

**M
A
S
T
E
R

A
G
R
E
E
M
E
N
T**

between

EAST JACKSON COMMUNITY SCHOOLS

And

**EAST JACKSON EDUCATION
ASSOCIATION
JCEA / MEA / NEA**

Jackson County, Michigan

2009 – 2012

TABLE OF CONTENTS

ARTICLE I

RECOGNITION..... 1

ARTICLE 2

ASSOCIATION RIGHTS AND
RESPONSIBILITIES 1

ARTICLE 3

TEACHER RIGHTS AND
RESPONSIBILITIES 2
 Private Life 2
 Americans With Disabilities Act 3
 Non-Discrimination 3
 Just Cause 3
 Union Representation 4
 Complaints 4
 Personnel File 4
 Property Loss/Damage 5

ARTICLE 4

BOARD RIGHTS AND RESPONSIBILITIES
..... 5

ARTICLE 5

PROFESSIONAL DUES OR FEES AND
PAYROLL DEDUCTIONS 6

ARTICLE 6

WORKING CONDITIONS 6
 Teaching Conditions 6
 Regular Classroom Teachers 6
 Elementary Special Area Teachers 7
 Secondary Teachers 7
 Safe Working Conditions 8
 Librarian 8
 Special Education/Least Restrictive 8
 Spilt Grades 10
 Teaching Hours 10
 Secondary Planning Period 10
 Elementary Planning Period 11
 Drug and Alcohol Policies 12
 Communicable Disease Control Policy/Blood
 Borne Pathogens 12
 Building Conditions Notification 13

ARTICLE 7

NO STRIKE 13

ARTICLE 8

VACANCIES, TRANSFERS AND
PROMOTIONS 13
 Vacancies and Promotions 13
 Transfers 15

ARTICLE 9

LEAVES OF ABSENCE 15
 Leaves of Absence - Paid, Chargeable to Sick
 Days 15
 Sick Leave Entitlement 16
 Worker's Compensation 17
 Personal Business Days 17
 Bereavement Leave 17
 Reporting Procedure 17
 Leaves of Absence Paid - Not Chargeable to
 Sick Days 18
 Jury Duty 18
 Court Appearance As a Witness 18
 Association Days 18
 Leaves of Absence without Pay 18
 General Provisions Related to all Leaves 18
 Types of Leaves 19
 Ill Health/Disability 19
 Illness in Immediate Family 19
 Parental Leave 19
 Adoptive Leave 19
 Advanced Study 19
 Association Leadership 20
 Other Leaves 20
 Return From Leave of Absence 20
 Family and Medical Leave Act of 1993 21
 Temporary Assignment 21

ARTICLE 10

PROFESSIONAL COMPENSATION 21
 Additional Assignments 21
 Extended Assignments 21
 Subbing During Prep 22
 In-Service Compensation 22
 Overload 22

**ARTICLE 10 - PROFESSIONAL
COMPENSATION**

(Continued)

Mileage Reimbursement 22
Experience Credit 22
Increment Credit 23
Part-Time Teachers 23
Extra-Curricular/Co-Curricular 23
Terminal Leave Payment 24
Fringe Benefits 24
 PLAN A 24
 PLAN B 25

ARTICLE 11

PROFESSIONAL GRIEVANCE
PROCEDURE 26
 Definition 26
 Principal's Level 26
 Superintendent's Level 26
 Arbitration 26
 Appeal to the Arbitrator 26
 Selection of the Arbitrator 27
 Powers of the Arbitrator 27
 Arbitrator's Fees and Expenses 27

ARTICLE 12

TEACHER EVALUATION 28
 Probationary Teachers 28
 Tenure Teachers 28

ARTICLE 13

REDUCTION IN PERSONNEL 29
 Layoff 29
 Timelines 29
 Seniority 30
 Seniority List 30
 Notice 31
 Recall 31

ARTICLE 14

STUDENT DISCIPLINE AND TEACHER
PROTECTION 32
 Student Discipline 32
 Teacher Protection 32

ARTICLE 15

NEGOTIATION PROCEDURE 33

ARTICLE 16

PROFESSIONAL EDUCATION
CONFERENCES 33

ARTICLE 17

MENTOR TEACHER 33

ARTICLE 18

PUBLIC SCHOOL ACADEMIES 34

ARTICLE 19

MISCELLANEOUS PROVISIONS 34

ARTICLE 20

BINDING EFFECTIVE AGREEMENT 35

ARTICLE 21

DURATION OF AGREEMENT 36

APPENDIX A

SALARY SCHEDULE 37
 2009-2010 37
 2010-2011 37
 2011-2012 37
 Longevity 37

APPENDIX B

SUPPLEMENTARY PAY FOR EXTRA
CURRICULAR ACTIVITIES 38
EXTRA CURRICULAR COMPENSATION --
ATHLETICS 39

APPENDIX C

GENERAL AND EXTRA SERVICES 42

APPENDIX D-1

Probationary Teacher Evaluation Report...44

APPENDIX D-2

Tenured Teacher Evaluation Report.....48

APPENDIX E

INDIVIDUAL DEVELOPMENT PLAN.....50

APPENDIX F

Calendars
2009 - 2010.....52
2010 - 2011.....53
2011 - 2012.....54

APPENDIX G

Grievance Report Form.....55

APPENDIX H

Letter of Agreement
Middle School Closure.....56

APPENDIX I

Letter of Agreement
Above Step 11.....57

ARTICLE I - RECOGNITION

- A. The Board hereby recognizes the Jackson County Education Association (hereinafter called the "Association") as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all certified personnel, including all teaching personnel employed by the Board (whether or not assigned to a public school building), librarians, guidance counselors, but excluding administrative and supervisory personnel, substitute teachers, clerical and custodial employees.
- B. The term "*teacher*" when used in this Agreement shall refer to all classroom teachers, librarians, and guidance counselors employed under individual contract for a full year at no less than three (3) hours daily or two (2) full days per week, by the East Jackson Community Schools represented by the Association in the bargaining or negotiating unit, and reference to male teachers shall include female teachers. At no time will a teacher be employed for less than three (3) hours daily for the purpose of reducing the number of employees covered by the terms of this Agreement.
- C. The term "*Board*" shall include its officers, members and agents.

ARTICLE 2 - ASSOCIATION RIGHTS AND RESPONSIBILITIES

- A. The Association agrees to abide by Act 379 of the Public Acts of 1965 and to all applicable laws and statutes pertaining to teachers' rights and responsibilities. The Association also agrees to abide with all Board of Education written policies and procedures not inconsistent with the terms of this Agreement.
- B. The Board shall provide information necessary to the Association to process grievances or complaints, negotiate and administer the Agreement, or otherwise perform its duty as the representative of the teachers.

Any request for information identified in the foregoing paragraph will be made by the Association President or his/her designee in writing, directed to the Superintendent. An appropriate written response shall be returned to the designated representative within five (5) working days from the date said request is received by the Superintendent.

- C. Association materials intended for distribution to parents, via the school mailing system, must have prior approval by the Board before distribution.
- D. The Association may use the school buildings for meetings if prior approval is obtained from the Building Principal at least twenty four (24) hours in advance. Application for use of school buildings shall be made on the School Facilities Use Agreement. Bulletin board space, conveniently located, shall be made available to the Association.

- E. The Association may use school equipment, including typewriter, mimeographing machines, other duplicating equipment, calculating machines, and audio-visual equipment, when such equipment is not otherwise in use, subject to approval of the Building Principal. When the Association is publishing its own internal communication, it will furnish its own paper.
- F. Published agendas and notices of Board meetings shall be made available to each building representative and the Association President at the same time they are made available to the members of the Board of Education. Published Board meeting minutes will be forwarded to the local president.
- G. Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property, with approval of the Building Principal or his/her designee provided this does not interfere or interrupt normal school operations.

ARTICLE 3 - TEACHER RIGHTS AND RESPONSIBILITIES

- A. Nothing contained within this contract shall be construed to deny or restrict any teacher rights he/she may have under the Michigan General School Laws, Tenure Act, or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
- B. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Act or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment or application of the provisions of this Agreement or Board policies by reason of his/her membership in the Association, his/her participation in any activities of the Association or collective negotiations with the Board, or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

- C. **Private Life**

The Board and the Association agree that the private life of a teacher is his/her own affair unless his/her conduct should adversely affect his/her relationship with students or the discharge of his/her teaching and other school-related activities. If such conduct does exist, the Board agrees to discuss the problem with the

Association prior to taking any action in an effort to arrive at a satisfactory solution to the problem.

- D. The Board shall make available in each school adequate lunchroom, restroom, and lavatory facilities, exclusively for teachers and at least one room which shall be reserved for use as a faculty room.
- E. It is recognized that abuse of sick leave and other leaves, chronic-tardiness or absences, willful deficiencies in professional performance, or other violations of professional behavior reflect adversely upon the teaching profession and the Board will take action to correct breaches of professional behavior.

F. **Americans With Disabilities Act**

1. The Board and the Association recognize their respective responsibilities to comply with the Americans With Disabilities Act (ADA) or other similar federal or state legislation, including steps needed in order to reasonably accommodate an employee's disability, such as, but not limited to, restructuring a job or position, re-allocating or re-distributing job functions or requirements, altering when or how job functions are performed, creating modified or part-time work schedules, granting preferences in work schedules or shifts, creating flexible leave policies, providing disabled employees with transfers or reassignments to vacant positions and providing benefits that may be necessary to accommodate disabilities.
2. In accordance with these principles the Employer will provide notice to the Association of any potential need for accommodation and seek Association input on proposed accommodations.
3. Employees shall be notified of the identity of the ADA Compliance Officer.

G. **Non-Discrimination**

The provisions of this Agreement and the wages, hours, and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, sex, or marital status, or membership in, or association with, the activities of any teacher organization. The Board and the Association pledge themselves to extend the advantages of public education to every student of the district without regard to race, religion, sex, color or national origin and to achieve full equality of education opportunity to all pupils.

H. **Just Cause**

No teacher who has acquired tenure status in East Jackson shall be disciplined, or discharged without just cause. All written information will be made available to the teacher and the Association, if the teacher directs.

The Board, in recognition of the concept of progressive correction, shall notify the teacher of alleged delinquencies, indicate expected corrections, and indicate a reasonable period for correction.

I. **Union Representation**

A teacher shall at all times be entitled to have present a representative of the Association, or other representative of his/her choice, when he/she is being reprimanded, warned, or disciplined for any infraction of discipline or delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative is present.

J. **Complaints**

Formal complaints regarding a teacher made to the administration by any parent, student or other person which are considered in evaluating a teacher's performance will be called to his/her immediate attention and reduced to writing by an administrator. Any complaint that is not brought to the teacher's attention will not be used in any future disciplinary action or evaluation.

