of any kind with a former student, including but not limited to, any potential harm to the former student, public perception, and the possible impact on the educator's career. The professional educator ensures that the adult relationship was not started while the former student was in school.

B. Demonstrates an ethic of care through:

1. Seeking to understand students' educational, academic, personal, and social needs as well as students' values, beliefs, and cultural background(s);
2. Respecting the dignity, worth, and uniqueness of each individual student including, but not limited to, actual and perceived gender, gender expression, gender identity, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, socio-economic status, and culture; and
3. Establishing and maintaining an environment that promotes the emotional, intellectual, physical, and sexual safety of all students.

C. Maintains student trust and confidentiality when interacting with students in a developmentally appropriate manner and within appropriate limits by:

1. Respecting the privacy of students and the need to hold in confidence certain forms of student communication, documents, or information obtained in the course of professional practice;
2. Upholding parents'/guardians' legal rights, as well as any legal requirements to reveal information related to legitimate concerns for the well-being of a student; and
3. Protecting the confidentiality of student records and releasing personal data in accordance with prescribed state and federal laws and local policies.

4. RESPONSIBILITY TO THE SCHOOL COMMUNITY

Promotion of positive relationships and effective interactions with all members of the school community, while maintaining professional boundaries.

A. Promotes effective and appropriate relationships with parents/guardians by:

1. Communicating with parents/guardians in a timely and respectful manner that represents the students' best interests;
2. Demonstrating a commitment to equality, equity, and inclusion as well as respecting and accommodating diversity among members of the school community;
3. Considering the implication of accepting gifts from or giving gifts to parents/guardians; and
4. Maintaining appropriate confidentiality with respect to student information disclosed by or to parents/guardians unless required by law.

B. Promotes effective and appropriate relationships with colleagues by:

1. Respecting colleagues as fellow professionals and maintaining civility when differences arise;
2. Resolving conflicts, whenever possible, privately, and respectfully and in accordance with district policy;
3. Keeping student safety, education, and health paramount by maintaining and sharing educational records appropriately and objectively in accordance with local policies and state and federal laws;
4. Collaborating with colleagues in a manner that supports academic achievement and related goals that promote the best interests of students;
5. Enhancing the professional growth and development of new educators by supporting effective field experiences, mentoring or induction activities across the career continuum;
6. Ensuring that educators who are assigned to participate as mentors for new educators, cooperating teachers, or other leadership positions are prepared and supervised to assume these roles;
7. Ensuring that educators are assigned to positions in accordance with their credentials, preparation, and experience in order to maximize students' opportunities and achievement; and
8. Working to ensure a workplace environment that is free from harassment.

C. Promotes effective and appropriate relationships with the community and other stakeholders by:

1. Advocating for policies and laws that the educator supports as promoting the education and well-being of students and families;
2. Collaborating with community agencies, organizations, and individuals in order to advance students' best interests without regard to personal reward or remuneration; and
3. Maintaining the highest professional standards of accuracy, honesty, and appropriate disclosure of information when representing the school or district within the community and in public communications.

D. Promotes effective and appropriate relationships with employers by:

1. Using property, facilities, materials, and resources in accordance with local policies and state and federal laws;
2. Respecting intellectual property ownership rights when sharing materials (e.g. original lesson plans, district level curricula, syllabi, grade books, etc.);
3. Exhibiting personal and professional conduct that is in the best interest of the organization, learning community, school community, and profession; and
4. Considering the implications of offering or accepting gifts and/or preferential treatment by vendors or an individual in a position of professional influence or power.

E. Understands the problematic nature of multiple relationships by:

1. Considering the risks that multiple relationships might impair objectivity and increase the likelihood of harm to students' learning and well-being or diminish educator effectiveness;
2. Considering the risks and benefits of a professional relationship with someone with whom the educator has had a past personal relationship and vice versa;
3. Considering the implications and possible ramifications of engaging in a personal or professional relationship with parents and guardians, student teachers, colleagues, and supervisors; and

4. Ensuring that professional responsibilities to paraprofessionals, student teachers or interns do not interfere with responsibilities to students, their learning, and well-being.

5. RESPONSIBLE AND ETHICAL USE OF TECHNOLOGY

Consideration of the impact of consuming, creating, distributing and communicating information through all technologies. Vigilance to ensure that appropriate boundaries of time, place, and role are maintained when using electronic communication.

A. Uses technology in a responsible manner by:

1. Using social media responsibly, transparently, and primarily for purposes of teaching and learning per school and district policy. The professional educator considers the ramifications of using social media and direct communication via technology on one's interactions with students, colleagues, and the general public;
2. Staying abreast of current trends and uses of school technology;
3. Promoting the benefits of and clarifying the limitations of various appropriate technological applications with colleagues, appropriate school personnel, parents, and community members;
4. Knowing how to access, document, and use proprietary materials and understanding how to recognize and prevent plagiarism by students and educators;
5. Understanding and abiding by the district's policy on the use of technology and communication;
6. Recognizing that some electronic communications are records under the Freedom of Information Act (FOIA) and state public access laws and should consider the implications of sharing sensitive information electronically either via professional or personal devices/accounts; and
7. Exercising prudence in maintaining separate and professional virtual profiles, keeping personal and professional lives distinct.

