

THE
INTERNATIONAL ACADEMY

LETTER OF UNDERSTANDING

July 1, 2004 through June 20, 2007

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THE INTERNATIONAL ACADEMY

This Letter of Understanding is entered between the Bloomfield Hills School District and the Bloomfield Hills Education Association (BHEA) for the purpose of establishing terms and conditions of employment for teachers employed by Bloomfield Hills Schools and assigned to the International Academy. The International Academy is a consortium of Oakland County school districts who have combined their resources to provide a grade nine through twelve program operating as a school of choice for residents of the consortium districts. The parties, through their undersigned representatives, agree to amend and add to the terms of the home school district collective bargaining agreement, as follows:

1. DURATION OF AGREEMENT

This agreement with respect to the International Academy (the Academy) will be in effect from July 1, 2004 through June 30, 2007.

2. SELECTION OF PERSONNEL, TRANSFERS, TERMINATIONS AND REDUCTION IN FORCE

a. Teachers are Employees of the Home School District and are not Employees of the International Academy Consortium.

Teachers assigned to the Academy are not employees of the consortium. Instead, teachers working at the International Academy shall remain as employees of the home school district and will be considered to be assigned to the International Academy.

It is understood that the home school district may hire a teacher for the purpose of assigning that teacher to teach at the International Academy. Such teacher shall be the employee of the home school district and not an employee of the International Academy Consortium of school districts.

b. Selection of Personnel

The selection of personnel for the International Academy will be made by the Academy's Joint Steering Committee. The Joint Steering Committee will determine the qualifications of the applicants.

The staff will be selected from qualified teacher applicants employed by the consortium school districts. If a position cannot be filled in this manner, (i.e., qualified or if qualified applicants do not apply), the Academy will ask a consortium district to hire a qualified candidate.

c. Assignment is Voluntary

A teacher's assignment to the International Academy shall be voluntary.

d. Vacancies Posted at Home School District

Vacancies at the International Academy will be posted in the home districts for seven (7) calendar days. Copies of the postings will be sent to affected Uniserv offices.

e. Transfers

Applicable transfer provisions of the home school district's collective bargaining agreement are in effect except as modified below:

(1) Transfer of Teachers to the Academy

Teachers may apply for vacant positions at the International Academy by filing a transfer request with the home school district's personnel office. The personnel office will forward a copy of the request to the International Academy for consideration. An interview to discuss the transfer may be scheduled by the Joint Steering Committee.

(2) Transfer of Teachers from the Academy to the Home School District at the Request of the Joint Steering Committee

If the Joint Steering Committee wishes to transfer a teacher from the Academy to the home district, the committee will provide such written notice to the teacher and the home district's personnel administrator by March 1. The teacher will be returned to the home district pursuant to the provisions of the home district's collective bargaining agreement. If under the terms of the home district's collective bargaining agreement the teacher cannot be placed, the teacher will remain at the Academy.

(3) Transfer of Teacher from the Academy to the Home School District at the Request of the Teacher

If a teacher wishes to transfer from the Academy to the home district, the following shall apply:

- (a) He/she will provide such notice to the Academy principal and the home district personnel administrator by March 1.
- (b) The teacher will be returned to the home district pursuant to the provisions of the home district's collective bargaining agreement.
- (c) If under the terms of the home district's collective bargaining agreement the teacher cannot be placed, the teacher will remain at the Academy.

This section does not apply to transfers at the request of a teacher who has been employed by the home school district for assignment to the Academy and who has been teaching at the Academy for less than two (2) full school years.

(4) Transfer to the Home District at the Request of Teacher Who was Employed by Home School District for Assignment to the Academy and Who has been Assigned to the Academy for Less than Two (2) School Years

If a teacher, who has taught at the Academy for less than two (2) school years and who was not employed by the home school district prior to being assigned to the Academy, wishes to transfer from the Academy to the home district, he/she shall provide such notice to the Academy principal and the home district personnel administrator by March 1. The teacher shall be returned to the home district providing a position for which he/she is certified and qualified is vacant after having been made available to teachers in the home district.

f. Termination

Nothing in this section shall prohibit a school district from terminating a teacher's employment pursuant to the terms of the home district's collective bargaining agreement and/or the Michigan Teachers' Tenure Act.

g. Reduction in Force

In the event a reduction of force occurs in the home district or the Academy, the layoff and recall provisions of the home district will prevail.

