

**AGREEMENT BETWEEN THE  
MONA SHORES BOARD OF EDUCATION  
AND THE  
MONA SHORES TEACHERS'  
EDUCATION ASSOCIATION, MEA-NEA**

September 1, 2008 - August 30, 2010

**MONA SHORES SCHOOL DISTRICT**  
Norton Shores, Michigan

**“In Mona Shores, we are committed to each student’s learning, feeling important, and meeting the demands of the future.”**



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## AGREEMENT

THIS AGREEMENT is between the BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF MONA SHORES, Muskegon County, Michigan, hereinafter called the "Board", and the MONA SHORES TEACHERS' EDUCATION ASSOCIATION, MEA-NEA, hereinafter called the "Association."

The Board and the Association have a mutual obligation to bargain collectively with respect to wages, hours, and other terms and conditions of employment; and the parties have reached certain understandings which they desire to confirm in this Agreement.

In consideration of the following mutual covenants, IT IS HEREBY AGREED AS FOLLOWS:

### ARTICLE I. RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section 11 of Act 379, Public Acts of 1965, for all professional personnel employed or to be employed by the Mona Shores Schools including (but not limited to) personnel on tenure, probation, on leave, classroom teachers, substitute teachers hired in lieu of contract teachers, guidance counselors, librarians, diagnosticians, speech and hearing therapists, school social workers, consulting teachers, Muskegon Correctional Facility Program Teachers, teachers of the housebound or hospitalized (whether or not assigned to a public school building), but excluding supervisory and executive personnel, office and clerical employees, community school employees, and all other non-professional employees of the Board.

When a majority of students in a high school completion course are dually enrolled day students, the teacher of that course shall be covered by the terms of this Agreement. The student count shall be taken at the second class period.

Daily substitute teachers are not part of the bargaining unit. Also excluded from this Agreement are those positions which are traditionally summer employment not under written contract such as tuition instruction, driver education and positions which are federally supported. When any of the above positions become a part of the established curriculum for the school year, the position and the salary shall be open for negotiations at that time.

- B. The term "teacher", when used hereinafter in this Agreement, unless otherwise indicated, shall refer to all employees represented by the Association in the bargaining unit as defined. Reference to one gender shall include the other gender.
- C. The Board agrees not to negotiate with or recognize any teachers' organization other than the Association for the duration of this Agreement.

**ARTICLE II.**  
**ASSOCIATION AND TEACHERS' RIGHTS**

- A. Pursuant to the Michigan Public Employment Relations Act the Board hereby agrees that teachers shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining and other lawful concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Act or other laws of Michigan or the Constitution of Michigan and the United States: that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association, his/her participation in any lawful activities of the Association or collective bargaining with the Board or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any term or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any teacher rights he/she may have under the Michigan General School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
- C. The Association and its representatives shall have the right to use school building facilities at reasonable hours. The Association shall pay for the reasonable cost of all materials and supplies incident to such use. Such use shall not interfere with or interrupt normal school operations. No teacher shall be prevented from wearing insignia, pins, or other identification of membership in the Association either on or off school premises.
- D. The duly authorized representatives of the Association shall have the right to transact official Association business on school property at reasonable times provided it does not interfere with normal school operations. The initial contact in a building by any Association representative shall be with the school office to announce his/her presence.
- E. The Association shall have the right to post notices of activities and matters of Association concern on teacher bulletin boards, at least one of which shall be provided in each school building. Other established internal media of communication shall be made available to the Association so long as it does not interfere with the normal operation of the school.
- F. The Board agrees to furnish in the form which is available to the Association in response to reasonable requests information concerning the financial resources of the district, including but not limited to financial reports and audits, tentative budgetary requirements and allocations, agendas and minutes of all Board meetings, names and addresses of all teachers, salaries paid thereto and highest

degree and certificate held and the number of years of teaching experience, together with information which may be necessary for the Association to process any grievance.

- G. The private and personal life of any teacher is not within the appropriate concern or attention of the Board except to the extent as it reflects upon his/her effectiveness as a teacher.
- H. The rights granted herein to the Association shall not be granted or extended to any competing labor organization.
- I. Since teachers are particularly qualified to assist in formulating policies and programs, the Association shall be duly advised by the Board of any major changes in tax programs, construction programs, or major revisions of educational policy and whenever feasible have the opportunity in advance to consult with the Board with respect thereto prior to general publication.
- J. A soft drink machine may be installed for employee use in the faculty lounge by the Association. The proceeds shall be made available to the teachers of that building for use on non-Association activities. The Association will be responsible for the service and maintenance of all such machines. The Association shall have the right to place portable or other non-permanent furnishings or equipment in a faculty lounge for their use provided approval is received from the Superintendent or his/her designee.

### ARTICLE III. PROFESSIONAL DUES OR FEES AND PAYROLL DEDUCTION

- A. Each bargaining unit member shall, as a condition of employment (1) on or before thirty (30) days from the first day of active employment or the effective date of this Agreement, whichever is later, join the Association, or (2) pay a Service Fee to the Association, pursuant to the Association's "Policy Regarding Objections to Political-Ideological Expenditures" and the Administrative Procedures adopted pursuant to that policy. The Service Fee shall not exceed the amount of association dues collected from association members. The bargaining unit member may authorize payroll deduction for such fee. In the event that the bargaining unit member shall not pay such Service Fee directly to the Association, or authorize payment through payroll deduction, the Employer shall, pursuant to MCLA 408.477; MSA 17.277(7) and at the request of the Association, deduct the Service Fee from the bargaining unit member's wages and remit same to the Association. Payroll deductions made pursuant to this provision shall be made in equal amounts, as nearly as may be, from the paychecks of each bargaining unit member. Moneys so deducted shall be remitted to the Association, or its designee, no later than twenty (20) days following deduction.
- B. Pursuant to Chicago Teachers Union v. Hudson, 106 S.Ct. 1066 (1986), the Association has established a "Policy Regarding Objections to Political-

Ideological Expenditures.” That Policy, and the administrative procedures (including the timetable for payment) pursuant thereto, applies only to non-union bargaining unit members. The remedies set forth in that Policy shall be exclusive, and unless and until such procedures, including any administrative or judicial review thereof, shall have been availed of and exhausted, no dispute, claim or complaint by an objecting bargaining unit member concerning the application and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement, or any other administrative or judicial procedure.

- C. Any bargaining unit member who is a member of the Association, or who has applied for membership, may sign and deliver to the Employer an assignment authorizing deduction of dues, assessments and contributions to the Association as established by the Association. Such authorization shall continue in effect from year-to-year unless revoked according to the procedure outlined in the MEA Constitution, Bylaws and Administrative Procedures. Pursuant to such authorization, the Employer shall deduct one-tenth of such dues, assessments and contributions from the regular salary check of the bargaining unit member each month for ten (10) months, beginning in September and ending in June of each year.
- D. Due to certain requirements established in court decisions, the parties acknowledge that the amount of the fee charged to non-members along with other required information may not be available and transmitted to non-members until mid-school year (December, January or February). Consequently, the parties agree that the procedures in this Article relating to the payment or non-payment of the representation fee by non-members shall be activated thirty (30) days following the Association’s notification to non-members of the fee for that given school year.
- E. The Board, upon written authorization of any individual teacher, shall deduct payments for the payment of insurance, credit union, MEA-PAC/NEA-PAC contributions (requires annual written authorization), and annuities for which the individual teacher is to be charged.
- F. The Board agrees that employees covered hereunder shall be able to participate in an Annuity program as stated in Public Act 248, Section 569 a. as passed June 13, 1963.

There shall be no cost to the Board, but the Board agrees to pass a resolution, which is required in order to participate in the program.

The Board shall make available upon a written request a contract that will allow any teacher, who so desires, to take part in this program. It is noted that a separate contract or specific wording in the contract is necessary to participate.

- G. With respect to all sums deducted by the Board pursuant to authorization of the employee under Section A. above, the Board agrees promptly to remit to the



Association a check for the total sum to the address designated and payable to the Association. The Association agrees to advise the Board of all members of the Association and to furnish any other information needed by the Board to fulfill the provisions of this Article, and not otherwise available to the Board. The Board shall notify the Association of the names of any teachers added or leaving the staff.

- H. In the event of any legal action against the Board brought in a court or administrative agency because of its compliance with this Article III, the Association agrees to defend such action, at its own expense and through its own counsel, provided.
1. The Board gives timely notice of such action to the Association and permits the Association intervention as a party if it so desires; and
  2. The Board cooperates with the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and appellate levels.

The Association agrees that, in any action so defended, it will indemnify and hold harmless the Board from any liability for damages and costs imposed by a final judgment of a court of administrative agency as a direct consequence of the Board's compliance with this Article III.

**ARTICLE IV.  
TEACHING HOURS AND TEACHING LOAD**

- A. The standard workweek of teachers shall be Monday through Friday and the normal in-school time for teachers shall be as follows, unless professional duties, such as parent-teacher conferences, require teachers to remain for a longer period:
- Elementary (DK through 5) 8:10 A.M. - 3:35 P.M.
- Middle School (6 through 8) 7:30 A.M. - 2:50 P.M.
- High School (9 through 12) 7:25 A.M. - 2:55 P.M.

Where the time extends beyond the last assigned period of the day, it shall not apply to Fridays or the day preceding holidays or vacation.

No more than two (2) required parent-teacher meetings, such as open house and building parent-teacher conference beyond the contracted school day may be scheduled by the Administration each year

- B. The Administration, upon advance written notice to the Association President, may provide a normal in-school time as to any or all buildings different from that set forth in Section A. provided that:

1. The beginning and ending times for the teacher shall not be earlier or later than:

Elementary                      8:00 A.M. - 3:35 P.M.

Middle School                7:30 A.M. - 3:05 P.M.

High School                    7:15 A.M. - 3:00 P.M.

2. The normal in-school time of the teacher shall not be increased as a result of such different schedule of hours.

- C. In the secondary schools the Administration may fix a schedule of hours beyond the above limits to accommodate an extended school day program in limited facility classes. The normal in-school time of the teacher shall be continuous and shall not be increased as a result of such different schedule of hours.

The individual teaching assignments within the departments affected by the above variation in hours shall be made by the Administration on the basis of continuous years of service with Mona Shores and the qualifications of the teacher involved. Where the qualifications of the teachers are substantially equal, then the preference of the teacher with the greatest number of continuous years of service shall govern.

- D. All elementary teachers shall be entitled to an uninterrupted lunch period of not less than 35 minutes, and all secondary teachers shall be entitled to an uninterrupted lunch period of not less than 30 minutes. Lunch periods shall be duty free.

In the event that the elementary lunch period is reduced from 40 to 35 minutes, then the in-school time for teachers (Section A) shall be reduced by the same amount.

- E. The teaching load in the secondary schools (6-12) shall consist of a weekly ratio of 25 teaching periods to 5 periods of preparation. The teaching load in the elementary schools (DK-5) shall on a weekly basis average not more than five and one-half hours of classroom duties daily. The teaching load of elementary teaching specialists, such as art, music, physical education, and special education, shall on a weekly basis average not more than five and one-half (5½) hours of classroom duties daily. Consistent with the above requirements, the Board shall determine the equivalence for employees in the bargaining unit who are assigned to non-classroom duties, such as librarians, guidance counselors and itinerant personnel. The daily schedule for itinerant special education personnel shall provide access to a permanent base office the equivalent of one-half hour per day within their normal in-school time.

- F. The Board shall attempt to provide substitutes for all elementary teaching specialists in the event of their absence, such as art, vocal music and physical education.

Elementary teachers may use for preparation all the time during which their classes are receiving instruction from teaching specialists, such as art, vocal music and physical education. Exclusive of recess, elementary teachers shall have 160 minutes additional preparation time per week scheduled within the standard work time for elementary teachers defined in Sections A and B through either the use of teaching specialists, the shortening of the student day, the use of substitute personnel or any other method to be determined by the Board.

This preparation time shall be in time blocks of at least forty (40) minutes in length. In the event an elementary teacher suffers a loss of preparation time as a result of a substitute not having been obtained, the teacher shall be paid Twenty-two and 50/100 Dollars (\$22.50) per each unit of preparation time lost. The above does not apply if a program is eliminated or when absences are due to in-service training.

In addition to the preparation time above, elementary teachers shall receive ninety (90) minutes per week of duty-free preparation time during recesses (30-minute time blocks except for Kindergarten which will be 15 minutes in the a.m. and p.m.). First grade may have the option, by building, of one 30-minute recess or two 15-minute recess periods, which must coincide with the a.m. and p.m. Kindergarten recess periods.

Elementary teaching specialists shall receive equivalent preparation time as that of an elementary classroom teacher in time blocks of at least twenty (20) minutes in length.

- G. Elementary teachers (classroom and specialists) shall not be assigned to supervise more than 75 recess periods (a 30-minute recess counts as two (2) periods) over the school year. If a teacher is assigned more than 75, he/she shall be paid Eight and 50/100 Dollars (\$8.50) for each period assigned over 75.
- H. High School study halls will be scheduled for students who have been dropped from a class or who have been assigned by an administrator. These study halls will require non-instructional supervision.
  - 1. In the event that a full-time faculty member currently employed is scheduled for a reduced teaching load (less than full-time) for the following school year, he/she will be "grandfathered" under a provision which his/her schedule with a study hall assignment at his/her per diem hourly rate. If all six (6) study periods of the school day are staffed by teachers under this provision and further reductions are necessary, the appropriate contractual layoff procedures will be imposed.

2. Bargaining unit members newly hired after the date of this agreement to a reduced less than full-time contract or, subsequent to being hired, partially laid off will be provided with an opportunity to supervise study halls to fill their schedule at the rate of \$22.50 per period, provided that all six (6) study halls are not already staffed according to Section H.1. above.
  3. Teachers will be offered the first opportunity to supervise the remaining study halls during their planning/preparation period at the rate of \$22.50 per period. If more than one teacher volunteers to supervise a particular period, it will be offered to the teacher with the greatest seniority during that period. Teachers may agree to share the supervision of a study hall with the pay prorated between them. Supervision of a study hall shall be voluntary. In the event no teacher volunteers for the supervision of a study hall, the Board may assign supervision to a paraprofessional.
- I. In order to facilitate parent-teacher communication, the District will work with elementary teachers to provide the opportunity for meaningful teacher conferences. Time spent in second semester elementary parent-teacher conferences that, with the approval of the school principal, are held outside of the school day, shall be compensated at the rate of \$30.00 per hour.

**ARTICLE V.  
PROFESSIONAL ASSIGNMENTS**

- A. Teachers shall not be assigned, without their consent, outside of the scope of their teaching certificates and/or their respective major or minor fields of study, except on a temporary basis and for good cause.
- B. Teacher clerks or teacher helpers shall not be used as substitute teachers. Student teachers and teachers aides, so defined in the School Code, shall not act as substitute teachers except as it may be permitted in the regular course of the teacher's training program with the approval of the sponsoring college or university.
- C. The provisions of Sections A and B of this Article shall be subject to reasonable exceptions and deviations during the first three weeks of each semester or other enrollment term and thereafter only in the case of emergencies. In the event of such emergencies, the Association will be notified of the deviation or exception and the reasons for the same.
  1. All 9 through 12 teachers shall be granted the equivalent of one and one-half (1 1/2) days during each tri-semester set by the Administration to be used for updating records, and completing other professional duties.
  2. All DK through 8 teachers shall be granted the equivalent of one-half (1/2) day together with one (1) early release or late start time during the first semester and one and one-half (1½) days and one (1) early release or late start time during the second semester set by the Administration to be used

for updating records and completing other professional duties. Kindergarten and developmental kindergarten teachers shall receive an additional one-half day each semester if they are teaching two (2) sections of those classes in each day and the total student enrollment exceeds thirty-seven (37).

**ARTICLE VI.  
TEACHING CONDITIONS**

- A. The parties recognize that the primary duty or responsibility of the teacher is to teach, and the Board and the Association consider it to be a desirable objective to make maximum utilization of the teachers' professional teaching skills. The provisions of this Article, however, shall be construed consistent with the necessity for teachers to maintain customary records pertaining to their work as required by law, or the direction of the Administration. Surveys initiated for personal benefit shall not be mandatory.
1. Taking into account the availability of teachers, funds, facilities and number of students, the teacher load in Mona Shores Schools shall be established or adjusted with reasonable dispatch to an arithmetic mean classroom ratio of one (1) teacher to twenty-five (25) pupils. The provisions of this Section A. shall be subject to reasonable exceptions and deviations during the first three (3) weeks of each semester or other enrollment term. It is recognized that other exceptions may be desirable whenever it is necessary to work with larger numbers of students, such as for example, in physical education, band, choir and orchestra with respect to which the student-teacher load may be adjusted to the size that can be accommodated in the school facilities. This adjustment shall have particular emphasis with respect to physical education classes where all reasonable steps shall be taken by the Board of Education to equally distribute students among the various sections of the course.
  2. Should any individual class in grades DK-2 exceed twenty-seven (27), and in grades 3-6 thirty (30), the Board shall immediately take all reasonable steps to correct the problem, including the possibility of a different class location of students, the hiring of additional teachers, or any other mutually acceptable solution. In the event that none of the above steps are implemented to correct the problem and the Board determines that it is necessary to exceed the above maximum class size limits, the following compensation formula shall be instituted:

Teacher's annual salary schedule amount (including longevity)	X	<u>1</u>	X	# of students in excess of maximum class limits	X	membership days in class
Applicable class size limit		# of school days on school calendar				

The above formula shall be applied to grade 6 by adding the factor of 1/5.