K. **Personnel File**

1. Any material which relates to, or may relate to, evaluation or discipline added to the teacher's file after the initial date of employment must be signed by the teacher. No material to be used in disciplinary action against the teacher may be placed therein without allowing the teacher an opportunity to file a response thereto, and said response shall be attached to the item(s) which give rise to the response.
2. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material but, in no instance, shall said signature be interpreted to mean agreement with the content of the material.
3. Each teacher will have the right, upon request, to review the contents of his/her own personnel file. A representative of the Association may, at the teacher's request, accompany the teacher in such review. The review will be made in the presence of the administrator responsible for the safekeeping of such file. Confidential credentials and related personal references obtained at the time of initial hiring, are specifically exempted from such review. The administrator will remove such credentials and confidential reports from the file prior to the review of the file by the teacher.
4. Any employee believing that material contained in his/her personnel file is false or incorrect may, at his/her option, register a complaint through the

grievance procedure to have said material corrected or expunged from his/her file.

L. **Property Loss/Damage**

In the event a teacher loses or damages school property assigned to the teacher (i.e., computer) offsite through negligence, the teacher will reimburse the District for any replacement or repair costs up to the District's insurance deductible within thirty (30) calendar days of receiving notice from the District.

ARTICLE 4 - BOARD RIGHTS AND RESPONSIBILITIES

A. The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitutions of the State of Michigan and of the United States, including, but without limiting the generality of the foregoing, the right:

1. To provide the executive management and administrative control of the school system and its properties and facilities, including the decision to operate or not operate such facilities, and the activities of its employees.
2. To hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their discipline, dismissal or demotion, and to promote and transfer all such employees.
3. To establish, modify, and/or increase or reduce classes and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students, all as deemed necessary and advisable by the Board.
4. To determine appropriate and acceptable means and methods of instruction, the selection of textbooks and other teaching materials, and appropriate and acceptable use of teaching aids of every kind and nature.
5. To determine class schedules, the hours in instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and with respect to administrative and non-teaching activities, and the terms and conditions of employment.
6. To determine fiscal policies and authorize all expenditures of public monies.

- B. The exercise of these powers, rights, authority, duties, and responsibilities by the Board, and the adoption of such rules, regulations and policies as it may deem necessary shall be limited only by specific and expressed terms of this Agreement and by the laws of the State of Michigan.

ARTICLE 5 - PROFESSIONAL DUES OR FEES AND PAYROLL DEDUCTIONS

- A. The Board shall deduct dues and service fees in equal amounts in accordance with a schedule mutually acceptable to the parties. Deductions for teachers employed after the commencement of the school year shall be pro-rated to complete payments. The deduction of dues and service fees shall be required as a condition of this Agreement. As such, the Board shall automatically deduct dues and service fees pursuant to the authority set forth in MCLA 408.477.

In the event of any form of litigation against the Board under this section, the Association agrees to hold the Board harmless from any and all damages and judgments which may result from such action.

- B. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of the teacher and make appropriate remittance for annuities, credit union, and savings bonds, charitable donations and other plans or programs approved jointly by the Association and the Board.

ARTICLE 6 - WORKING CONDITIONS

A. **Teaching Conditions**

1. The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to ensure the high quality of education as the goal of both the Association and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school day should be directed toward ensuring that the energy of the teacher is primarily utilized to this end.
2. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be limited and students equally distributed within grade levels and subject areas, whenever possible.

a. **Regular Classroom Teachers**

Kindergarten through fifth grade class sizes shall not exceed thirty (30) students.

b. **Elementary Special Area Teachers**

Because pupil loads of special area teachers differ from regular classroom teachers, the class load and schedule for said teachers shall be reviewed by a committee which shall include the Superintendent, or his designee, Principal, the special area teacher and the building Association representative, if the special area teacher requests.

For the purposes of this section, special areas shall be defined as art, music, physical education, library, etc.

Regardless of the number of Specials provided, the integrity of the basic instruction process shall be maintained at all times.

With the exception of Article 6 (A) (6) below, it is recognized that nothing in the Master Agreement requires the District to employ special area teachers.

c. **Secondary Teachers**

The class load and schedule shall be reviewed by a committee which shall include the Superintendent, or his designee, Principal, teacher and the building representative, if the teacher requests.

The committee will take into consideration student safety and the quality of instruction in its deliberations.

3. The Board recognizes that appropriate texts, library reference facilities, maps, globes, laboratory equipment, current periodicals, standard test and questionnaires, field trips and similar materials are the tools of the teaching profession. The Board and the Association will confer for the purpose of improving the selection and use of such educational tools. The Board will continue its efforts to keep the schools reasonably equipped. The teacher is responsible for utilizing instructional materials and equipment in a careful and prudent manner and to supervise the use of consumable supplies by students to make certain waste is kept at a minimum and respect for materials and supplies is taught.
4. The Board shall provide:
 - a. A separate desk with lockable drawer space and/or access to a lockable cabinet for each teacher in their assigned room.
 - b. Copies, exclusively for a teacher's use, of all texts used in each of the courses he/she is to teach.

- c. A dictionary for the respective age group in every classroom.
- d. Seating facilities for each student.
- e. Books and materials for each student needed in daily teaching responsibilities in programs approved by the Board.
- f. In each of the buildings there will be a telephone extension provided for teacher use in the teacher workroom. Personal long distance calls must be made with the use of a calling card.

5. **Safe Working Conditions**

Teachers shall not be required to work under recognized unsafe or hazardous conditions. Teachers will report in writing to their immediate supervisor and the Association when they become aware of any unsafe or hazardous conditions.

6. **Librarian**

Except as provided in this section, one full-time qualified librarian shall be provided to cover the District and the assignment may include one (1) section of reading instruction. In constructing the schedule, the administration will assure that at least the equivalence of one half day each full instructional week will be scheduled at the secondary school building.

In lieu of the librarian position, the District may elect to provide the equivalence of one (1) full-time special area teaching position (see Article 6-A-2-b) to service the elementary buildings.

7. **Special Education/Least Restrictive**

- a. Copies of deviation requests for special education class loads will be provided to the Association President and Building Representative(s) upon submission to the Jackson County Intermediate School District and the Department of Education.
- b. The parties acknowledge that the policy of Least Restrictive Environment is legally mandated. It is also recognized that the extent to which any special education student should participate in regular education programs and services involves consideration of that student's unique needs as determined by an Individual Educational Planning Committee (IEPC). It is further acknowledged and recognized that the general educational classroom teacher shall be responsible for the implementation of those responsibilities applicable to the classroom teacher within the I.E.P.

- c. When a general education classroom teacher is assigned a student who has been identified for special education services, the teacher shall not be expected to perform routine, scheduled maintenance of an apparatus used by the student to sustain his/her bodily functions nor render routine scheduled care or maintenance of exceptional bodily functions (e.g. tracheotomy, diapering, use of the toilet, etc.) related to the student's impaired condition. The teacher shall be informed and instructed by the administration or its agent(s) as to emergency measures which may be necessary on occasion due to the student's impaired condition prior to student attendance. Teacher(s) will not be required to transport special education students.
- d. The administration agrees to pursue providing for a substitute in the absence of the regularly assigned special education aide. Temporary assistance will be provided.
- e. No Individual Educational Planning Committee (IEPC) will be held without the regular classroom teacher at the elementary level, if known, being invited to attend or have a teaching staff representative invited to attend. At the middle school and high school levels, all teachers who will be working with said student, will be informed of the IEPC and at least one teacher will be required to attend the IEPC. The principal will make available for the other involved teachers the information provided at the IEPC which was prepared or furnished by the staff of the JCISD. Teachers should be given two weeks advance notice of the IEPC, or as soon as the building principal is informed but not later than the end of the next regularly scheduled day of work. The teacher, if so desired, will be entitled to representation. If known, at the beginning of each school year, all teachers will be provided a list of their students and their special needs.
- f. If any teacher(s), in writing, advises the district of a reasonable basis to believe that a student's IEP, falling under applicable special education statute, is not meeting the student's needs as required by law, the district will reconvene an IEPC in a timely fashion. The teacher(s) will be invited to attend the IEPC.
- g. The district shall notify employees of the identity of its Section 504 officer as well as the procedures for requesting a Section 504 hearing.
- h. Both parties agree that the existing step process for formulation of recommendations regarding the educational programs and services for students, the legal definitions regarding inclusive education, least restrictive environment, medically fragile students and identified student, shall be posted on the teacher lounge bulletin board.

- i. The Board shall endeavor to provide within its practical means for the equal distribution within a building of special needs students within grade levels and subject areas.
8. **Split Grades** - The school administration will make every effort to equalize the number of students in each of the two (2) grade levels, as well as possible.

B. Teaching Hours

1. All teachers shall be required to be at their assigned work stations at the beginning of the school day and leave the building at the end of the school day at a time designated by the Board. Teachers may not be required to remain at work, or in the building, for more than seven (7) hours and twenty (20) minutes per day.

Teachers shall not leave their building(s) during the prescribed workday without the approval of the Building Principal or his/her designee.

2. **Secondary Planning Period.** Schools shall have a daily planning period equivalent to at least one (1) class period each day providing it does not interfere with assemblies, field trips, parent conferences, or the proctoring of examinations. Assignment to a supervised study period shall be considered a teaching period for purposes of this Article. During the life of this contract, the number of preparations for secondary teachers shall not exceed four (4).

If a teacher is assigned more than two (2) study halls, then the need for preparation periods is eliminated and shall not be granted.

3. All teachers shall be entitled to a duty-free uninterrupted lunch period of at least thirty (30) minutes which may include up to four (4) minutes of passing time.
4. Absentees shall have plans and materials so arranged that a substitute will be able to assume the position with a minimum of interruption. Teachers shall make daily lesson preparation, prepare each week a written lesson plan covering the following week's instruction, and attend all staff meetings, unless excused by the building principal. The Association and the Board agree that a teacher's attendance at and/or participation in PTA meetings, open-houses, concerts, plays, Christmas programs, athletic events, graduation events, and similar school activities is a professional responsibility to be exercised within the discretion of the teacher considering the nature of his/her remaining professional responsibilities.
5. If the State of Michigan law as currently found in MCLA 388.1701(3) and (4) requires that school districts reschedule Act of God days as defined in Public

Act 239 of 1984, scheduled days of students and/or teacher attendance that are canceled because of such condition as defined in the Act shall be rescheduled by the district. Such rescheduling shall not affect, or otherwise require an adjustment of salary, compensation, or other benefits provided within this collective bargaining agreement.

