

AGREEMENT

BETWEEN THE

ROMEIO COMMUNITY SCHOOLS  
BOARD OF EDUCATION

AND THE

MEA-NEA LOCAL I-ROMEIO

2007 -2009

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AGREEMENT  
BETWEEN THE  
ROMEO BOARD OF EDUCATION  
AND THE  
MEA-NEA LOCAL I

THIS AGREEMENT entered into this 17<sup>th</sup> day of June 2008, between the Board of Education of the Romeo Community Schools School District Macomb and Oakland Counties, Michigan, hereinafter referred to as the "Board" and the MEA-NEA Local I - Romeo, for the teachers of the Romeo Community Schools, hereinafter referred to as the "Association."

**ARTICLE I**

***RECOGNITION AND DEFINITION***

Pursuant to and in accordance with all applicable provisions of Act 336 of 1947 as amended by Act 379 of 1965, the Board hereby recognizes the Association as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, or other conditions of employment for the term of this Agreement, for all employees of the Board included in the following bargaining unit:

All regularly employed elementary and secondary teachers who are legally certificated. The following categories who are regularly employed are also covered wherever applicable: Counselors, Special Education Teachers, Librarians, Nurses, Social Workers, Psychologists, Preschool Teachers, Vocationally Certified Teachers, Permanent Substitutes and Teachers on leave, and specifically excluding the Superintendent, Assistant Superintendents, Principals, Assistant Principals, and other administrative and supervisory personnel, and substitute teachers.

The term "teacher" as used in the Agreement shall mean all members of the bargaining unit as listed above.

The term "regularly employed" as used herein shall include those teachers employed on a regular full time or regular part time contract.

The term "certificated" as used herein shall mean a teacher who holds a valid teacher's certificate issued by the State Board of Education under the requirements of Act 202 of Public Acts of 1903.

The Board shall not supplant bargaining unit members with outside professions unless required by law. In the event that the Board should need to subcontract work of a kind performed by bargaining unit members on a temporary basis, the parties shall meet to review the necessity for such subcontract. However, nothing contained herein shall be interpreted to mean the lessening of the requirements of this Article that only members of the bargaining unit shall be allowed to hold special services/teaching assignments and provide special services/teaching of the kind customarily provided by members of this bargaining unit. This section does not apply to services offered by the State of Michigan, Intermediate County School District, and other local school districts, and/or agencies within or outside the State of Michigan, which offer unique programs of services not presently available in the school district. This section does not apply when no bargaining unit members are available for or seeking posted supplemental pay positions.

## **ARTICLE II**

### **BOARD RIGHTS**

- A. It is expressly agreed that all rights and prerogatives, which ordinarily vest in and have been exercised by the Board, except those which are clearly and expressly relinquished herein by the Board, shall continue to vest exclusively in and be exercised by the Board without prior negotiations with the Association either as to the taking of action under such rights or with respect to the consequences of such action during the term of this Agreement. Such rights shall include, by way of illustration and not by way of elimination, the right to:
1. Continue its rights, policies, and practices of assignment and direction of its personnel, determine the number of personnel and scheduling of all the foregoing.
  2. The right to establish, modify, or change any work or business or school hours or days.
  3. The right to direct the working forces, including the right to hire, promote, transfer, discipline, and/or reassign employees, assign work or duties to employees, determine the size of the work force and to lay off employees.



4. Determine the services, supplies and equipment necessary to continue its operation and to determine all methods and means of distributing, disseminating, and/or selling its services, methods, schedules, and standards of operation, the means, methods, and processes of carrying on the work, including automation or contracting thereof or changes therein, the institution of new and/or improved methods or changes therein.
  5. Adopt rules and regulations.
  6. Determine the qualifications of employees.
  7. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions, buildings, or other facilities.
  8. Determine the placement of operations, production, service, maintenance or distribution of work, and the source of materials and supplies.
- B. The policy-making functions rest exclusively with the Board.
- C. In the event of a claim of misrepresentation or misapplication of the Agreement, the integrity of this provision shall be the basic premise for interpretation of the Agreement.
- D. All of the above items shall not be in conflict with the specific provisions of this Agreement.

### **ARTICLE III**

#### ***TEACHER'S RIGHTS***

- A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every employee of the Board shall have the right freely to organize for the purpose of engaging in collective bargaining or negotiation and other lawful concerted activities for mutual aid and protection. The Board further agrees that it will not directly or indirectly discourage, deprive, or coerce any employee in the enjoyment of any rights conferred by the Act or other laws of the State of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any employee by reason of the institution of any grievance, complaints, or proceedings under this Agreement, or participation in collective negotiations.

In addition to the terms of this contract and the policies of the Board, the Association is hereby guaranteed all rights established by state law governing teacher employment, tenure, fair labor practices and recognition.

- B. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied in a manner which is not arbitrary or discriminatory and without regard to race, sex, religion, marital status, national origin, age or Association membership.
- C. The Code of Ethics of the National Education Association is considered by the Association, its membership, and the Board to define acceptable criteria of professional behavior for teachers. The Association shall be expected to abide by this code.

#### **ARTICLE IV**

#### ***ASSOCIATION RIGHTS***

- A. The Association will be allowed space in the school building to store duplicating machines, paper, and supplies for Association use.
- B. Meetings of the Association may be held in the school building before or after the normal student day. Should the meeting time, arrangements for the meeting or clean up following the meeting require extra custodial help, the Association will be expected to bear the expense. Prior arrangements must be made with the building principal. Committee meetings and individual contacts may be scheduled during the teacher's noon relief period provided that Association activities shall not interfere with the operation of the schools or of any class within said schools.
- C. The Association shall have the right to post notices of its activities and matters of Association concern on teacher bulletin boards in faculty areas, at least one of which shall be provided in each building.
- D. The Association will be allowed to use mail service and mailboxes of the school district for distribution of announcements, Association news, and the dissemination of professional literature.
- E. The Association may use, within the school building, the typewriters, duplication equipment and the audio-visual equipment necessary to its operation, provided that the equipment is not otherwise in use or scheduled for use and that the request for use of the equipment is approved by the principal of the building. The Association shall pay for all materials and supplies incidental to the use of such equipment, and

- shall be responsible for any damages to equipment used if the damage is directly attributed to the Association's use.
- F. The Board agrees to make available to the Association, in response to reasonable requests, a copy of any available public information necessary to administer this Agreement, to formulate contract proposals, and to process grievances.
  - G. The Board will advise the Association of any major new fiscal budget proposals, or tax programs, which are planned. If the Association desires, it shall be given an opportunity upon request to present its position to the Board. In the case of proposed new buildings, or educational philosophy, or major revisions therein, the Board agrees to involve the teachers directly in the initial education phases of the planning, beginning with the relationship between the program or building and the educational philosophy it is designed to implement.
  - H. Membership in the Association shall be open to all teachers regardless of race, religion, creed, sex, marital status, national origin or age.
  - I. The Romeo Association president will be released three hours per day and up to twenty (20) days per year to conduct Association business without loss of pay. The Association will reimburse the Board for one and one-half of the three-hour release time salary and retirement and FICA benefit costs for the hour, excluding fringe benefits. In addition, the Association will reimburse the Board for one-half of the substitute teacher salary and retirement and FICA benefit costs, excluding fringe benefits, if the additional costs to the Association are approved by the REA Congress.
  - J. The Board shall approve a maximum of twenty (20) days leave per year for Association activities, at full pay. No more than ten (10) days per year may be used by any individual Association member. Ten (10) additional days may be granted provided the Association reimburses the district the full cost of the substitutes.
  - K. A teacher engaged during the school day in negotiating on behalf of the Association with any representative of the Board or participating in any grievance, including arbitration, shall be released from regular duties without loss of pay.

## **ARTICLE V**

### ***STRIKE PROHIBITION***

The Association agrees that neither its members nor any member of the bargaining unit will take part in an illegal strike against the Board. As used in this context, the word "strike" shall mean the concerted failure to report

for duty; the willful absence from one's position; the stoppage of work; the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in the conditions, or compensation, or the rights, privileges or obligations of employment.

## **ARTICLE VI**

### ***TEACHING CONDITIONS***

#### **A. FACILITIES**

The Board and the Association recognize that the availability of optimum school facilities is desirable to insure the high quality of education that is the goal of both the Association and the Board.

The Board agrees to keep the schools reasonably supplied, equipped and maintained. Rest rooms, vending machines, telephones and off-street parking shall be made available for teachers at all existing and future schools.

#### **B. CLASS SIZE**

The parties mutually recognize that the pupil-teacher ratio is an important aspect of an effective educational program and that limiting this ratio to a number which is consistent with sound educational practices is also important. They further recognize that the accomplishment of this objective is dependent upon the number of classrooms available, the financial ability of the school district to employ the recognized number of teachers, the availability of competent teaching personnel, the rate of the school district growth and the fluctuating of student population within the district.

It is understood that class size may fluctuate at the beginning of the school year. The first count date in September, therefore, will be the target date for equalizing class size and making all reasonable efforts to maintain a classroom teacher/pupil ratio of 31 or less in each building. Class size shall not limit different types of groups for instruction such as large groups (i.e. choir, band) or experimental programs in which the individual teacher has agreed to participate.

At such times as the desired class size objective is exceeded by ten percent (10%), the involved principal, teacher, Association representative and Board representative shall meet to explore methods to relieve the situation. Such methods may include but not be limited to the following:

1. Employ a teacher aide to work with the affected teacher;
2. Add an additional teacher to the staff;
3. Reschedule classes:
  - a. Create split sections.
  - b. Balance sections.
  - c. Adjust teacher assignments.
  - d. Reassign students.
4. Other solutions agreed upon by the Board and the Association in keeping with the intent of this Agreement.

**SECONDARY:** In the secondary buildings (middle school, senior high), the Board will make every effort to maintain an overall teacher-student ratio of one (1) to thirty-one (31) as follows:

The actual number of teaching hours will be based on regular classes (including remedials). Teacher conference hours and duty hours are not counted. Also, the counselors, special education staff or librarians are not counted.

When the secondary teacher/student ratio is at one (1) to thirty-one (31), and the student population increases by thirty-one (31) students, a full-time teaching position may be added to the staff of the affected building. For each increase of thirty-one (31) students thereafter, one (1) full-time teaching position may be added.

Should the student population in a secondary building decline by thirty-one (31) students, one (1) full-time teaching position may be eliminated from the affected building. For each additional loss of thirty-one (31) students thereafter, one (1) full-time teaching position may be eliminated.

**ELEMENTARY:**

At the elementary level, the Board will attempt to adhere to the following class size guidelines insofar as possible:

Young Fives	21
Kindergarten	26
First - Third	27
Fourth-Fifth	30

The Board will attempt to equalize class size across the district whenever possible when the above class size guidelines are exceeded. To facilitate the integration of students with diverse needs, the Administration will make every effort to equalize the number of such

students in classes. In classes where such students are placed, the Administration will make every effort to reduce the total class size from the above stated limits.

## C. HOURS

### 1. High School

- a. The day shall not exceed seven (7) hours and (15) fifteen minutes.
- b. Normal teacher instructional time shall not exceed five (5) hours (five (5) periods) per day per week.
- c. Preparation/conference time shall be at least one (1) hour (one period).
- d. Lunch shall be at least thirty (30) consecutive minutes.
- e. Teachers shall not be required to teach more than three (3) preparations unless mutually agreed upon between the Teacher and the Administration or unless extenuating circumstances would cause the loss of a class or program.
- f. There will be semi-annual one-half day department level meetings for teachers in grades 6 – 12. The teachers will be released from their regular responsibilities to attend these meetings and attendance will be mandatory. Department chairs will provide the proposed agenda and date of the meeting three (3) weeks in advance of their meeting to the building administrator and the Assistant Superintendent for Curriculum and Instruction for input and approval. The Director of Special Services will have input when Special Services staff schedule their semi-annual meetings. Minutes will be taken during the meetings, and copies will be provided to the building administrator, the Assistant Superintendent for Curriculum and Instruction, and the Director of Special Services, if appropriate.

### 2. Middle School:

- a. The teacher day shall not exceed seven (7) hours and fifteen (15) minutes.
- b. Teacher instructional time shall not exceed five and one-half (5 1/2) hours per day per week.

- c. Preparation/conference time shall be one (1) class period of at least forty-four (44) minutes.
- d. Lunch shall be at least thirty (30) consecutive minutes.
- e. Teachers shall not be required to teach more than three (3) preparations unless mutually agreed upon between the teacher and the Administration or unless extenuating circumstances should necessitate that a teacher have an additional prep. Such circumstances include the need to maintain the teaming concept, maintain full schedule for a special area teacher, maintain program or classes, and/or accommodate population changes.

3. Elementary School:

- a. The day shall not exceed seven (7) hours and fifteen (15) minutes.
- b. Normal teacher instructional time shall not exceed five (5) hours and thirty (30) minutes.
- c. Preparation/conference time before and after school shall be a total of twenty (20) minutes.
- d. Lunch shall be at least forty (40) consecutive minutes except for those teachers who have volunteered for elementary lunch duty.
- e. Teacher preparation time within the student day shall be 225 minutes per week. Such time will be provided through special instruction, in blocks of no fewer than thirty (30) consecutive minutes in art, music, physical education and library for the first through fifth grades and in blocks of no fewer than twenty (20) minutes for Young Fives and Kindergarten with the exception that Young Fives and Kindergarten will receive 30 minutes of art per week and music for grades first through fifth will be 45 minutes per week. Grades 1-2 will receive 45 minutes of Media/Computer Lab twice a week. Grades 3 – 5 will receive 30 minutes of MEAP prep/core curriculum/test prep per week provided by the Reading Consultants. In the event elementary teacher preparation time is reduced due to program reduction, the Board agrees to meet with the Association to discuss the feasibility of a reduced workday

schedule that would make appropriate adjustment to the elementary teacher preparation time.

Teachers who would lose prep time because an assembly has been scheduled during this time will not be required to attend non-curriculum-related assemblies. Special area teachers assigned students at this time will supervise these students. Attendance at curriculum-related assemblies will be required if the teacher has not previously attended an assembly with the same content. If required to attend such an assembly, teachers will be paid as per the substitute rate in Article VI, E.

- f. Preparation time of 225 minutes per week will be provided for all librarians, art, music, reading clinicians and physical education teachers.
- g. No elementary teacher shall be required to supervise more than one (1) of the two (2) daily recess periods. Morning recess will be 10 minutes. Afternoon recess will be 20 minutes. The decision for inside or outside recess will be determined by building for the fall and spring.
- h. There will be quarterly one-half day grade level meetings for elementary teachers and quarterly one-half day meetings for special area teachers. Attendance will be mandatory. Teachers will provide the proposed agenda and date of the meetings three (3) weeks in advance of their meeting to the building administrator and the Assistant Superintendent for Curriculum and Instruction for input and approval. The Director of Special Services will have input when Special Services staff schedule quarterly meetings. Minutes will be taken during the meetings, and copies will be provided to the building administrator, Assistant Superintendent for Curriculum and Instruction, and the Director of Special Services. PLC time will preempt the provisions herein contained.
- i. Substitutes will provide classroom teachers (library) preparation time two (2) days per building at the beginning and two (2) days per building at the end of the school year when the libraries are in the process of starting up and closing down operations. It is understood that lesson plans for the substitutes for these days will be the responsibility of the media specialists in each building.



4. Special/Traveling Teachers

- a. Conditions as above depending upon the assignment.
- b. A teacher who travels to more than one level will be counted as a teacher in the level in which more than fifty percent (50%) of the student contact occurs.
- c. Travel time shall count as student contact time.

D. LUNCH/NOON DUTY

1. Duty free lunch periods shall be provided for every teacher, every day.
2. Elementary Noon Duty shall be a voluntary supplemental assignment and shall be paid according to the rate listed in the Supplemental Salary Schedule. Job posting for the position will take place during the first week of school in the fall. Applications shall be made to the principal. The job posting will be for three (3) days.

The teacher on noon duty shall report to the office at the beginning of the duty. The teacher shall remain in the office as long as there is a need for that teacher to be there, e.g., handling discipline problems, first aid, etc. Should the teacher feel that the office area does not need direct supervision, the teacher should then check the lunchroom, halls, and playground to make sure the lay personnel are performing their assigned duties, and to assist in any problem that may arise in that area while the teacher is there. Should the principal want to assist in the office portion of the duty, the principal may then request the teacher to leave the office area and circulate through the other duty areas looking for the area where the teacher thinks s/he may be of best service.

3. All other duties during the school day shall continue to be covered by all of the teaching staff on a rotating basis and as directed by the building administrator.

E. SUBSTITUTE TEACHERS

It shall be the policy of the Board to supply substitutes for all teachers absent, whenever possible. In an emergency situation (one in which the administration has not known in advance of a teacher's absence) teachers may be requested to fulfill the need for a substitute.

Teachers may decline to substitute, with valid reason, provided other

arrangements can be made. When required to substitute, teachers will be paid according to the rate listed on the Supplemental Salary Schedule. Whenever possible, substitutes will be provided for librarians, teacher consultants and speech pathologists for absences of three (3) days or more.

#### F. SAFETY

Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which unnecessarily endanger their health, safety, or well being, provided that the specific conditions are determined to be unsafe or hazardous by the office of the State Fire Marshall or other duly qualified public agencies. Should a specific condition be declared unsafe or hazardous, the Board shall be allowed a reasonable period of time to correct the condition before it can become the subject of a grievance.

It is recognized by the Association and the Board that the professional service of the teacher includes such duties as general supervision to preserve property and the welfare of students at all times.

##### Safety Committee

Any Board directed district-wide Safety Committee will include bargaining unit members. Each chapter within the Association may be represented by at least one (1) committee member. This committee will make recommendations regarding safety within the district.

##### Indoor Air Quality Committee

Each building will have an Indoor Air Quality (IAQ) Committee. To the extent possible, the committee will have representation from all employee groups in the building and at least one (1) parent representative. The EPA "Tools for Schools Action Kit" will serve as a guide for the operation of this committee. Identified problems will be referred to the Superintendent and the Director of Grounds and Maintenance.

#### G. WORK DAY

The regular school day for all teachers shall consist of seven (7) hours and fifteen (15) minutes. The time designated for each building as the regular starting time is the time that teachers are expected to be at their assigned stations ready to begin the day. Beginning and closing times will be established by the appropriate administrator.

Any teacher desiring to leave the assigned building prior to the close of the daily schedule shall first receive permission of the immediate supervisor or, in the absence, leave written notice with the designated representative.

#### H. MEETINGS/PROFESSIONAL ACTIVITIES

It is mutually agreed and understood that teachers' meetings, curriculum workshops and other professional activities may extend beyond the limits of the day as described above.

Building staff meetings shall be held at the discretion of the building principal, and special services staff meetings shall be held at the discretion of the Special Services Director. A teacher will be expected to attend no more than two (2) meetings per month. Such meetings shall not go beyond 30 minutes of the scheduled workday.

#### I. PARENT/TEACHER CONFERENCES

Teachers shall attend the Parent-Teacher Conferences conducted three (3) days (or evenings) annually, as well as an annual open house in their building. The Board and the Association recognize the importance of communication with the public concerning the schools and encourage the interaction between teachers and parents.

Recognizing that Young Fives and kindergarten teachers have twice as many conferences for which to prepare, these teachers will be granted one-half (1/2) day of compensation time per semester as mutually arranged with the building principal.

Recognizing the extra time spent in preparation for and holding scheduled parent conferences, all teachers will be granted one-half (1/2) day of compensation time on the Wednesday immediately preceding Thanksgiving.

#### J. SCHOOL CANCELLATIONS

In case school is canceled due to an act of God, teachers are not expected to report for work (intent being when students will not be in attendance). Further, they will not be charged a sick day or a bonus day or a personal leave day if one had been requested. If, however, school is canceled after the reporting time for a given teacher and the teacher has been granted a bonus day, personal leave day, or sick day, s/he will be charged accordingly.

In case school is canceled for an individual building, teachers will be expected to report to work at a location mutually agreed upon by the

teacher and the Superintendent or designee. This assignment will not be that of a substitute teacher. The time will be used to study curriculum and/or make visitations to classrooms and programs within the district or other districts

K. CHAPERONES

Chaperoning of school dances should be on a voluntary basis, but if no volunteers are available, the principal shall appoint teachers on a rotating basis. (Non-paid club sponsors at the Senior High School shall not be included in the rotation.) Chaperoning of spectator buses for inter-scholastic athletic events shall be on a volunteer basis. If no volunteers are available, the principal shall appoint teachers on a rotating basis. (Non-paid club sponsors at the Senior High School shall not be included in the rotation.) Bus chaperones shall be paid according to the Supplemental Salary Schedule as listed under Appendix II.