The above shall not apply to such classes as physical education, band, orchestra and vocal music.

3. Any handicapped person, IEPC identified as emotionally impaired, mainstreamed into a regular education classroom shall be counted as two (2) students for the purpose of this Article. If such mainstreaming results in a class enrollment that violates provisions of this Article the Board will:
    - a. reduce the enrollment to the contractual limit, or
    - b. provide a remedy which is acceptable to the teacher in question and the Association.
  4. Teachers shall attend and participate in IEPs as legally required. In addition, any teacher whose referral results in an IEP shall have the option of attending and participating in the IEP. When an IEP is going to consider mainstreaming an identified disabled student, the regular education elementary teacher or one (1) regular education secondary teacher, such as the case may be, shall have the option of attending and participating in the IEP.
  5. A classroom teacher or special education teacher, who fittingly attends and participates in more than four (4) IEPs before or after regular school hours during a school year, shall be paid \$21.00 for each IEP after the fourth.
- B. To the extent practicable, the Board will make available to teachers in each school building adequate lunchroom, restroom, and lavatory facilities, and at least one room, appropriately furnished, which shall be reserved for use as a faculty lounge.
  - C. Teachers shall be permitted to place outgoing non-toll calls on the office telephones in their building, but it is expected that personal, non-emergency calls will be held to a minimum. Teachers will be given "to call" messages on incoming calls, to be returned by the teacher outside of classroom hours, but will be given immediate opportunity to return calls relating to grave emergencies, such as death or serious illness or injury of a close relative.
  - D. To the extent practicable, parking facilities shall be made available to teachers within a designated area. The Board assumes no new additional liability respecting parking facilities or their use by teachers as a result of any provision of this Agreement and that parking will be the teacher's own risk of loss or damage except as otherwise provided by law without regard to the provisions of this Agreement.

1. Whenever the Administration determines that weather conditions shall call for the non-opening or a delayed start of school for regular classroom schedules, notice of such non-opening shall be communicated by radio, TV or other means as soon as can be reasonably accomplished. Unless notified to report, the teachers shall not be expected to appear.
2. Due consideration by the Administration shall be given to the hazards of the roads and the distance to travel in scheduling teacher reporting and leaving times.
3. Should weather conditions cause a closing of the schools during a school day, teachers shall remain in school until the students, under the direction of the teacher, have left school and no further safety factor can be rendered by the teacher.

#### ARTICLE VII. VACANCIES

- A. Prior to posting a vacancy, the following steps will be taken when dealing with the assignment of teachers:

Step 1 Written notice via e-mail and/or otherwise of the situation will be provided to all teachers in the building and the President of the Association. The teachers and administrators directly affected and a representative of the Association will meet and attempt to reach agreement on the teacher assignments for the affected teachers within the building. If agreement cannot be reached within the building, the matter will be resolved according to the procedures below and/or Article VIII (Transfers).

Step 2 Written notice via e-mail and/or otherwise of any vacancies in positions for the next school year will be provided to all teachers being displaced from their current assignment for the following school year and the President of the Association. The Board will not fill such vacancies until it ascertains whether any teachers will be displaced. A displaced teacher may apply in writing for the position within five (5) consecutive days of the time it was posted, exclusive of Saturday, Sunday and holidays. If a displaced teacher is certified and qualified for the position, he/she will be awarded the vacancy. If two or more displaced applicants meet the legal requirements, then the most qualified applicant in accordance with Section D.4. shall be awarded the position.

- B. If the position remains vacant after completing the steps in Section A., the Board shall publicize (via e-mail) the same by mailing notice of such vacancy to the President of the Association and e-mailing a copy of the notice to every school building principal and MSTEA representative. The notice shall indicate the position open and the school building in which the job is located. The notice shall

remain open for at least five (5) consecutive days, exclusive of Saturday, Sunday and holidays, and shall have an expiration date. During that period of time any teacher may apply in writing or electronically for the position.

- C. A "professional position", for purposes of this Article, shall mean any bargaining unit position except those having a supplementary contract. The vacancy must be of a permanent nature. A permanent vacancy subject to posting shall be a newly created position in the bargaining unit or a position which the Board intends to fill caused by the filling of a vacancy outside of that described in Section D.; the resignation, retirement, dismissal or death of a teacher, or by leave of absence of more than a full school year or by consecutive leaves of absence of more than a full school year. "Certified and qualified" shall mean having the certification(s) or qualification(s) required by an applicable State and/or Federal legislation or regulations for the position sought or held by a teacher by the effective date of those requirements for the teacher.
- D. In filling such vacancies the following rules shall govern:
1. Any vacancy for which the five-day posting period ends after the first teacher day of the school year shall be posted (via e-mail) and the position awarded. However, the actual relocation of the teacher awarded the position shall occur at the start of the next school year, provided that such position is still available. If said position is not available, the teacher shall retain his/her current position. Exceptions to the above must have mutual agreement of the Association and the Superintendent of Schools. Any resulting temporary vacancy shall be filled from the layoff list in accordance with the provisions set forth in Section D.4.
  2. If no application for the vacancy is received from a qualified teacher on the staff within five (5) days of the time it was posted (e-mailed), the Board may fill the position from any source.
  3. A teacher with unrequested transfer status who applies for and is qualified and certified for the vacant position shall be awarded the position according to Article VIII Section E. of the Agreement with first priority status. If no teacher with unrequested transfer status applies for the position, it will be awarded according to Section D.4.
  4. If two or more applications are received, the Board shall first ascertain if the applicants meet the legal requirements of the job. If only one qualified person applies, he/she shall receive the job. If more than one applicant is qualified, then the applicant most qualified shall be awarded the job except as provided in Section E.
  5. "Qualified" shall include the following criteria:
    - a. type of education, including degrees and certificates held,



- b. type and length of experience, including evaluations,
  - c. years of continuous service with Mona Shores.
- E. Any vacancy resulting from the filling of a vacancy during the school year by a qualified teacher already employed by the Board shall be filled by the Board from the layoff list in accordance with the provisions sets forth in Section D.4.
- F. Whenever there is an applicant from the same school building in which the vacancy occurs and the qualifications of all the applicants are substantially equal, then the applicant in the building shall have preference.
- G. Supplementary positions shall not be subject to any section of this Article, except the posting procedure in Section A.

### **ARTICLE VIII. TRANSFERS**

- A. Definition: For the purpose of this Article, the terms “unrequested transfer” and “requested transfer” shall mean a change in:
  - 1. Building assignment (movement from one building to another)
  - 2. Grade level assignment in grades DK-5
    - a. A multi-grade assignment is considered to be a grade assignment.
    - b. An elementary teacher in a “looping” assignment is considered assigned to the grade level in which he/she started the looping arrangement.
  - 3. Elementary specials assignments DK-5
  - 4. Non-classroom assignment such as media specialist, guidance counselor, itinerant personnel, etc.
  - 5. Special Education assignment such as learning disability, emotionally impaired, etc.
- B. The Board of Education will minimize unrequested transfers of teachers.
  - 1. Upon written notification from the Superintendent/Designee that a current DK-5 teaching assignment will not be available the following year, the affected displaced teachers will receive unrequested transfer status.
- C. In the event that transfer of teachers becomes necessary, lists of available District positions shall be posted per Article VII.

- D. At such time as the Administration determines that new classroom facilities are ready for occupancy, the teachers whose assignment involves one-half or more of the grades to be moved from existing facilities shall be transferred with the grades to the new facilities. If more than one teacher's assignment involves one-half or more of the grade to be moved and not all need to be transferred, Section E. shall apply.
- E. In the event unrequested transfers of teachers become necessary, the Administration shall determine which teacher among those certified and qualified shall be transferred according to the following criteria and order:
1. Teacher willingness to accept transfer,
  2. Previous unrequested transfers in the last three (3) school years. This criteria is null and void if the teacher is awarded a vacancy subsequent to the unrequested transfer. A teacher who volunteers for a split classroom assignment is not considered to have received an unrequested transfer.
  3. Years of service. Unrequested transfers shall be made only after the individual teacher, together with the Association, have been consulted.
  4. If the unrequested transfer becomes unnecessary prior to August 1, the affected displaced teacher has the option to:
    - a. remain in the newly assigned unrequested transfer assignment and relinquish his/her unrequested transfer status

OR

    - b. return to the prior year assignment and relinquish unrequested transfer status.
  5. If the unrequested transfer proves to be unnecessary on or after August 1, the affected displaced teacher has the option to:
    - a. remain in the new unrequested transfer position and retain unrequested transfer status

OR

    - b. return to the prior year assignment and relinquish unrequested transfer status.
- F. For the purpose of establishing a teacher's grade level assignment while working in a split classroom, the following criteria shall be used:

1. Upon receiving the split level assignment, and prior to occupying the position, the teacher must immediately declare his/her grade placement within the grade levels being taught,

OR

2. Upon receiving the split level assignment, and prior to occupying the position, the teacher must immediately choose to return to the grade placement previously held before the split assignment

**ARTICLE IX.  
PROTECTION OF TEACHERS**

- A. The rights granted to teachers in this Article are subject to the following condition: The teacher shall have conducted himself/herself in such a manner with respect to the maintenance of control and discipline in the classroom or elsewhere while the teacher stands in loco parentis to the pupil that would not have unjustly caused or provoked the discipline or control problem. A teacher may take such action as is necessary in those circumstances as is provided by law.
- B. The Board recognizes its responsibility through its Administration to give all reasonable support and assistance to teachers as promptly as the situation warrants with respect to the maintenance of control, discipline and orderly conduct in the classroom. Upon notification or referral from the teacher, whenever it appears to the Administration and the teacher that the teacher requires the assistance of the Administration in matters of discipline, or that the pupil needs the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Administration will take reasonable steps to correct the situation. The provisions of this Article shall be construed consistently with the statutory obligations of the Board, including, among others, the laws respecting compulsory school attendance, and with due regard for the relationship of the public schools to the Probate Court.
- C. It shall be the responsibility of the teacher to disclose promptly to the principal, or other designated personnel, any conduct of a student during any period when the teacher is in control of the student which may cause the teacher to believe that a student is emotionally disturbed or that the discipline problems require the assistance of the Administration.
- D. Any case of assault upon a teacher in connection with the performance of his/her duties shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.

- E. If any teacher is complained against or sued as a result of any action taken by the teacher in connection with performance of his/her duties, the Board will provide legal counsel and render all necessary assistance to the teacher in his/her defense.
- F. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher.
- G. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property, but shall not be individually liable, except in the case of gross negligence or gross neglect of duty, for any damage or loss to person or property.
- H. Any complaints by a student or a parent of a student directed toward a teacher, which after investigation (if any investigation is deemed necessary) by the Administration is not dismissed as being of no consequence to the teacher's records, shall be promptly called to the teacher's attention and the teacher shall be supplied with the name of the student or parent making the complaint.
- I. No disciplinary action shall be taken against a teacher upon any complaint by a parent or a student directed toward a teacher, nor shall any notice thereof be included in said teacher's personnel file unless such matter is promptly reported in writing to the teacher concerned.
- J. The Board will reimburse teachers for any theft, loss, damage or destruction of clothing or personal property while on duty provided:
  - 1. The clothing or property was customarily used for the performance of duties.
  - 2. The loss was not caused by the teacher's negligence.
  - 3. The loss was not due to normal wear and tear.
  - 4. The damaged property is offered for repair or disposal by the Board.
- K. The Board will maintain Workers' Compensation for teachers in accordance with the laws of the State of Michigan.

**ARTICLE X.  
TEACHER EVALUATION**

- A. The performance of all probationary teachers shall be evaluated in writing at least once in each semester. Since the tenure act requires that the evaluation shall include an assessment of the teacher's progress in meeting the goals of his/her individualized development plan (IDP), the IDP should be consistent with the standard evaluation form, Appendix A. The probationary teacher individualized development plan guidelines and form are attached as Appendix E.

- B. The performance of all tenure teachers shall be evaluated at least once every three years. The Administration will establish a pattern for evaluating approximately a third of each building's tenure teachers per year.

An unsatisfactory evaluation necessitates another evaluation the following year, provided the teacher remains employed. If a teacher receives an unsatisfactory evaluation, the District shall provide the teacher with an individualized development plan developed by the appropriate administrator in consultation with the teacher.

Off-year evaluations are optional and may be initiated by either the teacher or the administrator.

- C. Performance levels are unsatisfactory, basic, proficient and distinguished. In order to be considered performing satisfactory:

1. Probationary teachers in the first or second years of a four-year probationary period are to demonstrate performance minimally at the basic level in most areas.
2. Probationary teachers in the first year of a two-year probationary period or the third year of a four-year probationary period are to demonstrate adequate yearly progress towards reaching proficient status in most areas.
3. Probationary teachers in their last year of probation and tenured teachers are to demonstrate performance minimally at the proficient level in most areas.
4. All teachers are expected to progress toward distinguished status over the course of their employment.

- D. There are three types of evaluations that may be used. They are:

1. A Full Evaluation in which all applicable domains will be evaluated. Probationary teachers must have this type of evaluation for a minimum of two years.
2. A Focused Evaluation in which 1 – 3 domains are evaluated. This type of evaluation is for teachers with two or more years of successful experience in Mona Shores. Not all domains listed in the rubrics need to be evaluated every year. In the event a domain has been rated unsatisfactory or basic on the previous evaluation, it may not be omitted on the following evaluation. Placement on this level must be mutually agreed upon between the teacher and administrator.
3. A Professional Growth Evaluation (goal setting). This type of evaluation is for tenured teachers who have successfully completed a Focused Evaluation and are performing as a proficient or distinguished teacher in

all areas. This evaluation is goal setting with a professional focus and can be one to three years in length. The teacher may choose to do one or more of the following:

- a. a project to improve the profession
- b. a project for personal professional growth
- c. a project that is of benefit to the District and/or specific colleagues
- d. an action research project
- e. other, as approved by the administrator

Placement on this level must be mutually agreed upon between the teacher and administrator.

- E. The steps for the Full Evaluation and Focused Evaluation will be:
1. The teacher and administrator will participate in a pre-observation meeting in which the teacher will submit the Pre-Observation Form (Appendix A).
  2. The administrator conducts the classroom observation.
  3. The teacher and administrator will participate in a post-observation meeting in which the teacher will submit the Observation Reflection Form (Appendix B) and the Self Reflection Form (Appendix C).
  4. The administrator reduces the evaluation to writing.
- F. The evaluation must be reduced to writing on the Standard Evaluation Form. A copy of the evaluation shall be submitted to the teacher as soon as possible, but within fifteen (15) days of the time the evaluation is reduced to writing and no later than fifteen (15) days before school closes. An evaluation conference may be initiated by either the teacher or the administrator on an optional basis. A teacher who wishes to respond to the evaluation may do so in writing as soon as possible, but within fifteen (15) days of the receipt of said evaluation. Such response shall be attached to the evaluation form in the personnel file.
- G. All evaluations shall be based upon the rubrics as jointly determined by the Board and the Association.
- H. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. Evaluations shall be conducted and written by the teacher's immediate principal or an administrator designated for such purpose.

- I. The Board shall provide each probationary teacher with a final written evaluation when the teacher's work has been unsatisfactory on or before May 1.
- J. A personnel file will be established and maintained on all teachers. Each teacher's personnel file shall contain the following minimum items of information: all teacher evaluation reports and tenure recommendations. Each teacher shall have the right upon request, to review the contents of his/her personnel file in the presence of an administrator and shall be given the opportunity to respond to its contents in writing and the response shall become part of the file. A representative of the Association will be allowed, upon request of the teacher, to accompany the teacher in such review.
- K. The evaluation report itself shall not be a proper subject for the grievance procedure.
- L. The parties recognize that there are a number of different teaching models and strategies that are effective. The District shall not insist upon nor evaluate according to one effective model as opposed to any other. However, the District may insist on an effective model as a part of a plan of assistance.
- M. If a tenured teacher and administrator agree to use the Professional Growth Evaluation, the following process will be followed:
  - 1. The Yearly Professional Growth Plan (Appendix F) will be turned in no later than November 1 for the current school year.
  - 2. There will be at least one professional growth goal submitted.
  - 3. The parties will review goals within ten (10) work days of submission.
  - 4. There will be three scheduled discussions to review goal progress (ideally, one each quarter of the school year).
  - 5. There will be one or more observations by the supervisor, followed by an informal discussion to provide feedback on performance.
  - 6. The administrator will complete the Yearly Professional Growth Plan Evaluation Form (Appendix G) by the end of the year.

A copy of the Yearly Professional Growth Plan along with the Yearly Professional Growth Plan Evaluation Form will be submitted at the end of the school year, to be placed in the staff member's personnel file.

The next evaluation period, per the Master Agreement, will use the Standard Evaluation Form.

