

# AGREEMENT

Between the

Lawrence Public Schools

And the

VBCEA/Lawrence Education Association, MEA-NEA

2005-2008

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## TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE</u>
	AGREEMENT	2
I	BOARD RIGHTS AND RESPONSIBILITIES	3
II	MANAGEMENT RIGHTS CLAUSE	4
III	RECOGNITION	5
IV	ORGANIZATION	7
V	PROFESSIONAL COMPENSATION	8
VI	TEACHING HOURS	9
VII	IN-SERVICE TRAINING	11
VIII	TEACHING LOADS AND ASSIGNMENTS	12
IX	TEACHING CONDITIONS	14
X	VACANCIES, PROMOTIONS AND TRANSFERS	18
XI	LEAVE PAY	20
XII	SICK BANK	22
XIII	LEAVES OF ABSENCE	24
XIV	TEACHER EVALUATION	29
XV	PROTECTION OF TEACHERS	31
XVI	GRIEVANCE PROCEDURE	34
XVII	FINANCIAL RESPONSIBILITY	40
XVIII	REDUCTION IN PERSONNEL	42
XIX	SPECIAL TEACHING ASSIGNMENTS	45
XX	CONTINUITY OF PROFESSIONAL SERVICES	46
XXI	MISCELLANEOUS PROVISIONS	47
XXII	DURATION OF AGREEMENT	49
APPENDIX A	SALARY AND INSURANCE SCHEDULES	50
APPENDIX B	SUPPLEMENTARY PAY SCHEDULE FOR EXTRA ASSIGNMENTS	54
APPENDIX C	SCHOOL CALENDAR	59
	SNOW DAY MAKE-UP	60
APPENDIX D	LETTERS OF UNDERSTANDING	62-69

## AGREEMENT

This agreement is entered into this 7th day of July, 2005, between the Board of Education of Lawrence Public Schools, Van Buren County, hereinafter called the "Board," and the Van Buren County Education Association/Lawrence Education Association, MEA-NEA, hereinafter called the "Association."

## ARTICLE I

### BOARD RIGHTS AND RESPONSIBILITIES

The Board may not, by agreement or through arbitration, delegate powers and responsibilities which by law are imposed upon and lodged with the Board. Any contract must therefore be subject to the Michigan school laws and all other applicable laws and regulations.

## ARTICLE II

### MANAGEMENT RIGHTS CLAUSE

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

1. to the executive management and administrative control of the school system and its properties and facilities;
2. to hire all employees and, subject to the provisions of law, to determine their qualification or their dismissal;
3. to establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board; the adoption of policies, rules, regulations and practices in furtherance thereof; and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States.

Nothing contained herein shall be considered to deny or restrict the Board its rights, responsibilities, and authority under the Michigan general laws or any other national, state or county or district laws or regulations as they pertain to education.

## ARTICLE III

### RECOGNITION

- A. Pursuant to Section II of Act 336, Public Acts of 1965 as amended, the Board hereby recognizes the Association as the sole and exclusive representative for purposes of collective bargaining with respect to rates of pay, hours, and other terms and conditions of employment for all elementary and secondary teachers who are certified and regularly employed by the Board full-time throughout the school year as certified teachers, special education teachers, guidance counselors, librarians, and certified teachers regularly employed on a part-time basis (defined as at least ten (10) clock hours per week) for elementary teachers and at least two (2) teaching periods per day, five days per week, for secondary teachers); but excluding all support personnel, administrative, supervisory, and non-supervisory staff, substitute teachers, non-regularly employed part-time teachers, and all other employees.

“Certified teachers” for the purposes of this article shall be defined to include non-certified, non-endorsed classroom teaching personnel as defined in section 1233b of 1990 public act No. 25 (MCLA 380.1233b).

It is further agreed that contracted temporary replacement teachers employed by the Board forty (40) or more consecutive work days are included in the bargaining unit described herein. Furthermore, the rights extended to temporary replacement teachers herein shall become effective when said teachers become bargaining unit members, and shall not be made retroactive to their date of hire unless expressly provided herein.

