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**COLLECTIVE
BARGAINING
AGREEMENT**

BETWEEN

**LAINSBURG COMMUNITY
SCHOOLS BOARD OF EDUCATION**

AND

**LAINSBURG EDUCATION
ASSOCIATION, MEA/NEA**

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AGREEMENT

This Agreement entered into this 5th day of October 2005, until the 30th day of June 2007 by and between the Board of Education of the Laingsburg Community Schools, Laingsburg, Michigan, hereinafter called the "Board" and the Laingsburg Education Association, hereinafter called the "Association".

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

ARTICLE I
RECOGNITION

- A. The term "teacher" when used herein shall refer to employees included in the bargaining unit as set forth in the paragraph below, and references to male teachers shall include female teachers. The term "Board" when used herein shall refer to the Board of Education, superintendent, and other central office administrators, principals, assistant principals, and all other supervisory personnel, within the meaning of Act 379.

- B. The following teacher personnel who hold valid contracts with the school district comprise this bargaining unit: Young Five teachers; K-12 classroom teachers, teachers of music, art, library, and physical education, counselors, and teachers of all special education classes, but excluding all supervisory and executive personnel: office, secretarial, clerical, cafeteria, maintenance and operational personnel, and bus drivers, as well as any other non-certified and certified personnel employed by the Board.

- C. Where the Board issues a temporary teacher contract, the temporary teacher will be part of the bargaining unit and the provisions of their contract are subject to the terms and conditions of the agreement.

It is understood that a temporary teacher employed under the conditions stated herein shall have no expectancy of continued employment beyond the termination date of their contract and is subject to immediate termination if a reduction in the regular teaching staff is deemed necessary.

- D. The Board agrees not to negotiate with any teacher's organization other than the Association for the duration of this agreement.

ARTICLE II

ASSOCIATION AND TEACHER RIGHTS AND RESPONSIBILITIES

- A. The Board hereby agrees that every teacher shall have the right to organize together or to form, join, or assist the Association for the purpose of engaging in collective bargaining or negotiations and other lawful concerted activities for mutual aid and protection. The Board agrees it will not directly or indirectly interfere with, restrain, or coerce teachers in the exercise of their rights guaranteed above; initiate, create, dominate, contribute to, or interfere with the formation or administration of the Association; discriminate in regard to hours, wages, or any terms or conditions of employment in order to encourage or discourage membership in the Association; discriminate against a teacher because he has given testimony or instituted proceedings under the Act, or because of his participation in any lawful activities of the Association; or refuse to bargain collectively with representatives of the Association.
- B. No teacher shall be prevented from wearing insignia pins or other identification of membership in the Association on school premises. Bulletin boards in the teachers' lounges shall be available to the Association and its members.
- C. The Board agrees to make available to the Association, in response to written requests, all available public information concerning the financial resources of the district, including, but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations (including county allocation, board budgets), agendas and minutes of all Board meetings, treasurer's reports, census and membership data, names and addresses of all teachers, and such other public information as will assist the Association in collective bargaining, negotiating, and enforcement of this Agreement, together with public information which may be necessary for the Association to process any grievance or complaint. The Board reserves the right to determine what is germane to the matter so that confidential information on personnel does not become public.
- D. The Board shall consult with the Association on any tax programs, construction programs, or major revisions of educational policy which are under consideration. The Association shall be given an opportunity to advise the Board with respect to said matters prior to their adoption. Recommendations of the Association shall be deemed advisory only.
- E. The private and personal life of any teacher is not within the appropriate concern or attention of the Board, unless the teacher is involved in an illegal or illicit act, as defined by a court of law.
- F. The provisions of this Agreement and the wages, hours, terms, and conditions of employment shall be applied in a manner which is not arbitrary, capricious or discriminatory, and without regard to race, creed, religion, color, national origin, handicap, age, height, weight, sex, or marital status.

- G. At the beginning of each school year, the Association shall be credited with ten (10) days, with pay, to be used by teachers designated by the Association as officers or agents of the Association. Such uses will be at the discretion of the Association. The Association must notify the building principal no less than three (3) days in advance of taking such leave. The Association shall reimburse the Board for the cost for substitute teachers needed for teachers using Association leave days. No teacher will engage in Association activities during the teacher's normal teaching hours.
- H. All teachers agree to notify the Board, as soon as possible of any intent to terminate employment and/or apply for a leave of absence within the school district.
- I. It is the duty of all teachers to live up to their responsibility in reporting to school on time.
- J. All teachers in the Laingsburg Community Schools will be notified of and required to obtain training necessary for a Red Cross Basic First Aid Card. This card must be secured during the first two years of their teaching contract on the teacher's own time. If the district does not provide the training, with prior board approval, the expense of this training will be the responsibility of the Laingsburg Board of Education.
- K. The Association may use school facilities and equipment, including computers and duplication equipment, at reasonable times when such equipment is not otherwise in use, providing that such equipment shall not be removed from school property. Use of equipment other than that listed herein shall be with administrative approval. The Association recognizes that all equipment in a building is ultimately the responsibility of the school principal. Association use of school equipment will be permitted provided that:
1. Request is made and use is arranged for in advance.
 2. The use is strictly to service the legitimate business of the Association, such as records, notices, correspondence, etc.
 3. The purpose is for internal business use of the Association and not for public distribution.
 4. Supplies, in connection with such equipment use, will be furnished or paid for by the Association.
- L. Teachers shall be expected to remain on duty as long as needed in the event of emergency situations. Such situations should be similar, but not limited to, severe weather warnings, civil or student disturbances, or other situations which may threaten the health or safety of students.
- M. It is the responsibility of each teacher to provide educational experience of the highest quality. This includes:
1. Careful daily preparation, including lesson plans
 2. Attendance at staff meetings

3. Participation in activities of the school such as:
 - a. Parent-teacher conferences conducted up to four evenings annually to three (3) hours duration.
 - b. Public performance of children in plays, concerts, athletic activities, or other extracurricular activities, to a maximum of four per year
- N. Building principals shall have the right to assign teachers within their building to periodically check restrooms and other locations where smoking or loitering is suspected. Such assignment shall be rotated among all members of the bargaining unit within each building, subject to their individual classroom locations.
- O. Teachers shall be available, at reasonable times after regular school hours, for parent conferences and student help. Teachers shall arrange for conferences with parents when it appears that better understanding or more cooperative support from the home is required for the student's success in the program.
- P. It shall be the responsibility of teachers to interpret the program of the schools to the community in ways which will improve the public's understanding of purposes and procedures and encourage its involvement and support.
- Q. Except for the lunch period, unassigned time of a teacher shall be devoted to instructional duties such as the following: the instructional program, conferring with parents, pupils, administration, and supervisors, studying and maintaining records, and any other instructional duties deemed appropriate by the Board. A teacher should not plan to leave the building during unassigned time unless prearranged and approved by their building principal or designee.
- R. Teacher's responsibilities include but are not limited to the following:
 1. Obligation to Students
 - a. Shall not, without just cause, restrain the student from independent action in his pursuit of learning, and shall not, without just cause, deny the student access to varying points of view
 - b. Shall not deliberately suppress or distort subject matter for which he bears responsibility
 - c. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
 - d. Shall not, on the grounds of race, color, creed, or national origin, exclude any student from participation in, or deny benefits under, any program, nor grant any discriminatory consideration or advantage

- e. Shall not use professional relationships with students for private advantage
- f. Shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law
- g. Shall not tutor for remuneration students assigned to his classes unless approved by the building administrator

2. Obligation to the Public

- a. Shall not misrepresent an institution or organization with which he is affiliated and shall take precautions to distinguish between his personal and institutional or organizational views
- b. Shall not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expressions
- c. Shall not use institutional privileges for private gain or to promote political candidates or partisan political activities
- d. Shall accept no gratuities, gifts, or favors that might impair or appear to impair professional judgment, nor offer any favor, service, or thing of value to obtain special advantage

3. Employment Practices

- a. Shall adhere to the terms of a contract or appointment, unless these terms have been legally terminated, falsely represented, or substantially altered by unilateral action of the employing agency
- b. Shall not delegate assigned tasks to unqualified personnel
- c. Shall permit no commercial exploitation of his professional position
- d. Shall use time granted for the purpose for which it is intended

S. The duties of any teacher or the responsibilities of any position in the bargaining unit will not be substantially altered without prior communication with the individual and/or the Association.

T. Legible copies of this agreement, Board Policies, and Staff Policy Handbook shall be printed at the expense of the Board and made available to all teachers now employed, hereafter employed, or considered for employment by the Board.

ARTICLE III

RIGHTS OF THE BOARD

- A. The Association recognizes that the Board has the responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the school district, its properties, and its facilities, to the full extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board in conformity with provisions of this Agreement.
- B. The right to hire all employees is subject to provisions of the law to determine their qualifications, to discharge, demote or otherwise discipline employees for reasonable and just cause.
- C. The right to establish courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students as deemed necessary or advisable by the Board.
- D. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Michigan General School laws or any other applicable laws.

ARTICLE IV

ASSOCIATION DUES, SERVICE FEES AND PAYROLL DEDUCTIONS

- A. In accordance with the terms of this Article, each bargaining unit member within 30 days of employment shall, as a condition of employment, join the Association or pay a Service Fee to the Association. Bargaining unit members joining the Association shall pay dues to the Association in accordance with its policies and procedures. Bargaining unit members not joining the Association shall pay a Service Fee to the Association as determined in accordance with the MEA Policy and Procedures Regarding Objections to Political-Ideological Expenditures. The remedies set forth in this policy shall be exclusive, and unless and until the procedures set forth therein have been availed of and exhausted, all other administrative and judicial procedures shall be barred. If a bargaining unit member does not pay the appropriate amount of dues or service fee to the Association, upon written notification by the Association, the employer shall deduct that amount from the bargaining unit member's wages and remit same to the Association pursuant to M.C.L.A. 408.477.
- B. The Association, in all cases of noncompliance of this Article, shall notify the employee of noncompliance by certified mail, return receipt requested. Said notice shall detail the noncompliance and shall provide ten (10) days for compliance.
- C. Any teacher who is a member of the Association, or who has applied for membership, may, within ten (10) days of the beginning of the school year, or date of hire, voluntarily sign and deliver to the Board a notice authorizing deduction of membership dues and assessments of the Association, including national, Michigan, and Laingsburg Education Association. Such authorization shall continue in effect from year to year, unless revoked in writing between June 1 and September 1 of a given year. Pursuant to such authorization, the Board shall deduct one-tenth of such dues, assessments, and contributions from the regular salary check of the teacher each month for (10) months, beginning in September and ending in June of each year.
- D. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any such teacher and make appropriate remittance for annuities, credit union, savings bonds, MEA-PAC/NEA-PAC contributions, or for any other plans or programs jointly approved by the Association and the Board. The district will arrange for direct deposit. Each teacher will be limited to one transaction per check and a minimum of four (4) institutions will be mutually agreed upon by the Association and Board. Any problems associated with direct deposit will not be subject to the grievance procedure.
- E. Individual authorization forms shall be furnished by the Association and, when executed, filed with the agent of the Board.
- F. Teachers have their choice of 21 or 26 pays for the school year.
- G. The Association will protect and save harmless the Board from any and all claims, demands, suits, and other forms of liability by reason of action taken or not taken by the Board for the

purpose of complying with this Article. It is agreed that the Association will defend the action of the Board at its own expense and through its own counsel. Nothing herein shall prohibit the Board from also defending its action through its own counsel and expense.