**ARTICLE XI.  
PROFESSIONAL BEHAVIOR**

- A. Teachers shall comply with reasonable building and school district rules, regulations and directions adopted by the Board or its representatives, which are not inconsistent with the provisions of this Agreement.
- B. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantages without just cause.
- C. A teacher shall at all times be entitled to have present a representative of the Association when he/she is being warned or threatened of a reduction in rank, compensation, or loss of a professional advantage, including evaluation of teacher performance.
- D. When a request for such representation is made no further action shall be taken with respect to the teacher until such representative of the Association is present. The Association agrees to promptly, following the request, provide a representative.

**ARTICLE XII.  
GRIEVANCE AND ARBITRATION PROCEDURES**

A. DEFINITIONS

- 1. Grievance. A "grievance" is a claim based upon an event or condition which affects the hours, wages, terms or conditions of employment of a teacher or group of teachers and/or which draws into question the interpretation, application or meaning of the provisions of this Agreement.
- 2. Aggrieved Person. The aggrieved person is the person or persons making the claim and may be a teacher, group of teachers, or the Association.
- 3. Designated Representatives of the Board. The "designated representative of the Board" shall mean the principal in each school building, except that if the grievance arises in more than one school building "the designated representative of the Board" shall mean the Assistant Superintendent of Schools in charge of personnel. The Board may change the designated representative by giving ten (10) days prior written notice to the President and designated representative of the Association. Such change shall not affect any grievance in process.
- 4. Designated Representative of the Association. The "designated representative of the Association" shall mean the grievance chairperson of the Association who has been given authority to receive grievances on its behalf. The President of the Association must, in writing, supply the name of this party to the Board before the Board has a duty to deal with him/her. The Association may change or add a designated representative by giving



ten (10) days prior written notice to the Board. Such change shall not affect any grievance in process.

5. Designated Alternate. Either party may designate an alternate representative to act in the temporary absence of the regular representative. Such designation shall not affect any grievance in process.
6. Days. The term "days" when used in this section shall, except where otherwise indicated, mean days when the District's administration building is open.

B. PURPOSE AND POLICY.

1. The purpose of this procedure is to secure, as soon as possible, equitable solutions to problems involving the welfare or working conditions of a teacher or teachers or to problems which draw into question the interpretation or meaning of the provisions of this Agreement. To better effectuate these policies, both parties agree that all proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
2. It is important that grievances be processed through the step as rapidly as possible. The number of days indicated at each step should be considered as maximum and every effort should be made to expedite the process. If the Association as the moving party fails to comply with the time limit, the grievance shall be considered settled on the basis of the Board's last written answer to the grievance. If the Board as the responding party fails to comply with any time limit at any step, the grievance shall automatically pass to the next step in the grievance procedure. The parties may, however, agree to extend the time limits at any step.
3. Nothing herein contained shall be construed as limiting the right of any individual teacher to present grievances to school officials and/or the Board and to have those grievances adjusted without the intervention of the Association, except that the adjustment, shall not be inconsistent with the Agreement and the Association shall be given the opportunity to be represented at such adjustment.

C. ALL GRIEVANCES SHALL BE HANDLED IN ACCORDANCE WITH THE FOLLOWING PROCEDURE:

1. Step One. The aggrieved person shall begin the grievance procedure by informally discussing the matter with the designated representative of the Board within fifteen (15) days after it occurs or could reasonably have become known to exist in an attempt to resolve the matter.
2. Step Two. If no satisfactory agreement is reached at Step One, the aggrieved person may reduce the grievance to writing and shall deliver a

copy of the grievance within ten (10) days of such informal discussion to the designated representative of the Board and to the designated representative of the Association. The written grievance shall recite the facts alleged, the provision(s) of the Agreement claimed to have been violated, the remedy or correction requested and be dated and signed by the employee or employees prosecuting the grievance. Within ten (10) days of the receipt of the grievance the designated representative of the Board shall meet with the Association's designated representative in an effort to resolve the grievance. The aggrieved person, at his/her discretion, may be present at such meeting. Within five (5) days of the above meeting, the designated representative of the Board shall deliver a written answer to the grievance to the Association's designated representative either granting or denying it and, if it is denied, stating the reasons for denial.

3. Step Three. In the event the grievance is not satisfactorily resolved at Step Two, the Association's designated representative, within five (5) days of his/her receipt of the answer, may transmit the grievance in written form together with a proposed solution thereof to the Superintendent of Schools or his/her designee. Within ten (10) days of the receipt of the grievance the Superintendent or his/her designee shall meet with the Association's designated representative in an effort to resolve the grievance. The aggrieved person, at his/her discretion, may be present at such meeting. Within five (5) days of the above meeting the Superintendent or his/her designee shall deliver a written answer to the grievance to the Association's designated representative either granting or denying it and, if it is denied, stating the reason for denial.
4. Step Four. In the event the grievance is not satisfactorily resolved at Step Three, the Association's designated representative, within five (5) days of his/her receipt of the answer, may transmit the grievance in written form together with a proposed solution to the Secretary of the Board. The Board, at the next regular meeting following receipt of the grievance by the Secretary of the Board, will consider the grievance and give its answer in writing within five (5) days after the date of such regular meeting.
5. Step Five. Arbitration.

In the event the answer by the Board is not satisfactory to the Association, then within fifteen (15) days following the date of receipt of the Board's answer the Association only, and not an individual teacher, may file a demand for arbitration of the dispute to the American Arbitration Association with a copy of the demand delivered to the Superintendent, all pursuant to the following rules and conditions:

- a. The grievance shall relate solely to the application and interpretation of the terms and conditions of the Collective Bargaining Agreement.

- b. The arbitrator shall have no authority to add to, subtract from, modify, change, alter or amend the terms and conditions of the Agreement and he/she shall have no authority to hear or rule upon any of the following:
  - i. Any matter which could be brought within the jurisdiction of the Teacher Tenure Act (PA 1937, Extra Session, No. 4, as amended);
  - ii. Any matter involving the Board's discretion in the expenditure of funds for capital outlay;
  - iii. The fixing or establishment of any salary schedule;
  - iv. The termination of or decision not to reemploy or decision to continue on probation any probationary teacher as defined by the Teacher Tenure Act (PA 1937, Extra Session, No. 4, as amended);
  - v. Evaluation of teachers, unless it is a claim of failure to follow established procedures;
  - vi. In the event the Teacher Tenure Act (PA 1937, Extra Session, No. 4, as amended) is repealed, the above paragraphs 1 and 4 shall be deleted effective immediately from the Master Agreement.
- c. The decision of the arbitrator shall be final and binding.
- d. Upon receiving a list of arbitrators from the American Arbitration Association, the parties shall attempt to agree upon an arbitrator. If no agreement can be reached, the arbitrator shall be selected according to the rules of the American Arbitration Association. The parties shall be bound by the rules of the American Arbitration Association.
- e. Only one grievance shall be heard by an arbitrator at any one appointment.
- f. The costs and expenses of the arbitrator shall be shared equally by the parties.
- g. Any grievance not taken to arbitration within the above stated time limits shall be deemed settled based upon the Board's last answer.
- h. In the case of a grievance involving any continuing monetary liability, the arbitrator shall not award compensation or back pay

for any period more than thirty (30) calendar days prior to the filing date of the grievance.

**ARTICLE XIII.  
NO STRIKE CLAUSE**

- A. The Association agrees that neither its officers, agents nor members shall authorize, engage in, condone, or ratify a strike. A strike shall be defined to include slowdowns, boycotts, picketing, work stoppage of any kind including "mass" sickness, and other connected or concerted activities having the effect of interrupting work or interfering with the normal school business.
- B. The Association shall not be liable for any violation of this Article, providing that it has taken the following action:
  - 1. Issues to the Board within twenty-four (24) hours after such strike commences a written disclaimer of any responsibility for such action.
  - 2. Notifies the teachers involved, in writing, with copies to the Board, that the action is in violation of the contract and will subject them to immediate discharge
  - 3. Takes such other action as may be reasonable and necessary to assure a prompt restoration of service.
- C. Any teacher who willfully violates any of the above provisions may be disciplined forthwith, up to and including discharge, without recourse to any grievance procedure.

**ARTICLE XIV.  
PERSONNEL REDUCTION**

- A. For the purpose of this article the following definitions shall apply:
  - 1. Personnel reduction or layoff shall mean a reduction in the bargaining unit staff because of program elimination, program reduction, loss of student enrollment or for economic reasons.
  - 2. Years of service shall mean the length of continuous service commencing with the last date of hire with the Mona Shores School District and those districts which previously existed and formed the consolidated Mona Shores School District.
  - 3. Continuous service means such service not interrupted by a break in service except by an approved leave of absence or layoff. All teachers or the staff prior to January 1, 1973, shall be allowed to count as continuous service such transferred credited years allowed from another district not interrupted by a break in service, except by an approved leave of absence.

4. Effective with the start of the 1985-86 school year, each period of time spent on layoff and/or leave of absence shall count as years of continuous service for a period not to exceed thirty (30) months only for the purpose of the seniority list. For the purpose of the seniority list only, persons on leave as of September 1, 1985, who have accrued more than thirty (30) months of credit prior to September 1, 1985, for that leave shall retain this credit but accrue no more for that leave.
  5. Tenure shall mean that status as achieved and defined in Section 1 of Article III of P.A. 1937, Extra Session, No. 4, as amended (CL 38.91).
  6. "Probation or probationary teacher" shall mean that status as achieved and defined in Sections 1 and 2 of Article II of P.A. 1937, Extra Session, No. 4, as amended.
  7. For the purpose of seniority credit, teachers who are employed after the start of a school year shall earn credit by dividing the number of days worked by 183. Such computation shall occur as of June 30 of each year. Effective with the start of the 1982-83 school year, teachers who are scheduled to work less than a full daily and/or weekly load shall receive seniority credit as if they worked a full daily and weekly load.
  8. "Qualified and certified" shall mean having the certification(s) or qualification(s) required by any applicable State and/or Federal legislation, regulations or guidelines for the position sought or held by a teacher by the effective date of those requirements for the teacher.
- B. The Board shall maintain an up-to-date seniority list of all employees in the bargaining unit covered by this Agreement. The Board shall prepare and make available to the Association an up-to-date seniority list of all bargaining unit members prior to January 1 of each year. The seniority list of teachers shall reflect the following information: last date and time of hire, degrees held, certificate held, and tenure status.
- C. In the event of a reduction in personnel, the Board agrees to give notice as soon as possible to the Association of its intent to do so. Individual teachers affected will be notified in writing as soon as is practicable. The Board shall also give such further notice as is required by law.
- D. Non-School Year Layoffs. Subject to the requirements of the Tenure Act, when the decision to effect a reduction in personnel for the upcoming school year occurs more than three (3) weeks prior to the first student day, the following order shall govern:
1. Probationary teachers with the least number of years of service shall be laid off first, provided there are remaining qualified and certified teachers to replace and perform the needed classroom duties of the laid off teachers.

2. If further reduction is to occur, then tenure teachers with the least number of years of service shall be laid off first, provided there are qualified and certified teachers to replace and perform the needed classroom duties of the laid off teachers.
3. A full time teacher shall not be laid off or have his/her assignment reduced in time if a less senior teacher is retained in an assignment for which the senior teacher is qualified and certified. Transfer of all or part of the work assignment of one or more teachers may be necessary to preserve the full assignment of a more senior teacher. In the event that involuntary transfers are necessary, the least senior teacher(s) whose transfer(s) will accomplish this objective will be transferred first.

E. School Year Layoffs. Subject to the requirements of the Tenure Act, when the decision to reduce the work force for the upcoming school year occurs within three (3) weeks prior to the first student day or the date of the actual reduction is during the school year, the reduction in work force shall be implemented by identifying the position which is to be eliminated and placing the affected teacher into a position which is occupied by the teacher with the least seniority for which the affected teacher is qualified and certified to teach in. If there is no position held by a less senior teacher for which the affected teacher is qualified and certified, he/she will be laid off. In addition, a more senior teacher whose assignment is reduced in time shall have the right to exercise his/her seniority in order to maintain his/her previous work hours by bumping into a position which is occupied by the teacher with the least seniority for which the more senior teacher is qualified and certified to teach in.

If the laid off teacher is not the least senior teacher and is not recalled into a position that he/she is qualified and certified for prior to the start of the upcoming school year, the following shall govern:

1. The laid off teacher will be recalled and the teacher with the least number of years of service shall be laid off provided there are qualified and certified teachers to replace and perform the needed classroom duties of the teacher being laid off.
2. If needed, involuntary transfer(s) will be utilized in order to open a position that the recalled teacher is qualified and certified to teach. The least senior teacher(s) whose transfer(s) will accomplish this objective will be transferred first.

F. Layoffs - General

1. The bumping rights of a teacher that is subject to a layoff shall take precedence over the displacement rights of a teacher. A teacher that is laid off shall take his/her displacement rights to any position he/she bumps into.

2. Exempt from the layoff procedures of Sections D. and E. above shall be three members of the Professional Rights and Responsibilities Committee, the three members of the Professional Negotiations Committee and the President and Vice President of the Association, provided they are qualified and certified to replace and perform the needed classroom duties of the laid off teachers.

In the event of any legal action against the employer brought in a court or administrative agency because of its compliance with this Section F.2., the Association agrees to defend such action, at its own expense and through its own counsel, provided:

- a. The employer gives timely notice of such action to the Association and permits the Association intervention as a party if it so desires, and
- b. The employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate level.

The Association agrees that, in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as direct consequence of the Employee's compliance with this Section F.2.

3. The Board may designate for exemption from the layoff procedures of Sections D. and E. up to two (2) bargaining unit members of its choice at any one time, regardless of their seniority, provided they are qualified and certified to replace and perform the needed classroom duties of the laid-off teacher.
4. A teacher may displace a special education teacher only if he/she is qualified, has greater seniority and possesses equivalent or superior certification than that of the special education teacher.
5. In the event that two or more teachers have the same years of service, if not all of them are to be laid off, the Board shall retain that teacher or teachers with the earliest date and time of hire with the District, then on the basis of the number of years of teaching experience with the District and finally, if necessary, a selection procedure agreed to by the Board and the Association shall be applied.
6. The beginning of a teacher's period of layoff status shall be the first scheduled work day following the effective date of layoff.

7. Reduction of a position by the Board from full to part time shall be considered a partial layoff. Remaining in the reduced position shall not affect the teacher's right of recall to full time position.
8. The parties agree to allow voluntary layoffs in those situations where a teacher is willing to accept a layoff rather than exercising his/her seniority rights to a position. All voluntary layoffs shall be in accordance with the following:
  - a. The voluntary layoff shall be treated as if it was an involuntary layoff.
  - b. The voluntary layoff must be agreeable to the Board and the individual teacher.
  - c. The voluntary layoff agreement will be in writing and shall specify the duration for which the teacher is waiving his/her seniority rights after which time the teacher shall be returned from layoff (unless conditions are such that he/she is subject to layoff as provided in the Master Agreement).
  - d. At the conclusion of the specified time, the teacher shall be returned to the position he/she left, if available, or a substantially equivalent position.
  - e. The school district will make no claim that these voluntary layoffs are leaves of absence or that the teacher is not eligible for unemployment benefits as a result of accepting voluntary layoff.
- G. Recall. Subject to the requirements of the Tenure Act, recall shall be in the order of most seniority to available postings provided the most senior laid-off teacher is qualified and certified for the position to which he/she is being recalled without any reassignment of staff.
- H. Recall – General.
  1. The recall provisions of this Article shall not be implemented until the provisions of Article VII Vacancies have been completed.
  2. No new teachers will be employed by the Board while there are bargaining unit members who are laid off unless none of the bargaining unit members who are laid off are qualified and certified to fill the position.
  3. Any teacher on layoff shall be notified by registered letter of the first recall from layoff. The Board may rely upon the last known address as reported to the personnel office. The Association grievance chairperson shall also be provided with a copy of each recall notice.



4. If there is no written acceptance of such recall within seven (7) calendar days from the time of receipt of the notice or the date of the attempt by the U.S. Post Office to deliver the notice, the right to that specific position shall be forfeited. A laid off teacher refusing recall and/or failing to respond to a recall notice (within the limit provided above) for the second time shall be considered a voluntary quit with no further recall rights; provided that:
  - a. The notice procedure was complied with by the Board, and
  - b. Any recall notice received after June 30 by a teacher under contract at that time with another Michigan Public School District shall not be counted as a second refusal of recall, and
  - c. Recall was to a position the teacher was qualified and certified to fill and equal in time to the position held immediately prior to layoff.

Due to the possible loss of all further recall rights, laid off teachers are hereby advised to keep the Administration and the Association advised of where they can be reached in the event of recall opportunity.

5. Refusal or acceptance of a position that is not equivalent in time to the position previously held shall not affect a teacher's recall rights.
6. Those teachers certified on an annual basis or whose certification may otherwise lapse due to being on layoff shall be considered to be certified for the purposes of this article, provided that they can become certified upon being actively employed.
7. When a teacher is laid off effective at the end of the school year and he/she is recalled prior to August 1, he/she shall be recalled to the position he/she was laid off from if said position was/is not eliminated. Also, when a teacher is laid off effective at the end of the school year and he/she is recalled on or after August 1, and prior to the start of the following school year, he/she shall be recalled to the position he/she was laid off from if said position exists and said recall to the position does not cause the involuntary transfer of a teacher.