- B. The Board and the Association specifically intend that membership in the Association shall not be a condition of employment, nor used as a point of discrimination in the rights, benefits, or obligations under this agreement.
- C. The term "certified" as used herein shall mean a teacher who is presently holding a valid certificate issued by the State Board of Education under the requirements of Act 287 of Public Acts of 1964 as amended.
- D.
  - 1. The term "teacher" shall refer to all employees represented by the Association, except where "temporary replacement teachers" (who are also represented by the Association) are referred to separately from other "teachers". In such instances, the term "teacher" refers to all bargaining unit members other than "temporary replacement teachers."
  - 2. All references made in the masculine gender shall include feminine.

## ARTICLE IV

### ORGANIZATION

- A. Members of the Association who are employed by the Board shall have the right to use school buildings for professional activities with prior approval from the administration Monday through Friday until 11:00 p.m. Any additional costs incurred by the Board due to such use shall be borne by the Association. It is expressly understood that such use shall in no way interfere with any school program or activity. Such use shall not be during the teachers' work day.
- B. The Association has the right to call regular meetings, if required, of its membership immediately following student dismissal on the Thursday following the regular Board meeting during the school year. It is agreed that if called, such meetings shall take priority over any meetings called by the Board or its representatives for those same times, provided that such meetings shall not interfere with any normal school function. The principal will designate the location of the meeting within the building.
- C. The Association has the right to information to carry on collective bargaining and to process grievances. The Board will furnish all such public information and minutes of the Board meetings will be furnished to the Association upon written request. One letter from the Association requesting such at the beginning of each school year will cover all Board meeting minutes for the duration of that school year. The Board has the right to require the Association to specify the information desired and to give the purpose for which it is desired. This requirement is to be done in writing.



## ARTICLE V

### PROFESSIONAL COMPENSATION

- A. The salary schedule is based upon the normal teaching load, as hereinafter defined. For required work over and above the normal teaching load, the teacher shall be entitled to and shall receive appropriate professional compensation as defined in the Salary Schedule B.
- B. The salary schedule is printed in Appendix A and is based on the number of days worked as defined in Appendix C.
- C. Duty Days/Hours: One hundred eighty (180) teacher duty days, effective 2005-2006. Each year the Board will schedule the minimum number of full student instruction days necessary to qualify for receipt of maximum State Aid payments for which the district may be eligible, and the remainder of the one hundred eighty (180) duty days will be scheduled by the Board as professional development days, parent-teacher conference days, orientation days or for such other purposes as the Board may determine to be appropriate.

The Board also reserves the right to schedule additional minutes of daily student instruction time if necessary to meet the requirements to qualify for receipt of maximum State Aid payments for which the district may be eligible.

## ARTICLE VI

### TEACHING HOURS

A. The teachers' normal teaching hours in the elementary and secondary school shall be as follows:

1. Teachers check in no later than ten minutes prior to the start of the school day.
2. Teachers at assigned place of duty not later than five minutes prior to the start of student instruction.
3. Unless permission is granted by the principal, teachers shall leave school no earlier than 25 minutes after students' release.
4. Hours of kindergarten teachers shall be fixed by the principal at the beginning of each semester but shall in no event be longer than the foregoing.

B. The parties recognize the principle of a normal forty (40) hour work week. It is mutually recognized by the parties that the principle of the forty (40) hour work week cannot be interpreted literally. However, the Board will, so far as possible, set work schedules and make professional assignments which can reasonably be completed within such a normal work week.

It is the responsibility of each individual teacher, as well as the Board, to provide the highest quality of educational program practicable for every student in the school district. This includes the following:

1. Careful daily preparation
2. Attendance at staff meetings

3. Teachers are required to attend parent-teacher conferences
  4. Participation in activities of the school such as the following:
    - a. Open houses
    - b. Public performances of children in plays, concerts, athletic activities, or other extra-curricular activities. (Participation in this instance is encouraged but remains voluntary.)
- C. The Administration will establish a schedule of monthly staff meetings, one (1) per month, by the opening of school. Said schedule may be adjusted by the principal provided at least two (2) weeks prior notice is given. Attendance at such meetings is mandatory and teachers are obligated to remain until the meeting is adjourned. Additional staff meetings may be called, but attendance by the teacher shall not normally be mandatory for more than one (1) hour per week but not to exceed one (1) hour in any one (1) day. The principal shall notify the teacher no later than 12:00 noon of the day on which the special meeting is called.