L. TENURE IN POSITION

A bargaining unit member who has not previously attained tenure, under Michigan Teachers' Tenure Act, MCLA 38.71 et. seq.; MSA 15.1971 et. seq.; in a position other than as a classroom teacher, shall not be deemed to have tenure in such a position by virtue of this contract or any individual contract for such non-classroom position but shall be deemed to have continuing tenure as an active classroom teacher.

M. COMMUNICABLE DISEASES

In the event the Board of Education authorized the development or subsequent revision of Board policies with communicable diseases, the employer will provide the Association, prior to adoption or implementation, notice and opportunity to negotiate said policies as they impact on the working conditions and health and safety of bargaining unit members.

N. SCHOOL IMPROVEMENT PLANS

The provisions contained in this section shall apply to all School Improvement Plans (SIP) as provided in Public Act 197 of 1989 Section 15.1919 (919b) MSA.

In the event that any provision(s) of a SIP or application thereof violates, contradicts, or is inconsistent with the collective bargaining agreement, the collective bargaining agreement shall prevail.

Any provision(s) of a SIP or applications thereof affecting the wages, hours, and/or other terms and conditions of employment, or the impact on any wages, hours and/or other terms and conditions of employment of any bargaining unit members must have the written approval of the Association prior to being adopted and/or implemented.

The conditions that follow shall govern employee participation in any and all plans, programs or projects included in the term "SIP":

1. Participation by the employee is voluntary.
2. Participation or non-participation shall not be used as a criterion for evaluation, discipline, or discharge.

O. SITE BASED DECISION MAKING

The process of Site Based Decision Making with topics mutually agreed upon by the agents of the Board and Association will be governed by the following:

1. Participation on a SBD committee is voluntary and shall not be a part of a teacher's evaluation, or otherwise be used to discipline the teacher.
2. Committee decisions that require a deviation from the Agreement will be permitted only after a properly executed Letter of Agreement between the Association and the Board.
3. Non-employee consultants may be used with the consent of the committee members. SBD committee will determine its own decision making process. The chairperson of the committee will be selected by the committee.

P. MENTOR TEACHERS

1. Each bargaining unit member in his/her first three (3) years in the classroom shall be assigned a mentor teacher. The mentor teacher will be available to provide professional support, instruction, and guidance.
2. Participation as a mentor teacher shall be on a volunteer basis.
3. The mentor position will first be offered to a current bargaining unit member with at least five (5) successful years of teaching completed and a satisfactory record of evaluation. Should the number of beginning teachers exceed the number of volunteer

bargaining unit mentors, then the position will be offered to a retired teacher and/or retired administrator who possesses a valid teaching certificate.

4. The administration shall notify the Association when a mentor teacher is matched with a bargaining unit member (mentee).
5. Every effort will be made to match mentor teachers with mentees who work in the same building and have the same area of certification.
6. The mentee shall be assigned to one (1) mentor teacher at a time.
7. A mentor teacher shall be assigned to only one (1) mentee at a time.
8. The mentor teacher assignment shall be for one (1) year, subject to review by the mentor teacher and mentee after ninety (90) working days. The appointment may be renewed in succeeding years.
9. Neither the mentor teacher nor the mentee shall be permitted to participate in any matter related to evaluation of the other. The mentor teacher shall not be called as a witness in any grievance or administrative hearing involving the mentee nor shall the mentee be called as a witness in any grievance or administrative hearing involving the mentor teacher, except in cases of misconduct.
10. The administration shall make available a maximum of four (4) days per year for the bargaining unit mentor to work with their mentee in his/her assignment during the workday. If the mentor and mentee work in the same building, the administration will try to arrange for a common preparation time.
11. It shall be the obligation of teachers to satisfy state laws or regulations pertaining to professional development training, certification requirements, and continuing education requirements. The Board shall not be obligated to pay for expenses related to these requirements.
12. Professional development training required by law or regulation, such as Section 1526 of the Michigan School Code, may occur during the regular workday and work year. However, satisfying such professional development requirements is the sole responsibility of the teacher.

13. Bargaining unit members who volunteer as a mentor shall receive a yearly stipend of \$500.00.

Q. PUBLIC SCHOOL ACADEMY

1. Any provision of an academy school contract as defined in MCL 380.503(4) affecting the wages, hours, and/or other terms and conditions of employment which are inconsistent with this Agreement must have written approval of the Association prior to being adopted and/or implemented. This provision shall not apply to Employees of the public school academy in classifications not defined in Article I.
2. The job duties, expectations, and responsibilities for bargaining unit members employed in a public school academy shall be the same as regular district employees in similar positions.
3. In the event the Board of Education considers authorizing a public school academy or considers applying for a public school academy contract with another body authorized to grant such contract, the Board will provide the Association prior to adoption or implementation, notice and opportunity to negotiate its impact on the bargaining unit members.

R. MEDICATIONS

Teachers will not be required to dispense medications to students; however, they may be requested to act as witnesses if it does not detract from their guaranteed lunch period.

S. PROFESSIONAL DEVELOPMENT

A joint committee shall be established consisting of the Superintendent or designee, the Association President or designee, and other mutually designated members. The purpose of this committee is to plan in-service work, arrange for professional growth opportunities, arrange for speakers on selected educational topics, and investigate other programs related to professional development and improvement.

Teachers will be compensated for professional development beyond contract hours on a differentiated basis. The categories include:

- Teaching/leading a workshop for the District: \$100.00 per hour of workshop presented beyond contractual hours or \$50.00 per hour for workshops presented during contractual hours.

- Curriculum and assessment development work beyond contractual hours: \$20.00 per hour
- District-approved staff development beyond contractual hours: \$17.50 per hour if signed approval received from administrator per district conference form

T. VOCATIONAL TECHNICAL

1. STUDENT CO-OP SUPERVISION

Vocational Technical certified teachers may elect to supervise co-op students as part of their teaching responsibility. In the event that no teacher volunteers, the administration will assign the duties of supervision of co-op students. The following will be how the vocational technical teachers are to be compensated:

- a. There will be one teacher hour assigned to vocational teachers for every 25 students identified as co-op that are on the individual teacher's caseload. (Example: 50 students= 2 teacher hours)
- b. In the event that the caseload for individual vocational teacher-co-op student ratio is less than 25 students, each vocational teacher will be compensated a stipend of \$200.00 per co-op student per semester.
- c. In the event that more than one teacher elects to assume this additional responsibility, selection will be made on the basis of certification and seniority.

2. VOCATIONAL STAFF COMPENSATION

When administrative staff request vocational staff to perform additional program-related tasks beyond contractual hours, vocational staff will be compensated at the rate of \$25.00 per additional hour.

**ARTICLE VII**

***VACANCIES, SUPERVISORY APPOINTMENTS, TRANSFERS AND SPECIAL ASSIGNMENTS***

- A. Whenever a vacancy in any professional position in the district shall occur through termination, resignation, retirement, or transfer, the Board shall publicize the same by posting in every school building



notice thereof in writing for a period of at least seven (7) calendar days. A copy of said position will be submitted to the Association.

During the summer months when regular school is not in session, the Board will post in the Human Resources Office all vacancies as above described and shall also forward at the same time copies of said vacancies to all bargaining unit members who have indicated an interest for said vacancy on the annual preference form and to the Association. Positions so posted shall remain posted seven (7) calendar days prior to being filled. From August 15th and through the first day of school, the seven calendar-day posting requirement shall be waived through mutual agreement of the Association and the Board. During the summer months, the Board will maintain a daily updated hotline which teachers may access to ascertain posted vacancies.

**(Intent: Hotline is for internal postings of bargaining unit positions. Internal candidates who apply within the posting period will be considered before any external candidates.)**

It is expressly understood that a teacher shall not be provided the opportunity to apply for a transfer from a building or his/her specialty area (Special Education, Reading, Media Specialist, Physical Education, Art, Music) during his/her probationary period of employment without the mutual agreement of the District, the involved teacher, and the Association.

- B. Any bargaining unit member may apply for such positions by submitting a written application to the Human Resources Office.
- C. Newly-created positions will be considered as vacancies and treated in the manner outlined in A. and B.
- D. A decision to eliminate a vacant position will be made within fifteen (15) working days of the position becoming vacant.
- E. The Board declares its support of a general policy of appointments from within its own teaching staff. Consideration will be given to staff members for appointments to the supervisory and executive level and applications will be encouraged. The Board reserves the right to fill such vacancies from outside the district, should present staff applicants not meet the necessary qualification.
- F. The Board agrees to give due weight to the professional background and attainments of all applicants in filling such vacancies. Teachers who are interested and qualified may be assigned, at the discretion of the Superintendent, to part-time administrative duties, either during

the summer or on a part-of-a-day released-time basis. The teacher will be compensated at the same rate as his/her regular teaching salary. At no time can a bargaining unit member evaluate another bargaining unit member.

- G. Vacancies may be filled temporarily through mutual agreement of the Board and the Association.
- H. All teachers, who so choose, will have an opportunity annually to express their preference for building assignment, grade level, and/or subject area. Where possible, transfer requests will be honored consistent with the best interest of the district. The Superintendent will give due consideration to the preference indicated. It is understood that those vacancies that occur during the school year should be filled with the least disruption to the educational program of the students affected. However, should a present staff member indicate an interest in that position and meet other requirements as specified below, s/he will be given preferential consideration for transfer to that position in the next school year. Consideration will be given to the following:
  - 1. Academic qualifications of the teacher.
  - 2. Experience in the assignment requested.
  - 3. Seniority in the school district.

All other considerations being equal, seniority shall be the deciding factor.

Written explanation, if requested, will be given to any teachers denied a request for transfer.

- I. Involuntary transfers shall be made in case of emergency, or in order to retain the most senior teachers in the event of a lay-off (Article IX), or in order to comply with the Michigan Special Education Rules. In the latter instance, the Director of Special Services will notify the Association President and the affected teachers of staff assignments for the following year.

The teacher to be transferred shall be informed as early as possible.

No teacher with more than ten (10) years of seniority shall be involuntarily transferred unless a senior teacher would otherwise not have a teaching position while a less senior teacher was retained.

Involuntary transfers shall also occur in order to recall teachers from the lay-off list who have acquired additional endorsements and whose

seniority would allow them to return to a bargaining unit position. These teachers would assume the least senior position for which they are certified. Affected teachers will be notified of such transfers as soon as possible.

Such transfers shall occur annually at the beginning of the school year.

Teachers who are reassigned or involuntarily transferred into positions in which they have not taught for at least five (5) years or into positions in which they have never taught shall be granted up to three (3) days upon approval of the building principal and the availability of substitute teachers, for professional leave to visit teachers and/or attend conferences in their assigned areas for the purpose of upgrading instructional skills. Additional days may be sought from professional development funds for the purpose of attending conferences specifically created to improve teaching skills and teaching strategies. The Board will pay a registration fee up to \$10.00 per conference or up to a maximum of \$30.00 per year for teachers who so attend these conferences. It is further recommended that teachers who are assigned to a new grade level or department be assigned to work with a volunteer coach who would help them become acclimated to the new teaching position.

In determining who shall be involuntarily transferred, the following guidelines shall be used:

1. Determination of current assignment.
2. Identification of the least senior bargaining unit positions.
3. Determination of the sequence of moves necessary to reach the least senior position.

It is understood that, where possible, the transfer will occur with as few moves as possible, but the ultimate result shall be the transfer of the least senior bargaining unit member.

1. It shall not be the intent of this language to permanently lock a teacher into an involuntary transferred position. If the former position is reinstated or reopened, the affected teacher will, to the extent possible, be reassigned his/her former position.
2. It shall not be the intent of this language to preclude teachers from voluntarily assuming an assignment in place of a teacher targeted for transfer. Before a person can voluntarily assume a position, however, the Human Resources Office will check

the preference forms to determine if another teacher with more seniority than the volunteer would prefer the position in question.

3. If two (2) or more teachers could be subject to involuntary transfer, the least senior will be transferred.

J. Assignments for Driver's Education, Summer School and Adult Education will be made on the basis of application from teachers holding valid teaching certificates, when the course to be taught requires such a certificate. Teachers regularly employed with the district shall be given preference for assignment in their teaching field. Applications will be considered on the basis of:

1. Academic qualification of the assignment.
2. Recommendation of the administrator responsible for the program.
3. Experience in the field for which the application is submitted.
4. Regular teaching assignment.
5. Seniority in the district.

If teachers within the district cannot meet the above qualifications, a second posting may be made.

All other considerations being equal, seniority shall be the deciding factor.

K. Only tenure teachers should be assigned a student teacher, with a maximum of one (1) student teacher assigned to a given tenure teacher during a semester. The assignment of student teachers will be made to teachers who have volunteered.

In accordance with the policies of the sponsoring college or university, any remuneration credited to the school district shall be assigned to the benefit of the teacher providing the supervision.

L. All teachers shall be given notice of their tentative assignments and schedules for the forthcoming year prior to the close of school in June, if possible. In the event that changes in such schedules are necessary, teachers affected shall be notified promptly.

M. The Romeo Board of Education is well aware of the plight being experienced by teachers being laid off in school districts where there

are financial problems or loss of enrollment. The Board is also aware of the implications of the Equal Employment Opportunity Commission.

The Board maintains its position as an Equal Employment Opportunity Employer, but in the event certificated teacher openings do occur, serious consideration and an interview will be given to laid off certificated teachers who apply from other MEA/NEA Local I districts in keeping with our responsibilities as an Equal Employment Opportunity Employer.

N. Interview Committee

When a bargaining unit position is posted and no current bargaining unit member applies, at least one (1) current bargaining unit member may be placed on the Interview Committee screening candidates for the position, to provide input into the selection of a person to fill the vacancy. At the senior high/middle school level, this person shall be within the affected department. At the middle school, this person will have a major certification in the area of the posting. At the elementary level, this person will be a classroom teacher for regular Young Fives through 5th grade positions or from the K-12 particular specialty area (i.e. art, music, etc). It is understood that the final responsibility for making a recommendation to the Board of Education is the administration's. At no time will a bargaining unit member be interviewed by another bargaining unit member.

## **ARTICLE VIII**

### ***SENIORITY***

- A. Seniority shall be defined as length of service within the bargaining unit with the following exception. Certified personnel who held supervisory or executive positions prior to September 1, 1984, will be granted time on the bargaining unit seniority list for the time spent as certificated staff members in Romeo.
- B. In the event the seniority date of two or more teachers is identical, the date and time the individual signed the individual contract or Intent to Hire, whichever occurs first, shall become the effective seniority date.
- C. Seniority shall accumulate to bargaining unit members during periods of sabbatical leave, compensated sick leave, disability leave, professional leave, lay-off and Association leaves of absence. Time for unpaid leaves of absence, except as previously defined, shall not count towards seniority.
- D. Seniority shall terminate upon resignation, retirement, or discharge.

- E. The Board shall furnish the Association with an updated seniority list within thirty (30) calendar days after the beginning of each school year.
- F. If necessary for implementation for those bargaining unit members whose seniority begins prior to August 28, 1977, a lottery will be held to determine the placement on the seniority list when two members share exactly the same seniority date. The number drawn by each individual shall be assigned to that person. In the lottery, the person who draws the lowest number shall appear first within the seniority grouping. If, in the future, there is a need to break a tie in seniority, the above procedure will be used.

## **ARTICLE IX**

### ***REDUCTION OF PERSONNEL, RECALL, BUILDING CLOSING, AND BUILDING OPENING***

#### **A. REDUCTION**

In the event it becomes necessary for the Board to curtail programs, including the establishment of partial day sessions, and to reduce the professional staff in the school district and any of its schools particularly, but not limited to when such action is necessitated by reason of an insufficiency of operational revenues available to the Board, or there is a reduction in student population, the following procedure will be used:

After a determination has been made that reduction in staff is necessary due to the loss of enrollment of program, the Board shall, insofar as possible by May 10, determine the educational program for the forthcoming school year, identify staff needs for each building, including grade levels, subjects, special instruction (art, music, etc.) special education and the programs not based at a school (traveling staff).

Insofar as possible, the Board will notify the Association by May 10 of the program for the following year and the positions needed to implement the program as well as the positions to be eliminated.

1. Teachers not meeting Michigan State Board of Education Administrative Rules for certification will be laid off first provided there are certificated teachers to replace and perform the duties of the laid-off teacher.

2. Beginning with the last name on the seniority list, and in ascending order thereafter, the Board shall identify the least senior bargaining unit members equal in number to the number of bargaining unit positions to be eliminated. The affected bargaining unit members shall be laid off.
3. In situations where a teacher scheduled for lay-off cannot be replaced by a member of the bargaining unit with the appropriate certification/qualifications, the teacher shall be retained as long as the teacher is certified/qualified for the position.
4. Where a teaching position has been eliminated, the affected teacher shall be assigned to the position of least senior teacher for which the affected teacher is certified/qualified.
5. The Board shall effect involuntary transfers as outlined in Article VII so as to insure the retention of the most senior bargaining unit members.
6. Recognizing that layoffs during the school year are unduly disruptive to the educational program, the Board will attempt to avoid such layoffs. Where possible, the Board shall endeavor to give thirty (30) working days notice to the individual to be laid off and in any event twenty (20) working days notice shall be given in all cases. A list of the names of the bargaining unit members to be laid off shall be sent to the Association at the time the bargaining unit members are notified.
7. The Board will advise the Association prior to any reduction in staff as to who will be laid off, providing a list which reflects bargaining unit members' certification(s) and seniority dates. In the event the Association questions the wisdom of the employer as to the specific bargaining unit members (a) being laid off or not being laid off, or, (b) filling vacant positions or not filling such positions, the employer, upon written request from the Association outlining its specific concerns, shall set forth in writing to the bargaining unit member and the Association its reasons for its actions.
8. Elementary
  - a. It shall be the intent that those elementary teachers assuming a split assignment will be returned to the position occupied in the year prior to assuming the split assignment, unless the seniority of this teacher is less than that of a teacher presently in the position.

- b. In the event a position or positions are eliminated but there is no reduction in district-wide staff, those displaced staff members will be able to apply for open positions. If a displaced person is not qualified/certified for an open position, involuntary transfer will be implemented in order to retain this teacher.
- c. It shall be understood that open positions will be filled internally by the staff in a building before positions in that building are declared open to the staff across the district.

9. Mid-Year Layoffs

The Board and Association agree that adverse financial conditions that would require mid-year layoffs imperil the continuity and excellence of the program offered students. Realizing, however, that such financial reverses may be inevitable, the Board agrees, should mid-year layoffs become necessary, to meet with the Association to discuss impending reduction in staff.

**B. RECALL**

1. Procedure

The Board shall give written notice of the recall from lay-off by sending a registered or certified letter (return receipt requested) or telegram to said bargaining unit members at the last known address. At the same time, the Board shall further notify the Association of the recall. It shall be the responsibility of the bargaining unit member to notify the Board of any change in address, name, or certification. The bargaining unit member's address as it appears on the Board's records shall be conclusive when used in connection with layoffs, recall, or other notice to bargaining unit members. Failure to respond and accept the offer of employment within ten (10) calendar days from the date of the receipt of a registered or certified letter shall result in termination of employment except in the following:

- a. Teachers may refuse offers of employment that are less than comparable to the level of employment at the time of lay-off and still retain their recall rights.
- b. Teachers currently under contract with other Michigan school districts (at the time of an offer of full-time employment) may reject employment and still retain their



recall rights, unless the other district agrees, in writing, to release them without penalty.

- c. A laid-off teacher shall retain recall rights following layoff for a period of three years or a length of time equal to his/her seniority at the time of layoff, whichever is greater.

2. Recall Due to Resignation, Termination, Retirement or Transfer

Should a position vacated by resignation, termination, retirement, or transfer not be filled through the normal posting process, a teacher on lay-off shall be recalled to fill the position. Recall shall be according to seniority and certification/qualifications.

3. Recall Due to Leave

In the event a position is vacated due to a long-term leave of sixty-six (66) working days or more, the position will be filled by a bargaining unit member who has been laid off and has the seniority and certification/qualifications to fill the position.

In the event a position is vacated due to a short-term leave of sixty-five (65) working days or fewer, laid-off bargaining unit members will not be required to take the position. However, the process of recall will be that bargaining unit members with the most seniority and appropriate certification/qualifications will be requested to fill the position.