3. WAGE ISSUES

a. Payment for required days will be according to the home school district's step and salary track.

Teachers will be paid for the required days according to the appropriate step and salary track of their home districts. The regular paychecks shall be issued according to the home district pay schedule.

b. Stipend for required days worked beyond the regular work year

For required days worked beyond the home district's regular work year, teachers will be paid as follows:

(1) Stipend Rate:

The stipend rates are attached as Appendix A(1) and A(2).

(2) Stipend Paid in Two (2) Installments

The stipend will be paid in two (2) installments: the first payroll in December and the last payroll in June.

c. Compensation for Teaching Optional Enrichment/Orientation Activities

All teachers who plan or participate in enrichment/orientation activities which take place outside of the established school day or year shall be compensated as outlined below. Teachers are not required to participate in enrichment/orientation activities and the International Academy is not required to use teachers assigned to the International Academy for these services.

International Academy teachers who plan or participate in these activities will be compensated at \$24 per hour. Payment shall be made no later than the second pay period following the teacher's submission of the required documentation.

Maximum payment per day is eight (8) hours. (A seven (7) hour and forty (40) minute day will be paid as eight (8) hours.) Maximum payment for an activity is forty (40) hours times the hourly amount except that the principal may designate four (4) activities per year that will be compensated up to 64 hours. Foreign Language Immersion activities will receive priority. Maximum payment may include up to eight (8) hours of preparation time.

Activities that occur on a teacher work day will be paid the hourly amount for all time beyond the regular work day except that a maximum four (4) hours will be paid if that time is for the purpose of travel.

Prior to the activity the International Academy Principal shall determine the number of staff to be compensated for the activity and the number of hours for which each is to be compensated. This determination will be set forth in writing and provided to all staff participants.

4. SUPPLEMENTAL ACTIVITIES PAY

Teachers will be compensated for each supplemental activity in accordance with the schedule in Appendix B. Appendix B activities shall have the prior approval of the principal. All teachers will sponsor a prior approved activity or agree to assignment to a duty (e.g., Department Head, Assembly Planner, Building Safety Officer, etc.) It is understood that certain activities will occur outside of the teacher work day especially those in Category III.

A minimum of ten (10) students must participate in order for an activity to be approved. Each activity must meet a minimum of the equivalent of eighty (80) minutes per month during the school year. Remuneration may be divided between staff members who co-sponsor an activity with the approval of the principal.

Activities not contained in Appendix B shall generally be placed in Category I except that the teacher and the principal may mutually agree to an alternate placement. Should agreement not be reached, the matter may be referred to the Standing Committee.

5. **WORK YEAR FOR STAFF (The calendars for 2004-05, 2005-06 and 2006-2007 are attached as Appendix C.)**

a. 2004-2005 Work Year: Teachers are required to work 197 days which includes 191 student instruction days and 6 teacher work days

2005-06 and 2006-07: Teachers are required to work 192 days which includes 190 student days, 1 professional development day, 9 hours of extended day activities for professional development, 12 hours of interactive learning for professional development and 3 additional hours of pull out professional development.

b. Discretionary Day: Each teacher shall receive one paid discretionary day each school year. Such day may be taken during the regular work year. If the discretionary day is not utilized by the end of the school year, it shall not be carried over to the next school year. The request for use of the discretionary day, whenever possible, shall be made in advance on the form available at the International Academy. Scheduling of the discretionary day shall be on a first-come, first-served basis and be approved by the principal, with no more than ten percent (10%) of the staff allowed on any one day. The scheduling of the discretionary day shall occur no later than April 15 of each school year. Should circumstances warrant, exceptions to the above may be made by the principal.

c. Student Days: In 2004-05 there shall be 191 instructional days, in 2005-06 and 2006-07 there will be 190 instructional days. In addition, students will be scheduled for enrichment/orientation days.

d. Open House: Teachers are required to attend the Open House as identified in the school calendar.

e. Parent/Teacher Conferences: Teachers are required to attend the parent teacher conferences as identified in the school calendar.