## ARTICLE VII

### IN-SERVICE TRAINING

The parties recognize that in our rapidly changing society, teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change, and other topics related to education. The Board recognizes that it shares with its professional staff responsibility for the upgrading of and up-dating of teacher performance and attitudes.

- A. The Board and/or Administration shall arrange after school courses, workshops, conferences, and programs designed to improve the quality of instruction. The teachers and the Board will mutually determine what activities are applicable and worthwhile. Attendance will be required by those involved. However, the Board will make the final determination after full consideration of the availability of funds to finance such activities.

## ARTICLE VIII

### TEACHING LOADS AND ASSIGNMENTS

#### A. SECONDARY TEACHERS:

The normal weekly teaching load in the senior high school and junior high school will be determined according to the schedule as set each year by the administration and board which will include five (5) unassigned preparation periods.

Length of periods shall be as determined by the Administration and a minimum of fifty (50) minutes daily of preparation.

#### ELEMENTARY TEACHERS:

The normal daily teaching load in the elementary school will be as in Article VI A. one and three.

Elementary teachers shall receive sixty (60) minutes per week of planning time during the periods of physical education and art. Such planning time shall be for the duration of the collective bargaining agreement. If both art and physical education are dropped, the teacher will be provided with sixty (60) minutes per week of planning time. This will be implemented by adding twelve (12) minutes to the shortest recess. If either art or gym is dropped, six (6) minutes will be added to the shortest recess. Elementary teachers have the option of alternating lunchroom duty.

- B. Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be assigned, except temporarily and for good cause, outside

the scope of their teaching certificates in grade K-8 or their major or minor field of study in grades 9-12.

- C. The parties recognize that changes in grade assignments in the elementary schools, changes in subject assignments in the secondary school grades, and transfers between schools will be necessary. While the right of determination to assign or transfer a teacher is vested in the Board, the Board will not, in any case, assign or transfer a teacher without prior notice of same and giving the teacher an opportunity to discuss the impending change(s). Prior notice shall consist of notifying the teacher either by talking with the teacher in person, by telephone, or by letter, return receipt requested. All transfers and changes of assignments shall be on a voluntary basis whenever possible. In making involuntary assignments and transfers, the convenience and wishes of the individual teacher will be honored to the extent that these considerations do not conflict with the instructional requirements and best interests of the school system and the pupils.
- D. If changes in grade assignment or subject assignment occur during the school year, final determination will be made by the Board and/or Administration after consultation with the Association. The superintendent shall notify the president of the Association in writing.
- E. It is expressly understood and agreed to by the parties that sections C and D herein shall not apply to temporary replacement teachers.
- F. Any teacher asked to substitute during his/her preparation time shall be compensated on a pro-rata basis based on an hourly rate of twenty dollars (\$20.00) per hour. For elementary teachers, this provision shall apply only to instances where the teacher must cover a class due to the absence of a "specials class" teacher (vocal music, physical education).

## ARTICLE IX

### TEACHING CONDITIONS

The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education that is the goal of both the teacher and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school day should be directed at insuring that the energy of the teacher is primarily utilized to this end.

A. The Board of Education recognizes the need for the control of class size and will try to limit the number of students per class as listed below. If the said number for grades 1-12 are exceeded, every effort will be made to hire permanent teacher aides upon the recommendation of the teacher or teachers involved and the building principal. However, criteria for teacher aide needs in grades 1 - 12 should not be determined by class size alone, as the Board and Administration realize that from time to time unique teaching situations which may not hinge entirely on class size may arise requiring the services of an aide. In the event that the class size in kindergarten should exceed twenty-five (25) students, a full-time aide will be assigned to the kindergarten teacher. The aide may be re-assigned from existing aides.