#### **ARTICLE XV. MISCELLANEOUS PROVISIONS**

- A. This Agreement shall supersede any rules, regulations or practices of the Board, which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement

- B. Copies of this Agreement shall be printed at the expense of the Board and distributed to all teachers now employed or hereafter employed by the Board. This Agreement will also be posted on the District's website.
- C. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall be null and void except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- D. The Instruction Committee Chairperson of the Association shall be a member of the District Curriculum Committee.
- E. The Association shall furnish the Board with the names of the members of its Board of Directors.
- F. The School Board agrees to supply each teacher, upon the request of the teacher with a pass for all Mona Shores Schools events occurring on Mona Shores Schools property. This pass shall be good for the teacher and spouse or teacher and guest, it being intended that unmarried teachers may bring a guest. Such pass shall not be transferable.
- G. The Board and Association will cooperate in the planning of in-service programs.
- H. Teachers may elect to receive their pay in either twenty-six (26) or twenty-one (21) equal bi-weekly installments. In the event a teacher terminating his/her employment during the school year and owing money advanced under this section does not repay the District, the Association will reimburse the District the advanced money which was not repaid.
- I. In order to protect and enhance air quality and contribute to the health and well-being of all individuals, it is mutually understood and fully agreed by the Board and the Association that the Mona Shores Public Schools buildings and grounds shall be entirely smoke and tobacco free seven days a week, twenty-four hours per day, all year long.
- Smoking and use of tobacco products will be strictly prohibited within all buildings, vehicles and grounds. The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals who violate this policy will be subject to discipline, enforced by designated school personnel, up to but not greater than the State law (\$50 fine).
- J. Name Badges.
1. All staff will wear their badge in a visible manner. They will be worn using a clip, a lanyard, a retractable belt clip or other appropriate device. If the badge is not visible, the staff person must be able to immediately produce it if asked.

2. If a staff person forgets their badge, they must use a generic badge available in the office. This badge will not have the memory chip in it, but will serve as visible notice that this is a staff member.
3. If a badge is lost, stolen, or damaged staff will report it to the building/department office. They will be issued a generic badge from the office until a replacement is obtained. The affected staff person will contact the Technology Department for a replacement badge with a clip. Contact Human Resources if you want a belt clip or a lanyard. There is no cost to the employee.
4. If the District feels that an employee is abusing the badge system, the District will hold a meeting with the employee and an association representative before any disciplinary action will be taken.

**ARTICLE XVI.  
RESERVED RIGHTS OF BOARD OF EDUCATION**

There is reserved exclusively to the Board all responsibilities, powers, rights and authority vested in it by the laws and Constitution of the State of Michigan and the United States or which have been heretofore promptly exercised by it, excepting where expressly, and in specific terms, limited by the provisions of this Agreement. It is further recognized that the Board, in meeting such responsibilities and in exercising its powers and rights, acts through its administrative staff. Such rights shall include, without limiting the generality of the foregoing, the right:

- A. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees;
- B. To hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion, and to assign, transfer, promote and supervise all such employees and to establish and revise rules pertaining to the conduct of such employees;
- C. To establish educational policy, grade levels and courses of instruction, including special programs, and to provide for athletic, recreational and social events for all students, all as deemed necessary or advisable by the Board;
- D. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature; and
- E. To determine class schedules, the hours of instruction, the duties, responsibilities and assignments of teachers and other employees with respect thereto, and with respect to administrative and non-teaching activities, and the terms and conditions of employment.

**ARTICLE XVII.  
SALARIES**

**A. SALARY FOR DEGREE TEACHERS**

1. In ascertaining the contractual salary for each teacher, it shall first be determined which is the proper step and index for that teacher, and then the corresponding index figure shall be multiplied by the base salary in effect.
2. Schedule I defines appropriate steps and indexes.
3. Base Salary and Reimbursements:
  - a. Commencing with the beginning of the 2008-09 school year, the base salary shall be \$37,129.
  - b. Commencing with the beginning of the 2009-10 school year, the base salary shall be \$37,872.
  - c. A teacher on the BA column of the salary schedule shall receive reimbursement payment for fifteen (15) semester credit hours while working toward the BA+30 or MA index. Reimbursement will be at \$90.00 per credit hour. No more than nine (9) credit hours per year (September 1 - August 31) will be granted provided that verification (course transcript/grade record) is sent to the Personnel Office requesting reimbursement prior to October 15. Payment will be included in one of the next two paychecks after verification is provided to the Personnel Office.
  - d. The Board shall reimburse teachers (no more than once every five years) for the cost of the renewal fee of their State of Michigan teaching certificate.
  - e. The Board shall reimburse itinerant personnel for the cost of licenses/certifications required by the State to do their jobs.
4. Ascertaining proper step.
  - a. New teachers may be placed on any step of their respective degree index
  - b. After the initial placement on the salary schedule, teachers shall advance through the step schedule at the rate of one step for every acquired year of teaching experience.
  - c. For the purpose of seniority credit for the salary schedule, teachers who work less than a full daily load and/or are not scheduled to

work every day of the school calendar and/or are employed after the start of a school year shall receive a full year credit by dividing the number of days worked by 183. Such computation shall occur as of June 30 of each year. Movement on the salary schedule pursuant to such credit shall occur only at the beginning of the school year, provided the teacher has credit of 83/183 to receive a half step or 167/183 to receive a full step.

- d. Teachers on an unpaid leave of absence for a portion of the school year shall receive salary schedule credit as follows:

If the teacher has taught, been on a paid leave and/or on Workers' Compensation leave for less than the equivalent of two marking periods ( $\frac{1}{2}$  of a school year), the teacher will not be advanced on the salary schedule.

If the teacher has taught, been on a paid leave and/or on Workers' Compensation leave for the equivalent of at least two marking periods ( $\frac{1}{2}$  of a school year), the teacher will be advanced one-half ( $\frac{1}{2}$ ) step on the salary schedule.

If the teacher has taught, been on a paid leave and/or on Workers' Compensation leave for the equivalent of at least three marking periods ( $\frac{3}{4}$  of a school year), the teacher will be advanced a full step on the salary schedule.

- e. Persons on layoff who are employed by the District in a non-teaching capacity or are employed as a teacher by another public school district during their period of layoff, will receive salary schedule credit for said employment.

5. Ascertaining credit hours.

- a. For those teachers who earned their Master's degree prior to June 1, 1968, no more than six (6) semester hours of graduate credit in the major or minor fields or education course not previously used in meeting requirements for a Master's degree may be counted toward MA plus thirty (30).
- b. For those teachers who earned their Master's degree after June 1, 1968, all graduate hours carried subsequent to June 1, 1968 may be counted toward MA plus thirty (30).
- c. Credit hours must be approved in advance by the Administration if such hours are not graduate courses and not within the following categories:
  - i. Teacher's major or minor fields;

- ii. Education courses, including administration;
  - iii. Spanish, sociology, technology, philosophy, driver's education, and psychology;
  - iv. Courses which are part of an approved program of study for an advanced degree.
- d. Effective August 26, 1996, and thereafter, a teacher who wishes to advance on the salary schedule by using a BA+30 semester hours in lieu of a MA and/or a BA+60 in lieu of a MA+30, may do so as follows:
- i. All hours must have prior approval of the assistant superintendent for instruction with their focus being improving subject knowledge and/or teaching skills. This course work must be from an accredited college/university or through Mona Shores Public Schools' sponsored professional development. Credit hours may be undergraduate, graduate or Mona Shores' certified courses, District provided in-house instruction/training or contracted training with each session having a credit hour value assigned in advance by the District.
  - ii. Teachers may submit up to six (6) semester hours completed prior to August 26, 1996 to be applied toward the BA+30 and/or the BA+60. The assistant superintendent for instruction may, at his/her sole discretion, approve these courses.
  - iii. Teachers hired subsequent to August 26, 1996 may submit up to six (6) semester hours completed prior to being hired to be applied toward the BA+30 and/or the BA+60. The assistant superintendent for instruction may, at his/her sole discretion, approve these courses.
- e. When credit hours work has been completed, a teacher shall move from one credit hour index to the next as follows:
- i. Upon presentation to the Superintendent of supporting evidence within thirty (30) days following the beginning of a semester, then such new schedule will apply retroactive to the beginning of that semester.
  - ii. Presentation of supportive evidence after such thirty (30) days shall cause the new schedule to apply at the beginning of the next semester.

- f. Teachers authorized to use their own cars as part of their assignment shall be reimbursed at the standard mileage rate allowed as a deduction by the Internal Revenue Service for use in school business.
  
- g. Summer Employment.
  - i. Approved instructional/planning time shall be paid at the rate of \$30.00 per hour.
  
  - ii. Approved curriculum projects time will be paid at the rate of \$120.00 per day (per six-hour day exclusive of lunch).
  
  - iii. Guidance Counselors and the High School and Middle School Director of Media who are scheduled to work on days beyond the normal school calendar shall be compensated on a per diem basis for days approved in advance by the Superintendent or designee.

MONA SHORES SCHOOL DISTRICT

SCHEDULE I SALARY INDEX

<u>Step</u>	<u>BA</u>	<u>MA or BA +30</u>	<u>MA +30 or BA +60</u>
1	1.0000	1.0382	1.0820
2	1.0200	1.0674	1.1275
3	1.0820	1.1458	1.2267
4	1.1211	1.1940	1.2805
5	1.1630	1.2450	1.3370
6	1.2076	1.2987	1.3962
7	1.2550	1.3552	1.4581
8	1.3042	1.4135	1.5228
9	1.3552	1.4736	1.5902
10	1.4080	1.5355	1.6603
11	1.4626	1.5993	1.7332
12	1.5191	1.6649	1.8087
13	1.5774	1.7322	1.8870



**MONA SHORES SCHOOL DISTRICT  
2008-09 SALARY SCHEDULE**

<u>tep</u>	<u>BA</u>	<u>MA or BA +30</u>	<u>MA +30 or BA +60</u>
.	\$37,129	\$38,547	\$40,174
.	\$37,872	\$39,631	\$41,863
.	\$40,174	\$42,542	\$45,546
.	\$41,625	\$44,332	\$47,544
.	\$43,181	\$46,226	\$49,641
5.	\$44,837	\$48,219	\$51,840
7.	\$46,597	\$50,317	\$54,138
8.	\$48,424	\$52,482	\$56,540
9.	\$50,317	\$54,713	\$59,043
10.	\$52,278	\$57,012	\$61,645
11.	\$54,305	\$59,380	\$64,352
12.	\$56,403	\$61,816	\$67,155
13.	\$58,567	\$64,315	\$70,062

LONGEVITY PAY - PER SECTION C.

Mona Shores -Years	
15-19	\$ 743
20-24	\$1,485
25+	\$2,228

Additional 2% = \$743

**MONA SHORES SCHOOL DISTRICT**

**2009-10 SALARY SCHEDULE**

<u>Step</u>	<u>BA</u>	<u>MA or BA +30</u>	<u>MA +30 or BA +60</u>
1.	\$37,872	\$39,319	\$40,978
2.	\$38,629	\$40,425	\$42,701
3.	\$40,978	\$43,394	\$46,458
4.	\$42,458	\$45,219	\$48,495
5.	\$44,045	\$47,151	\$50,635
6.	\$45,734	\$49,184	\$52,877
7.	\$47,529	\$51,324	\$55,221
8.	\$49,393	\$53,532	\$57,671
9.	\$51,324	\$55,808	\$60,224
10.	\$53,324	\$58,152	\$62,879
11.	\$55,392	\$60,569	\$65,640
12.	\$57,531	\$63,053	\$68,499
13.	\$59,739	\$65,602	\$71,464

LONGEVITY PAY - PER SECTION C.

Mona Shores -Years

15-19	\$ 757
20-24	\$1,515
25+	\$2,272

Additional 2% = \$757

B. SUPPLEMENTAL CONTRACT SCHEDULE AND CONDITIONS

1. Credit may be given at the employing official's discretion for experience in the same assignment in another school system. In the event that a coach accepts another coaching position in the same sport, he/she shall receive full credit for his/her experience.
2. In addition to the salary provided by the following schedules a longevity payment shall be added as follows:

<u>Concluding Year in Mona Shores Supplementary Program</u>	<u>Longevity Rate (Percent of Current Position's Salary)</u>
6-9	5%
10-10 +	10%

For the purpose of counting the Mona Shores years of service in the above listed supplementary programs, position changes within a program (e.g., football, track, drama, etc.), such as from boys to girls, different grade levels, assistant to head coach etc., shall count toward achieving the number of years for payment, provided that service in one specific position shall not count toward more than one longevity payment. All persons on the Mona Shores Staff with over five (5) years of experience in a supplementary position within Mona Shores shall qualify for longevity pay upon returning to the supplementary position, regardless of when the previous experience was gained in the activity.

3. The supplemental salary shall be paid regularly over the period of the extracurricular activity, the balance of the pay periods, or in a lump sum at the end of the activity. The longevity payment shall be added to the last payment for the respective supplementary position. (Subject to analysis of benefits of separate check)
4. Supplemental Base Salary

2008-09	\$37,129
2009-10	\$37,872

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5. HIGH SCHOOL POSITIONS

ATHLETIC

Percentage of Supplemental Base Salary

Steps:            1            2            3            4            5

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	1	2	3	4	5
<b>Events Coordinator</b>	15.5	16.5	17.5	18.5	19.5
<b>Baseball</b>					
Varsity Coach	12.0	13.0	14.0	15.0	16.0
Junior Varsity Coach	9.0	9.5	10.0	10.5	11.0
Freshman Coach	8.5	9.0	9.5	10.0	10.5
<b>Basketball (Boys)</b>					
Varsity Coach	15.5	16.5	17.5	18.5	19.5
Varsity Assistant	10.0	10.5	11.0	11.5	12.0
Junior Varsity Coach	11.0	11.5	12.0	12.5	13.0
Freshman Coach	10.0	10.5	11.0	11.5	12.0
<b>Basketball (Girls)</b>					
Varsity Coach	15.5	16.5	17.5	18.5	19.5
Varsity Assistant	10.0	10.5	11.0	11.5	12.0
Junior Varsity Coach	11.0	11.5	12.0	12.5	13.0
Freshman Coach	10.0	10.5	11.0	11.5	12.0
<b>Cheerleading (Fall)</b>					
Varsity Sideline	6.0	6.5	7.0	7.5	8.0
Junior Varsity Sideline	4.0	4.5	5.0	5.5	6.0
Freshman Sideline	3.0	3.5	4.0	4.5	5.0
<b>Cheerleading (Winter)</b>					
Varsity Sideline	6.0	6.5	7.0	7.5	8.0
Freshman Sideline	3.0	3.5	4.0	4.5	5.0
Varsity Competitive	6.0	6.5	7.0	7.5	8.0
Ass't Varsity Competitive	4.0	4.5	5.0	5.5	6.0

<b>Cross Country Coach (Girls)</b>	6.5	7.0	7.5	8.0	8.5
<b>Cross Country Coach (Boys)</b>	6.5	7.0	7.5	8.0	8.5
<b>Football</b>					
Varsity Coach	15.5	16.5	17.5	18.5	19.5
Assistant Varsity Coach #1	11.0	11.5	12.0	12.5	13.0
Assistant Varsity Coach #2	11.0	11.5	12.0	12.5	13.0
Assistant Varsity Coach #3	11.0	11.5	12.0	12.5	13.0
Junior Varsity Coach	11.0	11.5	12.0	12.5	13.0
Assistant Jr. Varsity Coach	10.0	10.5	11.0	11.5	12.0
Freshman Coach	10.0	10.5	11.0	11.5	12.0
Assistant Freshman Coach	9.0	9.5	10.0	10.5	11.0
<b>Golf Coach (Girls)</b>	6.5	7.0	7.5	8.0	8.5
Junior Varsity Golf Coach (Girls)	4.5	5.0	5.5	6.0	6.5
<b>Golf Coach (Boys)</b>	6.5	7.0	7.5	8.0	8.5
Junior Varsity Golf Coach (Boys)	4.5	5.0	5.5	6.0	6.5
<b>Gymnastics</b>					
Coach	10.0	11.0	12.0	13.0	14.0
Assistant Coach	6.5	7.0	7.5	8.0	8.5
<b>Hockey</b>					
Varsity Coach	10.5	11.5	12.5	13.5	14.5
Assistant Varsity Coach	7.0	7.5	8.0	8.5	9.0
<b>Pom Pom Advisor</b>	4.0	4.5	5.0	5.5	6.0
<b>Soccer (Girls)</b>					
Varsity Coach	8.0	9.0	10.0	11.0	12.0
Junior Varsity Coach	6.0	6.5	7.0	7.5	8.0
<b>Soccer (Boys)</b>					
Varsity Coach	8.0	9.0	10.0	11.0	12.0
Junior Varsity Coach	6.0	6.5	7.0	7.5	8.0
Freshman Soccer Coach	5.0	5.5	6.0	6.5	7.0

<b>Softball</b>					
Varsity Coach	12.0	13.0	14.0	15.0	16.0
Junior Varsity Coach	9.0	9.5	10.0	10.5	11.0
Freshman Coach	8.5	9.0	9.5	10.0	10.5
<b>Tennis (Girls)</b>					
Varsity Coach	6.5	7.0	7.5	8.0	8.5
Junior Varsity Coach	4.5	5.0	5.5	6.0	6.5
<b>Tennis (Boys)</b>					
Varsity Coach	6.5	7.0	7.5	8.0	8.5
Junior Varsity Coach	4.5	5.0	5.5	6.0	6.5
<b>Track (Girls)</b>					
Varsity Coach	9.0	10.0	11.0	12.0	13.0
Assistant Varsity Coach	6.5	7.0	7.5	8.0	8.5
<b>Track (Boys)</b>					
Varsity Coach	9.0	10.0	11.0	12.0	13.0
Assistant Varsity Coach	6.5	7.0	7.5	8.0	8.5
<b>Volleyball</b>					
Varsity Coach	15.5	16.5	17.5	18.5	19.5
Junior Varsity Coach	11.0	11.5	12.0	12.5	13.0
Freshman Coach	10.0	10.5	11.0	11.5	12.0
<b>Wrestling</b>					
Varsity Coach	15.5	16.5	17.5	18.5	19.5
Junior Varsity Coach	11.0	11.5	12.0	12.5	13.0

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6. HIGH SCHOOL POSITIONS  
NON-ATHLETIC

Percentage of Supplemental Base Salary

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**Class**

Senior Advisor	7.0
Junior Advisor	6.0
Sophomore Advisor	4.0
Freshman Advisor	3.0

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**Drama Advisor (per play)** 7.5

(Minimum two (2) plays/Maximum three (3) plays)

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**Debate**

Head Advisor	15.0
Assistant Advisor	6.0

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**Department Chairpersons**

Department members may recommend candidates for the department chairperson position to the principal.