f. Guidance Counselor: See Appendix E for counselor work year and job responsibilities.

g. Professional Development days/hours will be conducted as follows:

2004-05 school year: Professional Development in the 2004-05 school year was provided as follows:

August 11, 2004 – 7 hours
August 27, 2004 – 3 hours
October 15, 2004 – 3 hours
January 17, 2005 – 7 hours
March 24, 2005 – 3 hours
April 4, 2005 – 7 hours

2005-06 and 2006-07: The International Academy will provide a minimum of 30 professional development hours during regularly scheduled work days (1 professional development day, 9 hours of

extended day activities for professional development, 12 hours of interactive learning for professional development and 3 additional hours of pull out professional development). Teachers who do not attend the scheduled professional development hours are required to make up this time at a principal approved activity outside of the school day. (This requirement may be waived for good cause at the sole discretion of the principal). Professional development hours over 30 will not have to be made up. Probationary teachers will be responsible for additional hours of professional development to meet any statutory requirements.

All professional development hours must be completed by June 1 of each school year. Failure to complete the annual professional development hours will result in docking the teacher's pay by one hour for each hour of professional development missed.

2007/08 and beyond: Two (2) days teacher release time; one (1) teacher work day; 12 hours at a principal approved activity outside of the school day.

6. TENURE

Tenure will be with the teacher's home school district and not with the International Academy or any consortium district other than the home school district.

7. GRIEVANCE PROCEDURE

Definitions: Any claim by the constituent association units (local education association) or a bargaining unit member that there has been a violation, misinterpretation or misapplication of the terms of the International Academy Agreement shall be a grievance and shall be resolved through the procedure set forth below. Any grievances regarding the home district's collective bargaining agreement shall be filed and processed in accordance with the home district's collective bargaining agreement.

Time Limits: Time limits shall be measured by regular working days of the International Academy. Time limits may be extended only with the written consent of the principal (step one) or a member of the grievance Joint Steering Committee's Grievance Committee (step two, step three) and the Association. In the event management does not file a timely response at any step of the grievance procedure, the grievance shall automatically be granted. In the event the Association does not file a timely response at any step of the grievance procedure, the grievance shall automatically be considered abandoned.

Association Representative: An Association representative is any person so designated by the constituent association units.

Procedure: Nothing in this procedure shall be construed to prevent the bargaining unit member and the International Academy principal from attempting to resolve the problem.

Formal – Step One:

- A. Whenever a bargaining unit member or the Association has a grievance, the aggrieved shall present the grievance in writing to the International Academy principal within fifteen (15) working days following the date of the alleged occurrence giving rise to the grievance or within fifteen (15) working days following the date that the aggrieved became aware of the alleged occurrence. Within five (5) work days after receipt of such grievance, the International Academy principal shall schedule a meeting with the aggrieved member. This meeting may be attended by the Association representative.
- B. Within five (5) work days after the conclusion of the Step One meeting, the International Academy principal shall submit a written response to the aggrieved bargaining unit member and the Association.

Step Two:

- A. If the grievance has not been resolved at Step One, within ten (10) work days after the Step One meeting, the grievant(s) may present the grievance in writing to the Joint Steering Committee's Grievance Committee. The Grievance Committee shall consist of three representatives from the constituent school districts; one (1) member of the Grievance Committee shall be from the grievant's home school district. Within ten (10) work days, the Grievance Committee shall schedule a meeting which may be attended by the grievant(s), the Association representative and the International Academy principal.
- B. Within five (5) work days after the conclusion of such meeting, the Grievance Committee shall submit a written response to the Association with a copy to the grievant.

Step Three:

If the grievance is not settled at Step Two, only the Association may cause the grievance to go to binding arbitration. To do so, the Association shall, within twenty (20) work days after the receipt of the Grievance Committee's decision, file for arbitration under the rules of the American Arbitration Association which shall act as administrator of the proceedings or the parties may agree to mutual selection of arbitrators with all other AAA rules remaining applicable. The losing party shall pay the arbitrator's fees and expenses.

Power of Arbitrator:

The arbitrator shall have no power of authority to alter, amend, add to, or subtract from the terms of this Agreement. The decision of the arbitrator shall be final and binding on both parties.