1. Elementary School

- |    |                    |           |
|----|--------------------|-----------|
| a. | Kindergarten       | 25 pupils |
| b. | Grades 1 - 2 - 3   | 25 pupils |
| c. | Grades 4 - 5 - 6   | 25 pupils |
| d. | Combination rooms: |           |

- |    |     |  |              |
|----|-----|--|--------------|
|    | (1) | Grades 1-2-3   | 25 pupils    |
|    | (2) | Grades 4-5-6   | 25 pupils    |
| 2. |     | Secondary School (Junior and Senior High)  |              |
|    | a.  | English  |              |
|    |     | (1) senior speech  | 20 pupils    |
|    |     | (2) all others   | 30 pupils    |
|    | b.  | social studies   | 35 pupils    |
|    | c.  | mathematics  | 35 pupils    |
|    | d.  | science  |              |
|    |     | (3) biology  | 25 pupils    |
|    |     | (4) physics  | 24 pupils    |
|    |     | (5) chemistry  | 26 pupils    |
|    |     | (6) all others   | 35 pupils    |
|    | e.  | language   | 30 pupils    |
|    | f.  | business   | 35 pupils    |
|    | g.  | typing   | 25 pupils    |
|    | h.  | industrial arts  |              |
|    |     | (1) auto mechanics   | 15 pupils    |
|    |     | (2) all others   | 20 pupils    |
|    | i.  | drafting   | 25 pupils    |
|    | j.  | home economics   | 24 pupils    |
|    | k.  | music  |              |
|    |     | (1) choir  | 35 pupils    |
|    |     | (2) band   | 50-60 pupils |
|    |     | (3) jr. high choir   | 30 pupils    |
|    | l.  | art  | 24 pupils    |
|    | m.  | health education   | 45 pupils    |
|    | n.  | physical education   | 45 pupils    |
|    | o.  | library-facilities may be used according to the written policy of the librarian. |              |

B. When combination classrooms are created, the teacher who will be assigned to such classroom will be consulted with respect to the students for that class. Such selection will be made with the goal of insuring as much homogeneity in terms of educational development as possible. No combination rooms shall be created unless absolutely necessary.

C. The Board shall furnish without charge, upon demonstration of need, suitable protective clothing to those teachers who are teaching in subject areas where the hazard to clothing is



above normal. Such clothing shall be used only for school activity purposes.

- D. The Board recognizes that appropriate texts, library references, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials constitute many of the important tools of the teaching profession.

The parties will confer from time to time for the purpose of improving the selection and use of such educational tools. The Board and/or superintendent will promptly implement all joint decisions thereon made by its representative and the Association. The Board agrees at all times to keep the schools reasonably and properly equipped and maintained.

- E. The Board recognizes the importance of increasing the educational experiences of children through the use of field trips, as needed and approved.
- 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 adequate lunchroom, restroom, and lavatory facilities for teacher use and at least one (1) room in each of the elementary and secondary buildings, appropriately furnished and maintained, which shall be reserved for use as a faculty lounge.
- H. Telephone facilities shall be made available to teachers for their use. All toll calls are to be verified by the Administration.
- I. Adequate parking facilities shall be made available to teachers for their exclusive use.
- J. No solicitation of funds for charitable or any other purposes by any organization shall be conducted on school premises during school hours, unless approved by the superintendent.

- K. The high school principal shall assign a total of three (3) teachers to stations and hall patrol each noon on a rotating basis.
- L. Teachers may attend conferences, workshops and clinics upon the Superintendent's or designee's approval. The Board will pay for expenses incurred while attending these activities if they are approved by the Board in advance.
- M. A teacher shall at all times be entitled to have present a representative of the Association when he is being reprimanded, warned, or disciplined for any infraction, discipline, or delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present.
- N. Teachers shall be informed of a telephone number that they shall call before 6:00 a.m. to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the Administration to arrange for the substitute teacher.