ARTICLE V

TEACHING HOURS AND CLASS LOAD

- A. All teachers will be in their respective buildings ten (10) minutes before the start of the student school day and 10 minutes after the end of the student school day.
- B. If teachers are unavailable to teach, they shall call their principal or designated representative as early as possible before the start of the school day. Every effort will be made to call at least one (1) hour prior to the start of the teacher's school day.
- C. The normal weekly teaching load in the high school and middle school buildings will be twenty-five (25) teaching periods and five (5) unassigned preparation periods. This teaching load will not exceed five (5) hours of pupil contact per day. The normal daily teaching load in the elementary school building will not exceed five hours and 33 minutes of pupil contact per day. Assignment to a supervised study period shall be considered a teaching period for the purposes of this Article. No additional student-teacher contact time will be added without mutual agreement.
- D. Teaching assignments for part-time teachers shall be scheduled in continuous time blocks. In the event that this does not occur, the part-time teacher will be compensated for all unassigned periods scheduled within their teaching block. The rate of compensation for such periods will be the same as compensation for assigned periods.
- E. All teachers shall be entitled to a duty-free lunch period, except that all teachers may be asked to share supervision of students in case of emergency or early release as determined by the building principal.
- F. Elementary teachers shall be provided with two (2) relief periods per day. One period will be forty-five (45) continuous minutes.
- G. If a teacher shall teach more than the normal teaching load as set forth in the Article, he/she shall receive additional compensation at \$15.00 per teaching period.
- H. Services to be rendered by teachers include their participation, outside of regular teaching hours, in up to nine hours of general teachers' meetings per semester. These meetings shall be scheduled two school days in advance, except in emergency, and attendance at said meeting shall be for all staff members affected and shall take precedence over all other activities. When practicable, teachers will be notified of the cancellation of said meeting one school day in advance. Any faculty meeting called during normal work hours shall count toward the nine hour requirement.

ARTICLE VI

TEACHING CONDITIONS

- A. Because pupil teacher ratio is an important aspect of an effective educational program, the Board agrees that every effort will be made to bring class sizes to the following standards. Such effort may be dictated by financial conditions of the school district, the building facilities available, and the best interest of the children.

| <u>Program</u> | <u>Maximum</u> |
|-----------------|----------------|
| 1. Young Five | 20 |
| Kindergarten | 25 |
| Grades 1 thru 4 | 26 |
| Grades 5 thru 8 | 27 |

2. Middle School (6-8)

All Middle School academic classes will have a maximum of 27. Specialized classes will have maximums determined by available equipment and facilities, and will not exceed limits established below for grades 9-12.

Middle School Living Skills 24

3. Secondary (9-12)

All academic classes will have a maximum of 29, except for band and chorus. Specialized classes will not exceed limits established below.

| | |
|---------------------|----|
| Keyboarding | 25 |
| Technical Education | 24 |
| Drafting | 24 |
| Parenthood | 24 |
| Laboratory Sciences | 28 |
| Art | 28 |
| Writing Courses | 24 |

4. Special Programs

Reasonable efforts will be made to procure Special Education teachers. In the event this is not possible, special attention will be given to reducing class size where special students are placed in a regular classroom.

When a class size of a teacher for any class period exceeds the above limits at any time after the fall official count day, the teacher may petition for relief or assistance to a joint committee comprised of two administrators appointed by the Board and two teachers appointed by the Association, giving the particulars of the situation. It is recognized that some classes may exceed the recommended limit without creating an unusual problem for the teacher. All petitions for relief or assistance should include rationale for the particular situation and all petitions will have to be weighed on their relative merits.

In case the committee cannot reach a decision the matter shall be referred to the Board for decision at its next regularly scheduled meeting.

All petitions which are filed in the months of September and October shall be answered within four weeks by the committee or the Board. All petitions received in subsequent months shall be answered within two weeks. The joint committee shall render a decision concerning the type of relief or assistance which it recommends, and the building principal shall be directed to implement the committee's decision. The relief or assistance may include, but not be limited to, the help of a teacher aide; removing the additional students from the classroom; hiring additional certified teachers; providing more materials and/or equipment as requested by the teacher; or reimburse elementary regular classroom teachers who are assigned a class which exceeds these maximum standards an additional \$100.00 per pupil, per semester, based on the total daily class maximum enrollments stated above. Elementary specials teachers who are assigned a class which exceeds these maximum standards shall be reimbursed at a rate of \$3.30 per pupil, per class period, per week, per semester. High School and Middle School teachers who are assigned a class which exceeds the maximum standards set forth shall receive \$40 per pupil, per semester.

The committee's decision shall not be subject to the grievance procedure.

The classroom teacher(s) involved may present his/her case to the committee and to the Board if the committee cannot reach a decision.

- B. No teacher in the High School shall be required to make more than four preparations per day without mutual agreement of the teacher and the principal. The principal will notify the Association President prior to entering an agreement with the teacher. When any class averages 15 students or under, it will be reviewed by the administration to determine if the class will continue.

- C. The Board agrees to continue to make available in each school typing, duplicating, stencil, and mimeograph facilities, and clerical personnel to aid teachers in the preparation of instructional material.
- D. The Board shall provide:
 - 1. A separate desk for each teacher in the district
 - 2. Closet space for each teacher to store coat, overshoes, and personal articles, not to be reduced in size from present space
 - 3. Chalk board space in every classroom, not to be reduced in size from present space
 - 4. Copies, exclusively for each teacher's use, of all texts used in each of the courses he is to teach
 - 5. A collegiate dictionary in every classroom
 - 6. Storage space in each classroom for instructional materials, not to be reduced in size from present space
 - 7. Attendance books, paper, pencils, pens, chalk, erasers, and other such materials required in daily teaching responsibilities as approved by the superintendent
 - 8. Gym and coaching uniforms for physical education teachers, smocks for art and human ecology teachers, laboratory coats for laboratory science teachers, and shop coats for vocational and industrial education teachers, all such items requiring prior approval of the principal
 - 9. Lockable space for each teacher
- E. Teacher aides will be engaged for nonprofessional duties and responsibilities of teachers, provided funds are available.
- F. Under no condition shall a teacher be required to drive a school bus as part of his regular assignment.
- G. The Board shall make available in each school restroom facilities exclusively for teacher use, and at least one furnished room which shall be reserved for use as a faculty lounge. Provision for such facilities will be made in all future buildings.
- H. The present telephone facilities shall be made available to teachers for their use, as approved by the building principal. The teacher shall be charged for all telephone bills incurred for other than approved school business.
- I. Off-street paved parking facilities will continue to be provided and maintained for school personnel.

- J. Teachers shall not be required to work under unsafe or hazardous conditions, or to perform tasks which endanger their health, safety, or well being, other than that considered normal for the type of position which they hold.
- K. The parties acknowledge that the district will have no less than the minimum number of hours of instruction to ensure the district receives all state aid for which it would otherwise be entitled. If hours need to be made up, the Superintendent will consult with the Association leadership in an effort to reach a mutually agreed upon schedule of added hours. If no mutual agreement is reached within ten (10) workdays from the date of the hours lost, the Board of Education will determine how the hours will be made up. Under no circumstances, however, will hours be added on a Saturday or a Sunday, and the end of the year half-day format will be maintained. The official closing date of the school year will be confirmed through mutual agreement of the Association and the Board by April 15 each school year.

Staff In-Service: Additional half-days may be designated for in-service by mutual agreement of the Association and the Board.

Such rescheduling shall not affect or otherwise require an adjustment of salary, compensation, or other benefits provided within the collective bargaining agreement.

- L. Vending machines may be installed and maintained by the Association in the teacher's lounges. Proceeds from such machines shall be donated to a scholarship fund administered by the Laingsburg Education Association.
- M. The Board and L.E.A. encourage the involvement of parents and community members in the education of our youth. This involvement may include the visitation of our buildings and classrooms. A meeting will be held by the building principal and the teacher(s) to resolve issues that need to be addressed.

ARTICLE VII

DEPARTMENT CHAIRPERSON

- A. Teachers in any department in the High School and the principal shall, each year, select from among the teaching staff a department chairperson. The department chairperson shall exercise coordinating functions in inter- and intra- departmental relations, including serving as liaison between the teachers of the department and the school administration. Such chairpersons shall not be considered supervisory employees.

- B. Department chairpersons shall be established in the High School for the following departments:
 - 1. Language Arts
 - 2. Social Science
 - 3. Vocational Education
 - a. Agriculture
 - b. Technical Education
 - c. Life Management
 - d. Business
 - 4. Fine Arts - (includes Music and Art)
 - 5. Physical Education
 - 6. Math/Science

- C. The department chairperson shall, at the request of the Administration, submit a brief written report of the findings, recommendations, activities, and accomplishments within the department. If requested, this written report shall be made to the office of the principal no later than April 1st of each school year.

ARTICLE VIII

QUALIFICATIONS

- A. No new teacher shall be employed by the Board for a regular Teaching assignment who does not have a Bachelor's degree from an accredited college or university, except in case of absolute necessity. The Association shall be notified in each instance.
- B. Every teacher shall hold a valid teaching certificate and have filed credentials, transcripts, and applications with the office of the superintendent.
- C. Teachers shall not be assigned outside of their teaching certificates in grades K-6, or their major or minor fields of study in the high school. In grades 7 and 8, teachers must have a major or minor, or satisfactory teaching experience, in the subject area within the last five (5) years.

D. HIGHLY QUALIFIED

- 1. Upon receipt of the Highly Qualified Teacher Worksheet from a teacher, the Administration will provide written confirmation of the teacher's highly qualified status.
- 2. The Board of Education and the Laingsburg Education Association acknowledge that a teacher who is required as of the end of the 2005-06 school year by the ESEA to be "highly qualified" (as defined by the ESEA and the Michigan Department of Education) for his/her teaching assignment and is not "highly qualified" for his/her teaching assignment shall be assigned to a vacancy for which he/she is "highly qualified." They further agree that if there is no vacancy for which said teacher is "highly qualified," said teacher shall be treated under the Layoff and Recall Procedure of this Agreement as if his/her current position had been eliminated.

ARTICLE IX

VACANCIES, ASSIGNMENTS AND TRANSFERS

Vacancy shall be defined as a newly created position, a position within the school district presently unfilled due to a teacher leaving the system, or a position within the school district presently unfilled due to a teacher taking another open position in the system. Vacancies shall be posted on a designated board in each building during the regular school year. At all other times, written notification of any vacancy shall be mailed to each teacher.

- A. If a teacher's assignment for the forthcoming school year represents a change in the assignment currently held by the teacher, such reassignment will only be made upon prior consultation with the affected bargaining unit member. In the event that a change in a teacher's given assignment is proposed after the close of the current school year, such a change will be considered an involuntary transfer, and shall therefore be implemented only in case of an emergency and to prevent undue disruption of the instructional program. The superintendent shall notify the affected teacher and the Association.
- B. When vacancies occur during the school year, it may be difficult to fill them from within the district without undue disruption to the existing instructional program. At the time the vacancy occurs, it will be posted and filled according to this Article. If the superintendent in his/her reasonable judgment so determines, such vacancy may be filled on a temporary or tentative basis until the end of the semester or school year.
- C. The Board declares its support of a policy of filling all vacancies from within its own teaching staff. Whenever a vacancy arises, the superintendent shall promptly, within 5 days, notify the Association in writing. Interested teachers shall follow the procedure as set forth in Section D of this Article. If applications for a vacancy are received from the staff by the application deadline, then qualifications of all the applicants, including competency, experience, and other relevant factors will be considered. All qualifications being equal, teachers within the district will be given preference.
- D. Requests by a teacher for assignment to a different class, building, or position shall be made in writing, one copy of which shall be filed with the superintendent and one with the Association. The application shall set forth the reasons for requesting the assignment, the school, grade, or position sought, and the applicant's academic qualifications. Such requests shall be renewed once each year to assure active consideration by the Board.
- E. Changes in assignments during the school year shall be designated as transfers. Should transfers be necessitated, the problem will be presented by the principal to the affected teaching staff in an effort to find a volunteer. If a mutually agreed upon transfer is not possible, the least senior teacher having the applicable certification and qualifications shall be transferred.
- F. The assignments of adult education, summer school, and driver's education courses, and those extra duties listed in Appendix B shall not be obligatory, but shall be with the consent

of the teacher. Such vacancies shall be posted per all vacancies, thus providing an opportunity for bargaining unit members to apply for said positions. Preference in making such assignments will be given to the best qualified teacher. Qualifications being equal, tenure teachers will receive preference.