Miscellaneous Provisions:

The grievant(s) shall be provided with paid release time for attendance at the arbitration hearing.

Time lines shall be tolled if a grievance is filed under the wrong grievance procedure. In such event, management is responsible for apprising the grievant(s) and conveying the grievance to the appropriate destination (International Academy or home district).

8. EVALUATION

The International Academy will use its own evaluation form and procedures. The form and procedure were developed for use at the International Academy and will supersede any evaluation form or procedures from the home district. The evaluation procedure is set forth below. The form and procedure are incorporated in the International Academy Evaluation handbook attached as Appendix E.

Evaluation Procedure:

The parties recognize the importance and value of developing a procedure for assisting, evaluating and improving the performance of both newly employed and experienced teachers. Therefore, to this end, the following procedure will be implemented in an effort to accomplish the intent stated below:

a. Probationary Teachers

- (1) Probationary teachers will be evaluated by the administration a minimum of once every school year. The evaluations will be based on at least two observations, at least 60 days apart, unless a shorter interval is mutually agreed upon by the teacher and administration. Each observation will be at least 25 minutes in length. At least one of the observations will be pre-arranged.

Individualized Development Plan (IDP)

A probationary employee who is employed at least one full school year shall have an Individualized Development Plan (IDP) developed by the administration in consultation with the teacher. Each evaluation of the probationary teacher shall include an assessment of the teacher's progress in meeting the goals of his/her IDP.

b. Tenured Teachers and Teachers Not Covered by the Tenure Act

Tenured teachers will be evaluated by the administration at least once every three (3) years. Teachers in positions not covered by the Tenure Act will be on probation during their first four (4) years and will be evaluated at least once every school year during their first four (4) years of employment, and at least once every three (3) school years thereafter. The performance evaluations shall be based on at least two (2) observations conducted during the period covered by the evaluation. Each observation will be at least 25 minutes in length. At least one of the observations will be pre-arranged.

Individualized Development Plan (IDP)

If a teacher has received a less than satisfactory performance evaluation, the District shall provide the teacher with an Individualized Development Plan (IDP) developed by the administration in consultation with the teacher. If the teacher has an IDP, the evaluation shall include an assessment of the teacher's progress in meeting the goals of his/her IDP.

c. Procedures

- (1) Evaluations will be conducted by the building principal or his/her designee. Observations will be conducted in accordance with state law. All monitoring devices used to evaluate the performance of a teacher will be used openly and with the teacher's consent. The teacher will provide notice to the building representative if a monitoring device will be used.
- (2) The written staff evaluation form will be given to the teacher prior to the first observation.
- (3) After the evaluation is written, the teacher will be involved in a conference to discuss the evaluation. If the teacher wants time to review the evaluation prior to the conference, the conference will be rescheduled.
- (4) One copy of the completed evaluation form will be retained by the teacher, one copy will be retained by the principal, and the principal will forward a completed evaluation form to the office of the teacher's home district to be placed in the teacher's personnel file.
- (5) If the teacher does not agree with the evaluation, he/she may submit a written reply and provide a copy to the principal and the Personnel Office. The teacher's reply will become part of the form. The absence of a teacher's reply is not to be construed as agreement with the contents of the evaluation.

d. Evaluation Ratings

- (1) Unless the teacher is recommended for termination, teachers rated *unsatisfactory* in any area on the form will have an Individualized Development Plan. It will be developed by the evaluator in consultation with the teacher and will be in effect for the following school year. The teacher will be placed on the evaluation cycle for the following year.
- (2) Teachers rated *needs improvement* in any area of the form will have necessary corrective action noted on the form. The teacher may be placed on the evaluation cycle for the following year.
- (3) Teachers rated *meets expectations* or *not applicable* in all areas, or rated *needs improvement* with no *unsatisfactory* in any area without an Individualized Development Plan will receive the form no later than the last scheduled student

day in June. These teachers would not normally be placed on the evaluation cycle for the following two (2) school years.

9. TEACHING SCHEDULE

1. The normal daily schedule for teachers is seven (7) hours and forty (40) minutes per day. The normal teacher schedule will have two hundred seventy (270) minutes of instructional time per day.