B. Ensures students' safety and well-being when using technology by:

1. Being vigilant in identifying, addressing and reporting (when appropriate and in accordance with local district, state, and federal policy) inappropriate and illegal materials/images in electronic or other forms;
2. Respecting the privacy of students' presence on social media unless given consent to view such information or if there is a possibility of evidence of a risk of harm to the student or others; and
3. Monitoring to the extent practical and appropriately reporting information concerning possible cyberbullying incidents and their potential impact on the student learning environment.

C. Maintains confidentiality in the use of technology by:

1. Taking appropriate and reasonable measures to maintain confidentiality of student information and educational records stored or transmitted through the use of electronic or computer technology;
2. Understanding the intent of Federal Educational Rights to Privacy Act (FERPA) and how it applies to sharing electronic student records; and
3. Ensuring that the rights of third parties, including the right of privacy, are not violated via the use of technologies.

D. Promotes the appropriate use of technology in educational settings by:

1. Advocating for equal access to technology for all students, especially those historically underserved;
2. Promoting the benefits of and clarifying the limitations of various appropriate technological applications with colleagues, appropriate school personnel, parents, and community members; and
3. Promoting technological applications (a) that are appropriate for students' individual needs, (b) that students understand how to use and (c) that assist and enhance the teaching and learning process.

LETTER OF AGREEMENT
Between
THE MT. PLEASANT EDUCATION ASSOCIATION
And
THE MT. PLEASANT BOARD OF EDUCATION

RE: Double Counts of Students with full-time Special Education teacher Assistant

The parties agree to the following changes to Article XIII, 3.C.e –Teaching Conditions:

1. Maximum class sizes for the special education programs shall not exceed guidelines as established by the State of Michigan Department of Education except for State approved deviations and/or waivers. When certified special education or ESL elementary students are integrated in regular classes for half time or more, they will be counted as a double membership on class rolls, except in those circumstances where the student is paired full time with an assistant as outlined in the student’s IEP.
2. Those students who meet the above provision shall receive the double membership anytime they are not supported by an assistant including ArTs classes that have defined maximum class sizes, i.e. art, music, PE, computers
3. It is understood that in order to avoid counting double membership for those students with full-time aid, the assistant attending to the SPED student shall not be pulled from the student during instructional time to attend other duties when their primary responsibility is to his/her student.
4. During the 2013-2014 school year, a joint committee (whose members shall be determined by the bargaining teams) shall form to review the district’s needs and practices related to student behavior.

This Letter of Agreement is for the 2013-2014 school year. At the conclusion of the 2013-2014 school year both parties will reconvene to determine whether to revise, extend, or dissolve this practice.

For the Association

For the Board

LETTER OF AGREEMENT
between
THE MT. PLEASANT EDUCATION ASSOCIATION
and
THE MT. PLEASANT BOARD OF EDUCATION

Re: Professional Learning Stipend

In recognition of the importance of collaboration in professional learning, a teacher may choose to complete approved half-day and full-day professional development activities outside of his workday. In lieu of release time from his workday, a teacher may receive stipend compensation for his approved half-day or whole-day professional learning event.

Teachers intending to use a professional day(s) in this manner and intending to receive a stipend as compensation will:

- submit the Professional Day Event Approval Form to the Assistant Superintendent for Human Resources.
- give a detailed description of the professional learning that will take place.
- include a detailed agenda that includes increments of time spent on specific areas of the learning and where professional learning will take place. Location must be on school, public library or campus grounds. Campus grounds can include CMU, RESD or GIRESD, or designated conference location.
- Preference will be given to those activities/projects that include grade level or departmental collaboration.
- provide minutes from the professional learning within 5 days after the event has taken place.

*A professional day in this manner cannot be used in conjunction with an event or School Business Day that is partially funded by another source such as Title I or Title IIa.

To align half-days and whole-days with the Michigan Online Educator Certification System (MOECS), a half-day event is defined as at least three (3) hours up to but not including six (6) hours in length, and a full-day event is defined as at least six (6) hours up to and including eight hours in length. In lieu of release from his work day, a teacher will receive a fifty dollar (\$50) stipend for half-day events, and a one hundred dollar (\$100) stipend for full-day events.

Some example events that might be used in this manner are:

- Professional learning opportunities facilitated by professional organizations or the RESD that occur in the evening or on the weekend
- Collaborative learning opportunities among teachers from multiple MPPS buildings (like a publisher's professional development about the teacher resources of a new MPPS curriculum resource)
- Collaborative learning opportunities with teachers in other districts (like professional development about teaching strategies for teachers who have few or no MPPS colleagues in the same teaching assignment)

Waiver Form for Association Representation

Mt. Pleasant Public Schools and Mt. Pleasant Education Association

I, _____, am aware that I may have Association representation, but I
Name

have voluntarily elected not to have representation present at the meeting held on

_____ at _____ o'clock with _____
Date Time Administrator(s)

I understand that my waiver does not restrict or in any way waive the rights of the Mt. Pleasant Education Association to grieve and that the Association will be provided a copy of this waiver of representation.

I reserve the right to rescind this waiver with a written statement to the administration and to reassert my right to representation at any time.

Association Member Signature

Date

Time