ARTICLE X

LEAVE DAYS

A. A total of ten (10) leave days shall be granted by the Board of Education. Three of those days may be used for personal business. The unused portion of these days is to be accumulative to an unlimited total. Personal business is defined as important business which may not be taken care of outside of school hours. A teacher planning to use a personal leave day shall notify the building principal, in writing, stating the date for personal leave, three (3) days in advance. Not more than 4 teachers within the bargaining unit may take personal leave days at the same time. No personal leave days shall be taken on the day before or after a holiday or vacation period. Accumulated days shall be used only for sick days as defined below:

1. Personal illness or disability. The bargaining unit member may use all or any portion of his/her leave to recover from his/her own illness or disability.
2. Illness in the teacher's family. Family is defined as parents, spouse, children, and parents-in-law.
3. Death of a relative. Relative is defined as parents, brothers, sisters, parents-in-law, brothers-in-law, sisters-in-law, grandparents, and grandchildren. The bargaining unit member may use three (3) days for a death of person listed above not to be taken from sick days. Up to two additional days may be taken from sick leave.
4. Death of spouse or child. The bargaining unit member may use up to five (5) days for a death of a spouse or child not to be taken from sick days. Additional days may be taken from the employee's sick days without limit.
5. Family and Medical Leave Act. A teacher may use his/her leave days during any period of time covered under the Family and Medical Leave Act per Section H below.

"Death Leave" shall not be considered as sick leave and shall be non-accumulative.

6. Leave for emergencies may be granted at the discretion of the superintendent. Such absences are to be charged against sick leave.
7. Allowance for sick leave for staff members employed less than one year will be prorated on the basis of one (1) day earned per month worked.
8. Teachers using more than their accumulated number of sick days shall have the appropriate prorated amount deducted from the following pay.
9. Employees using less than one-half day shall have leave deducted to the nearest tenth as dictated by computer operation. (1-42 minutes = 0.1; 43-84 minutes = 0.2; 85-126 minutes = 0.3; 127-168 minutes = 0.4.) It is understood and agreed that each building

principal has the discretion to determine whether a staff absence during common preparation periods is chargeable in accordance with this section.

The principal's discretion to approve non-chargeable absences during the common preparation periods will be exercised on an individual case basis. The principal's decision will be based upon the information provided by the teacher requesting the approval.

A teacher excused for a non-chargeable absence will not have leave time deducted from their accumulated leave days unless such absence extends into the student instructional day. When leave time is deducted it will be for the full time period of the absence.

- B. A teacher who is unable to teach because of personal illness or disability, and who has exhausted all sick leave available, shall be granted a leave of absence without pay for the duration of such illness or disability.
- C. Absence due to injury or illness incurred on the premises or during a directed activity related to school functions shall not be charged against the teacher's sick leave. The Board shall pay to such a teacher the difference between his/her salary and benefits received under the Worker's Compensation Act for the remainder of such absence, not to exceed one year from the date of accident.
- D. A teacher absent from work because of his/her contracting mumps, scarlet fever, measles, or chicken pox during the school year shall suffer no loss of compensation and shall not be charged with sick leave.
- E. A teacher called for jury duty shall be fully compensated for lost time. The Board retains the right to ask judicial authority to excuse a teacher from jury duty if it would create a hardship on the district. Any pay received for jury duty will be turned in to the school district in order to qualify the individual for full pay.
- F. Leaves of absence with pay, not chargeable against leave days, shall be granted in connection with an appearance before a court or an administrative agency when the teacher is subpoenaed as a witness. Leave with pay shall not be granted if the teacher is found guilty of a felony or misdemeanor, or if the teacher is a plaintiff in a suit against the Board or if the teacher is connected with any MERC hearing involving the Board and the LEA unless the teacher is subpoenaed by the Board. A teacher may use personal business leave when subpoenaed for a reason not covered above.

Leave days with pay shall not be granted if the teacher is a plaintiff in a suit against the Board, or if the teacher is connected with an unfair labor practice hearing involving the Board and the LEA.

- G. The Board may grant a sabbatical leave of one (1) year, upon application, in accordance with Section 340.572 of the General School Laws of 1955. If a sabbatical leave is granted, the Board will provide 1/2 of the current annual salary for one (1) teacher, provided said teacher returns to the Laingsburg Community Schools for a period of not less than one full year after completing the sabbatical leave. The one-half of the salary earned during the sabbatical leave

shall be added to the teacher's regular salary and prorated over the regular pay period of the following year, either 21 or 26 payments. The teacher shall continue to receive fringe benefits as provided by the Board while on sabbatical leave. The application shall state the reasons for requesting, and the use that is to be made of, a sabbatical leave and shall be presented to the Board by March 1st of the year before which the leave is requested.

H. FAMILY AND MEDICAL LEAVE

1. Upon request, the employer shall grant a Leave of Absence to any bargaining unit member, pursuant to the Family Medical Leave Act (FMLA) and the eligibility requirements as contained therein, for any of the following purposes:
 - a. The serious health condition of the employee; or
 - b. The serious health condition of a family member (including spouse, son, daughter, or parent); or
 - c. The birth of a child; or
 - d. The placement of a child for adoption or foster care

Child includes any individual under 18 for whom the employee serves in loco parents; a child over 18 who is incapable of self care because of physical or mental disability; or a biological, adopted, or foster child.

The maximum accumulated leave time granted pursuant to this Section shall be limited to twelve (12) full weeks (60 work days) during the school district's normal fiscal year (July 1 - June 30).

2. Upon return from the leave, the employee shall be returned to the position held immediately before the leave began. If the position no longer exists, the employee shall be returned to a position equivalent in pay, benefits, hours, and other terms and conditions of employment.
3. The employee must first use accumulated paid sick leave, and/or personal leave during leave. The remainder of any leave time will be unpaid. In no case, however, may the employer require that the employee's remaining accumulated paid sick and/or personal leave days balance drop below 50% of the employee's accumulated sick leave balance. For the purpose of this calculation, the employee's accumulated sick leave balance will be defined as accumulated sick leave days at the beginning of the school year in which the leave is being taken.
4. Health, Dental and Vision benefits will be continued during the leave under the same conditions and at the same level as if the employee were still at work.
5. Seniority shall continue to accrue during the leave.

6. The employee shall have the right to take the leave on a reduced or intermittent schedule pursuant to the restrictions as contained in the Act.
7. The Employer may recoup the cost of the premiums paid on behalf of the employee during the leave if the employee fails to return to work.
8. Whenever practicable, the employee will provide the employer at least thirty (30) calendar days written notice of the request for the leave. It will include the reason for the request; the expected beginning date; the expected ending date; and whether or not the employee intends to use paid leave for any part of the leave. For planned medical treatment, an employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the Employer.
9. If an Instructional employee's return date from a FMLA Leave is within the week(s) preceding the end of the Semester, the Employer's right to postpone return until the beginning of the next semester shall be governed by the terms of the Act.
10. Leaves requested pursuant to sections A through G above and those in Article XI shall not be charged against the F.M.L.A. limits.

ARTICLE XI

UNPAID LEAVES OF ABSENCE

A. Educational Leave

1. A leave of absence of up to one (1) year may be granted to any tenure teacher, upon application, for the purpose of engaging in study, reasonably related to his/her professional responsibilities, at an accredited college or university.
2. A teacher will be granted full seniority credit for the time on educational leave. Upon return from such a leave, a teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the district during the leave.

B. Military Leave

1. A military leave of absence from the Laingsburg Community Schools shall be granted to any teacher, upon application, who shall be inducted in, or enlist for, military duty in any branch of the Armed Forces of the United States.
2. A teacher will be granted full seniority credit for the time on military leave. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the district during the leave, up to a maximum of three (3) years.

C. Public Office Leave

1. A leave of absence shall be granted to any teacher, upon application, for the purpose of campaigning for, or serving in, a public office.
2. Upon return from such leave, a teacher shall be placed on the salary schedule at the same step from which he/she went on leave. A teacher will be granted full seniority credit for the time on public office leave.

D. Parental Leave

1. A parental leave of absence without pay shall be granted, upon request, to teachers who become parents of a newborn(s). Such leave must be requested in writing prior to the six week post-natal examination, but not less than 30 days prior to the date the leave is to become effective. Such leave shall be granted until the end of the semester in which the leave was requested or until the beginning of the next school year. Upon request of the teacher, the Board shall approve the extension of the leave for one additional school year.
2. A teacher will be granted full seniority credit for the time on parental leave. Upon return from such a leave, a teacher shall be placed on the salary schedule at the same step from which the teacher went on leave.

E. Maternity Leave

1. If a teacher desires a leave of absence, she must file a written request with the superintendent at least 30 days prior to the anticipated date of such leave.
2. Any leave of absence shall be for the duration of the pregnancy and extended no longer than through the post-natal examination period, usually six weeks after termination of the pregnancy.
3. After the termination of the pregnancy, the teacher shall be permitted to return from leave at any time. However, unless parental leave has been granted, such return shall be no later than following the post-natal examination period, usually six weeks after termination of the pregnancy. Upon returning from leave of absence, the teacher must provide a physician's certification that she is physically sound and able to perform all normal duties of her position. The Board may choose, at its option and expense, to have the teacher examined by the Board's physician prior to the teacher's return to work.
4. Section I. of this Article is not applicable.
5. A teacher will be granted full seniority credit for the time on maternity leave. Upon return from such leave, a teacher shall be placed on the salary schedule at the same step from which the teacher went on leave.

F. Adoptive Leave

1. Any teacher may apply for an adoptive leave without pay. When first notified of acceptance as an adoptive parent by the adoption agency, the teacher shall apply to the superintendent for an adoptive leave. Such leave shall commence when the teacher assumes custody of the child and continue until the beginning of the next school year. Upon request of the teacher, the Board shall approve the extension of the leave for one additional school year.
2. A teacher will be granted full seniority credit for the time on adoptive leave. Upon return from such leave, a teacher shall be placed on the salary schedule at the same step from which the teacher went on leave.

G. Health Leave

1. A bargaining unit member who is unable to work because of personal illness or disability, and who has exhausted all sick leave available, shall, upon application, be granted a leave of absence without pay for the duration of such illness or disability.
2. Prior to return from a leave of absence for reasons of health, the Board may require the teacher to provide a certificate of good physical and/or mental health. The Board reserves the right to have teachers returning from such a leave promptly examined by a doctor of its choice at Board expense.

3. A teacher will be granted full seniority credit for the time on health leave. Upon return from such a leave, a teacher shall be placed on the salary schedule at the same step from which the teacher went on leave.

H. Leaves for Other Purposes

1. An unpaid leave of absence of up to one (1) year may be granted to any teacher, upon application, at the discretion of the Board of Education. Upon return from such leave, a teacher shall be placed on the salary schedule at the same step from which he/she went on leave. A teacher will be granted full seniority credit for the time on this approved leave.

I. Notification Requirements

1. Whenever possible, leave requests shall be made at least thirty days prior to the time a decision is necessary.
 2. Teachers on leave of absence shall be contacted by certified letter sixty (60) days prior to the expiration of their leave to apprise them of their obligation to return to work. A teacher who fails to respond within thirty (30) days prior to the expiration of their leave shall lose their seniority.
- J. Every reasonable effort will be made to assign a teacher returning from leave to the same position previously held, or an equivalent thereof.

ARTICLE XII

MEDICAL EXAMINATION

- A. The Board may require a teacher to obtain and submit to the district, at the expense of the Board, a health certificate from the district's qualified physician, or the teacher's personal qualified physician, at a rate not to exceed the one charged by the district's physician.
- B. All teachers shall furnish, on a tri-annual basis, evidence of freedom from communicable tuberculosis. Department of Health form K-7-8 or other official evidence shall be presented to the Board and placed in the teacher's personnel file no later than 14 days after the first day of regular school sessions.
- C. In case of illness resulting in more than one work week of absences, a qualified physician's written statement of clearance to return to employment must be presented to the building principal.

ARTICLE XIII

ACADEMIC FREEDOM

- A. No special limitations shall be placed upon study, investigation, presentation, and interpretation of facts and ideas, except that:
1. The teacher must be acting within his/her certified area in accordance with accepted courses of study.
 2. The teacher must submit an outline to his/her principal of any "controversial" areas, in order that the Board is aware of and has the opportunity to discuss the areas with the teacher. The teacher must have written permission from the principal when an outside resource person is being brought in.
 3. The teacher must exercise responsibility and prudence and must carefully consider the maturity level of the student and the special circumstances that surround the teacher/learner relationship.