In an eight (8) block schedule over a two-day period, a normal full time teacher schedule shall be six (6) instructional blocks out of the eight (8).

During a quarter that a teacher is assigned to instruct Block E, he/she will be assigned five (5) instructional blocks within the normal teacher schedule.

2. The normal teacher schedule may include a homeroom/passport that is not intended to exceed an average of forty (40) minutes bi-weekly.
3. Over a two-week period, the normal workweek shall include an average of two hundred fifty (250) minutes of preparation time per week.
4. The schedule in Appendix D is an example of a typical eight (8) block schedule. Any proposed significant long-term changes may be brought to the Standing Committee for consideration.
5. Lunch: There shall be a daily, thirty (30) minute, duty free lunch.

10. APPLICABILITY OF HOME DISTRICT COLLECTIVE BARGAINING AGREEMENT

Provisions of the teacher's home collective bargaining agreement are applicable except as otherwise modified by this International Academy Agreement.

11. OTHER ISSUES

a. Teachers will not evaluate support staff

Teachers will not evaluate or supervise support staff members, including graduate assistants.

b. School Closing

For purposes of school closing, i.e., inclement weather, etc., the International Academy shall function as Bloomfield Hills Schools.

c. Leave Days

Leave day provisions will be in accordance with the terms of the applicable collective bargaining agreement of the home school district. The International Academy calendar will govern the teacher and student days at the International Academy.

d. Absence Reporting

Teacher absences will be reported to the Bloomfield Hills Schools Substitute Management System. The International Academy will report the absences to the home school district.

e. Substituting

Teachers who substitute for another Academy teacher shall be paid at the rate of \$24 per hour during the 2004-05 school years and \$25 per hour during the 2005-06 and 2006-07 school years.

f. Parent/Teacher Conferences

Teachers shall be paid \$24 per hour for scheduled parent/teacher conferences held outside the regular school day for the 2004-05 school years and \$25 per hour for the 2005-06 and 2006-07 school years.

g. Standing Committee

Issues regarding: class size, progress reports, multi-duties, number of preparations and other issues will be discussed by a standing committee during the school year. Representatives of the present negotiations teams will be on the committee. These issues shall not be governed by a consortium district's Master Agreement. If any issues arise with respect to an individual teacher, the personnel administration and Education Association representative from the home district shall be members of the committee. The committee shall meet at the request of either party but in no case less than once per year.

h. This Agreement does not Establish Precedent at Consortium School Districts

This Agreement is specific to the International Academy and shall not establish a precedent at any of the consortium school districts for the addition of hours or days to the school day or calendar.

SIGNATURE PAGE

BLOOMFIELD HILLS SCHOOLS

The parties have executed this Agreement by their duly-authorized representatives below on this 20th day of September, 2005.

Education Association

Board of Education

By: Catherine A. King
President

By: Steven R. Gaylor
Superintendent

By: [Signature]
Executive Director

By: [Signature]
President

By: _____

By: [Signature]
Secretary

APPENDIX A-1

Teachers With Less Than Five Years Full Time Teaching Experience

2004-2005

Days In Home District	Difference at IA	Longer Year Rate	Longer Day Allocation	Total Additional Compensation
		\$ 118.08	\$1200.00	
182*	15	\$1771.20		\$2971.20
183	14	\$1653.12		\$2853.12
184	13	\$1535.04		\$2735.04
185	12	\$1416.96		\$2616.96
186	11	\$1298.88		\$2498.88
187	10	\$1180.00		\$2380.80
188	9	\$1062.72		\$2262.72
189	8	\$ 944.64		\$2144.64
190	7	\$ 826.56		\$2026.56
191	6	\$ 708.48		\$1908.48
192	5	\$ 590.40		\$1790.40
193	4	\$ 472.32		\$1672.32
194	3	\$ 354.24		\$1554.24

*182 days is the minimum number of days to be used in this calculation. To the extent that a home school district has less than 182 teacher work days, 182 days will be used.