6. A teacher's primary responsibility is his classroom or regular facility in which his/her basic assignment occurs. However, supervision of students is the teacher's responsibility during the entire school day. It is recognized, though, that supervision of students outside regularly scheduled classes, study halls, or homerooms, etc., is possible only at those times when teachers are not engaged in other professional activities. Teachers will cooperate in good housekeeping practices in the halls, respective classrooms, and their lounge. It is understood, however, that such teacher cooperation shall not obligate teachers to perform duties normally and customarily performed by janitorial, custodial, clerical, or administrative staff.
7. It is recognized that teachers must utilize teaching methods and materials acceptable to and/or approved by the Board in striving for maximum student development and the attainment of student performance objectives cooperatively developed with the Association and adopted by the Board.
8. **Elementary Planning Period.** With the exception of days in which indoor recess is held due to weather conditions, elementary teachers (grades K-5) will be provided with twenty-six (26) minutes of relief time each instructional day unless the normal daily instructional schedule is interrupted by other activities (i.e. parent teacher conferences; field trips; early dismissals; assemblies, etc.). In the event this time is needed to comply with state instructional hour requirements, elementary teachers shall rotate recess supervision unless the parties arrive at an alternative means of assuring compliance.

In addition, elementary teachers may also use for planning and conferences all time during which their classes are receiving instruction from various special area teachers. Elementary teachers may use the time during the noon recess when their students are supervised by teacher aides for planning purposes. Teacher aides shall be provided for recess and lunch hour duties in the above schools for the duration of this contract. Additionally, the Board will endeavor to provide classroom aides and/or other instructional assistance through use of special state and federal programs whenever possible.

9. The Board shall have the right to determine if the secondary grades (6-12) will have a six or seven period day. If it becomes necessary to change the number of periods during the life of this Agreement, paragraph "B.9" may be reopened for negotiations.

10. Subject to the conditions set forth in this section, the District reserves the right to assign a secondary teacher to a class period before or after the regular instructional day.

Such assignments shall not serve to lengthen the overall length of the teacher workday set forth in Article 6.B.1 and shall not create a “split day” for any teacher without said teacher’s agreement.

Except as set forth below, the assignments will be voluntary:

- a. The assignment of teachers in such instances will be limited to those teachers hired for the purpose of staffing these positions during the course of the 1994-95 school year or thereafter and any teacher hired prior to the 1994-95 school year who volunteers for the assignment.
- b. Once assigned, the teacher will remain in the position if the period remains in the schedule until such time as there is a volunteer or a new teacher is hired with the appropriate certification and qualifications for that period.

If the position is not scheduled for a given year / academic period and is later returned to the schedule, the provisions of section a relating to teachers hired for these positions during the course of the 1994-1995 school year will apply.

11. No program or services shall be delivered outside the negotiated work day/work year without prior written notice to the Association.

C. **Drug and Alcohol Policies**

In the event the Board should meet to modify its current policy pertaining to alcohol and drug use, the Board will consult with the Association prior to any such modification.

D. **Communicable Disease Control Policy/Blood Borne Pathogens**

1. The Board shall make available to its employees a copy of its exposure plan. The copies can be reviewed at easy access points throughout the District.
2. In addition, the Board will make available to all employees training on blood borne pathogens and other infectious materials.
3. Each employee shall have the right to appeal the determination regarding receiving the Hepatitis B vaccine to the Superintendent. The Superintendent shall honor all requests declining the vaccination(s).

E. **Building Conditions Notification**

In the event the heating, electrical or water systems are not functioning, the Association Representative will be notified within one (1) hour of the discovery of the malfunction. If the building is without power and the administration has not communicated the problem to the teachers, the Association Representative will be released to communicate with the rest of the staff the status of the problem. The Association Representative will be given periodic updates if the problem persists.

ARTICLE 7 - NO STRIKE

Neither the Association nor individual teachers shall at any time during the life of this Agreement authorize, cause, or engage in, or sanction any strike, or work stoppage against the East Jackson Board of Education. For the purpose of this Agreement, a strike is defined as the failure to report for duty, the willful absence from one's position, the stoppage of work or the abstinence in whole or in part from the full, faithful, and proper performance of duties of employment, for the purpose of inducing, influencing or coercing a change in the conditions of employment, compensation, or the rights and privileges or obligations of employees of the East Jackson Board of Education. If, during the life of this Agreement, the Association authorizes, causes, or engages in any strike against the East Jackson Board of Education as defined above, the Association recognizes that the Board may declare this Agreement null and void.

ARTICLE 8 - VACANCIES, TRANSFERS AND PROMOTIONS

A. **Vacancies and Promotions**

1. A "vacancy" shall be defined as a position, newly created, reinstated, or resulting from termination, death, retirement and upon the execution of "a" through "e" below of this section.

Vacancies will be posted after all teachers have been assigned (see Section B-4). In making such assignments, teachers with requests for transfers on file (see Section B-2) will be given first consideration.

After the timelines in Section B-4, teaching positions shall be filled according to the following order of teacher situation priority in conjunction with the criterion set forth in Section A. (3):

- a. Teacher with return rights under Article 9 (C-2).
- b. Teacher(s) with a request for transfer on file as set forth in Section B-2 of this Article.

- c. Teacher(s) who apply during the posting period as set forth in Section A-2 of this Article.
 - d. Involuntary transfers as set forth in Section B-3 of this Article. This section shall not be construed to restrict the District's right to implement involuntary transfers under Section B-3, make assignments under B-4 or to require the transfer of a teacher in implementing under Article 13.
 - e. Recall of a teacher(s) as set forth in Article 13 of this Agreement.
2. Whenever any vacancy in any professional position (administrative or teaching) in the District shall occur, the Board shall publicize the same by posting such vacancy on the teachers' bulletin board in every school building. No vacancy shall be filled until such vacancy has been posted in accordance with the above provision for seven (7) work days. During the vacation periods the Board shall send notice of any vacancy occurring in the district to all teachers.
 3. Any qualified teacher may apply, in writing, for such vacancy. In filling such vacancy, the Board agrees to give equal weight to the following:
 - a. Certification
 - b. Length of service within the District
 - c. Professional qualifications and attainments

The choice of the individual selected to fill an administrative vacancy is reserved solely to the Board and is not subject to the grievance procedure.

4. When special education staff are initially hired into the bargaining unit, they will not be considered for general education vacancies unless:
 - a. They have had prior general education experience at the vacancy level (elementary/secondary); or
 - b. With the Superintendent's concurrence; or
 - c. They have at least six (6) years of service in the District.
5. If a vacancy should exist one (1) week prior to the opening day of school, or, occur during the school year, such vacancy may be filled by a term substitute, and shall be paid at the rate for which they would be eligible under regular contract.

B. Transfers

1. Transfers for purposes of this section include a change to a different grade, building or position.
2. Requests by a teacher for a transfer shall be made in writing, to the Superintendent, with a copy to the Association President. The application shall set forth the reasons for transfer, the school year, the building, grade or position sought, and the applicant's academic qualifications. Request for transfer will be valid for a specific school year and shall expire with the ending of said school year.
3. By way of example, an involuntary transfer may be made in case of an emergency, to prevent undue disruption of the instructional program, or to implement Article 13. Except when the transfer is due to implementing Article 13, the Superintendent shall notify the affected teacher and the Association of the reasons for an involuntary transfer. Upon request of the teacher, the Superintendent will meet with the teacher to discuss the reasons for the involuntary transfer.
4. All teachers shall be given written notices of their assignment for the forthcoming year no later than the fifteenth (15th) day of June, except in a year when millage election results necessitate staff assignment changes, then such assignments shall be given by June 30. When teachers are notified, the association will be given a copy of the tentative master schedule.

In the event that changes in such schedules are proposed, all teachers affected shall be notified by the Superintendent in writing. A teacher wishing to have a consultation must request the consultation within ten (10) days of the post date of the notification. Only by mutual agreement will changes in teachers' schedules be made later than the fifteenth (15th) day of August preceding the commencement of the school year, except in cases of implementing Article 13 or the instance the change is made to facilitate a request for accommodation by a teacher with a legally recognized, bona fide handicap or return from an unpaid leave of absence.

ARTICLE 9 - LEAVES OF ABSENCE

A. Leaves of Absence - Paid, Chargeable to Sick Days

1. Absence due to illness or non-vocational accident of a teacher.
2. Absence due to illness or disabling accident of a teacher's immediate family, limited to twelve (12) working days per year. Additional days will be available without pay.

Illness in the immediate family:

- a. The teacher may use accumulated sick leave for emergency illness in the family which requires the teacher to make arrangements for care.
 - b. The teacher may use no more than three (3) consecutive days of sick leave for illness or disabling accident of a teacher's marital in-laws, grandparents or step daughters or step sons residing with the teacher.
 - c. "*Immediate family*" is defined as father, mother, son, daughter, sister, brother, husband and wife.
3. The teacher may use all or any portion of his/her sick leave to recover from his/her own illness which shall include childbirth or complications of pregnancy.

In the event a teacher is absent more than ten (10) consecutive days, or if the Board has cause to believe that sick leave is being abused, he/she may be required to present a certificate verifying illness from a Board approved doctor to have these days count as sick days. The Board shall pay the cost of the exam. In the event the Board decides to deny continuation of benefits, the Association may take steps to arbitrate the issue.

4. **Sick Leave Entitlement**

- a. At the beginning of the school year, each teacher shall be credited with twelve (12) sick days, three (3) of which may be used as personal business days. The unused portion of such allowance shall accumulate from year to year to a maximum of one hundred fifty four (154) days.
- b. A teacher who begins employment after the beginning of the school year will receive a pro-ration of the twelve (12) sick days entitlement.
- c. A record of accumulated leave days will be furnished each teacher no later than sixty (60) days from the start of school.
- d. The Superintendent, with the concurrence of the local Association President, may honor a request of a bargaining unit member to have sick and/or personal days advanced from a future year(s). Said approval or denial of such request is not subject to the grievance procedure.

If a bargaining unit member quits the District prior to earning back the day(s) advanced above, such member will:

- (1) Reimburse the District for each unearned day at the substitute rate; or
- (2) Make arrangements acceptable to the Superintendent to work off said day(s).

5. **Worker's Compensation**

Absence due to injury or illness covered by worker's compensation incurred in the course of the teacher's employment shall not be charged against the teacher's sick leave for the first five (5) days of such absence. Following this period, the employee may choose (1) to receive worker's compensation benefits only with no charge against sick leave, or (2) to receive salary in addition to worker's compensation benefits to achieve normal pay level with that salary charged against sick leave on a prorated basis. The Board shall pay to such teacher the difference between his salary and benefits received under the Michigan Worker's Compensation Act until accumulated sick leave is exhausted.

6. **Personal Business Days**

Three (3) personal business days may be used for any purpose at the discretion of the teacher, with prior approval of date obtained from the Building Principal, except in case of emergency. Teachers will be asked to explain a requested leave of absence from work before or after vacation periods. Reasonable restrictions will be imposed on personal leave on such days. Absence from duty without pay will be authorized only in situations of extreme emergency.