ARTICLE XIV

TEACHER EVALUATION

- A. The parties agree that it is the right and duty of the administration to evaluate teachers. The parties also agree that the purposes of evaluation are to provide information which will determine the employment status of the individual teacher, to recognize levels of teaching performance, to identify areas of improvement if necessary, and to provide appropriate and specific techniques and/or resources for improvement. The primary goal of evaluation is the improvement of instruction.
- B. Observations and evaluations shall be conducted and submitted by the building principal on forms provided in Appendix D.
- C. Each formal classroom observation shall be made in person. All monitoring or observation of the work of a teacher shall be conducted openly and with full knowledge of the teacher. The evaluator shall meet with a teacher prior to the evaluation observations for a pre-evaluation conference. Pre-evaluation conferences may be done on a group basis. An individual meeting will be held with teachers who are on an IDP. Such pre-evaluation conference should include discussion relating to explanation of the Evaluation Form, what specific things the evaluator will be looking for, scheduling and methods of observation(s) and any concerns the teacher may have.
- D. After each observation the principal will give the teacher a copy of the Observation Checklist within five (5) days, which the teacher will sign as having received the document. If requested, the principal shall meet with a teacher.
- E. A final written evaluation report on those teachers evaluated will be furnished to the superintendent and the teacher by May 15 of the school year in which the teacher is evaluated. The report shall not contain any information not previously made known to and discussed with the teacher. The teacher shall have the opportunity to review the evaluation report and indicate in writing whether he/she agrees or disagrees with the report within three (3) work days.
- F. Tenure Teachers
 - 1. Tenure teachers shall be evaluated in writing at least once every three (3) years, not less than thirty (30) days prior to the end of the second semester. Each year-end performance evaluation shall be based on at least one observation of thirty (30) consecutive minutes. A tenured teacher on an IDP will be given at least two (2) observations of at least thirty (30) consecutive minutes each and separated by at least 30 calendar days unless otherwise agreed by the teacher.
 - 2. If the teacher has received less than a satisfactory performance evaluation, the school district shall provide the teacher with an individualized development plan developed by appropriate administrative personnel in consultation with the individual teacher.

G. Probationary Teachers

1. Each Probationary teacher shall be provided with an Individualized Development Plan.
2. Teachers shall be provided with at least an annual year-end performance evaluation based on but not limited to, at least two (2) classroom observations of at least thirty (30) minutes each, held at least sixty (60) days apart unless mutually agreed otherwise.
3. Each evaluation shall include an assessment of the teacher's progress in meeting the goals of the Individualized Development Plan.
4. At least sixty (60) days before the close of each school year the Board shall provide the probationary teacher with a definite written statement as to whether or not the work has been satisfactory.

H. The content of any evaluation is not subject to the grievance procedure.

I. Each teacher shall have the right, upon request, to review the contents of his/her own personal file. A representative of the Association may, at the teacher's request, accompany the teacher in this review.

ARTICLE XV

PROFESSIONAL BEHAVIOR AND DISCIPLINARY PROCEDURE

- A. Teachers are expected to comply with rules, regulations, and directions adopted by the Board which are not inconsistent with the provisions of this agreement. A teacher may reasonably refuse to carry out an order which threatens physical safety or health.
- B. Any complaints by a parent or guardian of a student directed toward a teacher shall be promptly called to the teacher's attention prior to any administrative action, especially if the complaint is deemed by the immediate supervisor to demand immediate attention.
- C. Breaches of conduct are subject to disciplinary procedure and shall be promptly reported to the offending teacher. Breaches of conduct include, but are not limited to, abuse of sick leave and other leaves, tardiness, violation of Board policies and regulations, and administrative directives not inconsistent with the terms of this master agreement.
- D. The term "discipline" as used in this agreement includes written warnings, written reprimands, suspension with pay as a result of prior discipline, or suspension without pay.
- E. The specific grounds for disciplinary action will be presented in writing to the teacher and the Association no later than at the time discipline is imposed.
- F. A teacher shall be entitled to have present a representative of the Association during any meeting which will, or may, lead to disciplinary action by the administration. Should disciplinary action be likely to occur at a given meeting, the teacher shall be advised immediately of the possibility and be advised by the administration of the right to representation. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present. If an Association representative is requested to be present, no longer than two (2) working days may lapse before such a meeting is held.
- G. No material, including but not limited to student, parental, or school personnel complaints will be placed in the teacher's personnel file unless the teacher has had an opportunity to review the material. Complaints against teachers shall be put in writing, including the administrative action taken and remedy stated. The teacher may submit a written reply regarding any material, including complaints, and the same shall be attached to the file copy of the material in question.

When a disciplinary investigation is in progress, all materials relating to it shall be kept in a separate file until a determination of the investigation has been made. If a charge is unsubstantiated, all materials relating to the incident shall be destroyed unless retention is required by law. If discipline is imposed, it shall become part of the employee's file, unless reversed through the grievance procedure.

- H. No teacher shall be disciplined without cause. Any such discipline is subject to the grievance procedure.
- I. Discharge of a probationary teacher shall not be subject to the grievance procedure. However, upon written request made not more than seven (7) calendar days following receipt of notice of said discharge, the affected probationary teacher shall receive a hearing before the Board.

ARTICLE XVI

PROFESSIONAL IMPROVEMENT

- A. The Board, Administration and the Association mutually acknowledge the desirability of professional growth through conferences, workshops or seminars oriented to improve the teacher's professional competency.
- B. Upon approval, travel, meals, lodging and registration fees shall be deemed appropriate expenses of the Board, as well as the cost of the substitute teacher.
- C. A teacher shall make a written request to attend a conference, workshop or seminar with his/her principal. Such request shall be given serious consideration by the administration. A written determination will be made on the basis of Board goals, the teacher's assignment and the availability of budgetary funds.
- D. Monies will be budgeted exclusively for teacher-selected conferences. Each building staff will determine a process for the distribution and use of those monies.
- E. Teachers may be required to attend in-service programs that may be scheduled the week before school begins in August or the week after school closes in June. Teachers shall be paid the substitute daily rate for attendance at these programs. Teachers shall be notified at least six (6) months in advance of their required attendance. Attendance requirement exceptions may be made by the superintendent at his/her discretion.
- F. Beginning teachers shall be reimbursed for graduate credits taken at an accredited university towards continuing certification. Reimbursement will be at the rate of one hundred dollars (\$100) per credit with a maximum of three hundred (\$300) dollars in any one year (July 1 - June 30). This provision shall be for beginning teachers during their first five years of professional service (probationary plus one year).

Payment will be made upon documentation of payment for credits and successful completion of the class.

ARTICLE XVII

PROFESSIONAL COMPENSATION

- A. The basic salaries of teachers covered by this agreement are set forth in the salary schedule, which is attached to and incorporated in this agreement as Appendix A. Such salary schedule shall remain in effect during the terms of this agreement.
- B. All teachers newly employed shall be given full credit on the salary schedule for up to seven (7) years of outside teaching experience in any school district.
- C. All fully certified teachers, excluding special certification, shall receive additional compensation as set forth in Appendix A for hours beyond the bachelor's degree. In order to receive the amount in full, credits must be earned before the beginning of the school year. One-half (1/2) of the difference in credit levels will be paid for credits earned during the first semester of the school year, September 1st to January 31st.
- D. Teachers involved in extra duty assignments set forth in the schedule which is attached to and incorporated in this agreement as Appendix B shall be compensated in accordance with the provisions thereof.
- E. Teachers, required in the course of their work to drive personal cars from one school building to another, shall receive a car allowance based on the current internal revenue service rate. The same allowance shall be given for use of personal cars for field trips or business of the district. The Board shall provide liability insurance protection for teachers when their personal cars are used, as provided in this section.
- F. Each teacher employed by the Board shall be issued teaching and extra pay contracts for extra duties by the date they assume such duties. Said contracts shall be in duplicate, one copy to be retained by the teacher and the other by the Board or its designated representative.

ARTICLE XVIII

STUDENT DISCIPLINE AND TEACHER PROTECTION

- A. Each teacher bears the primary responsibility for maintaining proper control and discipline in the classroom. Disciplinary actions and methods invoked by teachers shall be reasonable and just and in accordance with established Board policy; re-Discipline, Corporal Punishment, Suspension. At the beginning of each school year, each teacher shall be provided a copy of this policy. It shall be the responsibility of the teacher to report to his/her principal the name of any student who, in the opinion of the teacher, needs particular assistance from skilled personnel. The teacher shall be advised by the principal of the disposition of the teacher's report that a particular student needs such assistance.
- B. A teacher may use such force as is necessary to protect her/himself from attack or to prevent injury to another student.
- C. A teacher may exclude a pupil from one class session when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal, at the end of that session, full particulars of the incident.
- D. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board shall provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault and shall 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 prudent action as defined by a court of law, and taken by the teacher while in pursuit of his employment, the Board shall provide legal counsel and render all necessary assistance to the teacher in his defense.
- F. Time lost by a teacher for consultation or court appearances in connection with any incident mentioned in D and E above shall not be charged against the teacher's sick leave.
- G. No action shall be taken against any teacher by a parent of a student, nor shall any notice thereof be included in said teacher's personnel file, unless said complaint is in writing and signed by the parent involved. Notice of said complaint shall be made to the teacher concerned and the Association. Steps to rectify the situation which is the basis for the formal complaint shall be discussed with the building principal, the teacher, and Association representative, if the teacher so desires.
- H. As a result of maintaining discipline, the Board will reimburse teachers for any loss, damage, or destruction of clothing or personal property, excluding automobiles, while on duty for the school district, on or off school premises.

ARTICLE XIX

INSURANCE PROTECTION

- A. The Board will provide, upon application, hospital-medical care insurance protection for each full-time teacher and his/her immediate family for the year beginning September 1 and ending August 31. The carrier shall be approved by the Board, provided, however, that said plan and policies are approved by the Michigan Insurance Commission. Any insurance plan approved by the Board shall contain no less than the specified level of benefits contained in PHP Plus.
- B. The Board will provide, upon application, dental care insurance protection for each full-time teacher and his/her immediate family for the year beginning September 1 and ending August 31. The carrier selected by the Board shall provide dental care protection equal to or better than that provided during the previous year with the minimum level of coverage to be 75/50/50.
- C. Insurance carriers in "A" and "B" above shall provide a policy to each subscribing teacher defining the coverage, limitations, and options, within 30 days from the close of the open enrollment period.
- D. Teachers with an employment date prior to June 5, 1996 teaching 50 per cent or more each day shall be eligible for full insurance benefits. Teachers hired after June 6, 1996 will receive benefits prorated based upon the percent of the teachers' contractual day.
- E. The District agrees to maintain and implement a valid I.R.S.-Section 125 Plan. Teachers not wishing to participate in the Health Insurance plan provided, may, upon written request by September 15, receive \$150.00 per month as per the District's I.R.S.-Section 125 Plan.
- F. Teachers may apply towards the purchase of a tax sheltered annuity of their choice from the available companies jointly approved by the Association and the Board.
 - 1. Upon employment, or a request for a change in insurance status, the Administration will provide the employee with a written copy of all necessary information regarding Board sponsored annuity programs, including a list of annuity representatives.
 - 2. The employee will have 45 calendar days in which to notify the Administration, in writing, of his/her decision regarding the choice of an annuity program.
 - 3. If a new employee notifies the Administration of his/her decision within the 45 day time period, the annuity payments will be retroactive to the initial date of employment.
 - 4. For a continuing employee who requests a change in insurance status, or a new employee who exceeds the 45 day notification period by failing to provide the district with the necessary written authorization for payroll adjustments, annuity payments will begin the month the employee provides notification to the Administration of his/her decision to participate in a Board sponsored annuity program.