4. In the event a bargaining unit member in the current year is laid off and intends to obtain an additional endorsement on his/her certification during the summer which would qualify him/her for a position, s/he will be recalled to the least senior position for which the additional endorsement would qualify him/her. A bargaining unit member who intends to receive such additional endorsement will so notify the school district by May 1st.

In the event a bargaining unit member who has been laid off for one semester or more obtains additional endorsement(s) on his/her certification which would qualify him/her for a position, s/he will be recalled to the least senior position for which the additional endorsement would qualify him/her. A bargaining unit member receiving additional endorsements must provide notification to the school district prior to May 1st for placement in the following year, and the appropriate assignments will be made.



## **C. BUILDING CLOSING**

In the event a school closing of any type takes place in the Romeo School District, the following procedure will be used. This procedure will supersede that outlined in Article VIII, A., B., and C.

1. It shall be the intent of the Board, if possible, to determine by April 1st the projected student enrollment numbers within each department/grade level in all schools/facilities of the district, excluding the students from the building(s) to be closed.
2. Normal staff attrition within each school/facility within the district, excluding those to be closed shall be determined, if possible, by May 1st. In buildings where the number of bargaining unit members exceeds the number of projected positions, as reflected by student enrollment and staff attrition determinations, bargaining unit members with the most district seniority shall be retained in their current building.
3. Bargaining unit members surplus, because of a school/facility closing or where the number of bargaining unit members in a building exceeds the number of projected positions, shall then be placed in an assignment pool.

In addition, bargaining unit members scheduled for return in September from leave shall also be placed in the assignment pool.

4. Class/teaching schedules in those buildings designated to receive students from the closed building(s) shall be determined and assigned to the bargaining unit members retained in such buildings. Following completion of these assignments, students from the closed buildings shall then be transferred to the schools designated to receive them.
5. Bargaining unit positions created by the transfer of students from closed buildings to a receiving building along with other projected available positions from other buildings in the district shall be identified by specific assignment (grade, department and school building/facility) and made available to the bargaining unit members in the assignment pool. Assignments of said bargaining unit members to the identified vacant positions shall be made in descending order of seniority, with the bargaining unit member having the greatest seniority making the first choice. A bargaining unit member may only bid for assignment to a position for which s/he is certified/qualified. A bargaining unit member shall be entitled to fill a position for which s/he bids

if the bargaining unit member's certification/qualifications will allow him/her to fill the position.

6. Assignment pool bargaining unit members who are not placed as a result of the implementing of five (5) above shall be assigned to the least senior position for which they are certified/qualified.
7. If possible, the assignment pool will be implemented prior to the close of the school year.
8. Where necessary, Article VII, paragraph I. will be implemented to ensure that the most senior teachers will be retained.

#### **D. BUILDING OPENING**

In the event of the opening of a new elementary school in addition to the current buildings within the District, the following procedure will be used:

1. The Director of Human Resources will identify the least senior (district-wide) K-5 teachers in each elementary building and will so notify each elementary building principal and the Association. The number of teachers so identified will be commensurate with the number of positions to be eliminated in the building(s).
2. Positions for the new school will be posted district-wide, per Article VII of this Agreement. Applicants for the positions will be interviewed by the principal of the new building and the Director of Human Resources. Positions will be filled on the basis of certified applicants with the most district-wide seniority.
3. Working from the master schedule and the staffing assignments of the current school year, each elementary principal will list openings in his/her building. Using their district-wide seniority, individual building staff—including eligible displaced teachers in that building—will fill open positions in their building. This procedure follows the past practice of the district in the filling of elementary openings.
4. All remaining vacant district-wide K-5 positions will be posted district-wide and filled per Article VII of this Agreement.
5. All remaining elementary displaced teachers will fill open positions remaining in the elementary buildings district-wide. These positions will be filled in descending order of seniority, with the most senior teacher selecting a position first, and so on to the least senior teacher.

6. Special area teachers—art, music, and physical education—will meet to schedule assignments to the elementary buildings. Selection of assignment will be made on the basis of the district-wide seniority of the affected staff.

If necessary to guarantee a position for each current bargaining unit member, the Director of Human Resources may deny the transfer of Special Area and Special Services teachers from their current positions.

In the event of the opening of a secondary building, the Board and the Association will meet to discuss and prepare a similar plan based on the appropriate contractual provisions and past practice guiding the filling of vacancies at the secondary level.

## **ARTICLE X**

### **TEACHER QUALIFICATIONS**

- A. No new teacher shall be employed by the Board for a regular teaching assignment who does not have a Bachelor's degree from an accredited college or university, provided that teachers may be employed, under the certification provision for special certificates, in cases of necessity. (Example: Vocational Authorization)

The Board of Education agrees with the concept that bargaining unit positions created in the school district will be filled by duly qualified and certified persons in keeping with the certification code on Michigan teachers and pursuant to the "highly qualified" teacher provisions of the NCLB (No Child Left Behind) of the ESEA (Elementary and Secondary Education Act). This relates to all positions covered in the teachers' certification code.

- B. Qualifications to determine assignment will be as follows:

#### **1. ELEMENTARY**

- a. Elementary classroom teachers will have a Michigan elementary certificate.
- b. Area specialists (media, art, vocal music, instrumental music, physical education and ELL) shall have either a Master's degree or major or minor endorsement in the area of specialization.

- c. Reading specialists shall be required to have either an endorsement in this area or a Master's degree in reading.

## **2. MIDDLE SCHOOL**

- a. A middle school teacher shall hold a Michigan elementary and/or secondary certificate valid for the position to which s/he is assigned.
- b. Reading specialists shall be required to have either an endorsement in this area or a Master's degree in reading.
- c. The Certification Department Chair of the teacher training institution from which the teacher obtained the semester hours of credit will determine qualifying hours. Such qualifying hours must apply to either a major or minor endorsement in the subject area.

## **3. SENIOR HIGH SCHOOL**

- a. A high school teacher shall hold a Michigan secondary certificate or vocational authorization valid for the position to which s/he is assigned.
- b. North Central Association criteria shall apply at the senior high school level.
- c. Reading specialists shall be required to have either an endorsement in this area or a Master's in reading.

## **4. SPECIAL SERVICES**

Special Services personnel such as school psychologists, school social workers, teachers of the speech and language impaired, special education teachers, teacher consultants for the handicapped and the school nurse shall have appropriate endorsements, approvals or licenses as required by state law.

# **ARTICLE XI**

## ***TEACHER EVALUATION***

- A. It shall be a major administrative responsibility to assist teachers to become oriented to the district and improve instruction through direct

classroom observation of the teacher's work, conducting post-observation conferences, and providing, after the second or final of these observations, a written summary together with any recommendations the administrator may have for the teacher. Only those administrators who have training in teacher evaluation and who are certified teachers will be eligible to evaluate bargaining unit members.

### **1. Plan I Pre-Tenure Plan (Probationary Teachers)**

At the end of the first semester of initial employment, each probationary bargaining unit member shall be provided with the Individualized Development Plan (IDP). The Individualized Development Plan shall be developed in consultation with the probationary employee at a conference called by the evaluator for that purpose.

Each probationary bargaining unit member shall be provided with an annual year-end Summative Evaluation. This evaluation shall be based on, but not limited to, at least two (2) classroom observations held at least sixty (60) days apart, unless a shorter interval between observations is mutually agreed to by the teacher and the administration. This evaluation shall, in part, include an assessment of the teacher's progress toward meeting the goals in his/her IDP. An evaluation cycle shall be defined as having at least two (2) classroom observations followed by a written evaluation. Each observation will consist of a Pre-observation Conference, a Work-Site Observation, and a Post-Observation Reflective Conference.

### **2. Plan II Professional Growth Plan (Tenured Teachers)**

All tenured teachers shall participate in an Annual Reflective Summary that shall be based on the goals the teacher has established for his/her Professional Growth Plan. The Reflective Summary is an integral part of the teacher self-directed professional growth plan. The goals as established in this plan will not be subject to administrative evaluation or discipline. All tenured teachers shall receive a Summative Evaluation at least once every three (3) years by their immediate supervisor or the administrative designee. The Summative Evaluation will include at least two classroom observations within the Summative Evaluation year. By October 1<sup>st</sup> of each year, a list of those teachers scheduled to be evaluated and by whom they will be evaluated will be provided by the Director of Human Resources to the Association for that year.

The Professional Growth Plan may include an Awareness Phase. If an area of concern(s) is identified by the evaluating administrator, the

administrator will so notify the teacher in writing. The teacher and administrator will meet to discuss ways in which to resolve the concern(s). At the conclusion of the Awareness Phase, the administrator will review the teacher's progress toward addressing the concern(s). Based on this review, the administrator will either recommend the teacher remain in Plan II or be moved to Plan III, Teacher Assistance.

### **3. Plan III Teacher Assistance Plan (Tenured Teachers)**

If a tenured teacher receives a less than satisfactory Summative Evaluation, the teacher will be placed on a Teacher Assistance Plan. The reasons therefore shall be set forth in specific terms as shall an identification of the specific ways in which the teacher is to improve and of the assistance to be given by the administrator. The district shall provide the teacher with an Individualized Development Plan (IDP) that will be developed by the administrator in consultation with the teacher. The teacher's evaluation shall include an assessment of the teacher's progress in meeting the goals of his/her IDP.

- B. Each formal classroom observation shall be preceded by a Pre-Observation Conference between the administrator and the teacher so that the administrator can be apprised of the teacher's objectives, methods and materials planned for the teaching-learning situation during which the teacher is to be observed. Prior to the classroom observation, the teacher will be requested to complete the Teacher Pre-Observation and Informational Form and return it to the administrator assigned to evaluate him/her. Each formal classroom observation will be followed, within ten (10) workdays, by a Post-Observation Reflective Conference. Other informal classroom observation need not be preceded by a pre-observation conference.
- C. A formal classroom observation of the teacher shall be for not less than forty-five (45) minutes.
- D. No teacher will be evaluated on any matter that s/he has not been previously advised is within his/her area of responsibility. Teachers will be informed of the teaching expectations upon which they will be evaluated.
- E. The administrator shall prepare and provide the Summative Evaluation, providing the teacher with this written evaluation with recommendations within twenty (20) workdays of the second formal classroom observation. In the event the administrator is assisting a teacher to improve his/her performance, more than one (1) evaluation may take place for that school year.



- F. A teacher who disagrees with the Summative Evaluation may submit a written response, which shall be attached to the file copy of the observation in question.
- G. No formal classroom observation will be conducted after May 10<sup>th</sup>. All copies of the Summative Evaluation instruments will be forwarded to the Human Resources Office no later than the third (3<sup>rd</sup>) Friday in May.
- H. All monitoring or observation of the work of a teacher shall be conducted openly and with the knowledge of the teacher. The use of eavesdropping, closed circuit television, public address or audio systems and similar surveillance devices shall be strictly prohibited.
- I. Standardized test results or computer-based instruction results of academic progress of students shall not be used in any way as evaluative of the quality of a teacher's teaching ability.
- J. A teacher may request union representation at any meeting during the evaluation process.
- K. Failure of the administrator to follow the timelines and procedures as set forth within this article shall make the evaluation null and void unless both parties agree upon the evaluation.
- L. The provisions of this article shall not be altered or modified by any individual teacher.
- M. Any judgment of incompetence must not be arbitrary or capricious but must be supported by observation or documentation to support the conclusion made by the evaluator. Should the information demonstrate that an employee has any area that needs improvement, the evaluator shall develop an Individualized Development Plan which:
  - 1. Identifies specifically the area that needs improvements;
  - 2. Provides the employee with specific, appropriate written recommendations for improvement, which are stated in observable behavioral terms;
  - 3. Develops a fair and workable time line for such improvement. This time line shall include a follow-up visit(s) to evaluate the area(s) of concern;
  - 4. Provides a positive program of assistance that may include materials, resources, consultant services, and sufficient time

during the school day to implement the recommendation(s) of the evaluator.

- N. If a teacher is experiencing difficulties in the performance of his/her duties and/or may be receiving a less than satisfactory evaluation, the Administration will make every effort to inform, in writing, the Association president of the situation as soon as possible.

## **ARTICLE XII**

### ***DISCIPLINE OF TEACHERS***

- A. No teacher shall be disciplined (including warnings, reprimands, suspensions, reductions in rank or professional advantage, discharges, or other actions of a disciplinary nature) without just cause. The specific grounds forming the basis for disciplinary action will be made available to the teacher and the Association in writing.
- B. A teacher shall be entitled to have present a representative of the Association during any disciplinary action when such action will become part of the teacher's personnel file. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present. Further, in the event a disciplinary action is to be taken, the teacher shall be advised of the right to representation under this provision of the Agreement prior to the action being taken.
- C. The Board agrees to follow a policy of progressive discipline and due process, which is: 1) verbal warnings; 2) written reprimand and 3) finally, suspension with pay. Discharge may be a final and last resort in cases where incompetence is the nature of the problem requiring disciplinary action. Any disciplinary action taken against a teacher shall be appropriate to the behavior which precipitates said action.
- D. Any complaint made against a teacher by any parent, student, or other person will be promptly called to the attention of the teacher. Any complaint not called to the attention of the teacher within one week may not be used as the basis for any disciplinary action against the teacher.
- E. If a discharge of a teacher (including denial of tenure) is to be considered because of inadequacies observed in the teacher's professional work with students, such action must minimally be preceded by:

1. Repeated observations of the inadequacies by at least one (1) administrator through the observation process described elsewhere in the Agreement.
  2. Clear direction that the teacher must improve and the consequences of failure to do so.
  3. Adequate opportunity for the teacher to make improvements.
  4. Assistance from administrators and school district resources to help the teacher improve.
- F. For the first two years of a four-year probationary teacher's employment, and the first year of a two-year probationary teacher's employment (i.e. a probationary teacher who has obtained tenure in another district), the district shall have the right to not renew the employment contract of such probationary teacher, and such action shall not be subject to the grievance procedure, it being understood that in such cases the non-renewed teacher's only remedy, if any, is that provided by the Teacher Tenure Act. The non-renewal of the employment of a third-year probationary teacher shall be for a reason that is not arbitrary or capricious, and shall be subject to the grievance procedure. The non-renewal of a fourth-year probationary teacher (or a second-year probationary teacher who has previously acquired tenure in another Michigan public school district) shall be for just cause, and shall be subject to the grievance procedure.

### **ARTICLE XIII**

#### ***PERSONNEL FILES AND RECORDS***

- A. The school administration shall maintain a personnel file in the Administration offices for each teacher it employs. The personnel file shall include the following:
1. Evaluations - This shall include such things as complaints against and commendations of the teacher, written suggestions for corrections and improvements, and evaluation reports made by the administration.
  2. Correspondence - This shall include all correspondence written by the teacher or by the administration as well as external communications as long as the teacher has received a copy of such communications.

3. **Supplementary Materials** - This shall include teaching certificates, contracts, academic records, pre-employment conferences, application forms and other related employment data - social security numbers, etc.
- B. **Additions to the Evaluation Portion of the File** - No complaint, commendation, suggestion or evaluation may be placed in the file unless it meets the following requirements:
1. It is signed by the person making the complaint, commendation, suggestion, or evaluation.
  2. A copy is given to the teacher before a decision is made to place it in the teacher's file.
  3. The teacher may write an explanation of the above, which shall become part of the teacher's personnel file.
- C. **Teacher's Access to His/Her Personnel File** - Each teacher shall have the right, upon request (subject to and following the guidelines of the "Bullard-Plawecki Employee Right to Know Act"), to review the contents of his/her personnel file. A representative of the Association may, at the teacher's request, accompany the teacher in this review. The review shall be made in the presence of the Administrator responsible for the safekeeping of these files. Confidential reports from colleges and former employers or other references are excluded from a review of a teacher's personnel file.
- D. **General Access to the Teacher's Personnel File** - Only authorized school personnel shall have access to a teacher's personnel file as it relates to their administrative responsibility within the school district, unless current laws requires otherwise. Timely notice will be given to a teacher, should a request for access to materials in his/her personnel file be received by the school district.
- E. **Removal of Materials from Teacher Personnel Files** - Materials once placed in the teacher's personnel files may only be removed with the authorization of the Superintendent of Schools. Records of a nonrecurring negative nature will be removed from a teacher's personnel record and destroyed two (2) years after date of entry. Teachers may initiate a review of their file for this purpose.
- F. If the teacher believes that material to be placed in his/her file is in error, the teacher may receive adjustment, provided cause is shown, through the grievance procedure, whereupon the inappropriate or incorrect material will be corrected or expunged from the file. 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.

- G. Requests for information under the Freedom of Information Act
1. All requests must be made in writing and include the name and address of the person(s) or organization(s) making the request.
  2. Once a FOIA request is received by the Board, the teacher shall be notified and provided with a copy of the FOIA request.
  3. As soon as possible and before the FOIA request is granted, the Administration will meet with the teacher and/or Association Representative(s) to review the FOIA request and the documents requested.
  4. The Board shall honor all exemptions to the production of documents contained in and consistent with Section 13(1) of FOIA.
  5. On any documents that may be released under a FOIA request, all exempt material must be redacted.

## **ARTICLE XIV**

### ***PROFESSIONAL DUES AND SERVICE FEES***

- A. Pursuant to Section 10 of PERA, as amended, membership in the Association is not compulsory. Teachers have the right to join, not join, maintain, or terminate their membership in the Association. Neither party shall discriminate against a teacher as regards such matters.
- B. Except as provided elsewhere herein, all teachers in the bargaining unit shall, on or before the sixtieth (60) day following the beginning of the school year, beginning of their employment, or the execution of the collective bargaining agreement, whichever is later, as a condition of employment or of continued employment, either:
1. Become members of the Association; or
  2. Pay to the Association an amount of money, which the Association certifies in writing as a cost equal to the Association's dues. Such cost amount shall be verified and submitted in

writing to the Board within fifteen (15) days after the beginning of the school year, and notice of this shall be presented in writing by the Association to all teachers.

- C. The interpretation, application, administration, and enforcement of this Article shall be in accordance with the requirements of the Labor Management Relations Act of 1947, as amended, and construed by the National Labor Relations Board and Federal Courts, and to the extent that it does not conflict with any Federal or State laws.
- D. Exceptions to Section B. above shall be:
1. Non-bargaining unit teachers shall not be required to join the Association or pay a service charge thereto.
  2. Full-time teachers hired during the school year shall be required, as a condition of employment, to tender (through direct payment or deduction authorization) only a pro-rata amount of the membership dues or service charge. Such pro-rated amount shall be based on a maximum of ten (10) months (school year) and the number of months remaining in the school year. (Within a month, it is the majority of days left that shall govern.)
- E. In the event that a full-time teacher covered by Section B above does not join the Association, or pay the service charge, as provided in Section G below, by the sixtieth (60th) day as required, such teacher shall be terminated in conformance with the Michigan Tenure of Teachers Act (i.e. notice of at least sixty (60) days before the end of the school year), provided the Association has complied with the following:
1. Fulfillment of the requirements of Section C. of this Article.
  2. Fulfillment of its fiduciary obligations by sending written notice to the member of the bargaining unit that the member has an obligation to tender dues or service charge, the reasonable date for such obligation, the amount of such tender, and to whom such tender is to be made. A copy of such notice should be sent to the Board.
  3. Fulfillment of its responsibilities by sending written notice to the member of the bargaining unit (copy to the Board) that the member has not fulfilled the obligations by the requisite date or reasonable period of time thereafter, and that a request for the member's termination was being made to the Board.

4. By stating in the request for termination that such request is in conformance with the provisions of this Article, that the teacher has not complied with the obligations, and that it is an official request of the Association.
- F. If a member of the bargaining unit has tendered directly to the Association the membership dues or the service charge, or has written authorization in effect requiring the deduction of dues or service charge, the employee shall not under any circumstances, risk the loss of job because of a lack of good standing in the Association. The Association cannot cause the discharge of an employee who has resigned from or has been expelled by the Association for any reason other than the failure to tender the dues or service charge to the Association, either directly or after revocation of the member's authorization.
  - G. In the event a member of the bargaining unit does not tender the payment of dues or assessments, or service charge directly to the Association, the member may execute a written authorization to the Board for deductions from the member's pay. Such written authorization must be voluntary and is revocable from year to year, between June 1 and September 1. The deductions permitted under the authorization shall be:
    1. Association Member - Only annual dues and assessments of the Association, including MEA and NEA.
    2. Non-Member - The certified amount of the cost equal to annual dues and assessments as defined above.
  - H. The procedure for deductions shall be:
    1. By Friday, week prior to the second (2nd) payday in September, the Association shall certify to the Board, in writing, the current rate of Association dues and assessments as defined above and the service charge and amount.
    2. Deductions shall be made in equal installments the second (2nd) pay of each month after receipt of the authorization.
    3. By the fifteenth (15th) of each succeeding month the Board shall transmit the monies to the Association Treasurer.
  - I. Accompanying the transmittal of monies deducted the employer shall send a list of members of the bargaining unit who have had monies deducted from their pay. Receipt of signed authorizations and/or

revocation shall accompany the first transmittal and as they occur thereafter.