7. **Bereavement Leave**

Time necessary for attendance at a funeral service of a member of the immediate family will be limited to the use of seven (7) accumulated sick days. Additional days will be available without pay. Immediate family for this purpose shall be defined as father, mother, mother-in-law, father-in-law, foster parents, grandparent, son, daughter, sister, brother, husband, wife, or other person upon whom the teacher was dependent as a minor child. When used in Section 7, father, mother, sister, brother, son and daughter shall include step relations. One (1) day of accumulated sick leave, per occurrence, will be permitted to attend the funeral of a sister-in-law or brother-in-law or a friend not employed by the District.

8. **Reporting Procedure**

Teachers shall be informed of a telephone number they will call to report each day of unavailability to work. The time for calling shall be as follows:

Elementary: Every reasonable attempt will be made to call by 6:00 a.m., but in no event later than 7:00 a.m.

Secondary: Every reasonable attempt will be made to call by 5:30 a.m., but in no event later than 6:30 a.m.

Teachers at all levels who tentatively anticipate being absent the next day, will provide notice whenever possible, but in no event later than 3:00 p.m.

9. Sick day charges amounting to less than one day shall be prorated for that portion of the school day only.

B. Leaves of Absence Paid - Not Chargeable to Sick Days

1. **Jury Duty** - The teacher granted leave with pay for this purpose will submit the jury duty pay to the Superintendent's Office upon return from jury duty.
2. **Court Appearance As a Witness** - In cases connected with the teacher's employment, or whenever the teacher is subpoenaed to attend any proceeding, providing the case does not involve an action against the Board or Association. The teacher granted leave with pay for this purpose will provide evidence of the amount of pay received from the court in order that the teaching salary received during the period might be reduced a like amount.
3. **Association Days** - The Association will be allowed a total of twelve (12) school days with pay per school year for teachers who are officers of the Association or designees of the Association or are appointed to its staff to attend official sessions of the MEA Representative Assembly and other local, state, or national business. Three (3) days notice must be given to the Board by the Association for such leaves of absence and reimbursement by the Association will be made to the district for the substitute pay, except that the three (3) day notice may be waived by the Building Principal if circumstances warrant it. These days shall not be used for purposes of supporting strikes and/or other activities of a public nature with respect to protest of contract negotiations in any other school district.

C. Leaves of Absence Without Pay

1. **General Provisions Related to all Leaves**

Leaves of absence without pay may be granted to all teachers in the District. Duration of the leave shall be for one (1) year unless otherwise provided. Requests for such leaves must be submitted in writing to the Board at least one (1) month prior to the effective date of the requested leave for approval,

except in cases of emergency, and shall state the expected date of return from such leave.

If an extension of such leave is desired, a written request prior to thirty (30) days before the expiration of such leave must be presented to the Board for its approval, except in cases of an emergency.

Earned sick leave as provided in Paragraph "A" of this Article, which had accumulated to the teacher while on active duty, will be reinstated when the teacher has returned to active teaching duty. No additional days of sick leave shall accumulate during any leave of absence without pay.

During leave of absence, no additional time accrues toward seniority.

a) **Types of Leaves**

- 1) **Ill Health/Disability** - Such leaves of absence which extend beyond time compensated under leave with pay must be accompanied by a statement from the attending physician verifying that the employee's health condition precludes his/her continued satisfactory performance of his/her assigned duties. A request to return to regular duties with the District must be accompanied by a statement from a physician that he/she is able to resume his/her regular duties. No experience credit on the salary schedule shall be granted. In the event of medical complications, the termination of leave may be adjusted by the Board upon the request of the teacher. Pregnancy or pregnancy-related conditions are considered a disability.
- 2) **Illness in Immediate Family** - "*Immediate family*" is defined as in Paragraph A.2. (c). No experience credit on the salary schedule shall be granted.
- 3) **Parental Leave** - Parental leave without pay shall be granted upon request to teachers, upon the birth of a child, up to a maximum of one (1) year, for the purposes of child care. Notice requirements and experience credit shall be the same as in C.1 of this Article.
- 4) **Adoptive Leave** - Adoptive leave without pay, if requested by the adoptive parent, shall be granted for a period not to exceed one (1) year. Notice requirements and experience shall be the same as in C.1 of this Article.
- 5) **Advanced Study** - Teachers may be granted a leave of absence without pay for the purpose of completing

requirements of permanent certification or obtaining an advanced degree. No experience credit on the salary schedule will be granted.

- 6) **Association Leadership** - Upon written application, a leave of absence of two (2) fiscal years shall be granted to any teacher for the purpose of serving as an officer of the Jackson County Education Association, Michigan Education Association, and National Education Association, or upon their staffs without pay, seniority, credit, or fringe benefit. The leave may be extended by the Board upon written request of the teacher.
- 7) **Other Leaves** - Teachers may be granted a leave of absence without pay for personal reasons provided the Board determines such a leave to be in the mutual best interest of the teacher and the District. No experience credit on the salary schedule shall be granted.

2. **Return From Leave of Absence**

- a) Any teacher wishing to return from leave of absence at a date other than that for which the leave was granted, must make such request in writing to the Board at least ninety (90) days in advance subject to Board approval. The teacher shall notify the Superintendent of the date on which he/she shall be reporting for duty at least ninety (90) days prior to his/her return. A teacher expecting to return to duty at the beginning of the next school year shall notify the Superintendent at least thirty (30) days prior to the end of the school year.
- b) Teachers returning from leaves without pay, including Ill Health/Disability, Illness in Immediate Family, Parental Leave and Adoptive Leave, of not more than one (1) school year shall be offered their same assignments upon return, provided that assignment is still in existence. If the position is eliminated while a teacher is on a leave of absence, he/she shall maintain all rights granted in Article 13 relating to reductions in personnel.
- c) Teachers returning from leaves without pay, including Advanced Study and/or Association Leadership, and leave extensions over one (1) school year, shall be offered an assignment comparable to that held by the teacher before going on leave, when such is available.
- d) In all cases, the planned return date from leaves without pay must coincide with beginning of the first or second semester of the school year.

- e) If the salary schedule has changed during an employee's leave of absence, his basic salary shall be changed according to his service record, except as otherwise provided in this Article.

D. **Family and Medical Leave Act of 1993**

Leave provisions of this Agreement shall be construed consistently with the requirements of the Act. However, if the leave provisions under this Article are more generous, this Agreement shall prevail.

E. **Temporary Assignment**

Teachers who are placed on special assignment by the Board within the school system, and who are away from their regular teaching position, shall be offered their previous assignment on completion of the special assignment.

ARTICLE 10 - PROFESSIONAL COMPENSATION

- A. The basic salaries of teachers covered by this Agreement are set forth in Schedule A, which is attached to and incorporated in this Agreement.

- B. The salary schedule is based upon the regular school calendar as set forth in Appendix F.

During the first year of employment, new teachers may be required to report for work for one (1) day prior to the start of the regular work year for all teachers without additional compensation.

In the event the calendar or any other provision of this Agreement creates a condition whereby the district is not able to meet the number of days or hours of instruction to receive full state aid payments or professional development requirement, the Superintendent and representatives of the Association will immediately negotiate the necessary adjustments to assure compliance at no added salary cost to the district.

C. **Additional Assignments**

- 1. **Extended Assignments.**

For voluntary classroom assignments in excess of the normal class teaching hours, a teacher will be reimbursed up to one-fifth (1/5) of his/her salary.

2. **Subbing During Prep.**

Substitute teaching during a teacher's regular unassigned preparation period will be compensated at the rate of twenty and 39/100 dollars (\$20.39) per clock hour. Requests for payment must be made within five (5) work days of providing the services.

Due to scheduling variances, payment at the elementary level each year will begin after the first ten (10) full student instructional days for the school year and will cease each year five (5) full instructional days prior to the last student instructional day.

3. **In-Service Compensation.**

Teachers who voluntarily attend in-service days that are offered beyond the regular school year will have a choice of compensation at the Board established substitute pay per diem or an additional personal business day.

4. **Overload.**

A high school or middle school teacher who voluntarily accepts an additional classroom assignment in excess of his/her normal class teaching load (teaching preparation period) will be reimbursed via the following formula:

Teacher's Yearly Salary divided by 12 (6 assignments per two semesters) = Total X. Total X divided by number of days in current semester equals daily rate for said class. Number of days assigned times daily rate equals compensation.

D. **Mileage Reimbursement**

Any teacher whose duties require regular travel between two (2) or more schools will be reimbursed at the per mile rate established by the Internal Revenue Service. Requests for reimbursement shall be submitted by the teacher not later than five (5) calendar days after the end of each semester on forms provided by the District.

E. **Experience Credit**

Credit for teaching experience outside the system when initially hired into the bargaining unit shall be evaluated by the Board and credit may be allowed whenever the prior service of the teacher is deemed appropriate. Those employees hired prior to August 31, 2009 shall not be affected by this Section.

F. **Increment Credit**

1. Increments become effective September 1 of each year and advancement under the salary schedule, which shall include advancement to a higher salary scale, shall be automatic as of the beginning of each semester following completion of required academic or professional courses. All certified employees will be awarded Master pay scale only if they possess a Master's Degree and are assigned to teaching predominantly within the area of the Master's Degree major or attain one of the following appropriate Master's Degrees - Elementary Reading, Counseling, Elementary Curriculum, Elementary Education, Testing and Measurements, Education of Exceptional Children or any other subject matter of Elementary Curriculum - Secondary Reading, Counseling, Secondary Curriculum, Secondary Education, Testing and Measurements, Education of Exceptional Children.

The Superintendent, with the concurrence of the local Association president, may grant credit on the Master's pay scale if the teacher possesses a Master's Degree in an education-related field not indicated above. However, said granting or denial shall not be subject to the grievance procedure.

2. Upon prior written approval by the Superintendent, credit for the MA+30 may be granted for courses taken at a junior college or in an approved training program which would serve to enhance a teacher's classroom skills in such areas as computer science, word processing or robotics. A decision by the Superintendent on this issue shall be final and will not be subject to the grievance procedure.
3. Placement on the MA+30 column requires:
 - a. The credits must be taken after attaining a Masters degree in a program identified or approved under Section F (1) above; and
 - b. The classes must either be approved under Section F (2) above or be taken at a university in an education program identified or approved under Section F (1).

G. **Part-Time Teachers.**

Part-time teachers' salaries shall be pro-rated on the salary schedule and shall receive pro-rated insurance benefits.

H. **Extra-Curricular/Co-Curricular.**

Services of an extra-curricular or co-curricular nature shall be on an individually assigned basis between the teacher performing the service and the Board. No such assignment shall exceed a duration of one (1) year. Wages to be paid for teachers' services of this nature shall be set forth in Appendix B and C of this Agreement.

I. **Terminal Leave Payment.**

In appreciation for services to the School District, a terminal leave payment of 1/4 of 1% per year of the retiring year's pay, not to exceed a maximum of 5%, will be paid to all teachers qualifying for retirement under the Michigan Retirement Act, upon retirement, provided this teacher shall have been employed in the School District for ten (10) years or more. In addition the teacher will receive one half (1/2) of the current substitute teacher pay for each day of unused sick leave up to a maximum of ninety five (95) days.