- G. The Board will provide, upon application, vision insurance for each full time teacher and his/her immediate family for the year beginning September 1 and ending August 31. The carrier will be selected by the Board. Any plan approved by the Board shall contain no less than the specified level of benefits contained in MESSA VSP 2.
- H. In the event an employee, absent because of illness or injury, has exhausted sick leave accrual, the above mentioned fringe benefits shall continue through August 31.
- I. The Board shall make payment of insurance premiums for each teacher, providing they have made proper application, to provide insurance coverage for the full twelve month period commencing September 1st and ending August 31st. Insurance payments will cease the last day of the month in which termination of employment occurs, if such termination is before the end of the regular school year.
- J. In the event a teacher dies, the Board will continue payments of applicable premiums through August 31st, providing the policy permits continued dependent coverage.
- K. The Board shall provide, without cost to the teacher, long term disability insurance, including the following specifications:
 - 1. Rate of benefit 60% of monthly salary, direct offset, with maximum of \$2,500 per month
 - 2. A waiting period of ninety (90) calendar days, or after all sick leave is exhausted, whichever comes later
 - 3. Social Security freeze
 - 4. Mental/nervous, alcohol/drug, covered as any other illness
 - 5. Includes maternity benefit and A.D.E.A. regulations, direct offset plan.
- L. The Board shall provide, without cost to the teacher, term life insurance in the amount of \$30,000, with AD&D benefits.
- M. The Board will provide, upon application, the following hospital-medical care insurance protection for each full-time teacher and his/her immediate family for the year beginning September 1, and ending August 31. The carrier shall be approved by the Board, provided, however, that said plan and policies are approved by the Michigan Insurance Commission. Any insurance plan approved by the Board shall contain no less than the specified level of benefits contained in MESSA Tri-Med.

PLAN A

Bargaining unit members electing health insurance shall receive Plan A of the MESSA Pak to include the following benefits:

| | |
|----------------------|--|
| HEALTH PLAN | MESSA Tri-Med with XVA2 Rider |
| DENTAL | MESSA sponsored dental plan with 100:90/90/50, \$2,000 annual max class 1 & 2 and \$2500 life time maximum ortho riders |
| VISION | MESSA sponsored vision with VSP 3 benefits |
| LIFE | MESSA life \$25,000 with AD&D (accidental death & dismemberment) |
| LONG TERM DISABILITY | 66 2/3%, \$5,000 monthly maximum, 90 day modified fill, 2 year limit on own occupation, social security offsets primary and family, minimum payout 5%, freeze on offsets, a/d and m/n same as any other illness, standard maternity coverage and rehabilitation benefits, pre-existing condition waiver. |

PLAN B

Bargaining unit members not electing health insurance shall receive Plan B of the MESSA Pak to include the following benefits:

| | |
|----------------------|---|
| HEALTH PLAN | None – In lieu of health insurance, the employee shall receive a cash amount per month equal to \$150 |
| DENTAL | Same as Plan A |
| VISION | Same as Plan A |
| LIFE | \$30,000 with AD&D |
| LONG TERM DISABILITY | Same as Plan A |

N. Teachers on unpaid leaves of absence may continue their fringe benefit programs at their own expense. However, such continuation is subject to the requirements imposed by the respective carriers.

O. Longevity payments will be made according to the following schedule:

1. After completion of fifteen (15) years of teaching experience in the Laingsburg school system, a teacher shall receive an annual lump sum payment of one thousand (\$1,000) payable in the first check in June.
2. After completion of twenty (20) years of teaching experience in the Laingsburg school system, a teacher shall receive an annual lump sum payment of on thousand two hundred (\$1,200) payable in the first check in June.

3. After completion of twenty-five (25) years of teaching experience in the Laingsburg school system, a teacher shall receive an annual lump sum payment of fourteen hundred (\$1,400) payable in the first check in June.

ARTICLE XX

GRIEVANCE PROCEDURE

A. Definitions

1. A grievance or complaint is defined as an alleged violation, misinterpretation, or misapplication of the expressed terms of this contract, established teacher personnel policy, or board policy pertaining to teachers.
2. The term "signed" shall mean a written or stamped name of the grievant or grievants affixed to the presented grievance.

B. A written grievance, as required herein, shall adhere to the following conditions:

1. It shall be presented within thirty (30) school days of the alleged violation(s).
2. It shall be signed by the grievant or grievants.
3. It shall be specific.
4. It shall contain a synopsis of the facts giving rise to the alleged violation.
5. It shall cite the section or subsections of this contract, personnel policy, or board policy alleged to have been violated.
6. It shall contain the date of the alleged violation.
7. It shall specify the relief requested.

C. All preparation, filing, presentation, or consideration of a grievance shall be held at times other than when a teacher or participating Association representative are to be at their assigned teaching stations unless mutually agreed otherwise.

D. Grievance Procedures. The grievant or grievants may have an Association representative present at any level.

Level 1: In the event that a teacher believes there is a basis for a grievance, he/she shall present in writing the alleged grievance to his/her building principal within thirty (30) school days of the alleged violation. The building principal shall indicate his/her disposition of the grievance in writing within ten (10) school days after receiving the alleged grievance.

Level 2: If the teacher is not satisfied with the resolution at Level One, or if no disposition has been made within ten (10) school days of the Level One presentation, the

teacher shall transmit the written grievance to the Superintendent within ten (10) school days.

Level 3: Within ten (10) school days of receipt of the written grievance, the Superintendent or his/her designee shall meet with the teacher concerning the grievance, indicate his/her disposition of the grievance in writing within ten (10) school days of such meeting, and furnish a copy thereof to the teacher.

Level 4: If the teacher is not satisfied with the disposition of the grievance by the Superintendent or his/her designee, or if no disposition has been made within ten (10) school days of such meeting, a written copy thereof shall be filed within ten (10) school days thereafter with the Board. A Board committee of three (3) members shall meet with the teacher concerning the grievance within thirty (30) school days. The Board committee shall provide a written disposition of the grievance no later than ten (10) school days thereafter. A copy of such disposition shall be furnished to the teacher.

Level 5: If the Board committee and the aggrieved teacher shall be unable to resolve any grievance, it may, within ten (10) days after the decision of the Board, be appealed to mediation with the Michigan Employment Relations Commission.

Level 6: If, after mediation, the Association is not satisfied with the disposition of the grievance, or if no disposition has been made, the grievance may be submitted to arbitration within thirty (30) school days by providing the Board written notice that arbitration will be pursued. If the parties cannot agree as to the arbitrator within ten (10) school days from the notification date that arbitration will be pursued, he/she shall be selected by the American Arbitration Association in accord with its rules, which shall likewise govern the arbitration proceeding.

The Board and the Association shall not be permitted to assert in such arbitration preceding any new grounds, or to rely on any evidence not previously disclosed to the other party.

- E. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15th of any year, and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term, or as soon thereafter as possible.
- F. Notwithstanding the expiration of this agreement, any claim or grievance arising there under may be processed through the grievance procedure until resolution.
- G. It is agreed that a person having filed a complaint may withdraw said complaint at any time at his/her option, and this complaint cannot be processed further.
- H. Failure to appeal a decision at any level within the specified time limits shall be deemed as acceptance of the decision at that level.

- I. Any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Teacher's Tenure Law, shall not be the basis of any grievance filed under the procedure outlined in this Article.
- J. It shall be the function of the arbitrator, and he/she shall be empowered, except as his powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific articles and sections of this agreement.
 1. He/she shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this agreement.
 2. He/she shall have no power to establish salary structures.
 3. He/she shall have no power to rule on any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Teacher's Tenure Act (Act IV Public Acts, extra session, of 1937 of Michigan, as amended)
 4. He/she shall have no power to change any practice, policy, or rule of the Board, nor to substitute his/her judgment for that of the Board as to the reasonableness of any such practice, policy, rule, or any action taken by the Board, except as it affects this agreement. His/her powers shall be limited to deciding whether the Board has violated the express articles or sections of this agreement, and he/she shall not imply obligations and conditions binding upon the Board from this agreement, it being understood that any matter not specifically set forth herein remains within the reserved rights of the Board.
 5. He/she shall have no power to decide any question which, under this agreement in his/her opinion, is the responsibility of management, and shall so construe the agreement that there will be no interference with such responsibilities, except as they may be specifically conditioned by this agreement.
 6. In the event that a case is appealed to an arbitrator, upon which he decides he/she has no power to rule, it shall be referred back to the parties, without decision or recommendation, on its merits.
 7. There shall be no appeal of an arbitrator's decision if such decision is within the scope of his/her authority as set forth above. It shall be final and binding on the Association, its members, the employee or employees involved, and the Board.
 8. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.

K. Claims for Back Pay.

1. The Board shall not be required to pay back wages more than the fiscal year in which the written grievance is filed.
 2. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any unemployment or other compensation that he/she may have received from any source during the period of the back pay.
 3. No decision in any one case shall require a retroactive wage adjustment in any other case.
- L. Any grievance occurring during the period between the termination date of this agreement and the effective date of a new agreement shall not be processed under the conditions of this agreement.

ARTICLE XXI

NEGOTIATION PROCEDURES

- A. Representatives of the Board and the Association's bargaining committee may meet on the last working Tuesday of each month for the purpose of reviewing the administration of the contract and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure. Each party will submit to the other, on or before the Friday prior to the meeting, an agenda covering what they wish to discuss.

All meetings between the parties will regularly be scheduled to take place as promptly as possible at times when the teachers involved are free from assigned responsibilities, unless otherwise mutually agreed. Should such a meeting result in a mutually acceptable amendment of the agreement, the amendment shall be subject to ratification by the Board and the Association, provided that the bargaining committee shall be empowered to effect temporary accommodations to resolve special problems.

- B. Prior to April 15th of the year in which the contract terminates, the parties shall initiate negotiations.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party. The parties mutually pledge that their representatives will be vested with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations. Both parties agree to submit the final agreement for ratification to their appropriate governing bodies on the same calendar date. After ratification by both parties, their representatives shall attach their signature to the ratified agreement within 24 hours of ratification.

There shall be three signed copies of the ratified agreement for purposes of record: one retained by the Board, one by the Association, and one by the superintendent.

- D. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the State Labor Mediation Board or take any other lawful measure it may deem appropriate.
- E. This agreement shall constitute the full and complete commitment between both parties and may be altered, changed, added to, deleted from, or modified as set forth in Article XXI, Section A.
- F. Any individual contract between the Board and an individual teacher heretofore executed shall be subject to and consistent with the terms and conditions of this agreement. Any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. This agreement, during its duration, shall be controlling, if an individual contract contains any language inconsistent with this agreement.

- G. This agreement shall supersede all previous agreements, verbal or written, or based on alleged past practices of the Board or the Association, which shall be contrary to or inconsistent with its terms.

- H. If any provisions of this agreement or any application of the agreement to any employee or group of employees shall be found contrary to law, such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XXII

LAYOFF AND RECALL PROCEDURE

It is hereby specifically recognized that it is within the sole discretion of the Laingsburg Board of Education to reduce educational programs, curriculum, and staff. The Board may so act in accordance with the provisions listed below and subject to expressed provisions of the Master Agreement between the Laingsburg Education Association and the Board of Education of the Laingsburg Community Schools.

- A. In order to promote an orderly reduction in personnel when the educational program and/or curriculum, and/or staff is curtailed, the following procedure will be used:
1. If reduction is necessary, then probationary teachers, in the specific position being reduced or eliminated, shall be laid-off, provided there are fully qualified, fully certified teachers to replace and perform all of the duties of the laid-off teachers.
 2. If reduction is still necessary, then teachers in the specific positions being reduced or eliminated will be laid off, pursuant to ranking on the classification schedule established pursuant to Section B of this Article. Those individuals with the lowest ranking on the schedule shall be laid off first.
 3. There will be one seniority list. Teachers will have bumping privileges by certification, pursuant to Section B of this Article.

Administrator or Teacher seniority - Seniority will be established from the first day of continuous on the job performance. Extra activities are excluded.