Membership

1 - 2.49 FTE	4.0
2.5 - 4.49 FTE	5.0
4.5 - 6.49 FTE	6.0
6.5 - 8.49 FTE	7.0
8.5 -10.49 FTE	8.0
10.5 + FTE	9.0

There will be no supplemental payment for department chairpersons on released time.

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**Forensics Advisor** 6.0

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**Guidance Director** 7.0

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**Honor Society Advisor** 5.0

**Music**

Middle School/Senior High Band/ Senior Director	12.0	13.0	14.0	15.0	16.0
Instrumental Music Senior High Assistant					8.0
Middle School Director					8.0
Middle School/High School Asst. Dir.					2.0
Middle School/Senior High Vocal Music					
Senior High Director	12.0	13.0	14.0	15.0	16.0
Senior High Assistant					8.0
Middle School Director					8.0
K-12 Strings Senior Director	12.0	13.0	14.0	15.0	16.0
Middle School Director					8.0

Publications	Steps:	1	2	3	4	5
Newspaper Advisor (Sailors Log)						
(plus one hour as now used)		10.0	10.5	11.0	11.5	12.0
Yearbook Advisor						
(plus one hour as now used)		10.0	10.5	11.0	11.5	12.0

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7. MIDDLE SCHOOL POSITIONS

ATHLETIC

Percentage of Supplemental Base Salary

Steps:	1	2	3	4	5
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**Basketball (Girls)**

8th Grade Coach A	7.5	8.0	8.5	9.0	9.5
8th Grade Coach B	7.5	8.0	8.5	9.0	9.5
7th Grade Coach A	7.5	8.0	8.5	9.0	9.5
7th Grade Coach B	7.5	8.0	8.5	9.0	9.5

**Basketball (Boys)**

8th Grade Coach A	7.5	8.0	8.5	9.0	9.5
8th Grade Coach B	7.5	8.0	8.5	9.0	9.5
7th Grade Coach A	7.5	8.0	8.5	9.0	9.5
7th Grade Coach B	7.5	8.0	8.5	9.0	9.5



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**Cheerleading (Fall)**

7 <sup>th</sup> & 8 <sup>th</sup> Grade Fall Coach	3.0	3.25	3.5	3.75	4.0
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**Cheerleading (Winter)**

7 <sup>th</sup> & 8 <sup>th</sup> Grade Sideline	3.0	3.25	3.5	3.75	4.0
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7 <sup>th</sup> & 8 <sup>th</sup> Grade Competitive	3.0	3.25	3.5	3.75	4.0
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**Football**

8th Grade Head Coach	8.0	8.5	9.0	9.5	10.0
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7th Grade Head Coach	8.0	8.5	9.0	9.5	10.0
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8th Grade Assistant Coach	7.0	7.5	8.0	8.5	9.0
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7th Grade Assistant Coach	7.0	7.5	8.0	8.5	9.0
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<b>Cross Country (Girls)</b>	6.0	6.5	7.0	7.5	8.0
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<b>Cross Country (Boys)</b>	6.0	6.5	7.0	7.5	8.0
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**Track (Girls)**

Coach	7.0	7.5	8.0	8.5	9.0
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Assistant Coach #1	6.0	6.5	7.0	7.5	8.0
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Assistant Coach #2	6.0	6.5	7.0	7.5	8.0
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**Track (Boys)**

Coach	7.0	7.5	8.0	8.5	9.0
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Assistant Coach #1	6.0	6.5	7.0	7.5	8.0
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Assistant Coach #2	6.0	6.5	7.0	7.5	8.0
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**Volleyball**

8th Grade Coach A	7.5	8.0	8.5	9.0	9.5
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8th Grade Coach B	7.5	8.0	8.5	9.0	9.5
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7th Grade Coach A	7.5	8.0	8.5	9.0	9.5
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7th Grade Coach B	7.5	8.0	8.5	9.0	9.5
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**Wrestling**

Coach	7.5	8.0	8.5	9.0	9.5
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Assistant Coach	6.5	7.0	7.5	8.0	8.5
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8. MIDDLE SCHOOL POSITIONS

NON-ATHLETIC

Percentage of Supplemental Base Salary

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Department Head (10 position limit)

Department members may recommend candidates for the department chairperson position to the principal.

Membership

1 - 2.49 FTE	4.0
2.5 - 4.49 FTE	5.0
4.5 - 6.49 FTE	6.0
6.5 - 8.49 FTE	7.0
8.5 - 10.49 FTE	8.0
10.5 + FTE	9.0

There will be no supplemental payment for department chairpersons on released time.

<b>Drama Advisor (Head)</b>	8.0
Assistant Drama Advisor (Minimum two (2) plays/Maximum three (3) plays)	5.0
<b>Student Congress (Head)</b>	10.0
Assistant Student Congress (two positions)	5.0
<b>Yearbook Advisor</b>	8.0      8.5      9.0      9.5      10.0
<b>Academic Track Meet Advisor</b>	4.0
<b>MathCounts Advisor</b>	4.0

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9. ELEMENTARY SCHOOL POSITIONS

NON-ATHLETIC

Percentage of Supplemental Base Salary

\*\*\*\*\*

ELEMENTARY CORE CURRICULUM, CONTENT AREA CHAIRPERSONS

16 Position Limit - each position earns 4% of Supplemental Base.

4 Core Areas

Language Arts

Campbell	4.0
Churchill	4.0
Lincoln Park	4.0
Ross Park	4.0

Math

Campbell	4.0
Churchill	4.0
Lincoln Park	4.0
Ross Park	4.0

Social Studies

Campbell	4.0
Churchill	4.0
Lincoln Park	4.0
Ross Park	4.0

Science

Campbell	4.0
Churchill	4.0
Lincoln Park	4.0
Ross Park	4.0

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10. SUPPLEMENTAL CONTRACT

FINAL PAY STATEMENT

Fifteen percent (15%) of each supplemental contract amount will be withheld pending final approval by the appropriate supervisor at the completion of the contract.

C. LONGEVITY PAY

1. Those teachers who have completed fifteen (15) years but less than twenty (20) years of continuous service with the Mona Shores School District (including districts annexed or consolidated and now a part of this district)

shall receive a sum equal to two percent (2%) of the base salary. The first longevity payment shall be at the end of the fifteenth (15th) year.

2. Those teachers who have completed twenty (20) years, but less than twenty-five (25) years of continuous service with the Mona Shores School District (including districts annexed or consolidated and now a part of this district) shall receive a sum equal to four percent (4%) of the base salary. The first longevity payment of 4% shall be at the end of the twentieth (20th) year.
3. Those teachers who have completed twenty-five (25) years or more of continuous service with the Mona Shores School District (including districts annexed or consolidated and now a part of this district) shall receive a sum equal to six percent (6%) of the base salary. The first longevity payment of 6% shall be at the end of the twenty-fifth (25th) year.
4. Each teacher who is eligible for longevity pay may participate in a professional recognition program ("Program"), which will allow him/her to earn an additional two percent (2%) in longevity pay. Teachers opting not to participate shall continue to receive longevity pay as provided for above.

In order to participate in the Program, a teacher must prepare a written educational growth and productivity plan and submit it to his/her principal/supervisor for approval. By May 15, the principal/supervisor shall notify the teacher in writing whether the plan has been approved. Failure of the principal/ supervisor to respond by May 15 shall mean the plan has been approved. If not approved, the teacher shall have seven (7) days to submit a revised plan and the same approval process repeats itself.

Increased longevity pay may be earned as follows:

The plan must be submitted by May 1 of each year for the following school year and in place before June 1. The teacher must earn four (4) points between June 1 and May 31 of the following year.

#### Eligibility Rules

- a. Each item below counts for one (1) point, unless otherwise indicated.
- b. No more than two (2) points from any category may be applied in any given year.

#### Categories/Items

- a. Educational Advancement:

- i. Successfully completed college or university courses in education in major or minor area or in an area your supervisor gives prior approval for (1 point per semester hour), provided that such course credits cannot be reimbursed according to Section A.3.e. [Verification: A grade report]
  - ii. Any specialized series of training sessions as approved by supervisor (i.e., ITIP, TESSA, Math Their Way), provided that the time is not compensated for by professional leave days and must at least be the equivalent of one (1) semester hour of course work (16 hours) for each point earned. [Verification: A listing of sessions with dates and times]
  - iii. Approved in-service workshops after normal school day and/or on weekends and vacation periods, provided that the time is not compensated for by professional leave days and the time must be at least the equivalent of one (1) semester hour of course work (16 hours) for each point earned. [Verification: A listing of sessions with dates and times]
  - iv. Active membership and participation (i.e., direct involvement in committees or workshops, including related professional readings) in professional organizations related to curriculum, instruction or content discipline (e.g., ASCD, MRA NCTM, provided that the time spent must be at least the equivalent of one (1) semester hour of course work (16 hours) for each point earned). [Verification: A listing of the committees/workshops/readings and the time involved]
- b. Participation in special in-district school program and committee work equal to or more than one (1) semester hour of course work (16 hours) for each point earned: [Verification: A listing of the activities and the time involved]
- i. Curriculum committee, district/building committee, approved special projects;
  - ii. In-service program presentation;
  - iii. Any extracurricular sponsorship for no pay (clubs, tutoring program. etc.);
  - iv. Liaison with their school's parent-teacher organization.
- c. Teaching Creatively (with approval of immediate supervisor): [Verification: The approval of the supervisor].

- i. Active participation in application or procurement of educational grants;
  - ii. Active involvement in special school programs;
  - iii. Special projects in teaching;
  - iv. New curriculum projects (summary required in writing before the end of the year);
  - v. New material development for more than own classroom use (description or copies of new material required before the end of the year).
- d. District Employment:
- i. No more than one (1) day of absence from work in prior school year (personal leave, Association, and professional days are not counted as absences); [Verification: Central Office Records]
  - ii. A district-adopted cost-savings idea from the teacher; [Verification: Central Office Records]
  - iii. One (1) home visit to at least twelve (12) students; [Verification: A listing of names and dates]
    - (i) Make one positive contact (home visit, handwritten personal note or telephone call) with the parents of each student (elementary and sixth grade home room); [Verification: A listing of names and dates]
    - (ii) Make one positive contact (home visit handwritten personal note or telephone call) with the parents of thirty-five (35) students (secondary); [Verification: A listing of names and dates]
  - iv. Approved community service (e.g., Rotary, Lions Club), provided that the time spent in active participation must be at least the equivalent of one (1) semester hour of course work (16 hours) for each point earned [Verification: A listing of the activities and the time involved].
5. This longevity pay is payable on the last regular pay of each year (subject to analysis of benefits of separate check).

**ARTICLE XVIII.  
LEAVES OF ABSENCE**

**A. DEFINITIONS**

1. "Immediate Family" shall include father, mother, husband, wife, child, stepchild, (a child for which the teacher has been appointed guardian by a court or agency), sister, brother, parent-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and grandchild.
2. "Relative" shall include grandparents, uncle, aunt, first cousin, niece and nephew.
3. "School Month" shall be defined as consisting of twenty (20) days exclusive of Saturdays, Sundays, and legal holidays for school, which shall fall within a school week; a school week to consist of Monday, Tuesday, Wednesday, Thursday and Friday.
4. "Per Diem Basis" shall be the amount obtained by dividing the contractual salary, including longevity, by the number 183.
5. "Half Time": Any leave day under this article for half-day teacher shall be on a half-day basis.

**B. SICK LEAVE (Personal illness, personal disability or illness of member of immediate family).**

1. Sick leave days shall accrue effective the first day of school at the rate of ten (10) days per school year for ten (10) month teachers, and twelve (12) days per school year for twelve (12) month teachers. Teachers who are employed after the beginning of a given year shall be granted, for the balance of that school year, as many sick leave days as there are school months, or major fractions thereof remaining in the school year.
2. Unused sick leave days from previous years of service shall accumulate and be available to the teacher in the current year. These days shall be in addition to the ten (10) days which accrue every year. The number of days which can be accumulated shall not be limited.
3. Teachers who are unable to begin a new contract year because of personal illness or injury shall be allowed to draw upon previously accumulated and the current year sick leave until it is depleted or until resumption of assigned work.
4. Teachers transferring to the Mona Shores School District shall be allowed recognition of accumulated sick leave as accrued in their professional employment of the immediate past year, up to a maximum of twenty (20) days.

5. When teachers are ill, they shall notify the principal as soon as possible before the start of the school day. No doctor's excuses will be necessary for the payment of sick leave unless the principal has cause to believe that circumstances warrant such additional proof of illness. The use of sick leave shall be on an ethical basis in keeping with the high standards of the teaching profession.
6. To the extent and at the time that a pregnant teacher has medical information indicating her last day of work prior to delivery and her first available date for work after delivery, such information will be furnished to the Administration.
7. Sick leave days, not to exceed fifteen (15) per year, may be used for illness of members of the immediate family. It is understood that illness of members of the immediate family due to pregnancy shall be treated as any other disability, however, no more than three (3) paid sick leave days shall be used for the purpose of being present for the birth of a grandchild
8. Additional absences shall result in a per diem deduction based upon contractual salary.
9. Any teacher whose personal illness extends beyond the period compensated for by sick leave pay shall be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness. Upon return from leave a teacher shall be assigned to the same position, if available, or a substantially equivalent position.
10. In no event shall the sick leave extend beyond the number of accumulated paid sick leave days or a time period equal to the number of months of continuous service in Mona Shores or twelve (12) months, whichever is greater, provided no leave shall exceed three (3) years.
11. A statement of sick leave status shall be made available to each teacher at the first day of required attendance using the following form. Alternatively, a statement of sick leave status may be made available to teachers on their salary check stubs or via some other computerized method.

#### STATEMENT OF SICK LEAVE STATUS

Date \_\_\_\_\_.

Name \_\_\_\_\_

As of \_\_\_\_\_, you have an accumulation of \_\_\_\_\_ days sick leave and \_\_\_\_\_ days unused personal leave. With ten (10) days added for this year, you have a total of \_\_\_\_\_ days.



If you have any questions, please contact the office at any time.

Principal \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

12. The Board reserves the right to consider all sick leave problems extending beyond the limitation set forth herein on the merits of each individual case.
13. The Board will continue payment of the insurance premiums for the balance of the school year and for the subsequent July, August and September, provided the leave commences on or after the first day of required attendance. In the event the teacher's paid sick leave carries into the beginning of the next school year, the Board shall pay the insurance premiums for the duration of the period of paid sick days and for the following month, unless the teacher is off on family and medical leave pursuant to the policies adopted by the Employer under Section J. Notwithstanding the provisions of Article XIX, Section A., the teacher shall not be required to pay that part of the monthly premium cost for the part of a month during which the teacher was on an unpaid leave.
14. A teacher electing to terminate employment who has completed ten (10) or more years of service at the District shall be eligible to cash out accumulated sick days as follows: an eligible teacher who has fifty (50) or fewer accumulated sick leave days shall receive payment of Fifteen Dollars (\$15.00) for every day of accumulated sick leave as of his/her last work day. Eligible teachers who have more than fifty (50) days of accumulated sick leave but less than one hundred (100) shall receive payment of Twenty Dollars (\$20.00) for every day of accumulated sick leave as of his/her last work day. Eligible teachers who have one hundred (100) days or more of accumulated sick leave shall receive payment of Twenty-five Dollars (\$25.00) for every day of accumulated sick leave as of his/her last work day. Payment shall be in the form of a non-elective employer contribution to a 403(b) plan account.