J. The Association shall hold the Employer harmless on account of any monies deducted and remitted to the Association pursuant to this Section.

K. As a condition of the effectiveness of this Article, the Association agrees:

To indemnify and save the Board, each individual school Board member, and all administrators, harmless against any and all claims, demands, costs, suits or other forms of liability and all court or administrative agency costs that may arise out of, or by reason of, action taken by the Board for the purpose of complying with this Article.

If any person paying service fees objects to the expenditure by the Association (including MEA-NEA Local I - Romeo, MEA or NEA) of any funds, collected from the person pursuant to this article such person may present such objections in writing to the Association in accordance with the policies and procedures established by the Association. This challenge shall not relieve the person of the obligation of paying the service fee or any portion thereof pending final determination.

The remedies set forth in the Association policy shall be exclusive, and until these procedures are exhausted (including any judicial review), disputes, claims, or complaints by the objecting bargaining unit member concerning the application and interpretation of this Article shall not be subject to the grievance procedure, or any other administrative or judicial procedure.

L. Upon appropriate written authorization from the bargaining unit member, the Board shall deduct from the salary of any such teacher and make appropriate remittance for annuities, credit union, savings bonds, charitable donations, (MEA-PAC/NEA-PAC) contributions or any other plans or programs jointly approved by the Association or the Board.

## **ARTICLE XV**

### ***CURRICULUM STEERING COMMITTEE***

The Board and the Association recognize that continual study and review of the instructional and related curricular and extra-curricular offerings is



essential to the development and maintenance of a quality educational program.

It is important, therefore, that structure and procedures be established to insure that teachers have ample opportunities to become actively involved in the areas of curriculum and instructional development.

A. The Board of Education therefore will cooperate in the establishment of the following standing committees:

1. The District Steering Committee shall be composed of twelve (12) members, six (6) (three elementary and three secondary) to be selected by the Association and six (6) to be selected by the administration and the Director of Human Resources. Elementary, middle school, high school, and special education will be represented. The Assistant Superintendent for Curriculum and Instruction shall chair this committee and vote only in the case of a tie. All other members of the District Steering Committee will have an equal vote.
2. Curriculum Steering Committees
  - a. The Elementary Steering Committee will be composed of two (2) teachers from each elementary building and one (1) administrator for each elementary building. All elementary curriculum study reviews and recommendations will be channeled through the Elementary Steering Committee to the District Steering Committee for action.
  - b. The Secondary Steering Committee will be composed of twelve (12) teacher representatives – six (6) from the high school and three (3) teachers from each of the middle schools—and at least one administrator from each of the secondary buildings. All secondary curriculum study reviews and recommendations will be channeled through the Secondary Committee to the District Steering Committee for action.
  - c. The Instructional Technology Committee will be composed of one teacher from each building, the District technology director, and the designee of the Assistant Superintendent for Curriculum and Instruction.
  - d. It is understood that service on any of the above committees is voluntary. Where the number of volunteers for any committee exceeds the number designed for a

building, the building administrator and the REA building representative will confer and select the persons to serve on the committee from said building.

- e. Ad Hoc Committee - The District Steering Committee and the Board may establish educational ad hoc committees which may involve members of the community to review particular areas or segments of the curriculum. All such committees shall have administrative and Association representation. The ad hoc committees will channel their information through the appropriate Elementary or Secondary Steering Committees to the District Steering Committee, who will in turn forward their reports and recommendations to the Board of Education through the Superintendent.

#### B. Powers

The Central Curriculum Council is responsible for the evaluation of all proposals relating to curriculum and the transmitting of said proposal to the Board through the Superintendent. The Board will take appropriate action on all recommendations within sixty (60) days. Such action will be to accept, refer for further study or reject. Both parties agree that the entire Central Curriculum Council serve in an advisory and consultant capacity only, and the failure of the board to bring any of its recommendations in effect shall not constitute the basis for a grievance.

#### C. Purpose

1. The purpose of these committees will be to provide the highest quality of professional counsel and leadership in all matters placed before them relating to the education of children or the effectiveness of instruction.
2. They will advise the Board of Education through the Superintendent in matters requiring Board action. They will call attention to the curriculum matters considered important to the school district. They will serve as a channel of communications between and among faculty and parents to bring about better understanding in both directions regarding instructional matters affecting the students and teachers.
3. The members of the committees are expected to communicate fully and freely with those they represent.

4. The wishes and opinions of those they represent shall be given highest respect and full consideration, but in the deliberations of the committees, it is their unbiased opinion and mature judgment, which members owe to themselves, to their group and to the Romeo Community Schools.

D. Testing Committee

At the elementary level, a district-wide Testing Committee will provide oversight for the elementary assessment-testing program. The committee will be composed of one teacher from each building, one reading clinician, one building-level administrator, and the Assistant Superintendent for Curriculum and Instruction. Membership on the committee will be voluntary, and the Association will select – from among the bargaining unit members volunteering – those members who will serve on the committee. The committee will be charged with the responsibility of determining which assessment tests will be used and will establish implementation guidelines for the use of the tests as well as recommend appropriate training for teachers in the administration of the tests. The committee recommendations will be submitted to the Central Curriculum Steering Committee.

## **ARTICLE XVI**

### **TEACHER PROTECTION**

- A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in all school activities.
- B. A teacher shall report in writing to the administration any case of assault or attempted assault suffered by the teacher while in the performance of official school assignments.

The Board will provide advice to the teacher as to the rights and obligations with respect to such assault and render reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.

- C. Any significant complaint by a parent of a student, directed toward a teacher shall be promptly called to the teacher's attention and the plaintiff identified.
- D. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property.

- E. In cases of extreme classroom discipline problems, the teacher may request a conference with the principal and other affected teachers in an attempt to resolve the problems.
- F. A teacher may use such force as is necessary for self-protection from attack or to prevent injury to another student.
- G. A teacher may exclude a pupil for one class period when the grossness of the offense, the persistence of the misbehavior or the effect of the violation on the class makes it necessary. In such cases, the teacher will furnish the principal, as promptly as teaching obligations will allow, full particulars of the incident. The principal may request such particulars in writing. The teacher and administrator shall consult with one another prior to the return of the pupil to class.
- H. Temporary suspension of students from school or from a given class may be imposed only by a principal. The teacher and the principal will cooperatively endeavor to achieve correction of student misbehavior through whatever avenues are reasonably available.

## **ARTICLE XVII**

### ***ACADEMIC RIGHTS AND RESPONSIBILITY***

Since teachers are working with students who have not yet reached full maturity, they are expected to consider carefully the effect their words and deeds in all classroom and supplementary duty situations.

The Board recognizes that a teacher cannot provide adequate stimulation to students nor permit the free exchange and development of ideas without occasional unexpected results.

It is the responsibility of the teacher to insure the fair presentation of facts, philosophies and ideologies for consideration. Teachers should not attempt to urge students to accept their personal beliefs in regard to religion, politics or other areas of consideration.

Freedom of individual conscience, association, and expression will be encouraged and fairness in procedures will be observed to safeguard the legitimate interests of the schools.

## **ARTICLE XVIII**

### **GRIEVANCE PROCEDURE**

- A. A grievance shall be an alleged violation, misapplication, or misinterpretation of the terms of this contract as expressed herein. Board policies, including changes therein, the provisions of insurance contracts, and matters remedied by administrative agencies shall not be subject to this grievance procedure.
- B. Discussion of alleged violations of this contract may be held informally at any time. Such discussion shall be held with the employee's immediate supervisor and shall not be considered a grievance.
- C. No actual grievance shall be deemed to exist until a grievance is presented in writing to the appropriate administrative level involved with the grievance at which the grievance can be resolved. All grievances will be presented in writing on the form provided.
- D. The term "days" as used in the Grievance Procedure shall be interpreted as working days when school is in session. During the summer recess, "days" shall mean Monday through Friday, excluding legal holidays.
- E. Failure to appeal a decision within the specified time limits shall be deemed an acceptance of the decision of relief requested. In exceptional circumstances, extensions in time may be granted when so requested in writing and by mutual agreement. Such request must be filed within the normal appeal period.
- F. The MEA-NEA Local I shall inform the Board by the first Monday in October of each school year the names of the members of the Association Grievance Committee. At any grievance hearing, one member of this committee and/or representative of the Association shall represent the Association in the presentation of the grievance.
- G. The Board hereby designates the appropriate administrator to act as its representative at Level One as hereinafter described and the Superintendent, or the designated representative, to act at Level Two as hereinafter described.
- H. Grievances may be presented by a teacher, group of teachers, or by an Association representative for a teacher or group of teachers, or by the Association.

- I. Should the grieving party or parties fail to institute the grievance or appeal a decision within the time limits specified, all further proceedings shall be barred and the grievance shall be considered terminated.
- J. All preparation, filing, presentation, or consideration of grievances shall be held at times other than when the grievant or grievants, or their representatives are expected to be assigned at duty stations.
- K. Any adjustment made by the parties as a result of any grievance review shall be consistent with the terms and conditions of this Agreement.
- L. Any matter subject to the procedure specified in the Teacher Tenure Act (Act 4 of the Public Acts of 1937 of Michigan, as amended) shall be processed as required by Tenure Law. These matters shall not be subject to the grievance procedure as outlined.

M. Informal Level

In the event that a bargaining unit member or the Association believes that a grievable incident has occurred, the member or the Association shall request a meeting with the supervisor involved within fifteen (15) working days of the occurrence of such grievable incident. If the grievant is unsatisfied with the result of the meeting or the supervisor fails or refuses to provide such meeting within five (5) working days of the request, the claim or complaint may be formalized in writing as provided hereunder.

Formal Level One

If a complaint is not resolved in a conference between the affected bargaining unit member(s) and his/her immediate supervisor, the complaint may be formalized as a grievance. A formalized grievance shall be submitted in writing, within ten (10) days of the meeting between the supervisor and the affected bargaining unit member(s). A copy of this decision shall be forwarded to the grievant(s) and the Association.

If the grievant(s) or the Association is not satisfied with the disposition of the grievance at Level I or if no disposition has been made within five (5) days of receipt of the grievance, the grievance shall be transmitted to the Superintendent or the designated agent at Level II.

## Formal Level Two

A copy of the written grievance shall be filed with the Superintendent or the designated agent as specified in Level Two with the endorsement of the approval or disapproval of the Association.

Within three (3) days of the receipt of the grievance, the Superintendent or the designated agent shall arrange a meeting at the earliest mutually agreeable date with the grievant, grievants, or Association President's representative, to discuss the grievance. Within seven (7) days of the discussion, the Superintendent or the designated representative shall render the decision in writing including the reason for the decision, transmitting a copy of the same to the grievant, the principal(s) of the building(s) in which the grievance arose and the designated representatives of the Association.

### N. Binding Arbitration

If no decision is rendered by the end of the seven (7) day period following the discussion, or if the decision is unsatisfactory to the Association, the Association shall exclusively have the right to appeal the dispute to an impartial arbitrator under and in accordance with the rules of the American Arbitration Association. Such appeal must be taken within thirty (30) days from the date of the decision rendered in Level Two above.

### O. Powers of the Arbitrator

It shall be the function of the arbitrator, and the arbitrator shall be empowered, except as the powers are limited below, after due investigation, to make a recommendation in cases of alleged violation, misapplication, or misinterpretation of the specific articles and sections of this Agreement.

1. The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
2. The arbitrator shall have no power to establish new wage scales or change any wage established in this contract.
3. The arbitrator shall have no power to change any practice, policy, or rule of the Board except as these practices, policies, or rules are in violation of this contract. The arbitrator's powers shall be limited to deciding whether the Board has violated, misinterpreted, or misapplied articles or sections of this Agreement; and the arbitrator shall not imply obligations and conditions binding upon the Board from this Agreement, it being

understood that any matter not specifically set forth herein remains within the reserved and legal rights of the Board.

4. Should either party dispute the arbitrability of any grievance under the terms of this Agreement, the arbitrator shall first rule the question of arbitrability. Should it be determined that the matter is not arbitrable, it shall be referred back to the parties without recommendation on its merits.
5. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.
6. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association. If the arbitration is held during school time, individuals needed at the hearing shall be released at no diminishment of benefits. All other expenses shall be borne by the party incurring them. Neither party shall be responsible for the expense of witnesses called by the other.
7. The rights granted school management under the Tenure Act shall not be reviewable under the provisions of this article.

## **ARTICLE XIX**

### **PAID LEAVES**

#### **A. SICK LEAVE**

1. All bargaining unit members covered by this Agreement shall be granted leave for illness and emergencies, as later defined. Sick leave shall be defined as: Personal illness due to an infectious disease, contagious disease, environmental disease, organism defects, and mental disorders. Sick leave shall also include a physical disability caused as a result of an injury, pregnancy, child bearing, and/or quarantine. Sick leave days shall be granted only for the above reasons.
2. Sick leave shall be granted ten (10) days per school year. This sick leave, to the full amount of ten (10) days accumulation, shall at commencement of the school year be put at the disposal of the teacher, less days contributed to sick bank.
3. In the first year of employment sick leave is to be allowed by semesters. There shall only be five (5) days the first semester, and five (5) days the second semester. Sick leave will not be allowed prior to completing at least one week of employment,



unless doctor's verification is provided. Any pay loss during the first semester shall be repaid at the end of the school year provided the employee has not exceeded the total allotment of the ten (10) sick days. In subsequent years, any accumulated sick leave shall be applied to the employee's records at the beginning of the school year.

4. Each employee shall be notified at the beginning of each school year as to his/her accrued number of sick days, of which the unused portion shall accumulate from year to year without limitation.
5. Any bargaining unit member covered by this Agreement not fulfilling his/her contract, either by resignation or dismissal, will have their sick leave prorated for the year based on the number of full months completed.
6. In case of absence due to injury or illness incurred in the course of the teacher's employment, for which the employee receives benefits under the Michigan Workers' Compensation Act, the Board shall pay the difference between the amount paid for compensation and the amount due under the employee's contract, as long as the employee had days in employee's bank. A prorated amount of time shall be deducted from the employee's sick leave bank.

In the event that a teacher is injured in the course of the teacher's employment and the teacher is forced to use all of the employee's accumulated sick leave as a result of such injury, the Board will provide five (5) days sick leave to the teacher upon return to work that may be used for subsequent illness.

7. Quarantine of employee or employee's living quarters shall be considered under sick leave.
8. Sick leave shall also be used to provide care for a parent, child, or spouse of a teacher in case of illness or accident when no one else is available.
9. Sick leave days may be used for doctor appointments.
10. In case of an absence extending beyond thirty (30) working days, it shall be the obligation of the employee to inform the Board of the current status of the employee's health, except in cases involving compensable injury or illness, a statement from the attending physician indicating the probable date of return to work is required.

11. The Board reserves the right to have an examination of the employee by a physician of its own choosing, at the Board's expense. If the teacher's physician and the Board's physician have conflicting opinions, a third physician may be consulted to decide the conflict. Cost of the third (3rd) physician shall be shared by both parties.
12. An employee ill for more than ten (10) consecutive working days will present the Board with a statement from the employee's attending physician indicating that his/her condition of health is adequate for the employee to return to work without danger to students or himself/herself.
13. When an employee is absent an additional number of days over the employee's sick leave allowance, the full daily wage will be deducted. The deduction for the daily wage will be based on the school year of the total number of teacher workdays being divided into salary of the teacher. (Base salary plus longevity.)

It is understood that any unpaid sick days will result in a corresponding adjustment of seniority except for those days used to qualify for long-term disability or used for Family Medical Leaves of Absence. Should an extenuating situation arise, the Association and the Administration will meet to consider exceptions to this language.

14. Any teacher whose personal illness extends beyond the period compensated under sick leave may be granted a leave of absence, upon request, without pay, for a set time as is necessary for complete recovery from such illness but not to exceed one year. Such leave of absence may be extended upon submission of satisfactory proof of continued disability. Upon return from leave, the Board will attempt to assign the teacher to the same position, if it is available, or to a substantially equivalent position.
15. Upon resignation in good standing or upon retirement in accordance with the Michigan Public School Employees Retirement Act, or in the event of the death of the employee, any employee with ten (10) calendar years of service or more may redeem all unused sick days at twenty-five (25) percent of the employee's daily rate per unused sick day up to three hundred (300) days. In the event of death, the estate will be paid the money.

## **B. SICK LEAVE BANK**

1. The Board and Association will cooperate in the establishment of a sick leave bank. All regularly employed professional employees covered by this Agreement shall participate.
2. One (1) day of each employee's sick leave will be deposited in the bank each year until the bank is built up to a maximum of five hundred (500) days. No more days will be added to this maximum until the bank is depleted to two hundred fifty (250) days. The bank will then be built up again to five hundred (500) days and the process repeated.
3. Additions will be made to the bank at the beginning of each fiscal year according to the above limitations. Deductions will be made from teachers who have been assigned teaching positions during the month of September for the calendar work year. If the bank is depleted during a fiscal year, teachers will deposit days to build it up to five hundred (500) days. Those teachers who have no days to give at that time will have their days subtracted from the next year's allotment.
4. An employee withdrawing from the bank will not be allowed to withdraw contributed days.
5. The first twenty-five (25) school days of illness or disability will not be covered by the bank but must be covered by the person's own accumulated sick leave, or absence without pay.
6. Persons withdrawing sick leave days from the bank will not be required to replace these days except as a regular contributing member of the bank.
7. The President of the MEA/NEA Local I - REA shall certify as to the accuracy of the additions to, and deductions from, the bank.
8. The Association recognizes the responsibility of each member to use sick leave for its intended purpose.
9. In order to access days from the sick bank, a teacher must submit a statement from a physician attesting to the nature of the illness and to the fact that the teacher is not able to perform the responsibilities and duties of the job. A maximum of forty (40) days during one school year may be drawn by one individual from the bank.

10. Nothing in this Article shall be construed as placing any obligation on the Board to advance or loan additional sick leave days to the bank should all days be used up in any period or periods of its operation.
11. The district will be required to pay sick leave benefits for any specific illness, for sixty-five (65) consecutive days (combined personal and sick bank days) as well as additional days as provided for under the modified fill terms of the long term disability coverage under MESSA Pak. An individual may, however, use his/her personal sick leave days for any unrelated subsequent use of sick leave benefits.

### **C. PERSONAL LEAVE DAYS**

1. In addition to sick leave days, two (2) days per year shall be granted for personal leave, and shall not be accumulative. Personal leave days shall be granted to conduct such business as would be difficult to conduct on other than school days.
2. A teacher planning to use a personal leave day, or days, shall notify the immediate supervisor or principal immediately upon knowing his/her need to take a personal leave day.
  - a. A teacher will not be required to give a reason for the use of a personal leave day.
  - b. The form "Request for Personal Leave Day(s)" will be completed by the teacher and submitted to his/her principal.
3. Absence for personal leave days on the day prior to or immediately after a holiday, or vacation, should not be requested except in an emergency situation. In addition, personal leave days may not be used in conjunction with a bonus day to, in effect, extend a holiday or vacation period.
4. Any teacher not using either of his/her personal leave days in a given school year will have two (2) sick leave days added to his/her personal sick bank the following school year.
5. A teacher taking no more than one (1) sick day in a school year will receive one (1) bonus day the following school year. A teacher taking no sick days in a school year will receive two (2) bonus days the following school year. Such days shall be accumulated up to five (5). If unused, these days shall be placed in the individual's sick bank.

6. Teachers may convert accrued sick days to bonus days according to the following guidelines:

75 or more days.... 1 bonus day  
100 days.....2 bonus days  
125 days.....3 bonus days  
150 days.....4 bonus days

#### **D. PROFESSIONAL LEAVE DAYS**

1. The Board may grant professional leave days with pay for members of the teaching staff to attend conferences and meetings to improve their competency in their teaching field. Teachers will submit request for such leave in advance, in writing, and accompany their request with a meeting agenda whenever possible. Number of leaves granted may be limited by the Administration when necessary to assure reasonable distribution among the total staff within the approved budget.
2. One day may be granted for visitation to other school districts during the school year for the purpose of observation, evaluation, and study of other school programs and activities. Written application for such visitation is to be submitted to the principal at least one (1) week in advance of the proposed visit. Such application shall describe the place and purpose of the visit and the potential value to the school district. All such requests are to receive final approval of the Superintendent.