2005-06 &

2006-07

Days In Home District	Difference at IA	Longer Year Rate	Longer Day Allocation	Total Additional Compensation
		\$ 118.08	\$1200.00	
182*	10	\$1180.80		\$2380.80
183	9	\$1062.72		\$2262.72
184	8	\$ 944.64		\$2144.64
185	7	\$ 826.56		\$2026.56
186	6	\$ 708.48		\$1908.48
187	5	\$ 590.40		\$1790.40
188	4	\$ 472.32		\$1672.32
189	3	\$ 354.24		\$1554.24
190	2	\$ 236.16		\$1436.16
191	1	\$ 118.08		\$1318.08
192	0	\$ 0.00		\$1200.00

*182 days is the minimum number of days to be used in this calculation. To the extent that a home school district has less than 182 teacher work days, 182 days will be used.

APPENDIX A-2

Teachers With Five Years Full Time Teaching Experience

2004-2005

Days In Home District	Difference at IA	Longer Year Rate	Longer Day Allocation	Total Additional Compensation
		\$ 175.90	\$1787.50	
182*	15	\$2638.50		\$4426.00
183	14	\$2462.80		\$4250.10
184	13	\$2286.70		\$4074.20
185	12	\$2110.80		\$3898.30
186	11	\$1934.90		\$3722.40
187	10	\$1759.00		\$3546.50
188	9	\$1583.10		\$3370.60
189	8	\$1407.20		\$3194.70
190	7	\$1231.30		\$3018.80
191	6	\$1055.40		\$2842.90
192	5	\$ 879.50		\$2667.00
193	4	\$ 703.60		\$2491.10
194	3	\$ 527.70		\$2315.20

*182 days is the minimum number of days to be used in this calculation. To the extent that a home school district has less than 182 teacher work days, 182 days will be used.

2005-06 & 2006-07

Days In Home District	Difference at IA	Longer Year Rate	Longer Day Allocation	Total Additional Compensation
		\$ 175.90	\$1787.50	
182*	10	\$1759.00		\$3546.50
183	9	\$1583.10		\$3370.60
184	8	\$1407.20		\$3194.70
185	7	\$1231.30		\$3018.80
186	6	\$1055.40		\$2842.90
187	5	\$ 879.50		\$2667.00
188	4	\$ 703.60		\$2491.10
189	3	\$ 527.70		\$2315.20
190	2	\$ 351.80		\$2139.30
191	1	\$ 175.90		\$1963.40
192	0	\$ 0.00		\$1787.50

*182 days is the minimum number of days to be used in this calculation. To the extent that a home school district has less than 182 teacher work days, 182 days will be used.

APPENDIX B

SUPPLEMENTAL PAY, CLUBS & ACTIVITIES

<u>PAY RATE</u>	<u>2004-2005</u>	<u>2005-06</u>	<u>2006-2007</u>
Category I	800	824	849
Category II	1100	1133	1167
Category III	1450	1494	1539

Category I

Math Club
Foreign Language Club
International Club
Gaming Club
Future Business Leaders of America
Art Club
Fitness Club
Chess Club

Academic Clubs
Literary Clubs
Freshman Class Sponsor
Sophomore Class Sponsor
Issues Clubs
Foreign Language Honor Societies
Building Safety Officer

Category II

Junior Class Sponsor
Science Olympiad
Social Studies Olympiad
Future Problem Solving
SADD
Peer Mediation
Awards Night Planning (Counselor duty)
Technology/Computer Club
TOK Coordinator

National Honor Society
Department Heads
Additional Activities such as:
*Passport Coordinator
*Weight Room Supervisor
*PTIA Liaison (including Olympics)
*Assemblies Coordinator
*Product Team Coordinator
*Building With Books

Category III

Band Director
Drama Director
Vocal Music Director
Orchestra Director
Debate Coach
Graduation Planning (Counselor Duty)

Forensics Coach
Senior Class Sponsor
Student Government
Yearbook
Robotics
Alumni (Counselor duty)