## ARTICLE X

### VACANCIES, PROMOTIONS AND TRANSFERS

- A. When a professional position must be filled by the Board, including administrative level positions, but excluding the superintendency, that need will be publicized within the school system by a written notice to the president of the Association. Each notification shall specify in detail the position to be filled and the qualifications (including educational requirements and experience) desirable, of candidates for that position.
- B. When the Board determines that such vacancy exists, notice of the vacancy shall be posted for five (5) working days or ten (10) calendar days when school is not in session. If the teacher desires to apply for that position, he must do so within the posting period. His application must be forwarded and received by his building principal, or such administrative official as the notice might specify.
- C. A teacher may apply for any position at any time. Such application shall be in writing, addressed to the Superintendent of Schools. Such application will be considered should such vacancy occur, either during the school year or during the summer. This application shall be renewed each year by the end of the school year.

Except in cases of unforeseen circumstances during times when school is not in session, but only after the Association and all teachers who have applied for the position have been notified by telephone or by letter (return receipt requested), such vacancy will not be filled until the posting period as described above has elapsed.

In filling a vacancy within the bargaining unit, the Board agrees to give due weight to the professional background and attainments of all applicants and the length of time each has been in the school system. The decision of the Board as to the filling of such vacancies shall, however, be final.

In filling promotional vacancies to administrative position, the Board shall consider the professional qualification, background, attainments, and service in the school district of all applicants from within the school district, as well as applicants from outside the school district. The parties recognize, however, that the filling of vacancies at the administrative level and the filling of a newly created administrative position is a prerogative of the Board, and the decision of the Board with respect to such matters shall be final.

- D. Request for building transfers shall be submitted to the Board's representative in writing. The Board's representative shall, after receipt of such written request from a teacher, make a decision and advise the teacher of it in writing within thirty (30) days of receipt of such written notice. Involuntary transfers shall not be made in a capricious manner.
- E. It is hereby agreed that this article only applies to teachers and does not apply to temporary replacement teachers.

## ARTICLE XI

### LEAVE PAY

- A. All teachers absent from duty because of personal illness, physical disability, or injury, shall be allowed full pay for a total of ten (10) days absence in any school year. In the event a teacher has depleted his present accumulated sick leave, he may, upon request, borrow a maximum of ten (10) days on his sick leave policy for the following year. Said borrowed sick leave shall be deducted from final pay in the event the teacher leaves the system before days have been re-accumulated.

However, temporary replacement teachers shall earn one (1) paid sick day per month of continuous employment, accumulative to no more than ten (10) days per year. Furthermore, temporary replacement teachers may not borrow sick days from anticipated accumulations.

- B. Each teacher shall be entitled to an accumulation of the unused portion of each year's sick leave which shall be available to him for future years. Sick leave may be accumulated to a total of one hundred eighty (180) days.

A temporary replacement teacher may carry over his accumulated sick days earned from year to year only in the event that said teacher is continued as a regular teacher. Employment must be continuous and must be converted to regular status in order to have any accumulation.

- C. Each teacher shall present a signed statement, if requested by the Administration, indicating the reason for each absence, such statement to be filed in the principal's office. The principal

may request a physician's statement for an absence of three (3) or more day's duration.

- D. Any teacher who willfully violates or misuses this sick leave policy, or who misrepresents any statement or condition under said policy, shall forfeit all accumulations and any further right under said policy, until reinstated in good standing by the Board on recommendation of the Superintendent and the Association's Ethics Committee.
- E. Any teacher who is absent because of an injury or disease compensable under the Michigan Worker's Compensation Law shall receive from the Board the difference between the allowance under the Worker's Compensation Law and his regular salary, to the extent, and until such time, as said teacher shall have used up any sick leave as provided herein. The difference, as stated above, shall be calculated on the monetary value of the accumulated sick leave. Example: Worker's Compensation two-thirds ( $\frac{2}{3}$ ) plus sick leave one-third ( $\frac{1}{3}$ ) payment. One-third ( $\frac{1}{3}$ ) sick leave payment is equal to one-third ( $\frac{1}{3}$ ) of a sick leave day.