#### **E. SABBATICAL LEAVE**

Certificated teachers may be granted a sabbatical leave as provided in Section 340.572 of the General School Laws as published in 1973. Additional conditions are as follows:

1. Any professional employee who has served the school district under contract for seven (7) consecutive years or more of satisfactory service as a full time employee may file an application for sabbatical leave.
2. The applicant must hold a Michigan Life, Permanent, or Continuing Certificate, and must hold a Master's Degree or Bachelor's Degree.

3. No professional employee will be granted more than two (2) sabbatical leaves. A minimum of seven (7) years must elapse between the first and second leaves.
4. A sabbatical leave may be granted for not less than one or more than two full semesters. Granting of sabbatical leaves will be dependent upon the financial conditions of the school district.
5. The applicant for leave shall file with the Board an agreement that the applicant will remain in the service of the Romeo Community Schools for at least two (2) years after the expiration of the leave.

An employee who does not return to the employ of the district shall refund, within twenty-four (24) months, all compensation received while on leave, provided that for each year that the teacher does serve following the leave the amount due would be reduced by one half ( $\frac{1}{2}$ ).

6. The compensation for the staff member on sabbatical leave shall be one-half ( $\frac{1}{2}$ ) of the base salary the member would receive if on active status for the period in which the leave is effective, payable when other staff salaries are paid, with appropriate deductions for retirement, F.I.C.A. and income tax, both federal and state, and the member's MESSA hospitalization and group life insurance; provided that the sabbatical leave salary may be adjusted should the recipient receive additional awards or grants, in order that the employee should not receive more compensation than if the member were not on leave.
7. Upon return from a sabbatical leave, the employee shall be entitled to advance to the next level of the salary schedule, provided all requirements of the sabbatical leave policy have been fulfilled satisfactorily in the judgment of the Superintendent.
8. A maximum of 1% of the total professional staff per year may be granted a sabbatical leave. Any major fraction will be considered as a whole number.
9. Applications for a sabbatical leave must be filed, in writing, with the Superintendent of Schools by March 15th for leaves beginning with the first semester, and by October 15th for leaves beginning the second semester.
10. Sabbatical leave is granted to professional personnel to permit them to improve their ability to render services to the Romeo

Community Schools. Therefore, sabbatical leaves may be granted for the following purposes:

- a. For formal study in a program of recognized courses leading to an advanced degree conducted by a recognized college or university in the United States or abroad. A minimum of 10 semester hours of credit must be carried each semester.
  - b. For individual research, study, or writing under the direct supervision of the school district.
11. The regular sick leave policy shall apply to an employee on sabbatical leave. It shall be the responsibility of the employee to promptly notify the Board in case of illness or accident, in order that such absence days may be recorded.
  12. The professional employee on sabbatical leave shall not accept outside employment while on such leave, which will interfere with the planned program.
  13. The employee on sabbatical leave shall file periodic reports with Superintendent of Schools as follows:
    - a. An initial report describing the plan of study.
    - b. A mid-semester progress report.
    - c. A final report at the end of each semester.

The employee may also be required to furnish such additional reports as the Superintendent deems reasonable and necessary to determine that the employee is fulfilling the agreements and requirements of the leave. Should it be determined that the requirements are not being fulfilled, or that the employee is dilatory in any respect, the entire sum paid to the employee by the Board will become immediately due and all future payments stopped.

14. All applications for a sabbatical leave will be considered on their merits as they relate to the potential benefits to the Romeo Community Schools. Consideration will be given to:
  - a. Previously approved sabbatical leave denied due to lack of funds or qualified replacement.
  - b. Potential benefit to the district.

- c. Previous evidence of professional growth on the part of the employee.
  - d. Previous leave of absence.
  - e. Date of filing.
  - f. Years of service in the district.
15. Approval of a sabbatical leave will be contingent upon securing a qualified replacement for the period of the leave. Should the same person be approved for a second time after being denied a leave because of lack of a replacement, this section shall not be applicable.
16. A sabbatical leave once granted may not be terminated before the date of expiration of the leave, unless authorized by the Board upon request of the employee on leave and within the recommendation of the Superintendent.
17. The above policy on sabbatical leave becomes effective with the signing of this contract. Requests for retroactive consideration will not be accepted.
18. A Sabbatical Leave Committee
- a. Shall be established to:
    - 1. Review and evaluate applications.
    - 2. Recommend candidates to the superintendent based on considerations as outlined in this article.
  - b. The committee shall consist of:
    - 1. One (1) teacher from each level, elementary, junior high and senior high to be appointed by the Association.
    - 2. One (1) elementary principal and one (1) secondary principal to be appointed by the Superintendent.
    - 3. The Assistant Superintendent, or the designee, shall serve as chairperson and secretary of the committee.



- c. The committee shall recommend no more than three (3) candidates for any single leave. All applications may be rejected if not deemed acceptable.
- d. All actions of the Committee shall be passed by a minimum of four (4) votes.
- e. The Committee shall report their recommendations to the Superintendent within three (3) weeks following the deadline.
- f. The Superintendent shall make a recommendation to the Board after giving consideration to the recommendations of the Committee.

#### **F. COURT APPEARANCE**

- 1. Absence for jury duty service by a teacher will not be chargeable to the sick leave or personal leave allowance, and the school district will pay the difference in salary between the teacher's daily salary and any fee the teacher is paid for jury duty.
- 2. Teachers shall be paid the difference between the teacher's daily salary and any fee the teacher is paid as a witness only for appearance before administrative bodies or courts only if subpoenaed on behalf of the administration, or for appearances involving litigation arising out of the teacher's employment when the teacher has been finally adjudged not guilty of culpable conduct in their employment and such other cases as the Board in its discretion shall decide. A teacher subpoenaed as a witness will be paid for the difference between the daily salary and any fee the teacher is paid as a witness.
- 3. Any teacher who appears as a witness, in court cases not involving the school district, or its employees, will be paid the difference between the teacher's daily salary and any fee the teacher receives as witness.

#### **G. BEREAVEMENT**

- 1. Teachers shall be granted up to three (3) days per incident involving the death of an immediate family member. Immediate family shall be defined as: spouse, child, parents, brother, sister, grandparents, in-laws, grandchildren. Up to one (1) day shall be granted per incident, or in the death of a close associate or person living in the same household or other relative. These

days shall not be accumulated and shall not be charged as sick leave days.

2. Teachers may request additional days per incident using accumulated sick days.

## **ARTICLE XX**

### **UNPAID LEAVES**

#### **A. CHILD BEARING/CHILD CARE**

A leave of absence shall be granted to any teacher for the purpose of child bearing and/or childcare. Said leave will commence upon request of the teacher for a period not to exceed one (1) year and may be renewed upon approval of the Board for an additional period of one (1) year.

#### **B. PERSONAL LEAVE**

The Board may grant leaves without pay of up to ten (10) work days per school year to persons covered by this Agreement for reasons of personal nature. Such leave requests must be submitted in writing at least five (5) school days in advance.

It is understood that any unpaid days taken for a personal leave of absence will result in a corresponding adjustment of seniority.

#### **C. PROFESSIONAL LEAVE**

The Board may grant a leave of absence for professional growth for a maximum of one (1) year contingent upon the direct relationship of the professional growth plan of the applicant to their teaching position. A request for such leave should be submitted prior to July 1st.

#### **D. MILITARY LEAVE**

In case of a national emergency, any teacher who is drafted or enlists in any branch of the Armed Forces of the United States shall be granted an unpaid leave for the duration of his/her enlistment or induction period.

#### **E. EXTENDED PERSONAL LEAVE**

1. The Board may grant a leave of absence for personal reasons without compensation for a period of up to two (2) years.

2. To be granted a leave an employee must make written application through the Superintendent of Schools during the current school year. This request should be submitted prior to July 1st. Exceptional cases will be given special consideration, especially for programs based on financial aids, grants, and fellowships.
3. A leave of absence of up to one (1) year may be granted to any teacher upon application to serve the Association, provided that the teacher has been elected to a state or national office.
4. A teacher who accepts full time employment with another school district while on leave of absence will forfeit all rights and accrued privileges.
5. Leaves of absence may be granted to any teacher who joins Action or other government volunteer programs as a full participant in any such program for the duration of the volunteer agreement.

**F. FAMILY AND MEDICAL LEAVE ACT (FMLA)**

The Board will grant up to twelve (12) weeks of family and medical leave during any twelve month (12) month period to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). All requests for such leave will be made to the Superintendent or designee. When the need is foreseeable, such notice will be given thirty (30) days before the start of the FMLA leave. If it is not possible for the employee to give thirty (30) days notice, the employee will give as much notice as is practicable. Proper certification of the reason for the leave must be provided.

Individual sick leave balances can only be used for qualifying leaves as provided in Article XIX, Section A.

**ARTICLE XXI**

***RETURN FROM LEAVES***

**A. RETURN FROM LEAVES**

1. Teachers returning from paid leaves shall have such time count as time taught for salary and seniority purposes.
2. Teachers returning from unpaid leaves shall not have such time count as time taught for salary and seniority purposes, except

for military and professional leaves, which shall be treated as leaves described in paragraph one (1) above.

3. The recipient of a leave that extends through the end of a school year shall be required to notify the Superintendent, in writing, of his/her intent to return or not to return to work the following school year by April 1st of the school year in which the leave was taken. The absence of such notification shall be interpreted as a resignation by the employee.
4.
  - a. Teachers returning from approved leaves shall return to their former positions or one most similar in nature and location, if the leave is for one (1) year or less.
  - b. In the event the leave extends beyond one (1) year, teachers returning from leaves shall be placed in a position occupied by the least senior teacher. However, if the position previously occupied by the returning teacher is available, said teacher may be returned to that position.

## **ARTICLE XXII**

### ***PROFESSIONAL COMPENSATION***

- A. The salary schedule marked Appendix I shall be part of this Agreement.
- B. The salary schedule shall remain in effect during the term of this Agreement.
- C. The Board may place a newly employed teacher, or a teacher returning to the system after a break in service of one (1) year or more, excluding approved leaves of absence, at any step on the salary schedule.

It is understood that a teacher shall not be given experience credit on the salary schedule in excess of the teaching or related experience, but may be placed on the salary schedule at any step up to his/her experience. Signing of the individual contract by the teacher shall constitute agreement with the placement on the salary schedule and said teacher shall have no right to an appeal or review of such placement or salary.

- D. The supplemental salary schedule marked Appendix II is a part of this Agreement and teachers so assigned shall be compensated as provided therein.

E. Assignment of teachers to supplemental duties shall be on the recommendation of the administration and the approval of the Board.

F. TEACHER TRAVELING BETWEEN BUILDINGS

1. Teachers required in the course of their employment to move from one school to another during the school day shall receive reimbursement for the use of their personal automobile at the rate established by the Board of Education to reflect increased cost in fuel upon filing and approval of monthly mileage reports.

2. A teacher who travels between the senior high and the middle school and who agrees to teach six (6) class periods shall receive an additional stipend based on the following schedule:

Middle School		Sr. High School		
1	+	5	=	1/6
2	+	4	=	1/6
3	+	3	=	1/8
4	+	2	=	1/12
5	+	1	=	1/14

G. INSURANCE

The Board shall provide without cost to the bargaining unit members MESSA CHOICES II for a full twelve-month period for the bargaining unit member and his/her entire family.

**PLAN A** (for employees needing health insurance)

**MESSA CHOICES II**

The Employer will provide a hospital-medical-surgical and major medical plan similar to the following: MESSA CHOICES II, which includes a MESSA Preferred RX program with a \$10.00 co-payment per generic prescription or refill, and a \$20.00 co-payment if requesting a brand name drug. There will be no deductible for office calls for in-network providers. For out-of-network providers there will be a \$250.00 per insured Employee deductible, or a \$500.00 per insured family deductible, per calendar year. This coverage shall include spouse, eligible dependents, and family continuation. Additional benefits may be purchased for sponsored dependents on an individual basis by payroll deduction; however, it is agreed the additional costs will be borne by the Employee.

Long Term Disability 66 2/3%  
 \$5,000 Maximum  
 90 Calendar Days - Modified Fill Freeze on Offsets  
 Alcohol/Drug & Mental/Nervous - Same as other  
 illness  
 Delta Dental Plan 80/80/80: \$1,300  
 50/50/50: \$1,000  
 Negotiated Life \$40,000 AD&D  
 Vision VSP 2 Silver

**PLAN B** (for employees not needing health insurance)

Long Term Disability 66 2/3%  
 \$5,000 Maximum  
 90 Calendar Days - Modified Fill Freeze on Offsets  
 Delta Dental Plan 100:90/90/90: \$1,500  
 50/50/50: 1,000  
 Negotiated Life \$60,000 AD&D  
 Dependent Life \$10,000 Spouse, \$5,000 Child(ren)  
 Vision VSP3 Gold

The Board shall sign an Employer participation agreement.

Bargaining unit members not electing Plan A will select Plan B. Each teacher on Plan B will receive a stipend in the amount of One Hundred (\$100.00) Dollars per month.

Beginning with the 2005/2006 school year, bargaining unit members not electing PPO Choices II will select Plan B. If a minimum of 40 members participate, each member on Plan B will receive a stipend in the amount of Three Hundred (\$300.00) Dollars per month. If less than 40 members participate, the cash stipend will be One Hundred (\$100.00) Dollars per month.

The Board may solicit quotes for the above described health coverage. If the total cost savings between packages exceeds five (5) percent, the least expensive bid may be accepted. Bids may be solicited annually.

When bidding health coverage or any of the other components per specification of the Local I MESSA PAK coverage, the Board shall notify the Association of such action and receive Association agreement that proposed new coverage has comparable specifications and components before final determination of insurance carrier(s).

Coverages shall include spouse, eligible dependents, and family continuation. Additional benefits may be purchased for sponsored dependents on an individual basis by payroll deduction; however, it is agreed the additional costs will be borne by the Employee.

Notwithstanding any other provision of the contract to the contrary, the Romeo Community Schools shall provide a cash option in lieu of health insurance. The employer shall formally adopt a qualified plan document, which complies with Section 125 of the Internal Revenue Code. Said document shall be reviewed by the Association.

The amount of the cash payment received may be applied by the bargaining unit member to a tax-deferred annuity with one of the Board approved annuity companies. To elect a tax-deferred annuity, the bargaining unit member shall enter into a salary reduction agreement.

All costs relating to the implementation and administration of benefits under this program shall be borne by the Romeo Community Schools.

The premiums for bargaining unit members required to pay a portion of their health care insurance premiums will be changed from an after-tax deduction to a pre-tax deduction, resulting in a savings to the employee of FICA contributions.

#### H. RETIREMENT BENEFITS

##### Severance Pay

Teachers retiring from service with the Romeo Community Schools shall receive a retirement benefit of fifty (\$50.00) dollars per year for all years of service in the Romeo Community School District, provided that notice of intent to retire must be filed in writing at least three (3) months in advance of the proposed retirement date. Such benefit shall be paid only once to an employee. Should a teacher return to employment after such payment, at the teacher's own request or at the request of the Board, the teacher will not be eligible for further payments of this benefit.

#### I. NATIONAL HEALTH INSURANCE AND SEVERABILITY CLAUSE

If a national health insurance program is instituted by action of Congress or any government agency during the life of this Agreement, the parties shall meet to renegotiate this Article.

#### J. WAGE AND BENEFIT CONTROL SAVINGS CLAUSE

If any salary/wage or benefit provision of this Agreement is nullified or modified by an action of any government agency, as a result of this institution or reinstatement of any form of wage and benefit controls, the parties hereto shall meet to negotiate those provisions of the Agreement affected by such government action.

## **ARTICLE XXIII**

### **DEPARTMENT HEADS**

#### **A. SELECTION**

1. In May of every even year each department will elect a department chairperson. Final selection will be subject to approval by the building administrator.
2. A teacher whose assignment covers more than one subject area will vote in one (1) department election only. Such teacher serving as department chair will do so for one (1) department only.
3. A person serving as department chair must be a tenure teacher.

#### **B. RESPONSIBILITIES**

1. Assists in establishing department curriculum objectives and coordinates curricular revision.
2. Conducts department meetings.
3. Serves as department representative on the Building Committee.
4. Attends regularly scheduled department chair meetings with the building administrator.
5. Assists in the preparation of an inventory of material and the ordering and distribution of materials.
6. Assists in the development of the master schedule.
7. Assists in the preparation of a department budget.
8. Acts as liaison between department and administration.
9. Serves as resource person for the department staff as well as new or reassigned teachers.



10. Assists in the coordination of curriculum district wide.

### **C. DEPARTMENTS**

1. Senior High

- a. English (reading, speech)
- b. Math (computers)
- c. Social Studies
- d. Science
- e. Industrial Arts (includes vocationally funded classes)
- f. Physical Education
- g. Business
- h. Foreign Language
- i. \* Fine Arts (art, music, drama, library)

2. Middle School

- a. English (speech, reading, foreign language)
- b. Math
- c. Social Studies
- d. Science
- e. Practical Arts (business education, industrial arts, physical education, computers, home economics)

3. Art, music, and library will be considered separate K-12 departments.

4. Secondary Special Education Department (note: stipend of \$1,000.00)

### **D. COMPENSATION**

1. All department chairpersons (with the exception of Secondary Special Education Department) will receive a base of \$300.00.
  2. Additional compensation will be based on the full teacher equivalency rate. An FTE rate will be computed according to the following schedule:
    - a. A senior high FTE equals five sections. One FTE equals \$150.00
    - b. A middle school FTE equals six sections. One FTE equals \$100.00
  3. Up to two (2) days may be granted, one (1) before school begins in the fall and one (1) after school ends in June. Compensation for such days shall be \$75.00
  4. Each department chairperson may be granted up to five (5) release days per school year for purposes of fulfilling his/her chairperson responsibilities.
  5. Department chair duties will be assumed for a full year and will be paid twice. The first check will be issued on the first pay date of the second semester. A second separate check for the remaining half will be paid on the first pay date in June.
- E. The Director of Human Resources will meet with the Association President by October 15th to establish the FTE count for that school year. The count will be based on the total number of sections offered as of 4th Wednesday.

## **ARTICLE XXIV**

### ***PROFESSIONAL RELATIONS COMMITTEE***

- A. The Association will establish a Professional Relations Committee which will meet once each month during the school year with designated representatives of the Board to discuss and study matters of mutual interest and advantage concerning the Romeo Community Schools, which fall outside of the provisions of this contract.

The purpose of these meetings shall be to provide a means whereby:

1. A high level of mutual understanding may be maintained.
2. Information may be exchanged.

3. Matters pertaining to the general welfare of the district may be discussed.
- B. Building Committee meetings shall be held between the MEA/NEA Local I - Romeo building representatives and the building administrators on a regularly scheduled basis, if requested, with a maximum of one (1) per month.
1. The purpose of these meetings will be to facilitate communication within and among buildings and to resolve any problems that may arise.
  2. These meetings are not intended to bypass the grievance procedure.
  3. Problems upon which agreement cannot be reached will be referred to the District Professional Relations Committee.
  4. Any resolution arrived at must be consistent with the provisions of the master agreement.
  5. A synopsis of these meetings will be submitted to the Human Resources Director and the secretary of the MEA/NEA Local I - Romeo.

## **ARTICLE XXV**

### ***SPECIAL EDUCATION***

- A. The Board and the Association realize there are different approaches required in creating the proper type of instructional process for special education students. Therefore, the Board will provide substitutes for those classroom teachers who have indicated a need to meet with the special education teachers in their assigned buildings at the beginning of the school year for the purpose of communicating and planning for individualized educational programs for special education students.

- B. Special Education Student Placements

The Board and the Association realize there are different approaches required in creating the proper type of instructional process for special education students. The Board will, therefore, provide substitutes or

volunteer staff members using substitute rate for those classroom teachers who have indicated a need to meet with the special education teachers in their assigned buildings at the beginning of each semester or under special circumstances as approved by the building principal for the purpose of planning for special education students.

Mandated special education meetings will be scheduled during the teacher workday in the least disruptive manner possible. Substitutes will be provided for the mandated general education teacher whenever block scheduling of special education meetings takes place. Special education meetings may be scheduled during the general education teacher's preparation period with his/her prior agreement.