#### C. DEATH IN THE IMMEDIATE FAMILY

1. A teacher shall be allowed, without loss of pay, a leave of not more than five (5) consecutive school days because of a death in his/her immediate family or because of a death of a relative (providing the relative has been living in the home of the teacher).
2. If a teacher misses more than five (5) school days because of a death described in Section C.1., he/she shall suffer a per diem reduction in his/her contractual salary commencing with the sixth (6th) day of his/her absence, unless additional days are granted by the Superintendent.

3. Leave days under this section cannot be accumulated.
4. The provisions of this section shall in no way affect the provisions of Section B.

D. DEATH OF A RELATIVE

1. A teacher shall be allowed, without loss of pay, a leave of not more than three (3) consecutive school days because of the death of a relative.
2. If a teacher misses more than three (3) school days because of a death described in Section D.1., he/she shall suffer a per diem reduction in his/her contractual salary commencing with the fourth (4th) day of his/her absence, unless additional days are granted by the Superintendent.
3. Leave days under this section may not be accumulated.
4. The provisions of this section shall in no way affect the provisions of Section B.

E. DEATH OR SERIOUS ILLNESS OF A FRIEND

1. Absence of not more than one (1) day per year caused by the serious illness or death of a friend shall be compensated for by payment of the contractual salary.
2. Additional days may be granted by the Superintendent upon request.
3. No remainder of leave days granted in the immediately preceding paragraph may be accumulated.
4. Absences as provided for in this Section shall not be counted as absence the provisions of Sections B., C., and D.
5. Additional Absences under Section E. shall result in deduction on a per diem basis.

F. CHILD CARE LEAVE

In addition to a teacher's right to family and medical leave pursuant to the policies adopted by the Employer under Section J., an unpaid leave of absence shall be granted upon request to any teacher for the purpose of child care. Said leave shall not extend beyond the conclusion of the school year in which the leave is granted and shall commence no sooner than fifteen (15) days following the request of the teacher. Every effort will be made to take into account pupil-teacher continuity in the classroom and as nearly as possible, the beginning and ending of the leave will correspond with the beginning or ending of a marking period or semester. It is further provided that:

1. A one-year extension will be granted at the request of the teacher.
2. A pregnant teacher may commence said child care leave after the birth of the child and she is physically able to adequately perform her teaching responsibilities.
3. After completing a child care leave, any additional child care leave for other than a newborn or adopted child or a seriously ill child within the next five (5) years shall be at the discretion of the Board, and the teacher shall be returned from the additional child care leave as if the teacher were on layoff status.
4. The leave of absence may be terminated upon mutual agreement of the teacher and the Board.

G. PERSONAL BUSINESS LEAVE

1. Absence of not more than three (3) days per year for personal business (prorated for teachers who work less than a full year) shall be compensated for by payment of the contractual salary.
2. Notice of personal business leave shall be given two (2) days in advance of the day of the leave and need only state that it is for personal business. In cases of emergency, requests for personal business leave shall be determined by the Superintendent.
  - a. Personal business leaves shall not be taken on the first day of school or on parent teacher conference or open house dates. In extenuating circumstances or cases of emergency, the Superintendent may approve these days.
  - b. Personal business leave days may be taken on the school day immediately prior to or following a holiday or vacation period, provided that:
    - i. No more than five (5) teachers may use such a day on any one day;
    - ii. No more than ten percent (10%) of the teachers in any given building may use such a day on any one day;
    - iii. Requests for such days should be submitted in writing to the Assistant Superintendent ninety (90) days before the vacation or holiday. If more than five (5) teachers make a timely request for a specific day, a lottery will be held to select the five teachers;

- c. In the event there are not five (5) applications submitted ninety (90) days prior to the day, requests will be granted in the order in which they are received.
  - d. Teachers who have used a day to extend a holiday or vacation within the two (2) previous school years shall only be allowed to use another day if less than five (5) teachers have requested that day off ninety (90) days prior to the day.
  - e. Personal business leave shall not be deducted from accumulated sick leave days. Unused personal business leave days shall be added to the teacher's accumulated sick leave or the teacher may elect to be paid for the unused day(s) at the rate of two times the daily substitute rate being paid by the district at that time in lieu of adding them to sick leave. If the teacher elects to be paid, he/she must notify the superintendent/personnel office in writing by the last teacher work day and the payment will be added to the last pay period in June.
3. A fourth (4<sup>th</sup>) personal business leave day shall be available each school year under the following conditions:
- a. The teacher shall be compensated by the payment of his/her contractual salary less the daily substitute rate.
  - b. The provisions of Section G.2. shall be applicable.
  - c. If unused, it will not be added to the teacher's accumulated sick leave nor may the teacher elect to be paid for it.
4. Additional absence under Section G. shall result in reduction on the per diem basis.

#### H. LEAVES OF ABSENCE

1. Leaves of absence with pay not chargeable against absences under Sections B., C., D., E., F. and G. shall be granted for the following reasons:
- a. Absence when a teacher is called for jury service. Such pay shall be the difference between the jury pay and the teaching salary.
  - b. Court appearance as a witness in any case connected with the teacher's employment or the school, or whenever a teacher is subpoenaed to attend any proceeding.
  - c. Approved visitation at other schools or for attending educational conferences or conventions, including Association meetings.

- d. A total of twenty (20) days in each school year shall be allowed to the Association for attendance at the MSTEA membership activities. An additional twenty (20) days shall be allowed to the Association with the approval of the Superintendent where the Association shall reimburse the Board the salary paid the substitute teacher. A written request from the President of the Association should be made specifying the teacher and the days involved.
  - e. Time necessary to take the selective service physical examination.
  - f. A teacher called to active emergency duty of limited service in the National Guard or Military Reserves shall be paid an amount equal to the difference between limit military pay and teacher's pay for a period not to exceed thirty (30) continuous calendar days.
2. Leaves of absence without pay shall be granted upon application for the following purposes:
- a. Study related to the teacher's certificated field.
  - b. Study to meet eligibility requirements for a certificate other than that held by the teacher.
  - c. Study in the teacher's major field or special assignment in research or teaching that would be of advantage to the school system.
  - d. Leave for exchange teaching position in accordance with conditions prescribed by Section 571 of the School Code of Michigan.
  - e. Military leaves of absence shall be granted to any teacher who shall be recalled, inducted or shall enlist for military duty to any branch of the armed forces of the United States. Teachers on military leave shall be given the benefit of any increments and sick leave allowances which would have been credited to them had they remained in the school system.
3. The Board may grant a leave of absence without pay for the purpose of campaigning for, or serving a public, MEA or NEA office. A teacher on a leave of absence to serve in a MEA or NEA office shall have the option of receiving a paid leave of absence provided that the teacher or the Association reimburses the Board for the salary paid to the teacher on leave by the Board during said leave, including the contribution by the Board to the Michigan Public School Employees Retirement System.
4. The following shall apply whenever a leave of absence is granted by the Board.

- a. All teachers who have attained tenure status shall retain said status, and under the Tenure Act shall hold priority over a position held by a non-tenure teacher.
- b. Accumulated sick leave as of end of contractual period shall be retained and credited to said teacher upon return to the staff.
- c. Position on the salary schedule shall be retained by the teacher on leave. Position shall be determined as that held by teachers at termination of contract.
- d. Upon termination of a leave granted under Sections F. and H.2. above of less than or equal to one (1) year in duration, the teacher shall be returned to the position he/she left, if available, or a substantially equivalent position. If the position has been eliminated or the leave exceeds one (1) year, a position will be offered in the field of the teacher's preparation provided a position exists. In either case particular grade or building assignment may not be assured.
- e. Acceptance of full-time employment without approval of the Board terminates the leave. (It is suggested that if "full-time" is questionable, a written opinion should be sought).
- f. At the beginning of the next calendar year (February or earlier) following granting of the leave, a written notice shall be sent to the Superintendent of Schools, indicating whether or not the teacher wishes to return.
- g. The Association President shall be notified of all teachers on leave of absence.

#### I. MISCELLANEOUS PROVISIONS REGARDING ABSENCE

- 1. The Superintendent shall certify the legitimacy of a claim for compensation for absence covered in Sections B., C., D., E., F., G. and H. by entering on the payroll report the dates and causes for said absence.
- 2. Teachers who may have accumulated sick leave days under the provisions of Section B. and who terminate their employment with this school system shall not be compensated for unused sick leave days, except as provided in Article XVIII, and said unused sick leave days may not be carried forward in case of subsequent reemployment by this school system.
- 3. Any absence for causes other than those set forth in the preceding sections and paragraphs shall be subject to conference between the absentee and the Superintendent of Schools who shall determine what compensation, if

any, shall be made for such absence, this decision being subject to approval by the Board.

4. Absence from institutes, regional conventions or any other meeting for which school has been closed and for which teachers are paid shall receive the same consideration as absence when school is in session.
5. In addition, all provisions of this policy shall apply when the district offers summer employment for summer school, at the rate of one (1) day per month; one (1) day for a six (6) week session. Any unused portions of the days granted will be allowed to accumulate.
6. The Principal shall cause to be kept an accurate record of all absences on the part of a teacher on the appropriate form.
7. The Board reserves the right to grant other extended leaves which, in the opinion of the Board, may be of benefit to the school system.

J. FAMILY AND MEDICAL LEAVE

1. The Employer and the Association agree that the Employer shall have the right to develop, approve and implement new policies on family and medical leave which comply with the Family and Medical Leave Act of 1993 and are not contrary to nor inconsistent with the terms of this contract.
2. In the event a leave under the provisions of the Family and Medical Leave Act continues through the last day of the school year, the Board shall continue its contribution to the payment of insurance premiums for the subsequent July, August and September.

**ARTICLE XIX.  
INSURANCE PROTECTION**

A. HEALTH INSURANCE

The Board shall provide to each full-time teacher who elects to enroll MESSA coverage for a full twelve (12) month period for each year of this Agreement for the teacher and his/her spouse and his/her eligible dependents as follows:

10/1/08 – 9/30/10

Super Care I Revised w/\$100/200 Deductible, Preventive Care (Wellness) rider, And \$10 generic/\$20 name Brand Rx*	or	Choices II w/\$10 generic/\$20 name brand Rx*
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Teacher Monthly Payment

	<u>Super Care I</u>	<u>Choices II</u>
10/1/08 – 9/30/10	(difference in cost between Super Care I and Choices II premiums)	\$0

A full time teacher who elects not to enroll in health insurance coverage shall receive through a qualified IRS Section 125 Salary Reduction Plan the following amount: \$191.67/month.

\*Beginning October 1, 2008, the Board agrees to put \$35,000 into a reimbursement pool each year. Prescription drugs will then be reimbursed to the \$5 - \$10 drug costs. There will be no MAC (ingredients cost difference between brand name and generic equivalent without medical justification) pricing reimbursement.

Reimbursements shall occur quarterly on the following schedule:

Receipts submitted by:

December 31  
March 31  
June 30  
September 30

Reimbursement paid by:

January 31  
April 30  
July 31  
October 31

Teachers will provide copies of receipts (names of drug shall be retracted for privacy reasons) verifying the expense.

The Board shall not pay retroactively for receipts submitted after November 1 for expenses incurred for the previous contractual year. The contractual year, for prescription drug reimbursement purposes, shall be October 1 – September 30.

Any money remaining after November 1 shall be returned to the District.

A teacher in a position that is .3 FTE or greater but less than a full time load shall receive a monthly premium subsidy from the Board not to exceed the amount determined by multiplying the Choices II full family monthly premium, rate times the percentage that equals the teacher's work load (i.e., 80% of full time, etc) and shall be eligible for PAK B insurance benefits set forth in Sections B. (life insurance), C. (dental insurance), D. (vision insurance), and G. (long-term disability).

Each teacher may elect to have his/her salary reduced by an amount specified by the teacher. The Board shall apply such specified amount to the respective



teacher's health insurance premium salary reduction plan account to be allocated to the health insurance benefits selected by the teacher.

B. LIFE INSURANCE

The Board shall provide, without cost to the teacher, MESSA term life insurance protection in the amount of Forty Thousand Dollars (\$40,000) plus AD&D that will be paid to the teacher's designated beneficiary.

C. DENTAL INSURANCE

The Board shall provide for all teachers and their dependents, without cost to the teacher, the MESSA/Delta Dental Plan "D" with Orthodontic Rider 004, 80% Class I, 80% Class II, 80% Class III and 80% Class IV orthodontics with a per person annual maximum of \$2,000 for Class I, II and III and a per person annual maximum of \$3,000 for Class IV with sealants and including Internal and External Coordination of Benefits.

D. VISION INSURANCE

The Board shall provide for all teachers and the dependents, without cost to the teacher, the MESSA Vision Plan VSP-3.

E. HEALTH INSURANCE SALARY REDUCTION PLAN.

The Board shall provide a qualified IRS Section 125 Salary Reduction Plan.

F. GENERAL PROVISIONS RELATED TO INSURANCE COVERAGE

1. The insurance year shall be twelve (12) months from October 1 through the following September 30. The annual open enrollment period shall be in May.
2. Newly hired teachers must report for duty before the Board is obligated to pay any insurance premium. For each insurance program in this Article, the effective date for each new teacher shall be October 1, unless the teacher is not covered by any other coverage from any other source in which case the effective date shall be September 1. A teacher who is hired with an effective first work day after the first required work day of the school year shall be entitled to insurance coverage effective with the month following his/her first work day.
3. A part-time teacher in less than a three tenths (.3) Full Time Equivalent (FTE) position is not eligible for the life, dental, vision and long term disability insurance benefits in this Article.

4. In the event a teacher is terminated or resigns during the school year, the insurance shall terminate at the end of the month of termination or resignation.
5. In the event a teacher dies during the school year, and providing the policy permits continued coverage, the Board shall continue payments of the applicable premiums for the balance of that school year. If the teacher dies after the completion of the school year, and providing the policy permits continued coverage, the Board shall continue payments of the applicable premiums through September 30th of that year.
6. In the event a teacher goes on an unpaid leave of absence (other than sick leave or family and medical leave pursuant to the policies adopted by the Employer under Article XVIII Section J.) or is laid off during the school year, the insurance shall be continued through the month following the month in which the teacher went on leave or was laid off.

Notwithstanding the provisions of Section A., the teacher shall not be required to pay any part of the monthly premium cost for the last two months determined by this subsection.

7. In the event a teacher leaves employment after the end of a school year and before the start of the next school year the insurance shall continue through the following September unless the teacher becomes employed by another employer and is covered by fully employer-paid insurance with respect to each insurance program included in this Article.
8. The Board, at its option, may purchase the health, life, dental, vision and long-term disability insurance into a MESSA-PAK.

#### G. LONG TERM DISABILITY

The Board shall provide MESSA Long Term Disability insurance for each teacher. Benefits shall begin upon termination of the teacher's sick leave or after ninety (90) calendar days, whichever is greater and continue at sixty percent (60%) of the teacher's monthly salary to age sixty-five (65). A teacher's "monthly salary" shall be determined by dividing the teacher annual salary by twelve (12). The teacher's annual salary shall include all the salary and pay provided by Article XVII, including longevity pay, supplementary salary schedule amounts, etc. The LTD policy shall include the following features:

##### 1. MAXIMUM MONTHLY BENEFIT

Sixty percent (60%) of monthly salary, as defined above (Annual Gross Benefits as specified in the Schedule of Benefits reduced by any "income from other sources" divided by twelve), will be payable with no maximum benefit amount other than the "Combined Maximum Limit" described immediately hereafter.

The total combined amount of benefits payable under this plan and benefits payable as a result of disability or governmental provisions of governmental and Employer-sponsored plans may not exceed sixty percent of an insured monthly salary, exclusive of bonuses and overtime.

The amount of the "Monthly Benefit" of this plan when added to benefits payable to the insured employee under

- a. Any Employer-sponsored disability or retirement plan, whether voluntary or compulsory,
- b. Any governmental disability or retirement plan (federal, state, or political subdivision thereof, including primary and dependent Social Security benefits), and
- c. Workers' Compensation or similar legislation may not exceed the "Combined Maximum Limit" except that the "Monthly Benefit" will not in any case be less than ten percent (10%) of the employee's basic monthly salary or wage.

2. No Exclusion On Mental And Nervous Condition

The mental/nervous limitation after the first two (2) years of total disability, as described in the Limitations and Reductions Section, will be waived and all mental/nervous conditions will be fully covered. "Sickness" means any physical or mental illness.

3. No Exclusion On Alcoholism Or Drug Addiction

The alcoholism/drug addiction limitation after the first two (2) years of total disability, as described in the Limitations and Reductions Section, will be waived and all alcoholism/drug addiction conditions will be fully covered.

4. Social Security Freeze

The amount of reduction in Long Term Disability benefits resulting from Social Security payments will be calculated when Long Term Disability benefits begin and then, for the purposes of the plan, the amount of such Social Security benefit shall be frozen. Any later legislative changes increasing Social Security Old Age, Survivors, and disability insurance benefits will not be used to further reduce the Long Term Disability benefit.