- Tie:
- a. Highest degree held
 - b. Semester credits beyond highest degree
 - c. Flip of the coin

- B. Lay-off shall be on the basis of seniority, whereby the least senior employee shall be laid off first, provided a more senior staff member is certified and qualified to fill the open position.
1. Qualification, for the purposes of this provision, shall mean:
 - a. Secondary Certified Teachers

Staff members shall have secondary certification, a minimum of one year's teaching experience in the subject to be taught within the past five (5) years, or agree to take a minimum of six (6) semester hours of academic training in the subject area in which the vacancy exists. Such academic training shall commence with the next regular semester in which such subjects are taught at an accredited institution of higher learning. Further said training shall be arranged at the teacher's expense and during off-duty hours.

b. Elementary Certified Teachers

Staff members shall have elementary certification and a minimum of six (6) semester hours in elementary reading methods for assignment at the K-6 level. The district agrees that this requirement shall be waived if the teacher has a minimum of one (1) year experience at the K-6 level within the past five years.

c. 7th and 8th Grade Teachers

A secondary certified teacher, to be qualified for assignment to seventh and eighth grade level specialty areas, shall have a minimum of eight (8) semester hours of academic training in the subject area to be taught by the first day of the teaching assignment, or a minimum of (1) one year teaching experience in the subject matter in which the vacancy exists (within the past five (5) years). Further, said training shall be arranged at the teacher's expense and during off-duty hours. All seventh and eighth grade academic areas will require eight (8) semester hours of training by the start of the second school year.

An elementary certified teacher, to be qualified for assignment to seventh and eighth grade level specialty areas, shall have a minimum of one (1) year experience in the subject matter to be taught within the past five (5) years, or a minimum of eight (8) semester hours of academic training in the subject area in which the vacancy exists, by the first day of the teaching assignment. Further, said training shall be arranged at the teacher's expense and during off-duty hours. All seventh and eighth grade academic areas shall require eight (8) semester hours of academic training by the start of the second school year.

Specialty areas include such subjects as band, life management, technical education, physical education, and reading.

Demonstrated proficiency in a specialty area may be considered, at the discretion of the Board, when teachers are assigned in those areas. A teacher who does not have the required semester hours of academic training in the specialty area, but who can demonstrate proficiency in the area to the satisfaction of the administration, may qualify for the assignment, providing he/she takes eight (8) semester hours of credit concurrent with the teaching assignment the first year.

- C. To qualify for all teaching assignments referred to in this Article, the teacher must have necessary certification to assume the full teaching assignment.
- D. Recall shall be in inverse order of seniority, subject to the individual having certification, as set forth herein, for the vacancy in question.
- E. The individual contract, executed between each teacher and the employer, is subject to the terms and conditions of this agreement. It is specifically agreed that this Article takes

precedence over the individual contract, but subject to terms and conditions of this agreement.

ARTICLE XXIII

SCHOOL IMPROVEMENT

- A. The provisions contained in this Article shall apply to all School Improvement Plans (SIP), their processes and/or components.
- B. District and/or building level committees will be responsible for the development and implementation of the SIP. Such committees will determine their own decision making process.
- C. Any participation in a SIP committee, whether in full or in part, shall be voluntary and will in no way adversely affect a teacher's evaluation.
- D. In the event that any provision(s) of a SIP or application thereof violates, contradicts, or is inconsistent with the collective bargaining agreement, the collective bargaining agreement shall prevail unless mutually agreed in writing by the Board and the Association.
- E. To the extent any proposed element of the School Improvement Plan conflicts with the terms of the Master Agreement, the identified provisions will be subject to renegotiations at the request of either party.

ARTICLE XXIV

LEAST RESTRICTIVE ENVIRONMENT (LRE)/INCLUSIVE EDUCATION

A. The following conditions shall apply to the placement of children assigned to regular education classrooms who are identified in ways such as medical fragile, POHI (Physically and/or otherwise Health Impaired), EMI, SXI, TMI, SMI, autistic, visually or hearing impaired:

1. Any bargaining unit member who will be providing instructional or other services to a special needs student in a regular education classroom setting shall be invited to participate in the IEPC meeting(s) which may initially place or continue placement of, a student in a regular education classroom.

In instances where it is not possible to identify, in advance of IEPCs, general education teachers who ultimately will have special needs students assigned to their classrooms, meetings will be convened with such general education teachers as soon as possible following the beginning of the school year.

2. If any bargaining unit member advises the employer, in writing, of a reasonable basis to believe problems exist in the implementation of a special needs student's current IEPC, which are negatively impacting the student's educational progress, and/or impeding the learning progress of non-special needs students in the same placement, the bargaining unit member shall have the right to call for a meeting with the appropriate administrator to discuss the problem and possible resolutions.
3. The district will provide whatever the IEPC specifies as it pertains to providing all supplemental aids, support personnel and other related services necessary to satisfactorily educate the student in the regular education class.
4. In-service training regarding the instruction and/or behavior of special needs students in the regular education classroom setting will be provided as agreed to by the teacher and the building administrator.
5. The current class size teaching load of a teacher shall be taken into consideration prior to the placement of a special needs student in his/her classroom.
6. No bargaining unit member shall be required to provide school health services {defined as an act or function constituting the "Practice of Medicine" within the meaning of the Public Health Code (MCL 333.17001)}, except in life threatening circumstances. Bargaining unit members will be advised of the steps to be taken in the event an emergency arises related to the student's medical condition.

ARTICLE XXV

MASTER/MENTOR TEACHER PROGRAM

- A. Master/Mentor teacher is an experienced educator and, as part of his/her assignment, has agreed to accept the role of providing professional support, instruction, and guidance to a beginning teacher/mentee, in the same or similar field of practice or certification.
- B. The mentor - mentee assignment shall adhere to the following conditions:
 - 1. Participation as a mentor shall be voluntary on a case by case basis.
 - 2. Probationary teacher/mentor assignments shall be made by the administration.
 - 3. Reasonable efforts will be made to establish probationary teacher/mentor matches in the same building and in the same or similar specialty of area of certification.
 - 4. The mentor teacher assignment shall be for one year subject to review by the mentor and mentee after six (6) months, at which time either party may request termination of the relationship. The appointment may be renewed in succeeding years.
- C. Neither the mentor nor the mentee shall be permitted to participate in any matter related to the evaluation of the other.
- D. The mentor shall receive mentor training and participate in experiences which prepare him/her for his/her role and responsibilities. Such training will be at district expense.
- E. In addition to the probationary teacher's responsibilities under the school calendar (Appendix C) the probationary teacher is responsible to attend at least fifteen (15) days of professional development during the first three years of their probationary period.
- F. Released time will be granted with the approval of the principal.
- G. Mentor Teacher Guidelines
 - 1. Performance Responsibilities of Mentor Teachers

As outlined in the Mentoring Checklist (Appendix E), a Mentor Teacher will:

 - a. Share information with new/beginning teachers related to school or district procedures, guidelines, and expectations.
 - b. Link new/beginning teachers to appropriate resources, both human and material.
 - 2. Qualifications for a Mentor Teacher

- a. A tenured, Highly Qualified, practicing classroom teacher.
- b. Excellent classroom teaching abilities.
- c. A commitment to education as a profession.
- d. A willingness to expand his/her teaching responsibilities.
- e. Willingness to enhance or build upon his/her mentoring skills.
- f. Reflective and analytical practices about his/her teaching abilities.
- g. Good problem solving abilities.
- h. A wise and caring attitude.
- i. An appreciation for differences in style and background of students and colleagues.
- j. A sensitivity and responsiveness to ideas of others.
- k. Skills in leadership, communication, planning, organizing, and managing work.
- l. Knowledge of organizational structures, social norms, policies and procedures.
- m. A high level of integrity, sense of humor, and ability to serve as a catalyst for change.

3. Selection and Procedural Issues

- a. A master list will be created in each building listing qualified teachers interested in becoming a mentor teacher.
- b. The Mentoring Checklist must be completed, dated, and initialed by the Mentor and Protégé when each item is completed. All items must be completed before mentoring pay will be authorized.
- c. A meeting date to pair the Mentor and Protégé will be established no later than two full weeks after the Protégé's date of hire. The pairing of the Mentor and Protégé will be established no later than the end of the first full week of school.
- d. Mentors may not have more than one Protégé at any time.
- e. Mentors will be chosen after the building principal convenes and documents a meeting with at least three staff members present, who are not current Mentor candidates for the specific Protégé, for input into choosing a suitable Mentor/ Protégé pairing. The final decision of the Mentor/Protégé pairing will be made by the building principal.

ARTICLE XXVI

DURATION OF AGREEMENT

This agreement shall be effective as of July 1, 2004 and shall continue in effect until the 30th of June 2007. This agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

BOARD OF EDUCATION

EDUCATION ASSOCIATION

by _____
Patrick Dolan, President

by _____
Marisa Bly, Co-President

by _____
Larry Cook, Secretary

by _____
Angela Clark, Co-President

by _____
Gwen George, Secretary

APPENDIX A

2004-05 SALARY SCHEDULE

| Step | BA | BA+20 | MA | MA+20 |
|-------------|-----------|--------------|-----------|--------------|
| 0 | 33,081 | 34,172 | 35,543 | 36,608 |
| 1 | 33,446 | 34,540 | 35,908 | 36,985 |
| 2 | 35,149 | 36,166 | 37,640 | 38,770 |
| 3 | 36,164 | 37,271 | 39,018 | 40,187 |
| 4 | 37,638 | 38,746 | 40,525 | 41,740 |
| 5 | 39,121 | 40,237 | 41,994 | 43,256 |
| 6 | | 42,369 | 44,694 | 46,036 |
| 7 | | 44,879 | 47,018 | 48,428 |
| 8 | | 47,655 | 49,904 | 51,401 |
| 9 | | 50,938 | 53,468 | 55,073 |
| 10 | | 56,520 | 59,146 | 60,923 |

In addition, the above salary schedule shall be increased by one-half of one percent (0.5%) on June 30, 2005, as indicated below. The one-half of one percent increase shall not be retroactive but shall be applied to the 2005-06 salary schedule at the beginning of the 2005-06 school year.

**2004-05 SALARY SCHEDULE WITH 0.5% INCREASE
(6/30/05, NONRETROACTIVE)**

| Step | BA | BA+20 | MA | MA+20 |
|-------------|-----------|--------------|-----------|--------------|
| 0 | 33,246 | 34,343 | 35,721 | 36,791 |
| 1 | 33,613 | 34,713 | 36,088 | 37,170 |
| 2 | 35,325 | 36,347 | 37,828 | 38,964 |
| 3 | 36,345 | 37,457 | 39,213 | 40,388 |
| 4 | 37,826 | 38,940 | 40,728 | 41,949 |
| 5 | 39,317 | 40,438 | 42,204 | 43,472 |
| 6 | | 42,581 | 44,917 | 46,266 |
| 7 | | 45,103 | 47,253 | 48,670 |
| 8 | | 47,893 | 50,154 | 51,658 |
| 9 | | 51,193 | 53,735 | 55,348 |
| 10 | | 56,803 | 59,442 | 61,228 |

Semester hours or equivalent to be applied to salary credit beyond the Master's degree must be related to the teacher's certification, assigned subject area(s), or anticipated assignment change in the Laingsburg School District.

Continuing or permanent certification qualifies a teacher to be placed on the BA + 20 salary track.

2005-06 SALARY SCHEDULE

The following salary schedule reflects the one-half of one percent (0.5%) increase from the end of the 2004-05 school year, plus an additional one and one-half percent increase (1.5%).

| Step | BA | BA+20 | MA | MA+20 |
|-------------|-----------|--------------|-----------|--------------|
| 0 | 33,745 | 34,858 | 36,256 | 37,343 |
| 1 | 34,117 | 35,234 | 36,629 | 37,728 |
| 2 | 35,855 | 36,892 | 38,396 | 39,549 |
| 3 | 36,890 | 38,019 | 39,801 | 40,994 |
| 4 | 38,394 | 39,524 | 41,338 | 42,578 |
| 5 | 39,906 | 41,045 | 42,837 | 44,125 |
| 6 | | 43,219 | 45,592 | 46,960 |
| 7 | | 45,780 | 47,962 | 49,400 |
| 8 | | 48,612 | 50,905 | 52,433 |
| 9 | | 51,960 | 54,542 | 56,178 |
| 10 | | 57,655 | 60,333 | 62,146 |

Semester hours or equivalent to be applied to salary credit beyond the Master's degree must be related to the teacher's certification, assigned subject area(s), or anticipated assignment change in the Laingsburg School District.