The Board will provide training for regular education teachers receiving handicapped students and all teachers having to serve the medically fragile student. Teachers will not be required to administer tracheotomy suctioning, catheterization (including clean intermittent catheterization) or tube feeding to students.

Inclusion: The parties recognize that children having severe physical (medically fragile), mental, and emotional problems as defined in state/federal rules, may require unique and special intervention.

1. Every effort will be made to provide teachers with advance notice of placement and appropriate information related to the child's handicap.
2. The services of appropriate consultants will be made to the classroom teacher depending on availability.
3. The teacher will be supplied with adequate materials and specialized equipment needed for proper education of severely handicapped and medically fragile children, as determined by the Individual Education Planning Committee.
4. Any bargaining unit member who will be providing instructional or other services to a severely handicapped or medically fragile student in a regular education setting shall be invited, in writing, to participate in the Individualized Educational Planning Committee meeting.
5. Every effort will be made to equalize the number of severely handicapped and medically fragile students in any regular classroom.

#### C. Waivers

Decisions regarding school district application for future waiver(s) from the Department of Education in Special Education Rules and Regulations will involve the Association and members whose jobs will be affected by the waiver(s). The decision to request a waiver(s) will take into consideration factors such as student performance and quality of services, parental/community support, and employee working conditions. It is, however, expressly understood that Administration shall maintain, at its sole discretion, the authority to apply for future waivers.

## **ARTICLE XXVI**

### ***PART-TIME TEACHING/SHARED TEACHING***

#### **A. PART-TIME TEACHING**

1. Part-time teaching shall be voluntary and defined as one of the following:
  - a) Teaching one semester during the school year, either first semester or second semester, at the request of the teacher with approval by the Superintendent.
  - b) Teaching each day, but less than a full day. In the elementary, this would be teaching either a.m. or p.m., while at the secondary it would mean having less than five hours at the senior high and less than six (6) hours at the middle school. It would be at the request of the teacher with the approval of the Superintendent.
  - c) Teaching less than five (5) days per week at the request of the teacher with approval by the Superintendent.
2. Seniority for teachers participating in part-time teaching will be based on length of service for the school year. Example: A teacher who teaches one-half (1/2) of the school year will be granted one-half (1/2) year of seniority. A teacher who teaches a portion of each day for a full school year will be granted one (1) full year of seniority.

Part-time teachers who work for an entire school year, yet less than five (5) days per week, shall be granted a full year of seniority.

- a) Salary and fringe benefits for part-time teaching will be prorated based on the following:

- b) A teacher working seventy-five percent (75%) of a full teaching schedule would be granted seventy-five percent (75%) of salary and the Board will pay seventy-five percent (75%) of his/her fringe benefits. The teacher would be required to pay the other twenty-five percent (25%).
- c) A teacher working fifty (50%) of a full teaching schedule would be paid fifty percent (50%) of his/her salary and the Board would pay fifty percent (50%) of the fringe benefits.
- d) Selection of Plan B will be at no cost to the member. The stipend for selection of Plan B will not be applicable.
- e) A teacher teaching one semester only of a school year will have his/her salary paid for the semester s/he worked or may have the pay spread over the school year and/or calendar year.

### 3. SHARED ASSIGNMENT

- a) A shared assignment shall be voluntary and shall be defined as one position shared by two teachers. The job-sharing teachers will receive a full year's credit on the seniority list and salary schedule.
- b) The shared-time assignment will be established in the position of the most senior teacher. The less senior teacher will be the displaced teacher during the staffing the following spring if the shared assignment is dissolved.
- c) In the event that a shared-time assignment becomes vacant, the teacher who remains will assume the position on a full-time basis for the remainder of the school year.
- d) Salary and fringe benefits for shared teachers will be prorated based on the following:
  - i) A teacher working seventy-five (75%) percent of a full teaching schedule would be granted seventy-five (75%) percent of salary and the Board would pay seventy-five (75%) percent of his/her fringe benefits. The teacher would be required to pay the other twenty-five percent (25%).
  - ii) A teacher working fifty (50%) percent of a full teaching schedule would be paid fifty percent (50%) of his/her

salary and the Board would pay fifty percent (50%) of the fringe benefits.

- iii) Selection of Plan B will be at no cost to the member. The stipend for selection of Plan B will not be applicable.

Shared and part-time teachers will attend all parent-teacher conferences, professional development (including Professional Learning Communities), and open houses, whether on scheduled or unscheduled work days, including days scheduled for the teaching staff prior to the first day of student attendance. Duty on unscheduled work days, other than open houses and parent-teacher conferences, will be paid at the per diem rate.

Teachers desiring shared or part-time teaching for the following school year shall make a request, in writing, to the Superintendent or designee by May 1st. Denial of such requests shall not be subject to the grievance process.

4. The Board reserves the right to assign shared or part-time teachers as provided for in Articles VII and IX of this Agreement.
5. Teachers on shared or part-time assignment, who wish to return to full time status or make any change in their shared time arrangement, shall notify the Superintendent by March 15th for the following year. A teacher who fails to notify the Superintendent of the desired change by March 15th shall continue to be a shared time teacher for the subsequent year. A teacher who requests to return to full time status by March 15th shall be returned to the full time status if his/her seniority is sufficient to do so. Return to full time status may necessitate the implementation of involuntary transfer.
6. Sick leave days and personal leave days for teachers participating in shared teaching will be paid in relation to the amount of time they are working. Example: A teacher who works for one semester will receive five (5) sick days and one (1) personal day.

## **ARTICLE XXVII**

### ***SCHOOL CALENDAR***

The school calendar, marked Appendix V, shall be incorporated into and shall become a part of this contract.

If the State requirement for minimum days and hours of pupil instruction changes during the life of this agreement, representatives of the Association and the Board shall meet for the purpose of bargaining the school calendar and hours of instruction.

## **ARTICLE XXVIII**

### ***MISCELLANEOUS PROVISIONS***

- A. This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified, only through the voluntary mutual consent of the parties in a written and signed amendment to this Agreement.
- B. Any individual contract between the Board and an individual teacher heretofore executed shall be subject to and 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, during its duration, shall be controlling.
- C. This Agreement shall supersede any rules, regulations, or practices of the Board, which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- D. If any provision of this Agreement, or any application of this Agreement to any employee or any group of employees, shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force.
- E. Copies of this Agreement shall be produced at the expense of the Board and presented to all teachers now employed or hereafter employed.
- F. If an individual member of the Association initiates litigation challenging the legality of a provision of the Master Agreement, the Association shall not support, financially or otherwise, said litigation in any manner until it attempts through the negotiation process to correct the provision in question. (The negotiation process is defined as those meetings between the negotiating teams of the Board and Association with the primary purpose of contract change.)



## CONTRACT DURATION

- A. The term of this contract shall be for two (2) years beginning September 1, 2007, and expiring on August 31, 2009.
- B. One hundred (150) days prior to the expiration of this Agreement, upon request of either party, negotiations will be undertaken for an Agreement covering the 2009-2010 school year.
- C. All terms of the contract shall be retroactive to the commencement of the 2007-2008 school year unless otherwise stated.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives the day and year written below:

THE BOARD OF EDUCATION  
ROMEO COMMUNITY SCHOOLS  
ASSOCIATION  
COUNTIES OF MACOMB & OAKLAND MI

MEA-NEA LOCAL I  
ROMEO EDUCATIONAL

DATE: \_\_\_\_\_

DATE: 08/25/08

BY: Susan Hier  
Susan Hier, President

BY: John E. Rutledge  
John Rutledge, President

BY: Polly Wilson  
Polly Wilson, Secretary

BY: Hatter Buder  
REA Secretary

Kathleen Wreford, Vice President  
Sara Murray, Treasurer  
Dale Chesney, Trustee  
Michael Stobak, Trustee  
Jennifer White, Trustee

BY: Michael E. LaBuhn  
Michael LaBuhn, President  
MEA-NEA Local I

## APPENDIX I

The salary schedule shall be improved each year of the Agreement in the following manner:

2007-2008	.75% 1 <sup>st</sup> semester/.75% 2 <sup>nd</sup> semester (1.5%)
2008-2009	1% 1 <sup>st</sup> semester/1% 2 <sup>nd</sup> semester (2%)

Effective 2008-2009 school year, **elimination** of BA+20 salary schedule. Current REA members on that step as of June 17, 2008 are grandfathered.

Effective 2008-2009 school year, **elimination** of the following: At Step 10 of each lane at MA and above, a half of a percent will be paid each year as an off-schedule amount.

Effective 2008-2009 school year, longevity as follows:

Step 11	\$1,000
Step 15	\$1,500
Step 19	\$2,000
Step 23	\$2,500
Step 27	\$3,000

## 2007-2008 SALARY SCHEDULE

STEP	BA	BA+20	MA	MA+15	MA+30 or ED SPECIALIST	ED SPECIALIST W DOCTORATE
0	38,612	39,746	42,716	44,151	44,850	47,538
1	41,104	42,236	45,267	46,704	47,532	50,382
2	43,238	44,376	47,959	49,393	50,352	53,373
3	45,444	46,582	50,589	52,026	53,118	56,306
4	47,835	48,975	53,612	55,046	56,290	59,665
5	50,400	51,537	56,591	58,031	59,424	62,987
6	53,241	54,379	59,727	61,167	62,714	66,476
7	56,156	57,294	63,347	64,786	66,514	70,505
8	59,151	60,289	66,950	68,387	70,299	74,516
9	62,451	63,584	70,807	72,242	74,344	78,802
10	65,848	66,986	74,938	76,377	78,684	83,404

Longevity Step 11	\$600
Longevity Step 15	\$1,000
Longevity Step 19	\$1,500
Longevity Step 23	\$2,000
Longevity Step 27	\$2,500

## 2008-2009 SALARY SCHEDULE

STEP	BA	BA+20*	MA	MA+15	MA+30 or ED SPECIALIST	ED SPECIALIST W DOCTORATE
0	39,338	40,493	43,519	44,982	45,691	48,431
1	41,876	43,028	46,117	47,583	48,425	51,329
2	44,049	45,209	48,859	50,320	51,299	54,377
3	46,296	47,456	51,538	53,004	54,117	57,365
4	48,734	49,894	54,620	56,079	57,347	60,786
5	51,347	52,503	57,653	59,122	60,541	64,171
6	54,242	55,400	60,851	62,314	63,892	67,725
7	57,211	58,372	64,537	66,002	67,763	71,831
8	60,262	61,422	68,207	69,671	71,620	75,916
9	63,625	64,778	72,135	73,600	75,741	80,283
10	67,086	68,246	76,346	77,811	80,161	84,971

Longevity Step 11	\$1,000
Longevity Step 15	\$1,500
Longevity Step 19	\$2,000
Longevity Step 23	\$2,500
Longevity Step 27	\$3,000

\* Effective 2008-2009 BA+20 Salary Schedule was eliminated. Current employees on the scale were Grandfathered.

## 2009-2010 SALARY SCHEDULE

STEP	BA	BA+20*	MA	MA+15	MA+30 or ED SPECIALIST	ED SPECIALIST W DOCTORATE
0	39,529	40,691	43,730	45,200	45,914	48,667
1	42,080	43,239	46,342	47,815	48,660	51,579
2	44,265	45,430	49,098	50,565	51,549	54,641
3	46,522	47,688	51,791	53,262	54,381	57,644
4	48,972	50,138	54,886	56,353	57,627	61,083
5	51,598	52,760	57,935	59,410	60,836	64,483
6	54,507	55,671	61,147	62,619	64,203	68,055
7	57,489	58,656	64,852	66,324	68,094	72,181
8	60,556	61,721	68,541	70,011	71,969	76,286
9	63,935	65,093	72,487	73,959	76,109	80,675
10	67,413	68,578	76,718	78,191	80,552	85,385

Longevity Step 11	\$1,000
Longevity Step 15	\$1,500
Longevity Step 19	\$2,000
Longevity Step 23	\$2,500
Longevity Step 27	\$3,000

\* Effective 2008-2009 BA+20 Salary Schedule was eliminated. Current employees on the scale were Grandfathered.

## **Salary Lanes**

B.A.+ 20\* (Planned Program)

\*BA+20 salary step eliminated effective 2008-2009 school year. REA members on BA+20 salary step, or completed 20 hours beyond Bachelor's Degree as of June 17, 2008, will be grandfathered on the BA+20 salary step.

M.A.+ 15

M.A.+ 15 (does not have to be in an approved program)

M.A.+ 30 or Education Specialist = 5% x M.A. Schedule

Ph.D. = 6% x Educational Specialist Schedule

Non-degreed Vocationally Certified Teachers shall be paid at the rate of 85% of the B.A. Schedule to the appropriate step according to the years of service they have obtained. All provisions of the Master Agreement apply to Non-Degreed Vocationally Certified teachers.

Upon completion of a Bachelor's Degree, the school nurse shall be paid at the rate of one hundred percent (100%) of the appropriate step according to the years of service s/he has obtained.

The deferred lump-sum payment will be paid the last pay period in June of that particular school year.

### **Cost of Living Adjustment (C.O.L.A)**

Each teacher shall receive a Cost of Living Adjustment (C.O.L.A.) as a deferred salary increase based upon the percentage rise in the revised Consumer's Price Index (CPI all items) for all Urban Consumers for the Detroit Metropolitan Area published by the Bureau of Labor Statistics, U. S. Department of Labor (1967=100) and hereafter referred to as the CPI, subject to the terms of this provision. The amount of the deferred salary increase shall be the dollar equivalent of the percentage increase, rounded to the nearest one-tenth of one percent of the CPI, multiplied by the appropriate salary steps as listed in the salary schedule. This percentage shall be determined by subtracting the CPI of April of the previous year from the CPI of the April of the year in which the C.O.L.A. is to be paid; the remainder shall then be divided by the CPI of April of the previous year. The resulting amount of money shall then be paid, less appropriate payroll deductions, rounded to the nearest \$1.00 to each teacher no later than June 30th of the year in which the C.O.L.A. is to be paid. Such payment shall be made a part of the teacher's regular salary and folded into the salary

schedule, but shall be paid by a check separate from the teacher's regular paycheck. The maximum amount of the percentage increase which shall be paid under the terms of this provision shall not exceed 0% for the 2007-2008, and 2008-2009 school years.

- A. In the event a teacher does not complete the school year or is employed for less than the full school year, the Cost of Living Adjustment shall be pro-rated based upon a ratio of the number of workdays such teacher worked to 179 workdays multiplied by the Cost of Living Adjustment.
- B. If the government changes the make-up, timing, or base year of the index herein listed, representatives of the Board and Local I shall meet for the purpose of negotiating a new C.O.L.A. criteria.
- C. The C.O.L.A. adjustment shall be applied to all salary lanes, longevity payments, long-term disability payments (in the year in which the payments commence), sick days, and all payments made pursuant to the regular salary schedule.
- D. C.O.L.A. payments shall not be paid on the supplemental salary schedule. However, the C.O.L.A. schedule improvement shall be folded into the next year's payment.

BACHELOR'S DEGREE: All teachers possessing a baccalaureate degree from an accredited college or university, and holding a Michigan teaching certificate or permit, shall be placed on the Bachelors Degree Schedule.

MASTER'S DEGREE: All teachers possessing a Masters Degree from an accredited college or university, and holding a Michigan teaching certificate or permit, shall be placed on the Masters Degree Schedule.

EDUCATION SPECIALIST DEGREE: All teachers holding a Michigan Teaching Certificate and an Educational Specialist Degree shall be placed on the Educational Specialist Degree Schedule. \*Credit may be given for thirty (30) hours beyond the Masters Degree even though the Specialists Degree has not been granted.

DOCTORATE DEGREE: All teachers holding a Michigan Teaching Certificate and a Doctorate Degree shall be placed on the Doctorate Degree schedule.

Teachers who can present transcripts indicating academic advancement beyond the Bachelor's Degree, Master's Degree, or Educational Specialist's Degree shall be entitled to an increase in salary. Such transcripts must be presented by October 15th of the current school year to be eligible for salary increase during the current year. Transcripts presented by February 15th

will entitle a bargaining unit member to move to a new salary lane for the second semester of the current year.

State Board approved Continuing Education Units (SB-CEU's) awarded bargaining unit members will be exchanged for semester hours of credit. Six (6) CEU's will equal one (1) semester hour. Teachers accruing sufficient hours, either through SB-CEU's or university course work or both, will advance to the appropriate salary lane.

Teachers may elect to receive their salary on one of two (2) plans as follows:

- a. 26 equal payments including checks during July and August.
- b. Every two (2) weeks during the employee's specific work year.

Election of one of the above plans (a or b) will be made at time of initial employment. The pay option selected at time of employment will continue throughout the teacher's employment. Teachers will have the option of changing their pay option upon notification in writing to the Payroll Department by June 1 for the subsequent school year. Pay options are irrevocable after June 1 of each year.

Effective September 1, 2008, all teachers must have their paycheck directly deposited into a financial institution of their choice. Deposits will be electronically transferred the same day as other bargaining unit members receive their paycheck.

Longevity will be added to the salaries of teachers who have completed their 11th, 15th, 19th, 23rd, and 27th year of service with the Romeo Community School District. This includes those years of outside experience that were allowed on the salary schedule when they joined the Romeo Community School District. The longevity increment payment will be paid as follows: \$1000, \$1500, \$2000, \$2500, and \$3,000. For teachers employed effective 2000-01, longevity increments will be granted for years taught in Romeo only.

#### TERMS AND CONDITIONS FOR LONGEVITY QUALIFICATIONS:

Military service credit will be counted toward longevity if (1) it interrupts tenure in the Romeo Community Schools, and (2) employment with the Romeo Community Schools is the first employment after completing service in any of the United States Armed Forces.

Interrupted tenure for other reasons will be counted toward longevity only when the teacher has been granted a leave of absence.



Individuals on leave of absence must comply with provisions of Articles XIX - XXI, and where other employment is accepted, or for some other reason, does not return to work for the Romeo Community Schools at the end of the individual's leave of absence, they forfeit credit for previous years of employment.

APPENDIX II SUPPLEMENTAL PAY SCHEDULE

The Board retains the right to determine which extracurricular programs will be operated.

For the 2007-2008 school year, the stipend for supplemental positions will be based on the BA salary schedule for 2005-2006; for the 2008-2009 school year, the stipend will be based on the BA salary schedule for 2005-2006.

Assignment shall be made at the discretion of the Principal/Administrator/Athletic Director on a yearly basis. It is understood that, to the extent possible, bargaining unit members will be given first consideration for such positions. If two or more persons apply for a position, experience in the position will be considered a determining criterion for assignment.

AUDITORIUM SUPERVISOR - The position of auditorium supervisor will be reimbursed as either one (1) hour of release time or as a stipend of Three Thousand Dollars (\$3,000). The decision regarding which alternative to be utilized will be mutually agreed to by the administration and the successful applicant for the position.