J. **Fringe Benefits**

The Board shall provide, to the bargaining unit members, the following MESSA-PAK Plans A and B for a full twelve (12) month period for the bargaining unit member and his/her entire family that fall within the two party and full family premium eligibility criteria established by MESSA.

PLAN A For those employees electing health insurance

Choices II	Prescription Saver \$10 / \$25 / \$50 office visit co-payments
Long Term Disability	66 2/3% 90 calendar days modified fill \$4,000 maximum Freeze on offsets Alcoholism/drug addiction 2 year Mental/nervous same as any other illness
Delta Dental	(80/80/80: \$1,000 annual max. on Class I, II, III); 80% \$1,300 lifetime max on ortho; COB
Negotiated Life	\$20,000 AD&D
Vision	VSP-2 Silver

Full-time teachers electing Plan A will pay 20% of the Choices II premium cost. Part-time teachers will receive a prorated portion of the 80% district contribution made to full-time teachers which will then be adjusted based upon their part-time schedule. For example, if the monthly premium is \$1,000 for a full-time teacher for their subscriber category, the full-time teacher pays \$200 per month. A half time teacher in that same subscriber category would pay \$600 per month.

At the option of the Association, Choices II riders that guarantee cost savings to the parties will be implemented.

Any amounts in excess of the Board's contribution shall be payroll deducted as a condition of this Agreement pursuant to the authority set forth in MCLA 408.477.

PLAN B For those employees not electing health insurance

Delta Dental	(80/80/80: \$1,000 annual max on Class I, II, III); 80% \$1,300 lifetime max on ortho; COB
Vision	VSP-3 Gold
Negotiated Life	\$20,000 AD&D
Long Term Disability	Same as in Plan A above

- K. Bargaining unit members will select either Plan A or Plan B. Bargaining unit members selecting Plan B shall be provided with the following amounts in cash under an IRS qualified Section 125 plan which may be retained as such or alternatively used to purchase plans available under Article 5. D of this Agreement.

<u>Number of Enrollees</u>	<u>Monthly Distribution</u>
Less than 10	\$160.00
10 - 12	\$200.00
More than 12	\$240.00

1. The Section 125 plan will include a provision for voluntary salary reductions at the employee's option to assist with out-of-pocket premium contributions.
2. The District will maintain an IRS qualified flexible spending plan. The plan will include payroll withholdings for dependent care and qualified medical expenditures required of employees.

The cost of developing the plan and implementing the plans will be assumed by the District. In the event the District changes third party administrators in the future, the Association will be notified and will be provided with the opportunity for input.

- L. Employees covered by this Agreement shall fill out appropriate forms as indicated by the insurance carrier during the open enrollment period as set forth by the insurance carrier. Should the insurance carrier allow other than new employees to make application and receive coverage at a time other than the normal opening period, it will be allowed and the Board will assume the premium cost from the date of filing of application.
- M. The Board will be responsible for providing insurance information applications and claims materials as they are available from the insurance carrier. The Board shall not be responsible for an employee's failure to make proper application for him / herself or members of the family.
- N. Coverage is subject to the rules and regulations of the carrier.

ARTICLE 11 - PROFESSIONAL GRIEVANCE PROCEDURE

A. Definition.

A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement may be processed as a grievance as hereinafter provided.

B. Principal's Level.

1. The grievant may invoke the formal grievance procedure on the form set forth in annexed Appendix F, signed by the grievant and a representative of the Association Representative in each building.
2. Within ten (10) school days of the occurrence or discovery of same alleged violation, a copy of the grievance form shall be delivered to the Principal or Supervisor. If the grievance involves more than one school building, it may be filed with the Superintendent or a representative designated by him/her. Any complaint alleging a discrimination violation shall be pursued using the Board's discrimination policy and/or filing with the EEOC.
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/her disposition of the grievance in writing within five (5) school days of such meeting and shall furnish a copy thereof to the Association.

C. Superintendent's Level.

If the Association is not satisfied with the disposition of the grievance, or, if no disposition has been made within five (5) school days from the meeting (or ten (10) school days from the date of filing, whichever shall be later) the grievance shall be transmitted to the Superintendent. Within five (5) school days the Superintendent or his designee shall meet with the Association on the grievance and shall indicate his disposition of the grievance in writing within five (5) school days of such meeting, and shall furnish a copy thereof to the Association.

D. Arbitration.

If the Association is not satisfied with the disposition of the grievance by the Superintendent, or if no disposition has been made within the period provided, the grievance may be submitted to arbitration in accordance with the following:

1. **Appeal to the Arbitrator** - The Jackson County Education Association will notify the Board and American Arbitration Association in writing within thirty (30) days of its intent to arbitrate the grievance; provided, however, the following shall not be appealed:

- a. The termination of services or failure to re-employ any probationary teacher.
 - b. Those areas in which the Tenure Act prescribes a procedure or authorizes a remedy, except an unpaid suspension of three (3) days or less shall be treated as a discipline, not a tenure matter.
 - c. The failure to re-employ any teacher in an extra-curricular position.
2. **Selection of the Arbitrator** - The matter shall be referred to the American Arbitration Association (AAA) for the selection of an impartial arbitrator in accordance with all applicable rules of the AAA.
3. **Powers of the Arbitrator** - The award of the Arbitrator shall be final and binding, provided, however, such decision is within the scope of the Arbitrator's authority as described below:
- a. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement.
 - b. The arbitrator shall not substitute his/her judgment for that of the parties.
 - c. The arbitrator shall not consider any new allegations or charges which have not been presented in pre-arbitration grievance steps.
 - d. The arbitrator's power shall be limited to deciding whether the Board has violated, misinterpreted, or misapplied any of the terms of this Agreement.
 - e. Awards by the arbitrator will not be made retroactive beyond the date of the occurrence or non-occurrence of the event upon which the grievance is based. In no event shall the award be made retroactive more than thirty (30) days prior to the date upon which the grievance is filed.
4. **Arbitrator's Fees and Expenses** - The fees and expenses of the arbitrator shall be shared equally by both parties. The grievant and the East Jackson Education Association President or his/her designee shall not lose pay for time off the job while attending the arbitration proceedings.
- E. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year and adherence to the same time limits may result in hardship nevertheless, the Superintendent shall process such grievance prior to the end of the school term.
- F. The grievant shall be present at each level of this procedure.

- G. If an individual teacher has a personal complaint which she/he desires to discuss with a supervisor, she/he is free to do so without recourse to the grievance procedure. However, no written grievance shall be adjusted without prior notification to the Association and opportunity for any adjustment of a grievance shall not be inconsistent with the terms of this Agreement in the administration of the grievance procedure. The interests of the teachers shall be the sole responsibility of the Association.

ARTICLE 12 - TEACHER EVALUATION

- A. All monitoring or observation of work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
- B. The performance of all teachers shall be evaluated in writing.

1. Probationary Teachers

- a. Probationary teachers shall be evaluated at least three (3) times a year, by their Principal. At least two (2) of these evaluations shall be based at least on an observation for a minimum of thirty (30) minutes, held at least sixty (60) days apart (Appendix D-1).
- b. Probationary teachers shall be provided with an Individualized Development Plan (IDP) developed jointly between the teacher and his/her immediate supervisor and consistent with evaluation criteria.

2. Tenure Teachers

- a. Tenure teachers will be evaluated at least once each year by their principal based on at least an observation for a minimum of thirty (30) minutes not later than two (2) weeks before the end of the school year (Appendix D-2).
- b. Tenure teachers who receive a less than satisfactory evaluation shall be provided with an IDP with specific concerns noted along with specific directions for improvement, reasonable time lines, and available administrative assistance. The Association President will be notified prior to a teacher being placed on an IDP.
3. All observations for the purpose of evaluation shall be in person with full knowledge of the teacher. For formal observation of thirty (30) minutes or more, the teacher shall be given a written appraisal which may become part of the teacher's formal evaluation. If the teacher invites the principal into the room, it shall not be considered a formal observation.

4. The evaluation and IDP forms shall be attached to this Agreement as Appendices D and E.
- C. A copy of each written evaluation shall be submitted to the teacher at the time of personal interview, which shall be held within ten (10) days after the observation. The teacher shall sign the original and retain a duplicate copy. In the event that the teacher feels his evaluation was incomplete or unjust, he/she may put his/her objections in writing and have them attached to the evaluation before it is placed in the file. Any evaluation of a probationary teacher by an administrator shall be subject to the grievance procedure, but any appeals shall terminate at the Superintendent's level. Any evaluation of a tenured teacher by an administrator shall be subject to the grievance procedure unless the administration recommends termination on the evaluation form.
- D. A copy of the final evaluation report of each teacher shall be furnished to the teacher. If the report contains any information not previously made known to and discussed with the teacher, the teacher shall have an opportunity to submit additional information to the Superintendent.

ARTICLE 13 - REDUCTION IN PERSONNEL

A. Layoff.

It is recognized by the parties of this Agreement that conditions such as lack of finances, changes in educational programs and decreases in enrollments may necessitate reduction in the teaching staff. In order to promote an orderly reduction, the following procedure will be used.

1. Timelines.

In the event layoffs are potentially necessary, the Board shall discuss such layoffs with the Association at least forty-five (45) days prior to the end of the previous school year.

When a final determination is made as to the specific teachers to be laid off, the Association President will be provided with a list of the names and the master schedules. The Association President will have ten (10) business days to either concur that the reductions are consistent with the layoff procedure and if there is concurrence, there will be no grievances filed alleging a violation of this Article. If within the ten (10) business days the Association President believes there is an error, the error will be identified in writing to the Superintendent with complete specifics as to the schedule changes claimed to be necessary to achieve compliance.

Should it be necessary to reduce staff during the school year, the Board will discuss potential reduction(s) with the EJEA President or designee prior to notice(s) being sent under Section A.4 of this Article.

2. **Seniority.**

In the event that it becomes necessary to reduce the number of teachers through layoff from employment by the Board, then the teachers with the most seniority, as hereinafter defined, who are certified and qualified to teach the remaining positions shall be retained. Probationary teachers shall be laid off first, according to seniority, certification and qualifications provided there are tenured teachers who are certified and qualified to assume the positions of the probationary teachers.

- a. *"Seniority"* shall be defined as continuous service with the East Jackson Community Schools, beginning with the date of hire (the teacher's first working day). With the exception of certain term substitutes described below, no seniority will be given for service outside of the bargaining unit.

Teachers who have severed employment with the District or who transfer to a position within the District that is outside of the bargaining unit, shall lose all their accrued seniority within the bargaining unit. If rehired by the District in the future or in the event of a transfer back into the unit, the former bargaining unit member shall be considered as a new hire for purposes of seniority.

Teachers who were term substitutes immediately prior to their appointment to a regular teaching position shall accrue seniority for the period served as a term substitute.