Continuing or permanent certification qualifies a teacher to be placed on the BA + 20 salary track.

2006-07 SALARY SCHEDULE

The following salary schedule represents a 2% increase over the 2005-06 Salary Schedule.

| Step | BA | BA+20 | MA | MA+20 |
|------|--------|--------|--------|--------|
| 0 | 34,420 | 35,555 | 36,981 | 38,090 |
| 1 | 34,799 | 35,939 | 37,362 | 38,483 |
| 2 | 36,572 | 37,630 | 39,164 | 40,340 |
| 3 | 37,628 | 38,779 | 40,597 | 41,814 |
| 4 | 39,162 | 40,314 | 42,165 | 43,430 |
| 5 | 40,704 | 41,866 | 43,694 | 45,008 |
| 6 | | 44,083 | 46,504 | 47,899 |
| 7 | | 46,696 | 48,921 | 50,388 |
| 8 | | 49,584 | 51,923 | 53,482 |
| 9 | | 52,999 | 55,633 | 57,302 |
| 10 | | 58,808 | 61,540 | 63,389 |

Semester hours or equivalent to be applied to salary credit beyond the Master's degree must be related to the teacher's certification, assigned subject area(s), or anticipated assignment change in the Laingsburg School District.

Continuing or permanent certification qualifies a teacher to be placed on the BA + 20 salary track.

APPENDIX B

EXTRA PAY FOR EXTRA DUTIES

Regulations Governing Placement of Salary for Schedule B Positions

1. Percentages apply to the BA salary schedule for steps 0 through 5, and BA+20 for steps 6 through 10, as outlined in Appendix A of the contract year with the appropriate step based on years of experience in the activity.
2. Full credit for experience will be given on the salary schedule for the same or a related position. For compensation purposes no more than one (1) year of experience can be granted in a given sport in a school year.
3. It is understood that the percentages assigned for the positions not filled will not be used under terms of this Agreement.
4. It is expressly understood that the employment of persons to fill the extra-curricular positions lies within the discretion of the Board.
5. Non-staff position percentages are based on Step 0 of the BA salary schedule.

| Assignment | Percentage |
|-------------------|-------------------|
|-------------------|-------------------|

| | |
|--------------|----|
| M.S. – A. D. | 5% |
|--------------|----|

FALL SPORTS:

| | |
|------|-----|
| Golf | 6½% |
|------|-----|

| | |
|-----------------------|-----|
| Girls Var. Basketball | 11% |
|-----------------------|-----|

| | |
|---------------------|-----|
| Girls JV Basketball | 7½% |
|---------------------|-----|

| | |
|----------------------|----|
| Girls 9th Basketball | 7% |
|----------------------|----|

| | |
|----------------------|-----|
| Girls 8th Basketball | 5½% |
|----------------------|-----|

| | |
|----------------------|-----|
| Girls 7th Basketball | 5½% |
|----------------------|-----|

| | |
|------------------|-----|
| Varsity Football | 11% |
|------------------|-----|

| | |
|---------------------|-----|
| Asst. Var. Football | 7½% |
|---------------------|-----|

| | |
|--------------------|-----|
| JV Football | 7½% |
| Asst. JV Football | 6% |
| Freshman Football | 6% |
| H.S. Cross Country | 7% |
| M.S. Cross Country | 1½% |
| Boys Var. Soccer | 8% |
| Boys JV Soccer | 6% |

WINTER SPORTS:

| | |
|-----------------------|-----|
| Girls Var. Volleyball | 8% |
| Girls JV Volleyball | 6% |
| Girls 9th Volleyball | 5½% |
| Girls 8th Volleyball | 5% |
| Girls 7th Volleyball | 5% |
| Boys Var. Basketball | 11% |
| Boys JV Basketball | 7½% |
| Boys 9th Basketball | 7% |
| Boys 8th Basketball | 5½% |
| Boys 7th Basketball | 5½% |

SPRING SPORTS:

| | |
|--|-------------|
| Boy/Girls Track | 11% |
| (Optional) Boys/Girls* | 7% separate |
| Asst. Track | 4% |
| (3 Assistants) | |
| * 2 Assts. if separate head coaches | |
| M.S. Track | 3½% |
| Boys Var. Baseball | 9½% |
| Boys JV Baseball | 6½% |
| Girls Var. Softball | 9½% |
| Girls JV Softball | 6½% |
| Girls Varsity Soccer | 8% |
| Girls JV Soccer | 6% |

CLASS ADVISORS:

| | |
|-----------------|-----|
| Senior Class | 3¾% |
| Junior Class | 3¾% |
| Sophomore Class | 2½% |
| Freshmen Class | 2% |

ACADEMICS:

| | |
|------------------------|-----|
| Quiz Bowl | 2½% |
| Science Olympiad | 1½% |
| Future Problem Solvers | 1½% |
| Debate | 3% |

Forensics 3%

CLUBS:

Foreign Exchange 1½%

NHS 2½%

H.S. Student Council 5%

M.S. Student Council 5%

Publications 6%

SADD 1½%

Math/Science Club 1%

Pep Club 1%

DRAMA & FINE ARTS:

Spring Musical
Director 6%
Music Director 4%
Asst. Director 1½%
Technical Assistants (3) 1%

1 Act Play/Talent Show 1½%

3 Act Play 2%

Band 11%

Choral Director 3½%

OTHERS:

H.S. Var. Cheer (Fall) 5%

H.S. Var. Cheer (Winter) 5%
Winter Competition 2%

H.S. JV Cheer (Fall) 3½%

| | |
|-----------------------------|---------|
| H.S. JV Cheer (Winter) | 3½% |
| Winter Competition | 1¼% |
| M.S. Cheer | 3% |
| M.S. Intramurals | 1½% |
| Summer FFA | 20% |
| M.S. FFA Advisor | 3% |
| Homecoming | 1% |
| Tech. Support (3) | 5% |
| Title I Coordinator | 1¾% |
| PEGS Coordinator | 1% |
| Cafeteria/Recess Supervisor | 1% |
| Driver Education (per hour) | \$25.00 |

CURRICULUM:

| | |
|-----------------------------------|---------|
| Teacher-In-Charge (per hour) | \$21.40 |
| Teacher-In-Service (per hour) | \$20.76 |
| Curriculum Development (per hour) | \$20.12 |

MASTER/MENTOR PROGRAM:

| | |
|-------------|---------|
| | Stipend |
| First Year | \$650 |
| Second Year | \$400 |
| Third Year | \$400 |

APPENDIX C

2005-06 SCHOOL CALENDAR

| | | |
|-----------|------------|---|
| August | 29 | ½ day Preparation, ½ day Professional Development |
| August | 30 | ½ day Students, ½ day Preparation |
| September | 2 - 5 | No School — Labor Day |
| September | 30 | No School — Professional Development |
| November | 1 | Term Ends |
| | | ½ day Professional Development, ½ day Records |
| November | 23 - 25 | No School — Thanksgiving |
| November | 28 | No School — Professional Development |
| December | 22 - Jan 3 | No School — Christmas |
| January | 16 | No School — Professional Development |
| January | 23 | Term Ends |
| | | ½ day Professional Development, ½ day Records |
| February | 17 - 20 | No School — President's Day Break |
| March | 31 | Term Ends |
| | | ½ day Professional Development, ½ day Records |
| April | 3 - 7 | No School — Spring Break |
| April | 14 | No School — Good Friday |
| April | 17 | No School — Professional Development |
| May | 29 | No School — Memorial Day |
| June | 8 | ½ day Students, ½ day Records |
| *June | 9 | Term Ends |
| | | ½ day Students, ½ day Records |

*Attendance at professional development days prior to August 29th or after June 9th is optional. The Board agrees to pay \$100 per day for attendance at professional development days the week before school starts.

Parent-Teacher conferences will be determined by each building at the beginning of school year.

Each day of documented attendance at a Board approved professional development activity during the school year will eliminate a day's attendance at the Professional Development Days (excluding Professional Development Days within the school calendar). For the purposes of this section, a school year includes the summer before and the summer after the August to June school year. For example, the professional development received, from June 2005 after school is out through August 2005 before school begins, could count for the 2004-2005 school year or 2005-2006, but not both.

2006-07 SCHOOL CALENDAR

| | | |
|-----------|------------|---|
| *August | 28 | ½ day Preparation, ½ day Professional Development |
| August | 29 | ½ day Students, ½ day Preparation |
| September | 1 - 4 | No School — Labor Day |
| September | 29 | No School — Professional Development |
| October | 31 | Term Ends |
| | | ½ day Professional Development, ½ day Records |
| November | 22 - 24 | No School — Thanksgiving |
| November | 27 | No School — Professional Development |
| December | 21 - Jan 2 | No School — Christmas |
| January | 15 | No School — Professional Development |
| January | 22 | Term Ends |
| | | ½ day Professional Development, ½ day Records |
| February | 16 - 19 | No School — President's Day Break |
| March | 30 | Term Ends |
| | | ½ day Professional Development, ½ day Records |
| April | 2 - 6 | No School — Spring Break |
| April | 9 | No School — Professional Development |
| May | 28 | No School — Memorial Day |
| June | 6 | ½ day Students, ½ day Records |
| *June | 7 | Term Ends |
| | | ½ day Students, ½ day Records |

*Attendance at professional development days prior to August 28th or after June 7th is optional. The Board agrees to pay \$100 per day for attendance at professional development days the week before school starts.

Parent-Teacher conferences will be determined by each building at the beginning of school year.

Each day of documented attendance at a Board approved professional development activity during the school year will eliminate a day's attendance at the Professional Development Days (excluding Professional Development Days within the school calendar). For the purposes of this section, a school year includes the summer before and the summer after the August to June school year. For example, the professional development received, from June 2006 after school is out through August 2006 before school begins, could count for the 2005-2006 school year or 2006-2007, but not both.

APPENDIX D

**EVALUATION SUMMARY
Laingsburg Community Schools**

| | |
|----------------|--------------------------------------|
| Teacher | Classroom Observation Date(s) |
| School | Teaching Assignment |

This constitutes, primarily, a subjective evaluation of your work performance based upon formal and/or informal observations and the professional judgment of your supervisor. Your signature signifies you have read and discussed this evaluation with your supervisor and does not necessarily imply agreement with the evaluation.

Key: S = Satisfactory; meets or exceed accepted standards and practices
I = Satisfactory, but room for improvement. Individualized Development Plan not required
U = Unsatisfactory. Individualized Development Plan required

- | | <u>S</u> | <u>I</u> | <u>U</u> |
|--|--------------------------|--------------------------|--------------------------|
| A. <u>PLANNING/ORGANIZATION</u> | | | |
| 1. Lessons are designed to meet the district's curriculum | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Instructional materials are available for daily lessons | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Daily and substitute teacher plans are organized and easily followed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Daily classroom activities are planned and organized to meet objectives of the lesson. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Daily routines are efficient and detract little from instructional time. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. <u>INSTRUCTIONAL METHODS</u> | | | |
| 1. Instructions are clear and concise. Explanations are easily understood. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. A variety of methods are used to accommodate various learning styles. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Assignments and activities are worthwhile, meaningful, and relevant to the lesson. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. A balance between teacher-dominated activities and active student participation exists. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- | | <u>S</u> | <u>I</u> | <u>U</u> |
|---|--------------------------|--------------------------|--------------------------|
| 5. Challenging activities are provided to stimulate interest, thinking, and curiosity from students. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Students have little "free" time. Time on task and direct instruction dominate the class period. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Guided (in class) and independent (out of class) practice are utilized to enhance student understanding. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Effective assistance is provided to students and students know the procedures for obtaining assistance. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Students' understanding of skills is effectively monitored. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Initiative and enthusiasm are shown. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

C. LEARNING ATMOSPHERE

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. Classroom control and student behavior is maintained in a friendly, relaxed manner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. An equitable and consistent treatment of students is evident. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. An attitude of mutual respect and tolerance exists in the classroom. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Positive and negative reinforcement are appropriately used. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. A reasonable level of self-control is exhibited by the teacher. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Students are engaged in productive learning activities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Students understand academic and behavioral expectations as reflected through student behavior. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Realistic achievement from students is encouraged and promoted. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Negative student behavior is corrected expeditiously, effectively, and appropriately. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. The classroom atmosphere is courteous and friendly; rapport exists between students and teacher. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

D. PROFESSIONALISM

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1. Appropriateness of language, grammar, appearance, and dress. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Maintains a positive attitude towards education and the teaching profession. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Treats students and parents with dignity and respect. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Displays an awareness and interest in other areas. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CLASSROOM OBSERVATION CRITERIA

The listing of criteria which follows is intended to be useful in formulating comments and suggestions resulting from the observation of a teacher's classroom performance.