## ARTICLE XII

### SICK BANK

- A. Each teacher shall be a member of the sick bank. Unused days shall be carried over from year to year. During the year that the sick bank becomes depleted, each teacher shall contribute two (2) days from his accumulated sick days. The number of sick bank days a teacher may use shall be limited to whichever is least of either sixty (60) work days per illness or disability, as defined by the Long Term Disability Policy, or the number of days necessary to qualify the teacher for LTD, if such a bank did not exist.
- B. Sick bank days can only be used for personal catastrophic illness or injury. Factors to be considered shall include the degree of seriousness of the illness/disability, the anticipated duration of absence from duty, whether the employee could reasonably have scheduled surgery/treatments for the illness/disability to occur outside of the duty year, whether the employee has other alternative sources of compensation available during the anticipated absence and such other factors as the panel described in Section F below shall deem appropriate in any particular case. The panel shall issue a written statement of their decision and rationale in each case.
- C. Teachers may, upon application, utilize sick bank days following the depletion of their personal accumulated sick days for catastrophic illness or injury only.
- D. It is agreed that a teacher is not entitled to utilize sick bank days until said teacher has fulfilled a disqualification period of two (2) work days. Upon the third consecutive work day the teacher is entitled to all days retroactive to the beginning of the disqualification period.

- E. The Board shall furnish the Association with an annual report on the status of the sick bank.
- F. A panel composed of three Association representatives (appointed by the Association) and two administration representatives (appointed by the superintendent) shall be established to administer the sick bank. This panel shall create an application form to request the use of sick bank days. Any teacher wishing to apply for days from the sick bank must complete this application. This completed application must be submitted to the sick bank panel for approval prior to use of sick bank days.
- G. All decisions of the above panel as to whether to grant applications for use of sick leave bank days shall be final and binding and shall not be subject to the grievance procedure.



## ARTICLE XIII

### LEAVES OF ABSENCE

- A. Any teacher whose personal illness extends beyond the period compensated under Article XI and XII may be granted a leave without pay, as provided by the Michigan Tenure Act.
- B. Leaves of absence with pay, chargeable against the teacher's allowance for sick leave, shall be granted for the following reasons:
1. A maximum of fifteen (15) days per school year for a critical illness of the following members of the teacher's immediate family: father, mother, brother, sister, grandparents, grandchildren, spouse, children, and in-laws.
  2. One (1) day when emergency illness in the family requires a teacher to make arrangements for necessary medical or nursing care.
  3. Time necessary for attendance at the funeral service of persons whose relationship to the teacher warrants such attendance.
  4. A maximum of five (5) days per school year for each death of the following members of the teacher's immediate family: father, mother, spouse, children, brother, sister, grandparents, grandchildren, and in-laws. Additional days from sick leave may be granted as needed, i.e., travel.
- C. Leaves of absence with pay not chargeable against the teacher's allowance shall be granted for the following reasons:
1. The leave of absence may be granted a teacher called for jury service. The Board shall pay an amount equal to the difference between the teacher's daily salary and the daily jury duty fee paid by the Court (not including travel allowance for reimbursement of expenses) for each day on which the teacher reports for or performs jury duty and on which he otherwise would have been scheduled to work, providing that the teacher cooperates with the Administration in seeking to be excused from such service.
  2. Court appearance as a witness in any case connected with the teacher's employment, or the school, whenever the teacher is subpoenaed to attend any proceeding, less

witness fees, provided such appearance is on behalf of the district.

3. Superintendent or designee approved visitation at other schools, or for attending conferences or conventions, including the Michigan Education Association Conferences.
4. Time necessary to take the selective service physical examination.
5. Time necessary, up to a total of five (5) teacher days per school year, shall be allowed for appropriate Association representatives to attend Michigan and/or National Education Association activities as recommended by the Association and approved by the superintendent, the maximum to be limited to two (2) representatives at any one time.
6. Two (2) days per year are granted for use as personal business days to each teacher and may be accumulated from year to year to a total of three (3) personal business days. Any unused personal business days in excess of the three (3) accumulated personal business days will automatically be added to and become part of said teacher's accumulated sick leave. Personal business day use shall not exceed three (3) days per year.

Personal business means an activity that requires the teacher's presence during the school day and is of such a nature that it cannot be attended to at a time when school is not in session.