5. Rehabilitation Clause (50% Of Rehabilitation Offset)

Benefits are not payable during the disability when:

- a. An insured person is not under the regular care of a legally qualified physician or surgeon; or
- b. An insured person is engaged in any work for compensation, wages, or profit. This limitation will be waived up to two (2) years while an insured person otherwise eligible for the monthly disability benefit participates in a program of rehabilitation or retraining approved in writing. Not more than fifty percent (50%) of any income from compensation or wages which may be earned each month by this insured person during this approved rehabilitation or retraining period will be included as other income under the "Integration With Other Benefits" provision, with the monthly benefit adjusted accordingly.

Adjusted Benefits will not in any way be less than ten percent (10%) of the insured person's basic monthly salary or wage, however.

6. Layoff Provision Up To Three (3) Months

Coverage for any teacher laid off shall be continued to the end of the third policy month following the policy month in which the Layoff begins.

7. No Pre-Existing Condition Or Eligibility Waiting Period

The pre-existing condition limitation and eligibility waiting period shown in the Description of Coverage will be waived and all pre-existing conditions will be fully covered.

8. Five Year Own Occupation Clause Rather Than One Or Two Year Limitation On Job Description

"Total Disability" normally means that during the first two (2) years of one (1) period of total disability the employee is unable to perform any of the duties of his/her regular occupation. This provision shall be extended to a five (5) year period rather than the normal one (1) or two (2) year period.

After the period of five (5) years has been exceeded during total disability, the employee must be able to engage in any and every occupation for which he/she is reasonably fitted by his/her education, training or experience.

9. Inflation Control

A cost of living benefit shall be provided under which a claimant's benefit may be increased while on claim. The increase in benefit is designed to reflect changes in the cost of living. Increases in benefit would commence at the beginning of the individual's contract year, following

commencement of “benefit payment.” The maximum annual increase would be three percent (3%) of the plan’s basic benefit based on the Consumers Price Index.

10. Minimum Monthly Benefit Payout Of No Less Than Ten Percent (10%) Of Teacher’s Monthly Salary

The Monthly Income Benefit payable during the insured’s total disability is the Annual Gross Benefit as specified in the Schedule of Benefits reduced by any “income from other sources,” divided by twelve (12). The Monthly income Benefit will not in any case be less than ten percent (10%) of the insurer’s “basic annual earnings” divided by twelve (12), unless ten percent (10%) of the insured’s basic annual earning divided by twelve (12) exceeds the maximum dollar amount specified in the Schedule of Benefits, in which case the Monthly Income Benefit shall be limited to said maximum dollar amount.

- H. All insurance benefits for which the Employer is obligated, to contribute shall be subject to the underwriting rules, regulations, and limitations as set forth by the respective insurance carrier.
- I. The Board, by payment of the premiums set forth herein and completion of MESSA’s Employer Participation Agreement, shall be relieved from all liability with respect to the benefits provided by MESSA or its underwriters. The failure of MESSA or its underwriters to provide any of the benefits for which it has contracted shall not result in any liability to the Board, nor shall such failure be considered a breach of any obligation by the Board.
- J. Disputes between teacher(s) or beneficiaries of teacher(s) and MESSA or its underwriters shall not be subject to the Grievance Procedure established in this Agreement.

**ARTICLE XX.  
RETIREMENT BENEFITS**

- A. The Board will make quarterly contributions in the amount of \$250 for full-time teachers (pro-rata for a teacher in a position that is less than a full-time load) in the form of a non-elective employer contribution to a teacher’s 403(b) account each year.
- B. An eligible teacher electing to retire from the District shall be entitled to receive:
  - 1. Requirements For Eligibility. A teacher must:
    - a. Have completed ten (10) or more years of service with the District and be at Step 13 of any column on the District’s Salary Schedule on or before the effective date of termination of his/her employment.

- b. Be eligible for early or regular retirement under the Michigan Public School Employees Retirement System ("MPERS") on the effective date of termination of his/her employment.
  - c. Terminate his/her employment at the end of a semester (or between school years). Exceptions can be made by mutual consent of the Superintendent and the Association.
  - d. Have no pending tenure charges at the time of the teacher's termination of employment which have been voted upon to proceed by the Board and if appealed by the teacher and a hearing is held are ultimately sustained.
  - e. Sign a Release and Waiver of Claims at least fourteen (14) calendar days prior to the effective date of his/her resignation and fail to exercise his/her right to revoke the Agreement during the seven (7) day period after executing the Agreement.
2. Supplemental Insurance Payments. The Board will make an annual payment in the amount of \$1,750 to an eligible teacher with no spouse or eligible dependent(s) or \$3,000 for any other eligible teacher who is enrolled in the health insurance plan provided by MPERS. If a husband and wife are both eligible for these supplemental insurance benefits, the Board will make an annual contribution of \$1,750 for each (or a total of \$3,500). During the first five (5) years after a teacher's retirement, the annual contribution (if applicable) will be in the form of a non-elective employer contribution to the teacher's 403(b) account. No cash option will be allowed. Beginning the sixth (6<sup>th</sup>) year after a teacher's retirement, the annual contribution (if applicable) will be made to a Voluntary Employees Beneficiary Account ("VEBA"). To the extent the contributions to a teacher's 403(b) account are not eligible for the tax benefits permitted by law, the contribution will be made to a VEBA, and vice versa. A teacher shall have up to five (5) years after retirement to enroll in the insurance plan provided by MPERS to be eligible for this benefit. The Board's obligation to make annual contributions shall not commence until an eligible teacher is enrolled in the insurance plan provided by MPERS and shall terminate if the teacher discontinues enrollment, dies or after five (5) years of contributions by the Board, whichever occurs first.
3. Retirement Payment. An eligible teacher shall receive a lump sum payment in the amount of One Thousand Dollars (\$1,000.00) for each year of full-time service as a teacher at the District (pro rata for a teacher in a position that is less than a full time load), less the amount the Board has contributed to the teacher's 403(b) account under Section A. above; provided that the maximum amount of the additional contribution by the Board shall not exceed \$12,500. The payment by the Board shall be in the

form of a non-elective employer contribution to the teacher's 403(b) account.

- C. A teacher who informs the Superintendent sixty (60) or more days in advance of his/her intent to retire at the end of a semester or between school years will receive an additional one-time Five Hundred Dollar (\$500.00) payment in the form of a non-elective employer contribution to his/her 403(b) account within thirty (30) days of receipt of retirement notice.
- D. The Board shall take and maintain such reasonable action as is permissible and necessary to allow teachers wishing to purchase additional retirement service credit or to repay retirement contributions previously withdrawn (plus interest) on a tax deferral basis.

#### **ARTICLE XXI.**

#### **SUBSTITUTE TEACHERS IN LIEU OF CONTRACT TEACHERS**

- A. Positions which will be vacant for up to ninety (90) working days will be filled by personnel, including from entities furnishing substitute teachers, who have met the state certification requirements. They will be paid the graduating schedule as follows: days 1-10 daily sub rate; days 11-60, eighty-eight dollars (\$88.00) per day; days 61+ will be paid at a per diem rate of 1/183 of the regular teacher salary schedule as determined by Article XVII Section A.4.
- B. Positions which will be vacant for more than ninety (90) working days will be filled by personnel including from entities furnishing substitute teachers who have met the state certification requirements. They will be paid the graduating schedule as follows: days 1-60, one hundred fifty dollars (\$150.00) per day; days 61+ will be paid at a per diem rate of 1/183 of the regular teacher salary schedule as determined by Article XVII, Section 4A.
- C. Where regular substitutes are not available and a regular teacher voluntarily agrees to serve as a substitute teacher during one (1) non-teaching period of his/her regular assignment the teacher shall be paid Twenty-two Dollars and Fifty Cents (\$22.50).
- D. Pay for part-time positions of known extended absence shall be handled as a separate contract basis with pay at one-sixth (1/6) of the individual's contractual daily rate for each extra period of teaching.

#### **ARTICLE XXII.**

#### **INCLUSION/MEDICALLY FRAGILE**

- A. **LEAST RESTRICTIVE ENVIRONMENT**
  - 1. The Board and the Association recognize and agree that the District will take any and all steps appropriate to meet the requirements of federal and

state law for educating handicapped students in the least restrictive environment.

2. Through the collaborative efforts of the Association and the District administration:
  - a. Training needs will be identified and in-service opportunities will be developed and offered to help all direct participants in the education process.
  - b. Appropriate support in the form of materials, planning time, personnel and other related services deemed necessary by mutual agreement of the teacher and the building administrator will be provided.
3. Input from those closest to the delivery of educational and support services is critical to the success of any planning regarding such services. Therefore, any bargaining unit member who will be providing instructional or other services to a handicapped student in a regular education classroom setting shall be notified, in writing, of the IEPC which may initially place (or continue the placement of) the student in a regular education classroom. Additionally, at least one (1) general education teacher will be invited to participate in the IEPC.
4. Teachers who believe that the implementation of a handicapped student's current IEPC is negatively impacting the student's educational progress and/or impeding the learning progress of non-handicapped students are encouraged to call a meeting of appropriate staff to discuss the problem and possible resolutions.

#### B. MEDICALLY FRAGILE STUDENTS

1. A teacher assigned students who require "School Health Services" shall not be expected to perform routine, scheduled maintenance of equipment used by the students to sustain their bodily functions nor to render routine, scheduled care or maintenance of bodily functions (e.g., tracheotomy care/suctioning, toileting, etc.) related to the students' conditions.
2. The teacher shall be informed of and instructed in the emergency routines which may be necessary due to the students' impaired conditions.

### ARTICLE XXIII.

#### SCHOOL IMPROVEMENT/SITE-BASED DECISION MAKING

- A. The Board and the Association agree that, in conjunction with PA 25 of 1990, MSA 15.4627, et. seq., District-wide School Improvement plans are a shared goal of the parties.



- B. The parties agree that the term and conditions of the collective bargaining agreement will govern with respect to wages, hours and conditions of employment, and that they will not be altered or modified through the School Improvement process without prior written agreement between the parties.
- C. Site-Based Decision Making (SBDM) is the process by which teachers at the work-site jointly make decisions affecting their working conditions. Decisions made by the SBDM Committee that require a deviation from the collective bargaining agreement will be permitted only after a properly executed Letter of Agreement between the Board and the Association.
- D. The involvement of teachers in both the School Improvement process and Site-Based Decision Making shall be voluntary participation or non-participation in either shall not be used as a criterion for evaluation, discipline or discharge.

**ARTICLE XXIV.  
MENTOR TEACHERS**

- A. In accordance with Section 1526 of the School Code, teachers in their first three years of employment as a classroom teacher shall be assigned a Mentor. The purpose of such a relationship shall be to provide new teachers with assistance, resources and information in a non-threatening, collegial fashion.
- B. Participation as a Mentor teacher shall be voluntary.
- C. The Mentor teacher shall:
  1. be an active or former (retired or otherwise experienced) K-12 educator who has demonstrated mastery of the teaching profession. Current faculty members shall be given consideration for Mentor positions.
  2. be assigned for one year. The Mentor and Mentee and the administrator will determine if the assignment will be renewed for the following school year.
  3. maintain a confidential relationship with the Mentee and shall not, in any fashion, be included in the formal evaluation process of the Mentee.
  4. be provided appropriate training to aide in the mentoring process.
  5. be granted, along with the Mentee, adequate release time to support the goals of the mentoring process.
- D. For each Mentee assigned, Mentor teachers shall annually be paid a percent of the Supplemental Base Salary according to the following schedule:

1. Mentee has zero years of teacher experience = 2%
  2. Mentee has one year of teaching experience = 1.5%
  3. Mentee has two years of teaching experience = 1%
- E. All Mentor teachers shall be paid a one time “training stipend” of 2% of Supplemental Base Salary in the first year in which they become a Mentor.
- F. The MSTEA and the Administration shall hold ongoing dialogue to help ref the new teacher induction process.

**ARTICLE XXV.  
SCHOOL CALENDARS**

- A. The Board will provide at least two (2) half days each school year for s development, which will be jointly planned by the Administration and Association. If mutually agreed to, two (2) half days may be combined, t having 180 student days.
- B. It is recognized by the parties that, as professionals, teachers work many hour: addition to the time spent in student contact or at school. In order to recogr such time, fourteen (14) professional days are added to the calendar, which used in self-initiated and self-directed professional development : lesson/material preparation. Classes, seminars, workshops, professional readi and working in one’s classroom are but a few things that teachers do outside the normal school calendar/day. Since they are professionals, teachers have obligation to account to the District on how or when they utilize these days.
- C. In the event that scheduled student instructional hours/attendance days cancelled to the extent that the minimum number of student instructio hours/days to receive full State Aid for pupil instruction cannot be met, the par agree to negotiate how the minimum number of student instructional hours/d required shall be added to the calendar. Teachers shall only be paid extra for make-up hours/days if they were required to be in attendance for corresponding hours/days that were cancelled.
- D. Teachers new to the District shall be required to report prior to the start of the 1 school year for up to two (2) additional days of professional development as : of their contractual salary. Any days required prior to the start of the new sch year greater than two (2) days will be paid at the regular contractual teac hourly substitute rate.

**ARTICLE XXVI.  
ESEA (NO CHILD LEFT BEHIND)**

- A. The Board and the Association share a common interest in seeing that members of the teaching staff who must obtain “highly qualified” status under

No Child Left Behind Act ("NCLB") do so. To facilitate that goal, the Board agrees to allow teachers to satisfy any of the options for becoming "highly qualified" for his/her teaching assignment that are recognized and approved by both the United States Department of Education and the Michigan Department of Education.

- B. If any actions required by the Board or District under the NCLB result in a duty to bargain under the Public Employees Relations Act, bargaining shall be initiated by the parties in a time frame sufficient to allow completion of bargaining prior to the deadlines specified in the NCLB.
- C. In the event a tenured teacher who is required as of the end of the 2005-06 school year to be "highly qualified" (as defined by the NCLB and the Michigan Department of Education) for his/her teaching assignment under the NCLB is not "highly qualified" for his/her teaching assignment, the Board may elect to discontinue such an assignment. In the event the Board discontinues the assignment, the affected teacher will be transferred to an assignment for which he/she is "highly qualified" and sufficiently senior. Transfer of all or part of the work assignment of one or more teacher(s) may be necessary to accomplish this objective. In the event that involuntary transfers are necessary, the least senior teacher(s) whose transfer(s) will accomplish the objective will be transferred first. If there is no assignment for which a teacher is highly qualified and sufficiently senior, the teacher shall be placed on layoff and is subject to recall under Article XIV, Section G.

**ARTICLE XXVII.  
DURATION AND TERMINATION**

- A. This Agreement is effective commencing September 1, 2008 and shall continue until midnight August 31, 2010, at which time it shall terminate whether or not any notice of termination has been served on either party by the other.
- B. Commencing no later than April 2010, the parties shall meet and arrange for negotiations of the next collective bargaining agreement.

**VALIDATION OF THE CONTRACT**

In witness whereof, the parties hereto have executed this Agreement.

BOARD OF EDUCATION OF THE DISTRICT  
OF MONA SHORES:

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
Superintendent

Date Ratified: \_\_\_\_\_

MONA SHORES TEACHERS' EDUCATION  
ASSOCIATION, MEA-NEA:

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
PN Chairperson

Date Ratified: \_\_\_\_\_

**Letter of Understanding**

**Between**

**Mona Shores Public Schools**

**And**

**Mona Shores Teachers Education Association**

Mona Shores Public Schools and the Mona Shores Teachers Education Association agree that job sharing assignments will be made available to highly qualified tenured teacher teaching kindergarten, fourth, fifth or specials at the elementary level or any secondary tenured teacher.

Each teacher applying for a job sharing partnership cannot be on a plan of assistance.

Job Sharing shall refer to two (2) bargaining unit members sharing one (1) full-time position.

**A. PURPOSE**

Two bargaining unit members may, at their request, partner for the purpose of sharing one teaching assignment. This voluntary partnership will not be approved if the partnership results in the involuntary layoff or involuntary transfer of a full-time teacher. It shall not occur if it prevents the recall of a laid off teacher. The application for a Job Sharing partnership shall be approved or disapproved in writing by the Superintendent/designee within ten (10) days of receiving the application. In the event a request is denied, the reasons shall be shared in writing, and the applicants shall be given ten (10) days to revise and/or modify their application to address the reasons for denial. The final approval rests with the Superintendent/designee.

**B. APPLICATION**

The Job Sharing teachers shall notify the District and the Association by May 1 of each year explaining their working arrangement and indicating their desire to job share for the following school year. The plan shall include the division of tasks for each teacher, including responsibilities for faculty meetings, recess duty, field trips, planning time, etc. Once the two teachers have submitted their plan, they may not deviate from it unless the teachers and the District agree.

**C. PAIRING**

The teachers who have jointly agreed to work together must be certified and highly qualified for the job they will share. The job sharing arrangement shall be for one year. Job sharing teachers who wish to continue job sharing for additional years shall reapply each year as specified under Paragraphs A and B.

**D. RESPONSIBILITIES**

Both job sharers shall each be required to participate in parent teacher conferences, open houses, the first and last day of school and district in-service day. Both job sharers shall each be required to participate in in-service days and PD activities to the same extent as full-time teachers. Both job sharers shall be willing to substitute for the other partner.

E. COMPENSATION

Compensation shall be determined by each teacher's step and column of the salary schedule, prorated for the amount of time worked. Ascertainment of seniority and proper step increases shall be determined as stated in Article XVII, Section A.4.c.