It should be understood that checking Yes, No, or Not Observed response is subjective. The checklist is intended to provide data to be reviewed with the teacher. This checklist is to be included in the teacher's file.

PLANNING AND ORGANIZATION

- The teacher is aware of and delivering the **District Curriculum**.
- Varying student **Aptitudes and Interests** are accommodated.
- Appropriate **Instructional Materials** related to the planned instruction are available.
- Plans are in **Sufficient Detail** to allow another teacher to teach effectively from them.
- A **Daily Schedule** of times allocated for instruction are available.

PHYSICAL ENVIRONMENT

- Student **Desks and Materials** are arranged in an instructionally appropriate manner.
- Student's **Personal Belongings** are appropriately stored.
- Bulletin Boards**, charts and displays are attractive and appropriate to classroom instruction.
- Classroom **Work Areas** are orderly.
- Commendable **Work of Students** is appropriately displayed.
- Teacher's **Grooming and Dress** creates a favorable professional impression.

INSTRUCTIONAL METHODS

- Teacher gives clear, concise **Instructions**, demonstrations and illustrations which are understood by students.
- Teacher challenges the ability of each student by using a wide variety of prepared and original **Materials** at appropriate levels.
- Teacher provides **Challenging Activities** for students who complete assigned work quickly and easily.
- Teacher **Stimulates the Thinking**, inquiry and curiosity of students to promote learning.
- Classroom experiences encourage students to develop **Good Work Habits**.
- Teacher provides **Effective Assistance** when needed and the students understand the system to receive assistance.
- Student **Participation** is balanced with teacher dominated activities.
- Transition** from one activity or lesson was effective and reflects prior planning.
- Students are **Appropriately Grouped** for instructional activities planned.

ATMOSPHERE FOR LEARNING: TEACHER

- Teacher maintains **Classroom Control** in a friendly, relaxed manner.
- Teacher is sensitive and **Alert to Conditions** leading to undesirable student behavior.
- Teacher demonstrates equitable and **Consistent Treatment** of students.
- Positive Reinforcement** is commonly used by the teacher.
- An attitude of mutual **Respect and Tolerance** is evident in the classroom.
- Teacher considers personal needs and self **Dignity of Students**.
- Teacher demonstrates an ability to adjust to **Difficult Situations**, i.e., interruptions, etc.
- Teacher demonstrates a reasonable level of **Self-Control**.
- Teacher shows initiative and resourcefulness and willingness to **Experiment** with instructional techniques.
- Teacher **Evaluates Student Work** in a timely fashion, and maintains appropriate achievement records.
- Students are made aware of their **Classroom Performance**.
- Teacher promotes **Maximum Achievement** from each student.
- Teacher has a healthy **Sense of Humor**.
- Teacher speaks clearly and uses **English Language** acceptably.
- Teacher does not allow own **Personal Problems** to interfere with teaching.

ATMOSPHERE FOR LEARNING: STUDENT

- Students are engaged in **Productive Learning** activities.
- Classroom Management** is evident through student behavior; students know what is expected of them.
- Students appear **Interested** in instruction activities.

CLASSROOM OBSERVATION SUMMARY CHECKLIST

Teacher _____

Subject/Class _____

Date _____

Observer _____

Observation Times _____

| | Yes | No | Not Observed | <u>Comments</u> |
|--|--------------------------|--------------------------|--------------------------|-----------------|
| <u>PLANNING AND ORGANIZATION</u> | | | | |
| District Curriculum | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Aptitudes and Interests | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Instructional Materials | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sufficient Detail | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Daily Schedule | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <u>PHYSICAL ENVIRONMENT</u> | | | | |
| Desks and Materials | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Personal Belongings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Bulletin Boards | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Work Areas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Work of Students | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Grooming and Dress | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <u>INSTRUCTIONAL METHODS</u> | | | | |
| Instructions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Materials | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Challenging Activities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Stimulates the Thinking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Good Work Habits | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Effective Assistance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Participation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Transition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Appropriately Grouped | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <u>ATMOSPHERE FOR LEARNING: TEACHER</u> | | | | |
| Classroom Control | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Alert to Conditions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Consistent Treatment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Positive Reinforcement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Respect and Tolerance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Dignity of Students | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Difficult Situations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Self Control | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Experiment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Evaluates Student Work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Classroom Performance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Maximum Achievement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sense of Humor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| English Language | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Personal Problems | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <u>ATMOSPHERE FOR LEARNING: STUDENT</u> | | | | |
| Productive Learning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Classroom Management | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Students Interested | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

A signature does not necessarily imply agreement. Only that the observation summary has been discussed with the teacher.

Teacher Signature _____ Date _____

Observer Signature _____ Date _____

APPENDIX E

MENTORING CHECKLIST

Mentor and protégé should discuss this list and prepare a tentative schedule for the protégé to insure all topics are covered in a timely manner. An effort was made to present topics during its logical 'season' but feel free to revise the timing and sequence of them.

The mentor and protégé should initial each item when it is completed. This document must be completed and turned into the building administrator who will submit it to payroll for payment of the appropriate Schedule B amount.

AUGUST/SEPTEMBER

The School and Its' People

- ___ Arrange for the protégé to meet with the business manager, principal, and union representative for introductions and general information.
- ___ Meet grade level/department members and key resource people (team leader, dept. chair, mentor, librarian, office staff, aides, athletic director, secretaries, counselor, custodian and etc.)
- ___ Review the physical setup of the school and location of facilities like the copy machines, staff rest room, lounge, phones, professional library, and AV materials.
- ___ Ask about procedures for lunch, coffee, food storage, and flower fund.
- ___ Obtain a copy of class/teacher/student/schedules, and extra duty responsibilities.
- ___ Learn the process for calling and preparing for a substitute teacher in case of illness, conference, or emergency.

Materials

- ___ Acquire copies of school materials such as the faculty and student handbooks, master agreement, school calendar, school floor plan, bell schedules, and etc
- ___ Acquire course guides, curriculum guides, class outlines, syllabi, curriculum documents, goal statements etc. (for each subject assigned)
- ___ Ask department/grade level members for details about particular units, texts, testing policies, etc.
- ___ Locate textbooks and supplementary materials for assigned subjects.
- ___ Learn the correct process for obtaining supplies.
- ___ Acquire technology equipment if applicable.

Teaching

- ___ Acquire and become familiar with district curriculum for your subject area(s). (Mi-Climb, flip charts, State Standards and Benchmarks)

Classroom Management

- ___ Become acquainted with the district and school philosophy and policies about discipline.
- ___ Formulate standards for student behavior in your classroom.
- ___ Establish a set of procedures for classroom routines (passing out materials, taking attendance, collecting assignments, and loaning pencils/books to students.) Read Harry Wong's book "The First Days of School". (See your principal for a copy)
- ___ Set up the classroom (seating arrangements, supplies area, assignment baskets, and bulletin boards.) View Fred Jones videotapes (see your principal for them)

Planning

- ___ Develop long-range general instructional plans for the first quarter (units, time lines, AV orders, & etc.) Be aware of due dates for progress reports and grades.
- ___ Choose a workable plan book format.
- ___ Prepare substitute teacher folder/ lesson plans.
- ___ Outline specific first-week lesson plans.
- ___ Locate and review your fire/emergency/evacuation/crisis plans.

Grades and Records

- ___ Prepare and distribute course descriptions /syllabi.
- ___ Become acquainted with school and district philosophy/policies regarding grading, homework, attendance and progress reports.
- ___ Set up a grade book that includes all necessary areas: daily grades, test grades, enrollment and drop codes, and specific dates.
- ___ Develop a system of keeping track of parent contacts, discipline referrals, & etc.
- ___ Learn the building attendance system. Learn how to use the electronic student information system if appropriate.

Community Relations

- ___ Discuss ways to communicate with parents on a regular basis.
- ___ Become aware of the many ways parents are involved with the school, i.e., volunteers, parent clubs, local school advisory committees & etc.
- ___ Attend a school board meeting and meet board members.

Professional Development

- ___ Attend new/beginning teacher meetings sponsored by the district.
- ___ Learn about professional development requirements/opportunities, funding availability and how to acquire a substitute teacher if needed. You should also identify and discuss any other relevant meetings with your mentor.
- ___ The protégé should meet with their principal to develop their Individualized Development Plan and review the IDP with their mentor.

OCTOBER/NOVEMBER/DECEMBER

School Schedule

- ___ Review snow day, fog delay, and other emergency procedures
- ___ Review calendar and discuss proper use of teacher planning and professional development days.
- ___ Discuss effective techniques for open house parent conferences and other meetings with the public.
- ___ Find out about holiday preparations i.e. decorations, parties, projects & assemblies
- ___ Discuss district expectations for attendance at events/duties outside of the regular school day.
- ___ Discuss the importance of being part of the school community by participating in student activities.

Student Progress

- ___ Check the time lines, format, and procedures for reporting student progress.
- ___ Learn about pupil assessment, records, and grading procedures.

- ___ Become acquainted with the available student support services. (Study hall, 504 plans, counseling, RESD support, title programs, & Sp. Ed.)
- ___ Learn about student referral procedures (See the counselor and Principal)

Professional Development

- ___ Review progress toward professional development requirements and discuss P.D. opportunities.
- ___ Locate the Board Policy Manual and discuss it with your principal.
- ___ Become familiar with (review) the State standards and benchmarks for your curriculum.

Reflection

- ___ Review your IDP and obtain a copy of the teacher evaluation form.
- ___ Discuss what has worked and what has not worked i.e. lesson presentation, student/class management, classroom routines and procedures, and assessment techniques.
- ___ Mentor should schedule times to observe their protégé and arrange times for the protégé to observe other teachers.
- ___ Consider having students give feedback to protégé for professional growth

JANUARY

End of First Semester

- ___ Record semester grades/report cards.
- ___ Prepare long – range general plans for second semester
- ___ Streamline planning activities and assembling instructional materials.
- ___ Make plans for spring break
- ___ Meet with the MEAP coordinator
- ___ Discuss the concept of the ‘rhythm’ of a typical school year with your mentor – highs, lows, and busy times.

FEBRUARY/MARCH/APRIL

School Schedule

- ___ Prepare for parent – teacher conferences
- ___ Discuss intervention strategies for struggling students

___ Attend professional development activities and update your P.D. record form.

Standardized Testing

___ Examine copies of testing materials and the teacher editions

___ Know the school's testing schedule and the teacher's role in administering the tests.

___ Become aware of the test data and how you will be expected to interpret it.

___ Discuss NCLB's "Adequate Yearly Progress" with your Principal.

MAY/JUNE

School Schedule

___ Learn about school/district policies and practices regarding special end-of year activities

___ Find out about school schedule for the final weeks of school.

___ Discuss year-end student management challenges.

Closing School

___ Review teacher checkout list for the end of the school year.

___ Store and/or return materials and equipment to their proper place.

___ Collect, inventory, and store student textbooks

___ Assess student fines and fees.

___ Prepare your supplies and book orders for the upcoming year.

___ Celebrate the successful end of your first year of teaching.

SUMMER

Professional Development Pursuits

___ Take summer workshops, coursework, and verify certification requirements.

___ Refine instructional plans to be delivered again.

Reflections

- Consider any revisions in your IDP for next year.
- Reflect on what has worked and what has not worked the past school year in the areas of instruction, discipline, classroom management, professional relationships, and parent/community relations.