	PERCENTAGE		PERCENTAGE
<b>BAND</b>			
Senior High	17	<b>DRAMATICS</b>	
Middle School	7	Drama Coach (per production)	5
Middle School Strings	7	Musical (per director)	4
<b>BASEBALL</b>			
Varsity	10	<b>ELEMENTARY SCHOOLS</b>	
Jr. Varsity	8	Noon Duty	\$8.75
9 <sup>th</sup> Grade	7	Grand Slam	3
<b>BASKETBALL</b>			
Varsity	12	Safety Patrol	4
Jr. Varsity	9	Service Squad	4
9 <sup>th</sup> Grade	8	Student Council	2
8 <sup>th</sup> Grade	6	Yearbook	2
7 <sup>th</sup> Grade	6	<b>FOOTBALL</b>	
<b>BUILDING LEVEL</b>			
COMMUNICATIONS LIAISON	\$800	Varsity	12
<b>CHEERLEADING</b>			
High School	7	Assistant	8
Middle School	6	7 <sup>th</sup> & 8 <sup>th</sup> Grade	6
Assistants	5	Asst. 7 <sup>th</sup> & 8 <sup>th</sup> Grade	5
<b>CLASS SPONSOR</b>			
Senior	4	<b>FORENSICS</b>	
Junior	4	High School	4
Sophomore	4	<b>GOLF</b>	
Freshman	4	Jr. Girls Varsity	5
<b>CROSS COUNTRY</b>			
	7	<b>INTRAMURAL DIRECTOR</b>	
<b>DANCE TEAM-High School</b>			
	6	<b>MIDDLE SCHOOL</b>	
		(two seasons)	
		Boys	6
		Girls	6
		<b>MATH PENTATHLON</b>	
			\$500

NATIONAL HONOR SOCIETY SR. HIGH SCHOOL	\$500
ODYSSEY OF THE MIND	\$500
SCIENCE OLYMPIAD	\$500
SECONDARY CHAPERONING \$15.00 per activity	
SOCIAL STUDIES OLYMPIAD	\$500
SOCCER	
Varsity Boys	7
Varsity Girls	7
Jr. Varsity Boys	5
Jr. Varsity Girls	5
SOFTBALL	
Varsity	10
Jr. Varsity	8
9 <sup>th</sup> Grade	7
STUDENT COUNCIL	
High School	5
Middle School	4
SUBSTITUTE RATE \$30.00 per period/all occurrences	
SWIMMING	10
Assistant	8
TENNIS	7
Jr. Varsity	5
TRACK	
Varsity	10
Asst. Varsity	7
8 <sup>th</sup> Grade	6
7 <sup>th</sup> Grade	6
Asst. 7 <sup>th</sup> & 8th Grade	5

VOCATIONAL EDUCATION	
Bus. Prof. Of American	\$500
HOSA	\$500
VICA	\$500

VOCAL MUSIC	
High School	6
Middle School	5
NOTE: Elementary music teachers will receive one-half ½) day of comp. time for each evening performance	

VOLLEYBALL	
Varsity	10
Jr. Varsity	8
9 <sup>th</sup> Grade Girls	7
8 <sup>th</sup> Grade Girls	5
7 <sup>th</sup> Grade Girls	5

WEIGHT ROOM SUPERVISOR	\$10.00 per hour
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WRESTLING	
Varsity	10
Jr. Varsity	8
Middle School	6

YEARBOOK	
High School	4
Middle School	4
Newspaper	4

## A. PAYMENT SCHEDULE

1. Duties that are assumed for a full year will be paid twice. The first pay, which will be for half, will be issued on the first pay date of the second semester. A second check for the remaining half will be paid on the first pay date in June. This also includes Driver Training if held during the school year.
2. Those people assigned to Yearbook duties will be paid on the first pay in June.
3. Forensic coaches will be paid in the same way as other yearly duties.
4. Those persons who are assigned for plays or like productions will be paid at the end of the production.
5. Supplemental assignments will be compensated within approximately two (2) weeks of the completion of all duties associated with that supplementary assignment. The completion of all related duties will be determined by the appropriate administrators.
6. The percent payment schedules shall be based on the years of experience on the Bachelor's salary schedule. Credit for experience will be allowed for the number of years of experience actually acquired in the supplemental assignment. Credit for previous coaching experience may be allowed up to a maximum of eight (8) years.

## **APPENDIX III**

### ***VISION SPECIFICATIONS***

VSP 2 Silver- Please refer to booklet.

VSP 3 Gold - Please refer to booklet.

## **APPENDIX IV**

### ***LONG-TERM DISABILITY SPECIFICATIONS***

Please refer to booklet.



2007

Tuesday, August 28	All Teachers Report. Professional Development.
Wednesday, August 29	Professional Development Day (Grade Level).
Thursday, August 30	No School.
Friday, August 31	No School.
Monday, September 3	Labor Day. No School.
Tuesday, September 4	First Day of School Secondary Students - Full Day Elementary Students - Half Day All A.M. and P.M. Kindergarten, Young 5's and ECDD Attend
Wednesday, October 10	Middle School Evening Conferences.
Thursday, October 11	Middle School Evening Conferences.
Thursday, October 25	All students report. Elementary Students A.M. Only. Elementary Conferences. (PM and Evening) A.M. Kindergarten, Young 5's and ECDD Attend
Wednesday, October 31	All Students A.M. Only. Professional Development P.M. P.M. Kindergarten, Young 5's and ECDD Attend
Wednesday, November 7	High School Evening Conferences.
Thursday, November 8	High School Evening Conferences.
Wednesday, November 21	Thanksgiving Holidays. No School.
Thursday, November 22	
Friday, November 23	
Monday, November 26	Classes Resume.
Wednesday, November 28	No School. Professional Development Day.
Wednesday, December 19	Winter Recess begins at the end of the School Day.

2008

Thursday, January 3	Classes Resume.
Monday, January 21	No School. Professional Development Day.
Thursday, January 24	All students report. Middle School and High School Classes A.M. Only. Records High School and Middle School P.M.
Friday, January 25	All students report. Middle School and High School Classes A.M. Only. Records High School and Middle School P.M. End of First Semester

## ROMEO COMMUNITY SCHOOLS 2007-2008 CALENDAR

Friday, February 15	Mid-Winter Break. No School.
Monday, February 18	Mid-Winter Break. No School.
Tuesday, February 19	Classes Resume.
Thursday, February 28	Middle School Evening Conferences.
Friday, February 29	No School. Professional Development Day.
Monday, March 3	Elementary Classes No School. Elementary Records.
Wednesday, March 5	High School Evening Conferences.
Thursday, March 13	Elementary Evening Conferences.
Thursday, March 20	Spring Recess begins at the end of the School Day.
Monday, March 31	Classes Resume.
Monday, April 14	No School. Professional Development Day.
Monday, May 26	Memorial Day. No School.
Thursday, June 5	All Students A.M. Only. Records P.M. A.M. Kindergarten, Young 5's and ECDD Attend
Friday, June 6	All Students A.M. Only. Records P.M. P.M. Kindergarten, Young 5's and ECDD Attend

If school is closed due to an order of a State or Federal Agent or Agency, the days of school missed due to this type of closing will be made up during the school year up to the minimum days required by state law. The scheduling of those days will be mutually agreed to by the Association and the Board of Education.

179 Teacher Days

172 Elementary Instructional Days

173 Secondary Instructional Days

ROMEO COMMUNITY SCHOOLS 2008-2009 CALENDAR  
2008

Tuesday, August 26	All Teachers Report. Professional Development.
Wednesday, August 27	Professional Development Day/Teacher Work Day
Thursday, August 28	No School.
Friday, August 29	No School.
Monday, September 1	Labor Day. No School.
Tuesday, September 2	First Day of School Secondary Students - Full Day Elementary Students A. M. Only All A.M. and P.M. Kindergarten, Young 5's and ECDD Attend
Wednesday, September 10	PLC* Early Release all students.
Wednesday, September 24	PLC* Early Release all students.
Wednesday, October 1	PLC* Early Release all students.
Wednesday, October 15	PLC* Early Release all students.
Wednesday, October 29	Elementary Evening Conferences.
Thursday, October 30	Elementary Evening Conferences.
Friday, October 31	PLC* Early Release all students.
Wednesday, November 5	Middle School Evening Conferences.
Thursday, November 6	Middle School Evening Conferences.
Wednesday, November 12	High School Evening Conferences.
Thursday, November 13	High School Evening Conferences.
Wednesday, November 19	PLC* Early Release all students.
Wednesday, November 26	Thanksgiving Holiday. No School.
Thursday, November 27	Thanksgiving Holiday. No School.
Friday, November 28	Thanksgiving Holiday. No School.
Monday, December 1	Classes Resume.
Wednesday, December 3	PLC* Early Release all students.
Wednesday, December 17	PLC* Early Release all students.
Friday, December 19	Winter Recess begins at the end of the School Day.

2009

Monday, January 5	Classes Resume.
Wednesday, January 14	PLC* Early Release all students.
Monday, January 19	No school. Professional Development Day.



ROMEIO COMMUNITY SCHOOLS 2008-2009 CALENDAR

Thursday, January 22	All students report. Middle School and High School Classes A.M. Only. Records High School and Middle School P.M.
Friday, January 23	All students report. Middle School and High School Classes A.M. Only. Records High School and Middle School P.M. End of First Semester.
Wednesday, January 28	PLC* Early Release all students.
Wednesday, February 11	PLC* Early Release all students.
Friday, February 13	Mid-Winter Break. No School.
Monday, February 16	Mid-Winter Break. No School.
Tuesday, February 17	Classes Resume.
Wednesday, February 25	PLC* Early Release all students.
Thursday, February 26	Middle School Evening Conferences.
Wednesday, March 4	High School Evening Conferences.
Friday, March 6	Elementary Classes No School. Elementary Records.
Wednesday, March 11	PLC* Early Release all students.
Thursday, March 12	Elementary Evening Conferences.
Wednesday, March 25	PLC* Early Release all students.
Thursday, April 9	Spring Recess begins at the end of the School Day.
Monday, April 20	Classes Resume.
Wednesday, April 22	PLC* Early Release all students.
Wednesday, May 6	PLC* Early Release all students.
Wednesday, May 20	PLC* Early Release all students.
Monday, May 25	Memorial Day. No School.
Thursday, June 4	All Students A.M. Only. Records P.M.
Friday, June 5	All Students A.M. Only. Records P.M.

If school is closed due to an order of a State or Federal Agent or Agency, the days of school missed due to this type of closing will be made up during the school year up to the minimum days required by state law. The scheduling of those days will be mutually agreed to by the Association and the Board of Education.

179 Teacher Days - 175 Elementary Instructional Days - 176 Secondary Instructional Days

*\*Professional Learning Communities - Early release for PLC will require modification of a.m. and p.m. kindergarten schedules in order to equalize student instruction time. Schedules of a.m. and p.m. kindergarten students are being finalized and will be posted when completed.*

1. During the 2007-2008, and 2008-2009 school years, one (1) half-day workshop will be set by the Professional Staff Development Committee.
2. Marking period and conference dates will be mutually agreed to by the Board and the Association.
3. Marking period conferences at the secondary level shall occur at either the mid-marking period or at the end of the marking period at the option of the staff and administrator of a building.
4. If school is closed due to an order of a State or Federal Agent or Agency, the days of school missed due to this type of closing will be made up during the school year up to the minimum number of days required by State law. The scheduling of those days will be mutually agreed to by the Association and the Board of Education. If mutual agreement is not reached by March 1st, the Board will schedule such days.
5. Elementary teachers may leave at the end of their workday for the first afternoon session of parent-teacher conferences; however, there are two items which must be covered:
  - A) The goal of parent-teacher conferences is to allow teachers ample time to meet with each parent in a conference format.
  - B) Any teacher who has completed his/her conferences prior to the required time in the contract must so notify the building administrator that he/she has completed his/her required conferences for that particular time segment.
6. Should a closing(s), because of conditions not within the control of school authorities, require the scheduling of an additional day(s) of student instruction to meet an annual instructional minimum required by law and/or to qualify the Employer for full state aid, such instructional additional days will be scheduled and teachers shall work on the rescheduled days without any additional compensation at the end of the school year as needed.

Should an instructional day be rescheduled and insufficient students attend to count it as a day of instruction, teachers will not be obligated to attend a subsequent rescheduling of that instructional day at the end of the year as needed.

The make-up of instruction days shall only be undertaken as necessary for the school district to qualify for full state aid or meet the minimum

number of days of student instruction required by law and on a building by-building rather than district-wide basis as permitted by law.

If, at any time during the life of this Agreement, it becomes lawful to count as days of pupil instruction, days when pupil instruction is not provided due to conditions not within the control of school authorities, such as due to severe storms, fires, or health conditions, and the school district is not penalized through loss of state aid if school is not held on such days, it is agreed that the following school closing provision shall become immediately effective:

When conditions not within the control of school authorities (such as, but not limited to, severe storms, fires, or health conditions) result in the closing of a school(s) or other facility of the Employer, bargaining unit members who work in the school or facility closed shall be excused from reporting to duty at that school or facility without loss of pay. Days lost to school closing under the foregoing circumstances shall not be rescheduled.

The intent of the above paragraph is for the movement of the operation of that school or facility to another facility in the event of an emergency that would preclude utilization of a building for normal operating procedures.

## **ADDENDUM TO SCHOOL CALENDAR**

### **SCHOOL YEAR IDENTIFICATION**

For the purpose of clarifying the terminology "school year" as used in the teachers' master agreement or other documents published by the school district, we will consider the school year to run from the first work day identified in the teachers' master agreement of one fiscal year through the day before the first such day of the next fiscal year. Example: 1977-78 school year is identified as September 6, 1977 through September 4, 1978.

The primary reason for identifying the school year is to determine eligibility for fringe benefit payment by the school district during the summer months. Please note that the following guidelines will be implemented in dealing with specific situations. Others will be dealt with as they arrive.

1. Laid off staff, who have been under contract for all or part of the year, will have their fringe benefits paid by the district during the months of July and August, provided they are working on the last working day for the general teaching staff.
2. If on an unpaid leave of absence which results in the teacher missing the last day of work, their fringe benefits will be terminated effective the end of the month in which the leave becomes effective. (In some instances, insurance companies are willing to allow an employee to continue his/her fringes at the individual's expense. The employee would have to check this out with our Benefit's Office.)

The cost of the fringe benefits will be resumed by the district upon the employee's return to work.

**NOTE:** Leaves of absence are not synonymous with leave days as outlined in the contract. (Specifically, sick leave days, personal leave days, professional leave days. Please refer to Article XIX in the Teachers' Master agreement.)

3. Employees who resign after completing the school year will receive allowable fringe benefits for July and August. Employees who retire after completing the school year will receive allowable fringe benefits for July.
4. In no instance will an employee receive paid benefits for more than twelve (12) months as a result of working a full academic year.

## LETTERS OF INTENT

The Board of Education agrees with the concept that bargaining unit positions created in the school district will be filled by duly qualified and certified persons in keeping with the certification code on Michigan teachers. This relates to all positions covered in the teachers' certification code.

### **ARTICLE XXII PROFESSIONAL COMPENSATION (Insurance)**

Effective on the date of execution of this Agreement, the undersigned representatives of the Romeo Community Schools and MEA/NEA Local 1, Romeo, hereby agree as follows:

1. Section 166d of the State Aid Act, 1997 PA 93; MCL 388.1766D, provides a financial penalty on school districts that approve, after October 1, 1997, a collective bargaining agreement that includes certain health care coverage.
2. The District and Association agree that the health care coverage as specified in Article XXII shall be modified to the extent required by Section 166d to avoid financial penalty to the District. This document does not authorize any alteration of health care coverage that is not affected by Section 166d.
3. In the event the penalty provision of Section 166d is repealed, the District and the Association shall reinstate the health insurance coverage IF AVAILABLE included in the predecessor Master Agreement that was eliminated due to Section 166d.
4. This Letter of Agreement shall not constitute a past practice nor a precedent nor a waiver of any rights whatsoever.

MEA/NEA/LOCAL I, ROMEO

ROMEO BOARD OF EDUCATION

BY:

John Rutledge, President

BY:

Joseph Beck, Superintendent

**LETTER OF AGREEMENT**

**between**

**MEA/NEA Local 1, Romeo**

**and**

**Romeo Board of Education**

The Board of Education of the Romeo Community School District and the Romeo Education Association, MEA/NEA Local 1, recognizing that with the re-enactment of the Elementary and Secondary Education Act (ESEA)/No Child Left Behind Act (NCLB) (20 USC 6301 et seq.) effective January 8, 2002, highly qualified status will be required of those teachers teaching in core content areas, as identified under this law, by the end of the 2005-2006 school year.

To facilitate teachers becoming highly qualified under the NCLB, the parties agree to a portfolio assessment option. The portfolio assessment shall be conducted by a School Improvement Team (SIT) as authorized under NCLB. The SIT shall use the Michigan Content Area Portfolio Guidelines as listed on Attachment 2. The SIT shall complete Attachment 4 and return the completed form and the portfolio of supporting documentation to the teacher. If the SIT fails to indicate that competency has been demonstrated by the portfolio in all four of the categories listed on Attachment 4, the SIT will indicate how the portfolio must be improved in order to demonstrate competency in all four categories. A teacher may resubmit his/her revised portfolio until competency is demonstrated in all four categories.

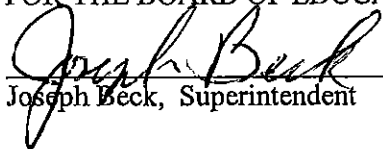
A teacher in receipt of a completed Attachment 4 indicating that the submitted portfolio of supporting documentation demonstrates competency in all four categories shall be deemed highly qualified under NCLB for the subject area assessed by the portfolio. The teacher shall submit a copy of the portfolio of supporting documentation including a copy of Attachments 3, 4, and 5 to the Superintendent.

As required by the Michigan Department of Education (MDE), the employer shall notify the MDE by a letter addressed to Dr. Frank Ciloski, Acting Supervisor of the Client Services Unit at the MDE, that the district is using the MDE Portfolio Guidelines as its assessment of highly qualified status.

The School Improvement Team shall be composed of four (4) members: two (2) administrators appointed by the Superintendent and two (2) teachers appointed by the Association.


In the event that the laws are repealed or amended so as not to require the concept of "highly qualified," this Letter of Understanding shall be null and void.

FOR THE BOARD OF EDUCATION

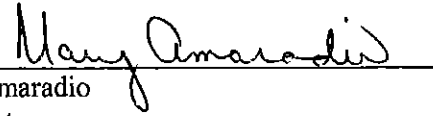
  
Joseph Beck, Superintendent

11-17-2005  
Date

FOR THE ASSOCIATION

  
Richard Deneweth, President  
MEA/NEA Local 1

10-21-05  
Date

  
Mary Amaradio  
President  
MEA/NEA Local 1, Romeo

10-24-05  
Date

**ATTACHMENT 1**

Michigan Department of Education  
OFFICE OF PROFESSIONAL PREPARATION SERVICES  
P.O. Box 30008, Lansing, Michigan 48909

**HIGH OBJECTIVE UNIFORM STATE-STANDARD OF  
EVALUATION**

**RECORD OF PROFESSIONAL DEVELOPMENT FOR TEACHERS  
WHO MUST MEET NCLB HIGHLY QUALIFIED REQUIREMENTS**

**GENERAL INSTRUCTIONS:**

This document is to be used to determine whether a teacher meets the high objective uniform state-standard of evaluation (HOUSE) as part of the process for identifying a highly qualified teacher (defined in Section 9101 of the No Child Left Behind Act of 2001). Record all professional development activities that are content related and aligned to the district/building school improvement plan for improving student performance. The teacher must also have an individual professional development plan that is approved by the local school improvement team on file with the employing school district. Professional development activities must be within the designated three (3) year time period (April 24, 2003-June 30, 2006) and recorded by date, title, purpose addressed and in hour increments. The form should be submitted to the Superintendent/chief executive officer and kept on file in case of an audit.

THIS FORM SHOULD BE RETAINED BY THE SCHOOL DISTRICT/SCHOOL. DO NOT RETURN THIS FORM TO THE MICHIGAN DEPARTMENT OF EDUCATION

NAME OF TEACHER: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

NAME OF SCHOOL DISTRICT WHERE EMPLOYED: \_\_\_\_\_

NAME OF BUILDING WHERE ASSIGNED: \_\_\_\_\_

NUMBER OF YEARS AS A CONTRACTUAL TEACHER: \_\_\_\_\_ SCHOOL YEAR HIRED: \_\_\_\_\_

NUMBER OF YEARS WITH CURRENT SCHOOL DISTRICT: \_\_\_\_\_

CURRENT SCHOOL YEAR: 20\_\_\_\_ - 20\_\_\_\_

**CONTENT SPECIFIC PROFESSIONAL DEVELOPMENT ACTIVITIES**

DATE	TITLE/ACTIVITY	PURPOSE ADDRESSED	NUMBER OF HOURS ENGAGED

Signature of Teacher \_\_\_\_\_ Date \_\_\_\_\_

Signature of School District Authority \_\_\_\_\_ Date \_\_\_\_\_

## ATTACHMENT 2

### MICHIGAN CONTENT AREA PORTFOLIO GUIDELINES (Pursuant to requirements mandated by Federal No Child Left Behind Legislation)

Following are the four categories in which competency must be demonstrated by teachers who select the content portfolio assessment as a means of meeting the highly qualified definition for teaching in a minor subject area endorsement. Each content/subject area portfolio must be reviewed by the local professional development assessment team/school improvement team. A separate portfolio must be submitted for each minor subject area endorsement.

#### Teaching Experience

The assessment must be based on a maximum of five years of successful teaching experience as evidenced by documentation of local employment history and current status. Teaching experience must be in the content/subject area.

#### College Level Course Work in the Content/Subject Area

Must be content specific or related to the subject area endorsement held on the Michigan teaching certificate. General education courses should not be considered.