F. BENEFITS

Sick leave and personal leave shall be granted on a prorated basis. Fringe benefits shall be provided in accordance with Article XIX of the Master Agreement.

G. SUBSTITUTING

In the event one of the teachers is absent and is covered by one of the paid leave of absence provisions in Article XVIII, the other teacher will have the opportunity to substitute for the absent teacher. For daily substitute work, the other job sharer shall be paid at the per diem substitute rate (prorated for the portion of time substituting) for the first ten (10) consecutive days. The job sharer shall be paid at the increased per diem substitute rate (prorated for the portion of time substituting) for days eleven (11) through thirty (30). For substituting longer than thirty (30) consecutive days, the job sharer shall be paid according to the job sharer's full-time daily rate for working the full position.

H. MID-YEAR VACANCY

Neither participant in a job sharing position may exercise seniority rights to displace the other participant from a portion of the assignment during the school year. In the event one of the job sharing teachers leaves the employment of the District during the course of the school year, the other teacher shall automatically assume full-time status in the position being shared for the remainder of the school year. This provision may be waived upon the written approval of the District.

I. YEAR-END VACANCY

In the event one of the teachers leaves the employment of the District or the job sharing position at the conclusion of a school year, the other teacher in the position will be given first option for full-time status within that classroom, and may reapply for the shared time position with another individual. Should the remaining teacher wish to reapply with a new job sharing partner, the time li-

contained in this article shall be waived to the extent necessary (but no later than August 1) to allow the remaining teacher to find a new partner.

#### J. DISCONTINUING JOB SHARING

Both job sharing teachers will terminate all rights to their original classroom assignments. At the conclusion of a job sharing assignment, if either the District or the job sharers elect to discontinue job sharing for the following school year, each teacher will have the right to return to full-time status in accordance with Paragraphs 1-7.

1. If one or both job sharing teachers elect to discontinue job sharing, the teacher(s) shall give written notice to their intent to return to a full-time position for the next school year no later than March 1 to the District, the Association, and the job sharing partner. If no vacancies are available, said teachers shall continue in their job sharing position (providing the position remains) until a vacancy or vacancies become available. The job sharing teachers will not submit a new job sharing application for the coming school year; instead, the teachers shall continue under the job sharing plan they submitted for the previous year until a full-time vacancy or vacancies becomes available.
2. If only one of the job sharing partners discontinues job sharing, the other partner may (subject to District approval): 1) take the job sharing position as a full-time assignment, or 2) find another job sharer (currently employed).
3. If both of the job sharing partners elect to discontinue job sharing, the partner with the most seniority shall be given the first option of staying in the position full time. If the most senior job sharing partner refuses the full-time position the least senior partner shall be required to fill the full-time position. The job sharing teacher that does not fill the full-time position may apply for any vacancies that may be available and is considered displaced.
4. If the district elects to discontinue the job sharing assignment, the District shall notify the job sharers no later than April 1 if it plans to discontinue the job sharing assignment.
5. If a job sharing assignment is discontinued by the District, the most senior employee shall be given the first option of staying in the position full time. If the most senior job sharing partner refuses the full-time position, the least senior partner shall be required to fill the full-time position. The job sharing teacher that does not fill the full-time position may apply for any vacancies that may be available and is considered displaced.

6. If the job sharing assignment is discontinued by the District, and there are no vacancies available, then the job sharers shall have the right to bump according to the layoff language in Article XIV.
7. In the event there is a reduction of sections in which there is a job sharing assignment, Article VIII of the Master Agreement shall apply, the job sharing position shall be defined by using the seniority of the most senior teacher.

K. COVERED BY MASTER AGREEMENT

All other provisions of the Master Agreement shall continue as if the job sharing teachers were working in regular, full-time positions.

L. SIGN OFF

Before the job sharing agreement is implemented, it shall be signed by the building principal, the Assistant Superintendent, an authorized representative of the Association, and the job sharing participants, all of whom shall receive a copy of the signed job sharing agreement.



**APPENDIX A**  
**STANDARD EVALUATION FORM**

MONA SHORES PUBLIC SCHOOLS

Feedback Report

Teacher Name: Smith, Bill  
Grade: 5<sup>th</sup>  
Subject: Language Arts  
Report Period Start: 9/9/03  
Report Period End: 12/8/2003  
Observer Name: Sam Jones

**DOMAIN 1 – PLANNING AND PREPARATION**

**1A: Demonstrating Knowledge of Content and Pedagogy** **Distinguished**  
Your knowledge of the content and pedagogy is extensive, showing evidence of a continuing search for improved practice. You actively build on knowledge of prerequisites and misconceptions when planning instruction or seeking causes for student misunderstanding.

**1B: Demonstrating Knowledge of Students** **Proficient**  
You demonstrate thorough knowledge of your students' backgrounds, skills, and interests, and use this knowledge to plan for groups of students.

**1C: Selecting Instructional Goals** **Basic**  
Your goals are of moderate value or suitability for students in the class, consisting of a combination of goals and activities, some of which permit viable methods of assessment.

**1D: Demonstrating Knowledge of Resources** **Unsatisfactory**  
You are aware of school or district resources available either for teaching or for students who need them.

**1E: Designing Coherent Instruction** **Distinguished**  
All of the elements of your instructional design support the stated instructional goals, engage students in meaningful learning, and show evidence of student input. Your lesson or unit is highly coherent and has a clear structure.

**1F: Assessing Student Learning** **Proficient**  
Your plan for student assessment is aligned with the instructional goals, with clear assessment criteria and standards that have been communicated to students. You intend to use the assessment to plan for future instruction for groups of students or individuals.

## DOMAIN 2 – THE CLASSROOM ENVIRONMENT

- 2A: Creating an Environment of Respect and Rapport** **Basic**  
Interactions in your classroom are generally appropriate and free from conflict but may be characterized by occasional displays of insensitivity.
- 2B: Establishing a Culture for Learning** **Unsatisfactory**  
Your classroom does not represent a culture for learning and is characterized by low teacher commitment to the subject, low expectations for student achievement, and little student pride in work.
- 2C: Managing Classroom Procedures** **Distinguished**  
Not only are your classroom routines and procedures seamless in their operation, but students assume considerable responsibility for their smooth functioning.
- 2D: Managing Student Behavior** **Proficient**  
You are aware of student behavior, have established clear standards of conduct, and respond to student misbehavior in ways that are appropriate and respectful of the students.
- 2E: Organizing Physical Space** **Basic**  
Your classroom is safe, and essential learning is accessible to all students, but the furniture arrangement only partially supports the learning activities.

## DOMAIN 3 – INSTRUCTION

- 3A: Communicating Clearly and Accurately** **Unsatisfactory**  
Your oral and written communication contains errors or is unclear or inappropriate to students.
- 3B: Using Questioning and Discussion Techniques** **Distinguished**  
In your classroom, students formulate many of the high-level questions and assume responsibility for the participation of all students in the discussion.
- 3C: Engaging Students in Learning** **Proficient**  
Your students are intellectually engaged throughout the lesson, with appropriate activities, materials, instructive representations of content, and suitable structure and pacing of the lesson.
- 3D: Providing Feedback to Students** **Basic**  
Your feedback to students is uneven, and its timeliness is inconsistent.
- 3E: Demonstrating Flexibility and Responsiveness** **Unsatisfactory**  
You adhere to your instructional plan in spite of evidence of poor student understanding of students' interests and questions, and you assume no responsibility for students' failure to understand.

## DOMAIN 4 – PROFESSIONAL RESPONSIBILITIES

### 4A: Reflecting on Teaching

**Distinguished**

Your reflection on the lesson is highly accurate and perceptive, citing specific examples; you draw on an extensive repertoire to suggest alternative strategies.

### 4B: Maintaining Accurate Records

**Proficient**

Your system for maintaining accurate records is efficient and effective.

### 4C: Communicating with Families

**Basic**

You comply with school procedures for communicating with families and make an effort to engage them in the instructional program.

### 4D: Contributing to the School and District

**Unsatisfactory**

Your relationships with colleagues are negative or self-serving, and you avoid being involved in school and district projects.

### 4E: Growing and Developing Professionally

**Distinguished**

You make a substantial contribution to the profession through such activities as action research and mentoring new teachers, and you actively pursue your own professional development.

### 4F: Showing Professionalism

**Basic**

Your attempts to serve students based on the best information are genuine but inconsistent.

## SUMMARY

## DEVELOPMENT PLANS

## TEACHER COMMENTS

### Teacher Acknowledgment

I have reviewed this document and discussed the contents with the observer. My signature means that I have been advised of the contents of this observation and does not necessarily imply that I agree with the results.

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*Teacher Signature/Date*

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*Observer Signature/Date*

**APPENDIX B**  
**PRE-OBSERVATION FORM**

MONA SHORES PUBLIC SCHOOLS  
EVALUATION

PRE-OBSERVATION FORM

Name \_\_\_\_\_ School/Administrator \_\_\_\_\_

Date of Pre-conference \_\_\_\_\_ Date/Time of Observation \_\_\_\_\_

Grade Level/Curriculum Area Observed \_\_\_\_\_

<p>1. Briefly describe the students in this class, including those with special needs. (Component 1B)</p>	<p>6. How do you plan to engage students in the content? What will you do? What will be students do?</p>
<p>2. What are the goals for the lesson? What do you want the students to learn? (Component 1C)</p>	<p>7. What difficulties do students typically experience in this area, and how do you plan anticipate these difficulties? (Component 1D)</p>
<p>3. Why are these goals suitable for this group of students (Component 1C). Include benchmarks and standards.</p>	<p>8. What instructional materials or other resources will you use? (Component 1A)</p>
<p>4. How do these goals support the district's curriculum, state frameworks, and the content standards?</p>	<p>9. How do you plan to assess student achievement of the goals? What procedures will you use (i.e tests or performance tasks, with rubrics or scoring guides)? (Component 1F)</p>
<p>5. How do these goals relate to careers, other disciplines, or life experiences? (Component 1C)</p>	<p>10. How do you plan to use the results of the assessment?</p>

Teacher comments pertaining to observation setting: List any items you might want to call to attention of the Administrator.

**APPENDIX C**  
**SELF-REFLECTION FORM**

**SELF-REFLECTION FORM**

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

\*Proficient is the equivalent to a 1 with the old evaluation form.

\*Evidence must be provided if Distinguished.

**Domain 1: Planning & Preparation**

	Unsat	Basic	Proficient	Distinguished	Evidence
<b>1A</b>					
<b>1B</b>					
<b>1C</b>					
<b>1D</b>					
<b>1E</b>					
<b>1F</b>					

**Domain 2: The Classroom Environment**

	Unsat	Basic	Proficient	Distinguished	Evidence
<b>2A</b>					
<b>2B</b>					
<b>2C</b>					
<b>2D</b>					
<b>2E</b>					

**Domain 3: Instruction**

	Unsat	Basic	Proficient	Distinguished	Evidence
<b>3A</b>					
<b>3B</b>					
<b>3C</b>					
<b>3D</b>					
<b>3E</b>					

**Domain 4: Professional Responsibilities**

	Unsat	Basic	Proficient	Distinguished	Evidence
<b>4A</b>					
<b>4B</b>					
<b>4C</b>					
<b>4D</b>					
<b>4E</b>					
<b>4F</b>					

**Domain 5: Technology Applications in Educational Process**

	Unsat	Basic	Proficient	Distinguished	Evidence
<b>5A</b>					
<b>5B</b>					
<b>5C</b>					
<b>5D</b>					
<b>5E</b>					
<b>5F</b>					

**Domain 6: Teacher Consultant (Special Education Dept)**

	Unsat	Basic	Proficient	Distinguished	Evidence
<b>6A</b>					
<b>6B</b>					
<b>6C</b>					
<b>6D</b>					

**Domain 7: Special Education Teacher (Special Education Dept)**

	Unsat	Basic	Proficient	Distinguished	Evidence
<b>7A</b>					
<b>7B</b>					
<b>7C</b>					
<b>7D</b>					

**Domain 8: School Social Worker/Psychologist (Special Education Dept)**

	Unsat	Basic	Proficient	Distinguished	Evidence
<b>8A</b>					
<b>8B</b>					
<b>8C</b>					
<b>8D</b>					

**Domain 9: Occupational/Physical Therapist/Speech Pathologist (Special Education Dept)**

	Unsat	Basic	Proficient	Distinguished	Evidence
<b>9A</b>					
<b>9B</b>					
<b>9C</b>					
<b>9D</b>					

**Domain 10: Counselor**

	Unsat	Basic	Proficient	Distinguished	Evidence
<b>10A</b>					
<b>10B</b>					
<b>10C</b>					
<b>10D</b>					
<b>10E</b>					

**APPENDIX D**  
**OBSERVATION REFLECTION FORM**

MONA SHORES PUBLIC SCHOOLS  
EVALUATION

OBSERVATION REFLECTION FORM

Name \_\_\_\_\_ School \_\_\_\_\_

Grade/Subject \_\_\_\_\_

Observation Date \_\_\_\_\_ Time \_\_\_\_\_

Post-Observation Conference Date \_\_\_\_\_ Time \_\_\_\_\_

1. As I reflect on the lesson, to what extent were students productively engaged? (Component 41, 1E, 3C).
  
2. Did the students learn what I intended? Were my instructional goals met? How do I know? (Components 1F and 4A).
  
3. Did I alter my goals or instructional plan as I taught the lessons? If so, why? (Components 1E and 3E).
  
4. If I had the opportunity to teach this lesson again to this same group of students, what would I do differently? Why? (Component 4A).
  
5. If appropriate, provide several samples of student work on this assignment. This work should reflect the full range of student ability in your class and include feedback you provide to students on their papers.

Teacher's Signature/Date \_\_\_\_\_

Administrator's Signature/Date \_\_\_\_\_

**APPENDIX E**  
**INDIVIDUAL DEVELOPMENT PLAN FORM (IDP)**

MONA SHORES PUBLIC SCHOOLS  
Individualized Development Plan Form  
2007-2008

Individualized Development Plan for \_\_\_\_\_

Building \_\_\_\_\_ Assignment \_\_\_\_\_

Teacher Status \_\_\_\_\_ Probationary \_\_\_\_\_ Tenure \_\_\_\_\_

Mutually developed by \_\_\_\_\_

(Teacher signature)

\_\_\_\_\_  
(Principal signature)

Meeting Attended by \_\_\_\_\_

Date \_\_\_\_\_

Goals may be assessed using multiple assessment vehicle such as portfolio, artifact collection, pertinent data, etc. The final evaluation will follow the standard evaluation form (Appendix A)

Goal 1:

Purpose:

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

Teacher Action:

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

Administrative Support

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



Goal 2:

Purpose:

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Teacher Action:

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Administrative Support

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Goal 3:

Purpose:

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Teacher Action:

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Administrative Support

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\*For probationary Teachers . . . three goals are required. Additional goals may be elected with mutual agreement between Administrator and Teacher.

- c: Teacher – Pink
- Personnel File – White
- Administrator – Yellow/Gold

**APPENDIX F**  
**YEARLY PROFESSIONAL GROWTH PLAN FORM**

**Mona Shores Public Schools**  
**Yearly Professional Growth Plan**

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Staff Member \_\_\_\_\_ Administrator \_\_\_\_\_

Building \_\_\_\_\_ Subject/Grade Level \_\_\_\_\_ Length of Plan: 1 2 3 y

Format \_\_\_\_\_

Goals:

Describe how this will improve student learning

Staff Member \_\_\_\_\_

Circle one:    Year 1            Year 2            Year 3

1.    Methods/Strategies

2.    Indicators of Progress

3.    Resources/Support Needed

Staff Member(s) signature \_\_\_\_\_ Administrator signature \_\_\_\_\_

Starting date of plan \_\_\_\_\_ Today's date \_\_\_\_\_

*Additional pages may be added*

**APPENDIX G**  
**YEARLY PROFESSIONAL GROWTH PLAN EVALUATION FORM**

**Mona Shores Public Schools**  
**Yearly Professional Growth Plan Evaluation Form**

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Staff Member \_\_\_\_\_ Administrator \_\_\_\_\_

Building \_\_\_\_\_ Date \_\_\_\_\_ Year: 1 2

- A. List the target goal(s) of the Professional Growth Plan.
  
  
  
  
  
  
  
  
  
  
- B. List a descriptive summary of the process used in the Professional Growth Plan.
  
  
  
  
  
  
  
  
  
  
- C. List vital results/outcomes from the Professional Growth Plan.

Staff Member comments:

Administrator comments:

Signatures:

Staff Member \_\_\_\_\_

Administrator \_\_\_\_\_ Date \_\_\_\_\_

*Additional pages may be added if necessary.*

Copies:      Staff Member  
                 Principal  
                 Personnel Director

**VALIDATION OF THE CONTRACT**

In witness whereof, the parties hereto have executed this Agreement.

**Board of Education of the District of Mona Shores:**

By: Todd Dearlings  
Its: Assistant Superintendent

By: Kay M. Olthoff  
Its: President of Board

**Mona Shores Teachers' Education Association, MSTEA**

By: Keith South  
Its: MSTEA President

By: [Signature]  
Its: MSTEA PN Team Rep.

**Date Ratified:** \_\_\_\_\_