- b. Teachers whose seniority dates are the same shall have their respective seniority rank determined by drawings with the Association and Board representation present.

3. **Seniority List**

- a. On or about March 1, the Board shall provide to the JCEA office a complete up-to-date seniority list which shall include name, address, certification, and first working day in the school district. Said seniority list will rank teachers according to those with most seniority to those with least seniority. As additions and deletions occur, the Board will notify in writing the JCEA office.
- b. If upon receipt of the seniority list, the JCEA/EJEA believes the list to be inaccurate, the JCEA/EJEA will notify the Superintendent in writing

so the error, if any, can be corrected. If no notice is received within five (5) business days, the list will be deemed correct until the next annual update.

4. **Notice.**

The Board shall give thirty (30) days written notice of layoffs to the Association and the individuals involved. It is further agreed that any layoff pursuant to this Article shall suspend for the duration of the layoff the Board's obligation to pay salary and fringe benefits under any teacher's individual employment contract or under this collective bargaining agreement. During the period of layoff, the teacher accrues no service time counting toward seniority or salary schedule placement. The teacher experiencing layoff shall retain accumulated sick leave and seniority accrued at the time of layoff as the layoff period shall not be considered a break in continuous service for these purposes.

B. **Recall.**

1. The Board shall recall laid off teachers in inverse order of layoff provided they are certified and qualified for the positions available.
2. The Board shall give written notice of recall from lay-off by sending a registered or certified letter or telegram to said teacher, at his/her last known address. It shall be the responsibility of each teacher to notify the Board of any change in address. The teacher's address as it appears on the Board's records shall be conclusive when used in connection with layoffs, recall or other notice to the teacher. If a teacher fails to notify the Board within ten (10) school days from the date of mailing of the recall of his intention to return to work, unless an extension is granted in writing by the Board, said teacher shall be considered a voluntary quit.
3. The recall list shall be maintained for a period of three (3) years, or as required by the Tenure Act. Thereafter, a teacher on layoff shall lose his/her right to recall.

Teachers will be recalled to vacancies after completing the procedures set forth in Article 8(A)(1)(a)-(c). If two (2) or more teachers are being recalled at the same time under Article 8(A)(1)(d) and one of the positions available is the same specific position most recently held by the teacher prior to being laid off (i.e. third grade; high school math; etc.), the administration will recall the teacher to that position unless it would preclude the recall of one (1) of the other teachers being recalled at that time.

ARTICLE 14 - STUDENT DISCIPLINE AND TEACHER PROTECTION

A. Student Discipline

1. Since the teacher's authority and effectiveness is undermined when students discover that there is insufficient administrative backing and support of the teacher, the Board recognizes its responsibility to give all support and assistance to teachers with respect to the maintenance of control and discipline in the schools. The Board further recognizes its responsibility to make every reasonable effort to place problem children in special programs designed to meet their needs. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Board will take the necessary steps to relieve the teacher of responsibilities with respect to such pupil.
2. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault and shall provide all reasonable legal assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities.
3. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher.

B. Teacher Protection

The Board will reimburse the teacher for loss, damage or destruction of clothing or personal property which is used for instruction, or auto collision, if the auto is being driven on approved school business provided that:

1. The personal property is used or intended for use in the instructional program of the teacher and the loss occurs while the teacher is engaged in school business.
2. The loss is not a result of negligence on the part of the teacher.
3. The limitation in payment in each case is \$100 for clothing (no payment for hosiery), \$100 for auto collision losses, and \$100 for personal property.
4. Applications for payment must be made on forms provided by the Superintendent, affirming the validity of the claim and that the loss is not covered by the teacher's personal insurance.
5. All claims must be filed within ten (10) school days of date of occurrence or discovery of loss.

ARTICLE 15 - NEGOTIATION PROCEDURE

- A. At least one hundred twenty (120) days prior to the expiration of this Agreement, upon request of either party, negotiations will be undertaken for an Agreement.
- B. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party. Each party may select its representatives from within or outside the school district. While no final agreement shall be executed without ratification by the Association, the parties mutually pledge that their representatives will be clothed with necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations contingent upon Board approval.
- C. A teacher engaged during the school day in negotiations on behalf of the Association with any representative of the Board shall be released from regular duties without loss of salary, limited to no more than four (4) teachers at any one time.

ARTICLE 16 - PROFESSIONAL EDUCATION CONFERENCES

Upon application, permission may be granted for a teacher to attend professional educational conferences in his/her teaching field if approved by the Principal and Superintendent, or if requested to attend such meetings by the Administration or Board of Education.

ARTICLE 17 - MENTOR TEACHER

- A. For the first three (3) years of his or her employment in classroom teaching, a teacher will be assigned to a “*master teacher(s)*” who will serve as a mentor(s) to the new teacher. During this three (3) year period, the new teacher will also undergo professional development training including training in classroom management and instructional delivery.

During this three (3) year period, professional development training will be based on a professional plan and will include not less than fifteen (15) days of professional development, experiencing effective practices in university-linked professional development schools and regional seminars conducted by master teachers and other mentors.

The professional development plan will be consistent with the requirements in the Teacher Tenure Act regarding a teacher’s probationary period observations, evaluations and individualized development plan.

- B. A mentor teacher shall be assigned in accordance with the following:

1. The mentor teacher shall ordinarily be a tenured member of the bargaining unit.
2. Participation as a mentor teacher shall be voluntary.
3. Every effort will be made to match mentor teachers and mentees who work in the same building and have the same area of certification(s).
4. Either the mentor teacher or the mentee may request a change in their mentor/mentee assignment at any time.
5. Because the purpose of the mentor/mentee match is to acclimate the bargaining unit member and to provide necessary assistance toward the end of quality instruction, the Board and the Association agree the relationship shall be confidential for evaluation purposes of the mentor teacher or the mentee. Neither the mentor teacher nor the mentee shall be permitted to participate in the evaluation of the other. Further, the mentor teacher shall not be called as a witness in any grievance related to evaluation involving the mentee nor shall the mentee be called as a witness in any grievance hearing involving the mentor teacher's evaluation.
6. Any time required by management for the mentor teacher outside the regular work day and work year shall be compensated at his/her per diem rate.

ARTICLE 18 - PUBLIC SCHOOL ACADEMIES

- A. The District will provide notice to the Association regarding a public school academy application made to the District.
- B. Should the District consider the authorization of a public school academy charter or contract with any other K-12 district, ISD, community college or other body authorized to grant such contract, the Employer agrees to bargain over the impact of such charter upon the Collective Bargaining Agreement.

ARTICLE 19 - MISCELLANEOUS PROVISIONS

- A. 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.
- B. This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. Any individual contract

between the Board and an individual teacher heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement, and an individual contract hereinafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement, for its duration, shall be controlling.

- C. The District shall confer with the Association prior to the consideration of any annexation or consolidation.
- D. Section 15(7) of the Public Employment Relations Act (PERA) mandates that any contract entered into include a statement that allows an Emergency Manager appointed under the Local Government and School District Fiscal Accountability Act to reject, modify, or terminate the collective bargaining agreement as provided in the Local Government and School District Fiscal Accountability Act. This provision is intended to satisfy this requirement. No grievances may be processed contesting actions taken by an emergency manager.

ARTICLE 20 - BINDING EFFECTIVE AGREEMENT

This Agreement shall be binding upon the parties hereto, their successors and assigns.

ARTICLE 21 - DURATION OF AGREEMENT

This Agreement shall be effective upon ratification by the parties and shall continue in full effect until 30th day of June 2012 with option for an appeal by both the Board and the Association to negotiate specific sections if approved by mutual agreement. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

The changes in the office visit co-payments, the prescription drug program, premium co-payment requirements for health care and Article 10(K)(2) will be implemented on July 1, 2011.

For the Association:

For the Board:

By: _____
President
Jackson County Education Association

By: _____
President
Board of Education
East Jackson Community Schools

Date: _____

Date: _____

By: _____
President
East Jackson Education Association

By: _____
Superintendent
East Jackson Community
Schools

Date: _____

Date: _____

By: _____
UniServ Director
Michigan Education Association

Date: _____

APPENDIX A - SALARY SCHEDULE

2009 – 2010 AND 2010 – 2011

FREEZE

STEP	BA	MA	MA + 30
1	38,586	40,988	41,242
2	40,051	42,588	43,317
3	41,923	44,684	45,287
4	43,782	46,777	49,652
5	45,642	48,864	51,876
6	47,503	50,958	54,197
7	49,367	53,049	56,314
8	51,276	55,304	58,537
9	53,319	57,740	60,761
10	55,353	60,024	62,986
11	57,485	62,415	65,214
12	59,521	64,703	67,427

2011 - 2012

1%

STEP	BA	MA	MA + 30
1	\$38,972	\$41,398	\$41,654
2	\$40,452	\$43,014	\$43,750
3	\$42,342	\$45,131	\$45,740
4	\$44,220	\$47,245	\$50,149
5	\$46,098	\$49,353	\$52,395
6	\$47,978	\$51,468	\$54,739
7	\$49,861	\$53,579	\$56,877
8	\$51,789	\$55,857	\$59,122
9	\$53,852	\$58,317	\$61,369
10	\$55,907	\$60,624	\$63,616
11	\$58,060	\$63,039	\$65,866
12	\$60,116	\$65,350	\$68,101

Longevity:

15 years – 1.25%

20 years – 1.75%

25 years – 2.00%

APPENDIX B

SUPPLEMENTARY PAY FOR EXTRA CURRICULAR ACTIVITIES

1. Supplementary pay for extracurricular activities shall be based upon the appropriate salary step below. The Board will establish rates for non-bargaining unit members.

Step	Salary
1	35,832
2	37,192
3	38,930
4	40,656
5	42,384
6	44,112
7	45,844
8	47,616
9	51,402
10	53,382
11	55,272

2. The appropriate step shall be determined on the basis of all paid activity experience in that particular assignment whether gained in the East Jackson School system or another system.
3. No distinction is made on the basis of whether that experience was as a head coach, assistant coach, junior high coach, etc.
4. If a new program is developed during the term of this Agreement, compensation will be made on the basis of the nearest like program in Appendix B or C.
5. The inclusion of any activity above does not establish a position but only indicates the rate of pay for such a position if it is established by the Board.
6. The Appendix B and C contracts will be issued within twenty (20) business days of approval of the teacher for the position by the Board of Education.