APPENDIX C-1
International Academy 2004-05 Calendar

	<u>Student</u>	<u>Staff</u>
<u>August, 2004</u>	14	16
Monday and Tuesday, August 9 & 10: New Student Orientation		
Tuesday, August 10: Teacher Work Day		
Wednesday, August 11: Teacher In-service		
Thursday, August 12: First day of school		
Friday, August 27: ½ day for students (a.m.); staff in-service		
	(count includes one half day for students)	
<u>September, 2004</u>	20	20
Friday, September 3: Pre-Labor Day – No School		
Monday, September 6: Labor Day – No School		
<u>October, 2004</u>	20	21
Friday, October 15: ½ day for students (a.m.); staff in-service – End of first marking Period		
Thursday, October 28; ½ day for students (a.m.); P/T Conf. (p.m.)		
Friday, October 29: No School students; Teacher In-service		
	(count includes two half days for students)	
<u>November, 2004</u>	19	19
Wednesday - Friday, November 24-26: Thanksgiving – No School		
<u>December, 2004</u>	13	13
Friday, December 17: School closes at end of day		
<u>January, 2005</u>	20	21
Friday, January 14: Last day of first semester		
Monday, January 17: Martin Luther King Day: No School students; Teacher In-service Day		
Tuesday, January 18: First day of second semester		
<u>February, 2005</u>	15	15
Monday - Friday, February 14-18: No School – Winter Break		
<u>March, 2005</u>	17	18
Thursday, March 24: No School – End of 3 rd marking period; Teacher Work Day/In-service		
Friday, March 25-31: No School – Spring Break		
<u>April, 2005</u>	19	20
Friday, April 1: No School – Spring Break		
Monday, April 4: No School – Spring Break; Teacher In-Service Day		
Tuesday, April 5: School resumes for students		
<u>May, 2005</u>	21	21
Monday, May 30: No School – Memorial Day		
<u>June, 2005</u>	13	13
Tuesday, June 14-17: Final Exams – ½ days		
Friday, June 17: Last day for students and staff		
	(count includes four half days for students)	
<u>Total Days in Session</u>	191	197

Appendix C-2 International Academy 2005-06 Calendar

	<u>Student</u>	<u>Staff</u>
<u>August 2005</u>	12	13
Thursday-Friday, August 11-12: New Student Orientation		
Monday, August 15: Teacher In-service		
Tuesday, August 16: First day for students		
<u>September 2005</u>	20	20
Friday-Monday, September 2-4: Labor Day break – No school		
Thursday, September 8: 2:45 – 3:45 pm/Teacher In-service		
Wednesday, September 21: 9:30 am Start for students – Staff Interactive Learning		
<u>October 2005</u>	20	20
Thursday, October 6: 2:45 – 3:45 pm/Teacher In-service		
Wednesday, October 19: 9:30 am Start for students – Staff Interactive Learning		
Friday, October 21: Half day for students (am) /Teacher In-service; End of first marking period		
Thursday, October 27: Half day for students (am) /Parent-Teacher Conferences 1:00 to 4:00 pm; 5:30 to 8:30 pm		
Friday, October 28: No school		
<u>November 2005</u>	19	19
Thursday, November 10: 2:45 – 3:45 pm/Teacher In-Service		
Wednesday, November 16: 9:30 am Start for students – Staff Interactive Learning		
Wednesday-Friday, November 23-25: Thanksgiving Holiday - No school		
<u>December 2005</u>	14	14
Wednesday, December 21: Winter Break begins		
Wednesday-Monday, December 21 – January 2: No school		
<u>January 2006</u>	20	21
Tuesday, January 3: School resumes		
Thursday, January 5: 2:45 – 3:45 pm/Teacher In-service		
Friday, January 13: End of 2 nd marking period		
Monday, January 16: Martin Luther King Day- No school for students /Teacher In-service		
<u>February 2006</u>	15	15
Thursday, February 2: 2:45 – 3:45 pm/Teacher In-service		
Monday-Friday, February 20-24: No school -Mid-winter Break		
<u>March 2006</u>	23	23
Thursday, March 2: 2:45 – 3:45 pm/Teacher In-service		
Wednesday, March 15: 9:30 am start for students /Staff Interactive Learning		
Thursday, March 23: 2:45 – 3:45 pm/Teacher In-service		
Friday, March 31: Half day for students /End of 3 rd marking period		
<u>April 2006</u>	14	14
Friday-Friday, April 14-21: No school -Spring Break		
Thursday, April 27: 2:45 – 3:45 pm/Teacher In-service		