#### Service to the Content/Subject Area

Must be content specific to the subject area endorsement and may include the following activities:

- Served as a Department chair or team leader
- Served as a Mentor teacher
- Served as a cooperating teacher for student teacher
- Served as an officer in a regional, state, or national professional content organization
- Served as a content instructor at an institution of higher education
- Served as a recognized content specialist at the district level
- Served as a National Board assessor
- Served as a member of a district/building school improvement team

#### Content Specific Professional Development Activities

Must be content specific to the subject area endorsement and may include the following activities:

- Served on a committee that developed, selected or evaluated content standards
- Served on a committee that aligned local content standards with state standards
- Served on a committee to develop, validate or evaluate content assessments
- Participation at local, regional, or state professional development seminars or workshops
- Completion of the portfolio assessment for National Board Certification
- Participation in an action research study group
- Served as a content presenter at an educational conference

**NOTE:** Some professional development activities may be interchangeable with service to the content area, but cannot be used as both. Also, the list of activities above is not exhaustive. There may be other activities that the teacher may want to add.



# WHAT TO INCLUDE IN THE TEACHER CONTENT/SUBJECT PORTFOLIO

Following are suggestions on what may be included in the content portfolio.

## Section I: Teaching Experience

- Background information: Educational Philosophy
- Resume and/or Credentials (teaching license, transcripts)
- Local content assignment as evidenced by the local class schedule for the past five years
- Provide evidence of successful teaching in the content/subject area endorsement
- Other relevant artifacts that the teacher feels are important as evidence of quality teaching experience (may include letters of support from parents, students, administrators, etc.)
- Teaching artifacts: provide at least 3 consecutive lesson plans showing the implementation of the Michigan curriculum framework for the subject assigned to teach
- Include samples of student work or activities (student identity must remain anonymous)
- Include examples of activities to gain feedback on student learning (student identity must remain anonymous)

## Section II: College Level Coursework

- Identification of content/subject specific coursework that has contributed to gaining knowledge and understanding of the subject assigned to teach

## Section III, Service to the Content Area:

- Documentation of participation in content specific service activities (please include beginning and ending dates— must be within the past five years)
- Activities may include, but are not limited to the following
  1. Service as a department chair or team leader
  2. Service as a mentor teacher
  3. Service as a cooperating teacher for student teachers
  4. Service as an officer in a regional, state, or national professional content organization
  5. Service as a content instructor at an institution of higher education
  6. Service as a recognized content specialist at the district level
  7. Service as a National Board Assessor
  8. Service as a content presenter at an educational conference

## Section IV, Participation in Quality Professional Development Activities:

- Please provide a list or description of each quality professional development activity in the content/subject area attended in the last five years
- **Reflection** on how your teaching experience, content coursework, service to the content and participation in professional development activities in the content have been translated into improvement of your teaching practice and/or classroom instructional strategies

# ATTACHMENT 3

## Portfolio Assessment Record

To be completed by the teacher and submitted to the District School Improvement Team. Complete a separate form for each subject area performance to be assessed as meeting the "highly qualified" standard.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ School Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

I hold at least a bachelor's degree from \_\_\_\_\_,  
an approved teacher preparation institution.

I hold a valid Michigan teaching certificate. Indicate below the type of certificate you hold.

- |                                                             |                                                             |
|-------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Provisional Certificate            | <input type="checkbox"/> Temporary Vocational Authorization |
| <input type="checkbox"/> Professional Education Certificate | <input type="checkbox"/> Occupational Education Certificate |
| <input type="checkbox"/> Permanent Certificate              | <input type="checkbox"/> Full Vocational Authorization      |
| <input type="checkbox"/> Continuing Certificate             | <input type="checkbox"/> Other                              |
| <input type="checkbox"/> Life Certificate                   |                                                             |

If other, please give specific name of certificate \_\_\_\_\_

My Michigan certificate is:  Elementary  Secondary

Endorsements on my certificate are (please list):

\_\_\_\_\_  
\_\_\_\_\_

I demonstrate my competence in \_\_\_\_\_ as follows:  
(subject area)

## Section I - Teaching Experience

I have \_\_\_ 1 year \_\_\_ 2 years \_\_\_ 3 years \_\_\_ 4 years \_\_\_ 5 years  
of successful teaching experience in this subject area.

**Points:** 10 points x years of successful experience (maximum of 5 years)

**Note:** At least 10 points must be documented to demonstrate competency in this Section.

Total Points \_\_\_\_\_

## Section II - College Level Coursework in the Content Area

List the courses and number of semester hours.

(Courses may have been completed as a planned program or separate coursework at any time, undergraduate or graduate.) Include a brief description of course content emphasizing this subject area, if needed. Use additional pages as necessary.

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**Points:** 10 points x the number of semester hours of coursework in subject area.

**Note:** At least 10 points must be documented to demonstrate competency in this Section.

Total Points \_\_\_\_\_

### Section III - Content Specific Professional Development Activities

List content specific professional development activities and the year you participated in the activity. Include a brief description of the activity's emphasis on the subject content, if needed. Use additional pages as necessary.

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**Points:** 10 points per year per documented activity Total Points \_\_\_\_\_

**Note:** At least 10 points must be documented to demonstrate competency in this Section.

### Section IV - Service to the Content Area

List content specific service and the year in which you fulfilled the service. Include a brief description of the service emphasizing the subject content, if needed. Use additional pages as necessary.

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**Points:** 10 points per year per documented activity Total Points \_\_\_\_\_

**Note:** At least 10 points must be documented to demonstrate competency in this Section.

**Grand Total Points** \_\_\_\_\_

**Note:** At least 10 points must be documented in each of the four Sections and the total of the four Sections must be 100 points or more to be assessed as highly qualified in this subject area.

**Reflection**

Write a reflection on how your teaching experience, content coursework, service to the content and participation in professional development activities in the content have been translated into improvement of your teaching practice and/or classroom instructional strategies:

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Signature of Teacher \_\_\_\_\_

# ATTACHMENT 4

## Michigan Content/Subject Portfolio Assessment Team Evaluation Form

TEACHER'S NAME: \_\_\_\_\_

EMPLOYING SCHOOL DISTRICT: \_\_\_\_\_

CORE ACADEMIC SUBJECT BEING ASSESSED: \_\_\_\_\_  
 (A separate portfolio must be completed for each minor subject area endorsement)

COMPETENCY FACTOR	RATING
Successful Teaching Experience (The teacher has provided documentation/artifacts to support his/her teaching experience in the specific content)	<input type="checkbox"/> Demonstrates Competency <input type="checkbox"/> Competency not Demonstrated
College Level Coursework in the Content Area (The teacher has completed sufficient coursework in the specific content)	<input type="checkbox"/> Demonstrates Competency <input type="checkbox"/> Competency not Demonstrated
Service to the Content Area (The teacher has participated in professional activities directly related to the support and commitment to the specific content)	<input type="checkbox"/> Demonstrates Competency <input type="checkbox"/> Competency not Demonstrated
Quality Content Specific Professional Development (Must include reflection) (The teacher has actively participated in quality professional development activities to improve teaching in the specific content)	<input type="checkbox"/> Demonstrates Competency <input type="checkbox"/> Competency not Demonstrated

Overall Team Assessment:       Demonstrates Competency (Competency must be demonstrated in each factor)  
                                                   Competency Not Demonstrated

Team Suggestions (to be used only if the portfolio fails to demonstrate the teacher's content competence):

Team Members: \_\_\_\_\_  
 (Please type or print)

Team Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE SUBMIT THIS FORM, ALONG WITH THE PORTFOLIO ASSESSMENT REPORT TO YOUR LOCAL DISTRICT, ISD, OR PSA SUPERINTENDENT OR CHIEF ADMINISTRATOR BY JUNE 30, 2006.

Mandated by Federal *No Child Left Behind* Legislation

**ATTACHMENT 5**

**CONTENT/SUBJECT AREA PORTFOLIO ASSESSMENT REPORT**

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Print full name as it appears on the Michigan Teaching Certificate

---

Social Security Number

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Home Telephone #

---

Current Home Address

City

State

Zip

---

Place of Employment (District)

---

Building

I hereby assure the Michigan Department of Education that I hold a valid Michigan teaching certificate and have attached my Highly Qualified Content Area Portfolio and assessment team evaluation as mandated by the federal *No Child Left Behind* legislation.

---

Signature of Teacher

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Notary or signature of building or district administrator

Date:

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*Misrepresentation or falsification of information may result in suspension or revocation of the teaching certificate.*

**PLEASE SUBMIT THIS FORM TO YOUR LOCAL DISTRICT, ISD, OR PSA SUPERINTENDENT OR CHIEF ADMINISTRATOR BY JUNE 30, 2006.**

Mandated by Federal *No Child Left Behind* Legislation

**Official**  
**Michigan Highly Qualified Teacher Report - Revised April 26, 2005**

_____		_____	
Full Name as it appears on the Michigan Teaching Certificate		Core Academic Subject Area	
_____		_____	
Social Security Number		Home Telephone Number	
_____		_____	
_____	_____	_____	_____
Current Home Address	City	State	ZIP
_____		_____	
Place of Employment (District)		Building	

**NOTE:** All teachers must hold at least a bachelor's degree and full state certification (and be assigned within the subject and grade level validity of the Michigan Certificate).

Check the one option you have completed that demonstrates you are a highly qualified teacher in the core academic content area identified at the top of this page.

- Passed MTTC subject content area examination in the content area, or comprehensive elementary exam for elementary teachers/special education teachers.
- Have an earned academic major in the content area.
- Have an earned master's degree in the content area or related/supporting\* area. (MDE has determined that a master's in an appropriate supporting program may be used as a demonstration of highly qualified for all of the subjects [for which the teacher is authorized by the state] in which the teacher was instructing at the time the master's was earned.)  
\*A master's of special education, in and of itself, does not meet the highly qualified requirement for secondary special education teachers.
- Have coursework equivalent (at least 30 semester hours) of a major in the content area OR full Michigan elementary certificate, if an elementary teacher and teaching in a K-5 assignment.
- Have National Board Certification at an appropriate developmental level for your assignment.
- Have at least three years of teaching experience and have completed, after receiving the Michigan provisional teaching certificate, a minimum of 18 semester hours in a core academic subject program of study or towards a master's or higher degree that supports the teaching of the core academic subject. (18 semester hours from a master's of special education program which focuses on content may be applicable under this option for secondary special education teachers.)
- Have at least three years of teaching and completed (in the last five years) an individual professional development plan of 90 clock hours of professional development or 6 semester hours of coursework in the content area.
- Demonstrated competence, as outlined in a local performance assessment of my employing district (portfolio or classroom observation).
- Considered "highly qualified" via a full-year permit (must be making annual progress and complete appropriate certificate/endorsement within 3 years during which time the teacher is provided a mentor and university supervisor).

(Documentation of completing the above option is necessary upon request.)

I hereby certify that I have successfully met the option, as noted above, of the Michigan definition of highly qualified teacher for the content area stated above and thereby deemed to be a highly qualified teacher as defined in the federal law, *ESEA/No Child Left Behind*, Section 1119 and Section 9101.

Signature of Teacher \_\_\_\_\_ Date \_\_\_\_\_

Misrepresentation or falsification of information may result in suspension or revocation of the teaching certificate.

PLEASE SUBMIT THIS FORM TO YOUR LOCAL DISTRICT, ISD, OR PSA SUPERINTENDENT OR CHIEF ADMINISTRATOR BY JUNE 30, 2006.

Mandated by Federal *No Child Left Behind* Law

Districts are responsible for placing a copy of this form in the teacher's personnel file and providing the teacher with a copy of the completed form for the individual's records.



# LETTER OF AGREEMENT

Between

**MEA/NEA LOCAL 1**

And


**ROMEBO BOARD OF EDUCATION**


**ESEA/NCLB**

The parties agree to work collaboratively to review and assess the impact of the Elementary and Secondary Education Act (No Child Left Behind) on the provisions of the collective bargaining agreement. It is further understood that the parties will meet to review those interpretations that impact directly or indirectly upon the terms and conditions of employment of any bargaining unit member.

**BOARD OF EDUCATION**

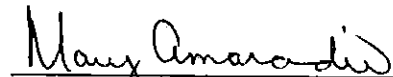
**MEA/NEA LOCAL 1**

  
\_\_\_\_\_  
Joseph Beck, Superintendent  
Romeo Community Schools

  
\_\_\_\_\_  
Richard Deneweth, President  
MEA/NEA Local 1

11-17-2005  
Date

10-21-05  
Date

  
\_\_\_\_\_  
Mary Amadio, President  
MEA/NEA Local 1, Romeo

10-24-05  
Date

LETTER OF UNDERSTANDING (Virtual High School)  
Between  
MEA/NEA Local I  
And  
Romeo Board of Education

The District may offer classes at the High School from the Michigan Virtual High School or Michigan Virtual University during the regular school hours in compliance with state regulations. The parties agree as follows:

1. A Virtual High School class may be offered for which there are fewer than five students per hour enrolled from the regular middle school or high school schedule;
2. A Virtual University class may be offered for eligible students as determined by state rules and regulations;
3. The on-site mentor teacher position will be a bargaining unit position;
4. The mentor teacher will not be expected to create lesson plans, teach lessons, or evaluate student progress;
5. There will be no reduction in the total number of bargaining unit members employed or the hours worked as a result of the District's participation in the program;
6. The mentor teachers will be expected to monitor and assist students as needed or as assigned by the principal;
7. The job responsibilities of the secondary media specialist will include those of on-site mentor

At the end of each school year, the parties will meet to review the program, and negotiate further language, as necessary, should the District wish to continue with the program.

BOARD OF EDUCATION

*Joseph Beck*

---

Joseph Beck  
Superintendent  
Romeo Community Schools

---

Date

MEA/NEA LOCAL I

*Michael LaBuhn*

---

Michael E. LaBuhn  
President  
MEA/NEA Local I

---

Date

*John Rutledge*

---

John Rutledge, President  
MEA/NEA Local I, Romeo

---

Date

LETTER OF AGREEMENT

Between

MEA/NEA Local I

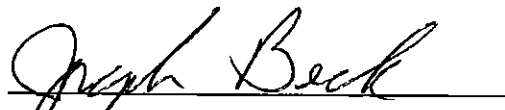
And

Romeo Board of Education

The parties agree that the Athletic Department will have the flexibility to hire an interim support coach on a season-by-season basis when the number of student participants for a particular sport exceeds reasonable numbers. It is understood that this position will be temporary and never used to replace existing contracted coaches. The interim support coach will assist in the supervision of the student participants in the particular sport. If, after three seasons, it is determined that another coach is necessary to supplement the coaching staff in a particular sport, the parties will meet to negotiate the addition and the pay of such position.

The interim support coach will be paid no less than \$300 and no more than \$500, depending on the amount of time that the interim coach is required to assist the regular coaching staff.

BOARD OF EDUCATION



Joseph Beck  
Superintendent of Schools  
Romeo Community Schools

11-17-2005

Date

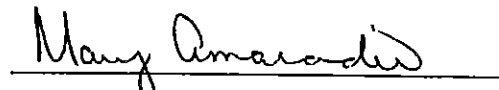
MEA/NEA LOCAL I



Richard Deneweth  
President  
MEA/NEA Local I

10-21-05

Date



Mary Amaradio, President  
MEA/NEA Local I, Romeo

10-24-05

Date

# LETTER OF AGREEMENT

Between

**MEA/NEA LOCAL 1**


And


**ROMEBO BOARD OF EDUCATION**

The parties agree that the elementary media specialists will receive two days of preparation time. Such days may be taken in half-day segments. These days are to be used for such professional responsibilities as the individual teacher deems necessary. It is agreed this measure is temporarily in place until such time as additional special area staff are hired who can assume responsibility for the additional elementary teacher preparation time instituted in the 2004-2005 school year.

**BOARD OF EDUCATION**

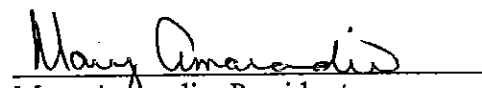
**MEA/NEA LOCAL 1**

  
\_\_\_\_\_  
Joseph Beck, Superintendent  
Romeo Community Schools

  
\_\_\_\_\_  
Richard Deneweth, President  
MEA/NEA Local 1

11-17-2005  
Date

10-21-05  
Date

  
\_\_\_\_\_  
Mary Amadio, President  
MEA/NEA Local 1, Romeo

10-25-05  
Date



**APPENDIX VI**  
ROMEIO COMMUNITY SCHOOLS  
ROMEIO EDUCATION ASSOCIATION  
MEA-NEA LOCAL I

**NOTICE OF GRIEVANCE**

Level 1 \_\_\_\_\_

Level 2 \_\_\_\_\_

Name of Grievant(s) \_\_\_\_\_  
\_\_\_\_\_

1. Grievance. (Give facts describing alleged grievance.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Date or dates of alleged violation. \_\_\_\_\_

3. Agreements violated: (Describe by Article, section or sub-section that part of Master Agreement alleged to have been violated.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Relief requested: (Outline the action you believe should be taken to rectify the alleged violation.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Grievant(s) \_\_\_\_\_ Date Filed \_\_\_\_\_  
\_\_\_\_\_

**ASSOCIATION ENDORSEMENT – LEVEL TWO**

The Association Grievance Committee has reviewed the above stated grievance and:

\_\_\_\_\_ Agrees that the contract has been violated

\_\_\_\_\_ Finds no contract violation

\_\_\_\_\_ Forwards with no recommendations.

Signed \_\_\_\_\_

Association Secretary

\_\_\_\_\_ Date

## MEA/NEA LOCAL 1, ROMEO GRIEVANCE CHAIN

DATE	LEVEL	FILED WITH	STATEMENT OF GRIEVANCE/ACTION
	<b>Informal</b> (Within 15 Days of the Occurrence)		
	<b>Meeting</b> (Within 5 Days After Request)		
	<b>Step 1 Written Grievance</b> (Filed Within 10 Days of Meeting at Informal Level)		
	<b>Step 1 Response</b> (Within 5 Days of Receipt of Written Grievance)		
	<b>Step 2 Filed</b> (Within 5 Days of Response at Level 1 )		
	<b>Step 2 Meeting</b> (Arranged Within 3 Days of Receipt of Written Grievance)		
	<b>Step 2 Written Response</b> (Within 7 Days of Meeting)		
	<b>Arbitration/Demand</b> (Within 30 Days of Response at Step 2))		

GRIEVANCE: # \_\_\_\_\_

GRIEVANT(S): \_\_\_\_\_

**SAMPLE**

**Romeo**

***ELEMENTARY TIME***

	<b>2008-2009</b>
Teacher Start	8:10 8:45
Student Start	8:14 8:59
Student End	3:10 3:55
Teacher End	3:25 4:00
Prep/Duty Before	5" 15"
Prep/Duty After	15" 5"
Lunch	40"
Student Instructional Time	6'16" 376"
Teacher Instructional Time	340" (Average)
Teacher Day (Including Lunch)	7'15" (435")
Teacher Prep/Total Per Week	225"
Full Days	155 (376 minutes)
Half Days	3 (190 minutes)
PLC Days	17 (301 minutes)
Total Instructional Hours	1066:07
Professional Development	36:55
Total Hours	1103.02



**SAMPLE**

**ROMEO**

**MIDDLE SCHOOL TIME**

	2008-2009
Teacher Start	7:10 8:00
Student Start	7:19 8:19
Student End	2:10 3:10
Teacher End	2:25 3:15
Prep/Duty Before	10" 20"
Prep/Duty After	15" 5"
Lunch	30
Passing Time	30"
Student Instructional Time	375" 4 @ 45" 2 @ 50" 1 @ 60" 30" Passing
Teacher Instructional Time	320"
Teacher Day (Including Lunch)	7'15" (435")
Teacher Prep/ Total Per Wk	230" (250")
Teacher Prep per Day	46" (50")
Full Days	155 (376 minutes)
Half Days	4 (190 minutes)
PLC Days	17 (301 minutes)
Total Instructional Hours	1069:17
Professional Development Hours	36:55
Total Hours	1106:12

**SAMPLE**

**ROMEO**

**HIGH SCHOOL TIME**

	<b>2008-2009</b>
Teacher Start	7:15
Student Start	7:24
Student End	2:20
Teacher End	2:30
Prep/Duty Before	10
Prep/Duty After	10
Lunch	30"
Passing Time***	30" (5 @ 6")
Student Instructional Time	375" 6'15" 1 @ 65" 5@ 56" 30" Passing
Teacher Instructional Time	310 (319)
Teacher Work Day	7'15" (435")
Teacher Prep/ Total Per Week	280
Teacher Prep Per Day	56"
Full Days	155 (379 minutes)
Half Days	4 (190 minutes)
PLC Days	17 (304 minutes)
Total Instructional Hours	1077:53
Professional Development Hours	36:55
Total Hours	1114:48



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