EXTRA CURRICULAR COMPENSATION -- ATHLETICS

2009 - 2012

<u>Football</u>	<u>Percent</u>
Head Coach	12.5%
Varsity Assistant Coach	8.5%
Junior Varsity Coach	8.5%
Junior Varsity Assistant Coach	8.5%
Middle School Coach - 7th Grade (Full MHSAA Season/Practice(s))	6.0%
Middle School Coach - 8th Grade	6.0%
Middle School Assistant Coach	5.0%
<u>Basketball</u>	
Head Coach - Boys	12.5%
Reserve Coach	10.5%
Freshman Coach	8.5%
Head Coach – Girls	10.5%
Junior Varsity Girls	9.0%
Freshman Coach – Girls	7.0%
8th Grade - Boys or Girls	6.0%
7th Grade - Boys or Girls	6.0%
Middle School Asst. Coach	4.0%
<u>Wrestling</u>	
Head Varsity Coach	10.0%
Varsity Assistant Coach	8.5%
Middle School - 7th - 8th Grades	6.0%
Middle School Asst. Coach	4.0%
<u>Cross Country</u>	
Head Coach - Girls	6.5%
Head Coach - Boys	6.5%
Assistant Coach	4.0%
If One Co-ed team	8.0%
Middle School Coach	4.0%

Track

Head Coach Varsity - Boys	8.5%
Head Coach Varsity – Girls	8.5%
Varsity Assistant Coach	7.0%
Middle School - Boys	7.0%
Middle School- Girls	7.0%
Middle School Assistant	4.0%

Volleyball

Varsity Coach	10.5%
Junior Varsity Coach	9.0%
Freshman Coach	7.0%
Middle School Girls - 7th - 8th	6.0%
Middle School Girls - 8th	6.0%
Middle School Assistant	4.5%

Gymnastics

Varsity Girls Coach	8.5%
Varsity Assistant Girls Coach	8.0%
Middle School Girls - 7th - 8th	5.0%

Baseball

Head Coach	8.5%
Junior Varsity Coach	7.0%

Softball

Head Coach	8.5%
Junior Varsity Coach	7.0%

Golf

Varsity Boys	6.0%
Varsity Girls	6.0%
Junior Varsity Coach	4.25%
If One Co-ed Team	7.5%

Cheerleader Coaches

	<u>Fall %</u>	<u>Winter %</u>
Varsity.	6.5%	7.0%
Junior Varsity	4.5%	5.0%
Freshman	2.0%	2.0%
Middle School - 7 th grade	4.0%	4.0%
Middle School - 8 th grade	4.0%	4.0%
Middle School Asst.	2.0%	2.0%

Competitive Cheer

Varsity	5.0%
Asst. and/or Jr. Varsity	3.0%

Bowling

Head Coach – Girls	2.0%
Head Coach – Boys	2.0%
If One Co-Ed Team	3.0%

APPENDIX C
GENERAL AND EXTRA SERVICES
2009 - 2012

<u>High School</u>	<u>Percent</u>
Instrumental Band Director	6.0%
Marching Band Director	5.0%
Marching Band Assistant Director	2.5%
Percussion Associate	2.0%
Flag Corp Associate Director	1.5%
Band Camp Director	1.5%
Band Camp Assistant Director	1.0%
Dance Corp.	\$450
Jazz Band Director	2.5%
Choral Music Director	2.5%
Vocal Music Director	2.5%
Show Choir Director	3.0%
Technical Director	2.0%
Costumer	\$300
Vocal Productions Director	2.0%
Musical/Drama Director (Head)	3.5%
Musical/Drama (Asst.)	2.5%
Student Club Sponsorships (@ Principal's discretion)	1.5%
Newspaper	5.0%
Yearbook Advisor	5.0%
Student Council Advisor	5.0%
Class Sponsors - Senior	1.5%
Senior Asst. (project graduation)	2.5%
Junior	1.5%
Sophomore	1.0%
Freshman	1.0%
National Honor Society Sponsor	1.5%
Gifted and Talented	2.0%
SADD	1.0%
Department Chairs (7-12) Number of chairs determined by Board	\$500
Academic Games	\$500
Debate	\$394
Forensics	\$394
International Club	\$507
Peer Listening	\$250
Quiz Bowl Advisor	\$380
Environmental Club	\$367
Science Olympiad	\$500
United Nations	\$390
Summer School At-Risk	\$21.55/hr
Driver Education	\$18.49/hr

Middle School

Instrumental Band Director	4.0%
Marching Band Director	2.5%
Marching Band Assistant Director	1.5%
Choral Music Director	2.0%
Vocal Music Director	2.0%
Show Choir Director	2.5%
Student Council Advisor	3.5%
Student Club Sponsorships (@ Principal's discretion)	1.5%
Gifted and Talented	2.0%
Academic Games	\$369
Musical Director	\$760
Science Olympiad	\$500
Summer School At-Risk	\$21.55/hr

Elementary Schools

Department Chairs (each building)	
Number of chairs determined by Board	\$300
Elementary Choral Director	1.5%
Elementary Show Choir Director	2.0%
Elementary Band Director	1.5%
Safety Patrol	
Memorial Elementary	1.5%
Robinson Elementary	1.5%
Outdoor Education	.75%
Gifted and Talented	2.0%
Science Olympiad	\$500
Summer School At-Risk	\$21.55/hr

District-Wide

NCA Building Chairperson (If no released time scheduled.)	\$500
NCA Building Steering Committee Chairperson	\$300
Other NCA Steering Committee Members (Maximum of 6 per Building)	\$225

APPENDIX D-1

**EAST JACKSON COMMUNITY SCHOOLS
Probationary Teacher Evaluation Report**

Name: _____ Date: _____

Building: _____

Code: S = Satisfactory N = Need Improvement U = Unsatisfactory

A. <u>Teaching Techniques</u>	S	N	U	NA
1. Utilizes the Teacher's Guidebook(s) and related materials effectively	—	—	—	—
2. Utilizes and follows the curriculum guide	—	—	—	—
3. Demonstrates sufficient mastery of content	—	—	—	—
4. Makes effective use of a variety of materials	—	—	—	—
5. Makes clear, practical demonstrations and/or explanations	—	—	—	—
6. Provides for pupil participation	—	—	—	—
7. Uses logical, purposeful and thought provoking questions	—	—	—	—
8. Varies procedures in working with pupils	—	—	—	—
9. Provides reinforcement	—	—	—	—
10. Provides for creative expression	—	—	—	—
11. Makes pupils feel tasks are purposeful	—	—	—	—
12. Provides motivation and challenges to students	—	—	—	—
13. Properly uses varied evaluation techniques	—	—	—	—
14. Tries new ideas; experiments with new materials	—	—	—	—
15. Uses community resources to enrich learning	—	—	—	—

Comments:

B. <u>Effective Planning</u>	S	N	U	NA
1. Displays evidence of teacher prepared materials	—	—	—	—
2. Originality is shown in presentation	—	—	—	—
3. Materials are organized and available	—	—	—	—
4. Individual lessons are part of a logical sequence of a learning unit	—	—	—	—
5. Aware of appropriate pacing	—	—	—	—
6. Carefully plans purposeful pupil assignment	—	—	—	—
7. Formulates objectives of teaching	—	—	—	—

Comments:

C. <u>Pupil-Teacher Relationships</u>	S	N	U	NA
1. Maintains pupil interest, attention and control	—	—	—	—
2. Works constructively with individual or group	—	—	—	—
3. Exhibits a sense of humor	—	—	—	—
4. Manages routine to avoid confusion	—	—	—	—
5. Exhibits tact and integrity	—	—	—	—
8. Discourages students' use of sarcasm and ridicule effectively	—	—	—	—
7. Makes supportive statement to pupils	—	—	—	—
8. Fosters a friendly and respectful teacher-pupil relationship	—	—	—	—

Comments:

D.	<u>Classroom Environment</u>	S	N	U	NA
1.	Environment is generally conducive to learning	—	—	—	—
2.	Bulletin boards/displays have educational value	—	—	—	—

Comments:

E.	<u>Personal Attributes</u>	S	N	U	NA
1.	Dresses appropriately	—	—	—	—
2.	Effective use of written and oral language	—	—	—	—
3.	Shows initiative	—	—	—	—
4.	Follows policies, programs and practices	—	—	—	—
5.	Prompt with reports	—	—	—	—
6.	Stable and mature individual	—	—	—	—
7.	Regular in attendance and punctual	—	—	—	—
8.	Aware of strengths and weaknesses and strives for self improvement	—	—	—	—

Comments:

F.	<u>Professionalism</u>	S	N	U	NA
1.	Utilizes building handbook	—	—	—	—
2.	Performs on committees and other extra-curricular functions	—	—	—	—
3.	Cooperates with fellow staff members	—	—	—	—
4.	Discreet in communication and actions	—	—	—	—
5.	Demonstrates a willingness to cooperate with parents, teachers and administrators	—	—	—	—
6.	Shows evidence of professional growth	—	—	—	—

- | | | |
|----|--|---------|
| 7. | Interprets student progress to parent | — — — — |
| 8. | Seeks methods for resolving undesirable situations before they develop | — — — — |
| 9. | Willingly accepts help from administrators and staff members | — — — — |

Comments:

This evaluation has been carried out in a manner consistent with current contract provisions and policies.

Principal's Signature **Date**

I have read the above evaluation.

Teacher's Signature **Date**

Summary Comments:

Teacher's Response:

The Teacher may attach additional comments to this form in the event that the teacher feels the evaluation was incomplete or unjust.

APPENDIX D-2

EAST JACKSON COMMUNITY SCHOOLS
Tenured Teacher Evaluation Report

Name: _____ Date: _____

Building: _____

Code: S = Satisfactory N = Need Improvement U = Unsatisfactory

In assessing each area, the principal may, by way of illustration but not limitation, use the subcategories in Appendix D-1

A. **Teaching Techniques** S N U NA

— — — —

Comments:

B. **Effective Planning** S N U NA

— — — —

Comments:

C. **Pupil-Teacher Relationships** S N U NA

— — — —

Comments:

D. **Classroom Environment** S N U NA

— — — —

Comments:

E. **Personal Attributes**

S N U NA

— — — —

Comments:

F. **Professionalism**

S N U NA

— — — —

Comments:

This evaluation has been carried out in a manner consistent with current contract provisions and policies.

Principal's Signature Date

I have read the above evaluation

Teacher's Signature Date

Summary Comments:

Teacher's Response:

The Teacher may attach additional comments to this form in the event that the teacher feels the evaluation was incomplete or unjust.