<u>May 2006</u>	22	22
Thursday, May 11: 2:45 – 3:45 pm/Teacher In-service		
Wednesday, May 17: 9:30 am start for students /Staff Interactive Learning		
Monday, May 29: Memorial Day- No school		
<u>June 2006</u>	11	11
Monday-Thursday, June 12-15: Final exams/ Half days for students /noon dismissal		
Thursday, June 15: Last day for staff and students		
<u>Total Days in Session</u>	190	192

**Appendix C-3
International Academy 2006-07 Calendar**

	<u>Student</u>	<u>Staff</u>
<u>August 2006</u>	13	14
Thursday-Friday, August 10-11: New Student Orientation		
Monday, August 14: Teacher In-service		
Tuesday, August 15: First day for students		
<u>September 2006</u>	19	19
Friday-Monday, September 2-4: Labor Day break – No school		
Thursday, September 7: 2:45-3:45 pm/Teacher In-service		
Wednesday, September 20 9:30 am Start for students – Staff Interactive Learning		
<u>October 2006</u>	21	21
Thursday, October 5: 2:45-3:45 pm/Teacher In-service		
Wednesday, October 18: 9:30 am Start for students – Staff Interactive Learning		
Friday, October 18: Half day for students (am) /Parent-Teacher Conferences (pm); End of first marking period		
Thursday, October 26: Half day for students (am) /Teacher In-service		
Friday, October 27: No school		
<u>November 2006</u>	19	19
Wednesday, November 15: 9:30 am Start for students – Staff Interactive Learning		
Thursday, November 16: 2:45-3:45 pm-Teacher Inservice		
Wednesday-Friday, November 22-24: Thanksgiving Holiday - No school		
<u>December 2006</u>	14	14
Thursday, December 14: Winter Break begins -School closes at end of day		
<u>January 2007</u>	20	21
Wednesday, January 3: School resumes		
Thursday, January 4: 2:45-3:45 pm/Teacher In-service		
Friday, January 12: Last day of 1 st semester		
Monday, January 15: Martin Luther King Day- No school for students /Teacher Work Day		
<u>February 2007</u>	15	15
Thursday, February 1: 2:45-3:45 pm/Teacher In-service		
Monday-Friday, February 19-23: No school -Mid-winter Break		
<u>March 2006</u>	22	22
Thursday, March 1: 2:45-3:45 pm/Teacher In-service		
Wednesday, March 21: 9:30 am start for students /Staff Interactive Learning		
Friday, March 23: Half day for students (am) /End of 3 rd marking period		
<u>April 2007</u>	15	15
Friday-Friday, April 6-13: No school -Spring Break		
Monday, April 16: School resumes		
Thursday, April 19: 2:45-3:45/Teacher In-service		
<u>May 2007</u>	22	22
Tuesday, May 10: 2:45-3:45 pm Teacher In-service		
Wednesday, May 16: 9:30 am start for students /Staff Interactive Learning		
Monday, May 28: Memorial Day- No school		

APPENDIX E
International Academy Guidance Counselor

Contract Extension:

The need may arise to extend the counselor's contract days beyond the teacher's contract for a maximum of four (4) days as determined by the principal. These four (4) days will be paid according to the longer school year/*day* provisions of the IA Letter of Understanding (*Appendix 1 & 2*)

Evening Supervision or Meeting:

Counselors shall attend and/or supervise *eight (8)* evening events beyond those required of classroom teachers. These events shall include but not be limited to:

- Ninth Grade Welcome
- Dimensions in Higher Education (Meet the College Deans Night)
- IA Enrollment Nights (2)
- Freshman Orientation Night
- Financial Aid Information Night
- Career or student health related programs
- IB curriculum sessions

The counselor and principal will create a schedule of these events. These evenings do not include attending events expected by teachers such as open house and conferences.

Program Development/Supervision:

Counselors will be responsible for organizing the following as part of their regular duties. The principal will assign these duties in coordination with the counselors:

- Honors Night
- *Alumni Association (Appendix B)*
- Graduation (Appendix B)
- *Career Day*
- Junior college planning meetings with family
- *Dimensions in Higher Education (Meet the College Deans Night)*
- CAS (Creativity Action Service) Coordination

Counselors will *organize and attend* Freshmen Orientation and *such time will be compensated as an enrichment activity*. During their regular work hours, counselors will assist administration in grading entrance essays.