APPENDIX E

**EAST JACKSON INDIVIDUAL DEVELOPMENT PLAN
(I.D.P.)**

Name of Teacher: _____

Mutually Developed by: _____
(Teacher's Signature)

(Principal's Signature)

Date: _____

Goal 1:

Purpose of Goal:

Plan of Action:

Goal 2:

Purpose of Goal:

Plan of Action:

Goal 3:

Purpose of Goal:

Plan of Action:

Goal 4:

Purpose of Goal:

Plan of Action:

Goal 5:

Purpose of Goal:

Plan of Action:

APPENDIX F

2009-2010
East Jackson Community School District Calendar

M	T	W	TH	F	Pupil Days	Staff Days		M	T	W	TH	F	Pupil Days	Staff Days		
September 2009								February 2010								
	1pd	2pd	3pd		0	3		1	2	3	4	5	5	5		
7h	8	9	10	11	4	4		8	9	10	11	12	5	5		
14	15	16	17	18	5	5		15h	16	17	18	19	4	4		
21	22	23	24	25	5	5		22	23	24	25	26	5	5		
28	29	30			3	3										
October 2009								March 2010								
			1	2	2	2		1	2	3	4	5	5	5		
5	6	7	8	9	5	5		8	9	10	11	12	5	5		
12	13	14	15	16	5	5		15	16	17	18	19	5	5		
19	20	21	22	23	5	5		22	23	24	25	26	5	5		
26	27	28	29	30	5	5		29	30	31			3	3		
November 2009								April 2010								
2	3	4	5	6	5	5					1	2* G Fh	1	1		
9	10	11	12	13	5	5		5h	6h	7h	8h	9h	0	0		
16	17	18	19	20	5	5		12	13	14	15	16	5	5		
23	24	25	26h	27h	3	3		19	20	21	22	23	5	5		
30					1	1		26	27	28	29	30	5	5		
December 2009								May 2010								
	1	2	3	4	4	4		3	4	5	6	7	5	5		
7	8	9	10	11	5	5		10	11	12	13	14	5	5		
14	15	16	17	18	5	5		17	18	19	20	21	5	5		
21h	22h	23h	24h	25h	0	0		24	25	26	27	28	5	5		
28h	29h	30h	31h		0	0		31h					0	0		
January 2010								June 2010								
				1h	0	0			1	2	3	4	4	4		
4	5	6	7	8	5	5		7	8	9	10	11	5	5		
11	12	13	14	15	5	5		14	15	16r/pd	17m	18 m	2	3		
18pd	19	20	21	22	4	5										
25	26	27	28	29r/ pd	4	5										
Total Days for 1 st Semester					90	95		Total Days for 2 nd Semester					89	90		
													Total Days for the Year		179	185

h = Holidays for staff and students

r = Semester ½ Record Day

m = Make up days when required begin 6/17, 6/18, ETC . . .

pd = Professional Development

5 Prof. Dev. 9/1, 9/2, 9/3, 1/18, 1/29 (1/2), 6/16 (1/2)

Records Days 1/29 (1/2) & 6/16(1/2)

APPENDIX F

2010-2011 Calendar

East Jackson Community School District Calendar

M	T	W	TH	F	Pupil Days	Staff Days		M	T	W	TH	F	Pupil Days	Staff Days		
September 2010								February 2011								
	31pd	1pd	2pd		0	3		31	1	2	3	4	5	5		
6h	7½pd	8	9	10	4	4		7	8	9	10	11	5	5		
13	14	15	16	17	5	5		14	15	16	17	18	5	4		
20	21	22	23	24	5	5		21h	22	23	24	25	4	4		
27	28	29	30		4	4		28					1	1		
October 2010								March 2011								
			1		1	1			1	2	3	4	4	4		
4	5	6	7	8	5	5		7	8	9	10	11	5	5		
11	12	13	14	15	5	5		14	15	16	17	18	5	5		
18	19	20	21	22	5	5		21	22	23	24	25	5	5		
25	26	27	28	29	5	5		28	29	30	31		4	4		
November 2010								April 2011								
1	2	3	4	5	5	5						1	1	1		
8	9	10	11	12	5	5		4h	5h	6h	7h	8h	0	0		
15	16	17	18	19	5	5		11	12	13	14	15	5	5		
22	23	24	25h	26h	3	3		18	19	20	21	22*GF	4	4		
29	30				2	2		25	26	27	28	29	5	5		
December 2010								May 2011								
		1	2	3	3	3		2	3	4	5	6	5	5		
6	7	8	9	10	5	5		9	10	11	12	13	5	5		
13	14	15	16	17	5	5		16	17	18	19	20	5	5		
20h	21h	22h	23h	24h	0	0		23	24	25	26	27	5	5		
27h	28h	29h	30h	31h	0	0		30h	31				1	1		
January 2011								June 2011								
3	4	5	6	7	5	5				1	2	3	3	3		
10	11	12	13	14	5	5		6	7	8	9	10	5	5		
17pd	18	19	20	21	4	5		13	14	15(.5r)	16m	17m	2	3		
24	25	26	27	28r/pd	4	5										
Total Days for 1 st Semester					90	95		Total Days for 2 nd Semester					89	90		
													Total Days for the Year		179	185

h = Holidays for staff and students
 r = Semester ½ Record Day
 pd = Professional Development
 m = Make up days when required begin 6/16, 6/17, ETC . . .

5 Prof. Dev. 8/31, 9/1, 9/2, 9/7(1/2), 1/17, 1/28 (1/2)
 Records Days 1/28 (1/2) & 6/15 (1/2)

(Records are due electronically by 4:00 p.m. on the first business day after the designated dates for Records Days. Records need not be done on site.)

APPENDIX F

2011-2012 Calendar

East Jackson Community School District Calendar

M	T	W	TH	F	Pupil Days	Staff Days		M	T	W	TH	F	Pupil Days	Staff Days		
August/September 2011								January/February 2012								
	30pd	31pd	1pd		0	3		30	31	1	2	3	5	5		
5h	6 ½pd	7	8	9	4	4		6	7	8	9	10	5	5		
12	13	14	15	16	5	5		13	14	15	16	17	5	5		
19	20	21	22	23	5	5		20h	21	22	23	24	4	4		
26	27	28	29	30	5	5		27	28	29			3	3		
October 2011								March 2012								
											1	2	2	2		
3	4	5	6	7	5	5		5	6	7	8	9	5	5		
10	11	12	13	14	5	5		12	13	14	15	16	5	5		
17	18	19	20	21	5	5		19	20	21	22	23	5	5		
24	25	26	27	28	5	5		26	27	28	29	30	5	5		
October/November 2011								April 2012								
31	1	2	3	4	5	5										
7	8	9	10	11	5	5		2h	3h	4h	5h	6h GF	0	0		
14	15	16	17	18	5	5		9	10	11	12	13	5	5		
21	22	23	24h	25h	3	3		16	17	18	19	20	5	5		
28	29	30			3	3		23	24	25	26	27	5	5		
December 2011								May 2012								
			1	2	2	2		30	1	2	3	4	5	5		
5	6	7	8	9	5	5		7	8	9	10	11	5	5		
12	13	14	15	16	5	5		14	15	16	17	18	5	5		
19h	20h	21h	22h	23h	0	0		21	22	23	24	25	5	5		
26h	27h	28h	29h	30h	0	0		28h	29	30	31		3	3		
January 2012								June 2012								
2h	3	4	5	6	4	4						1	1	1		
9	10	11	12	13	5	5		4	5	6	7	8	5	5		
16pd	17	18	19	20	4	5		11	12	13 ½ r m	14 m	15 m	2	3		
23	24	25	26	27 pd/r	4	5										
Total Days for 1 st Semester					89	94		Total Days for 2 nd Semester					90	91		
													Total Days for the Year		179	185

h = Holidays for staff and students
 r = Semester ½ Record Day
 pd=Professional Development
 m = Make up days when required begin 6/13, 6/14, etc.

5 Prof. Dev. 8/30, 8/31, 9/1, 9/6 (1/2), 1/16, 1/27 (1/2)
 Records Days 1/27(1/2) & 6/13(1/2)

1st Semester: Records are due electronically by 4:00 P.M. on the first business day after the designated date for records day. Records need not be done on site.

2nd Semester: Records are due electronically by 4:00 PM on the first business day after the designated date for Records Day. Records need not be done on site. Elementary Teachers: Report cards will be prepared for students to take home on the last day of school.

APPENDIX G

GRIEVANCE REPORT FORM

East Jackson Community Schools

Teacher's Name: _____ Date of Violation: _____

School: _____ Date of Grievance: _____

Nature of Grievance (State Article and Section allegedly violated): _____

Settlement Desired: _____

Signature of Teacher

Signature Bldg Rep/Griev. Chair

Principal's Disposition: _____

Signature of Principal

Date

Teacher's Response to Principal: _____

Signature of Teacher

Date

Superintendent's Disposition: _____

Signature of Superintendent

Date

APPENDIX H

**Letter of Agreement
between the
East Jackson Community Schools Board of Education
and the
Jackson County Education Association/MEA**

Re: Middle School Closure

It is hereby agreed by the parties set forth above as follows in the event of the closure of the middle school.

In the event the sixth grade is located in an elementary building, it will be treated for purposes of Article 6(b) planning time as an elementary position. The determination as to whether the instructional model will be self-contained or some other model will remain with the district.

For The District:

For The Association:

**President
East Jackson Community Schools
Board of Education**

**UniServ Director
Michigan Education Association**

Date

Date

APPENDIX I

Letter of Agreement between the East Jackson Community Schools Board of Education and the Jackson County Education Association

During the term of the 2006-2009 master agreement, the contract contained a clause under which certain bargaining unit members could be above Step 11 of the Appendix B and C schedule.

During the negotiations of the 2009-2012 agreement, the parties have agreed to eliminate that provision and to implement the following for those unit members above Step 11 during the 2010-2011 fiscal year.

The individuals identified below will continue to be paid at Step 11 plus the additional amount above Step 11 for as long as they continuously hold the specified position title or are involved in the same sport (see Appendix B-2 and 3).

Appendix B--Athletics

<u>Name</u>	<u>Position Title</u>	<u>Amount above Step 11</u>
Csage, Steve	HS Baseball Head Coach	\$234.91
Hill, Ray	HS Golf Boys Varsity	\$132.65
Hill, Ray	HS Golf Girls Varsity	\$132.65
Hunt, Cory	HS Football Head Coach	\$207.27
Knight, Christine	MS Cheerleading Program Assist	\$ 11.05
Smith, Jason	HS Football Varsity Assistant	\$ 46.98
Sova, Meeka	HS Basketball Girls Head Coach	\$ 58.04
Zeller, Greg	HS Basketball Boys Head Coach	\$345.45

Appendix C—General and Extra Services

<u>Name</u>	<u>Position</u>	<u>Amount above Step 11</u>
Miller, Warren	HS Choral Music Director	\$ 69.09
Rosynek, Joy	HS Musical/Drama Asst. Dir.—Fall	\$ 55.27
Niedzwiecki, Janene	HS Musical/Drama Head Dir.—Fall	\$ 96.73
Hill, Ray	HS Newspaper	\$110.54
Miller, Warren	HS Show Choir Dir.	\$ 49.74
Miller, Warren	HS Vocal Music Dir.	\$ 69.09
Miller, Dawn	MS Choral Music Director	\$ 44.22
Miller, Dawn	MS Vocal Music Director	\$ 44.22

If any of the above individuals is holding another Appendix B or C position(s) and was not being paid above Step 11 for that position(s) during the 2010-2011 fiscal year, the regular eleven (11) step schedule will apply.

For the Board:

For the Association

Board President

Date

MEA UniServ Director

Date