An application for a personal business leave shall be submitted at least one (1) week in advance, except in the event of an emergency when a shorter notice will be accepted and the reason will be given. Such leave will not, however, be granted for the days preceding or following a holiday or vacation.

Temporary replacement teachers shall receive personal business days on a prorated basis at the rate of one (1) day per semester of work.

7. One (1) day per year may be used as a professional business day if approved by the building principal. An application, stating date, destination and purpose shall be submitted at least one (1) week in advance for review by the building's principal. Such a professional business day shall be used for teaching improvement, such as interschool visitation, seminars, etc. Each teacher shall make a report to the principal after such a professional day. Professional business days may not be applied to either sick leaves or personal business days.

It is expressly understood that this subsection does not apply to temporary replacement teachers.

Teachers may apply to use a professional business day on a day when staff are not scheduled for duty, and if such a day is duly approved by the building principal, the teacher will be paid a stipend equal to the current daily rate being paid by the school district for per diem substitute teachers.

- D. Leaves of absence without pay, not to exceed one (1) year and subject to renewal at the will of the Board, may be granted upon application for the following purposes:
1. Study related to the teacher's licensed field.
  2. Study to meet eligibility requirement for a license other than that held by a teacher.
  3. Study, research, or special teaching assignment involving probable advantage to the school system.
  4. To prevent the layoff of another member of the teaching staff; provided, however that the decision to grant or deny such leave requests, as well as the determination of the beginning and ending dates of such leaves, shall be by mutual agreement of the Board, the Association, and the applicant. Absent such mutual agreement, no leave shall be granted. Provided, further, that no employee on such leave of absence shall be entitled to return to active duty prior to the established expiration date of the leave unless the Board shall expressly approve such request.

The regular salary increment occurring during such period shall be allowed for leaves granted under subsections 1 - 3.

- E. A teacher absent from work because of mumps, scarlet fever, measles, pink eye, head lice, or chicken pox shall suffer no diminution of compensation and shall not be charged with sick leave. Final determination of compensation for absences due to the above illnesses will be made by the Board.
- F. The Board shall grant to any teacher, upon request, a leave of absence without pay for the purpose of childbirth. Such leave shall commence when the teacher is no longer able to

adequately perform the duties to which she is regularly assigned and shall last, after the termination of the pregnancy, until such time as, in the opinion of her physician, she is able to adequately assume the duties to which she is regularly assigned. It is understood that a teacher may use sick days according to Article XI and the above described leaves without pay.

The leave shall be extended up to a period of one (1) year upon written request by the teacher. Upon return, a teacher shall be assigned to the same or similar position. Further extensions may be granted at the will of the Board.

The application for such leave shall be received by the superintendent approximately sixty (60) calendar days prior to the effective date of such leave.

A teacher on leave under the above conditions, wishing to return to duty, shall file a written request with the superintendent approximately sixty (60) calendar days prior to the date she wishes to return to teaching, or prior to the end of the leave, providing that such time coincides with the beginning of a semester. Leaves for adoption of a child shall begin at a mutually agreed upon time between the Board and teacher.

If a teacher does not comply with all of the above conditions, the right to such leave and/or the right to return, may be denied by the Board.

- G. Leave of absence without pay may be granted up to one (1) year to any teacher who joins the Peace Corps as a full-time participant in such program. The same or similar position will be granted upon return, if possible.

- H. The Board may grant a leave of absence without pay to any teacher, to campaign for, or serve in, a public office. The same or similar position will be granted upon return, if available.
- I. It is expressly understood that Sections D, E, F, G, and H of this Article apply only to regular teachers, and, therefore, do not apply to temporary replacement teachers.
- J. To the extent required by the provisions of the Federal Family and Medical Leave Act of 1993 (FMLA), an eligible bargaining unit employee shall be granted leave for the purposes and subject to the terms and conditions as provided by the Family and Medical Leave Act of 1993 (FMLA) in all respects.

## ARTICLE XIV

### TEACHER EVALUATION

- A. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address or audio systems, and similar surveillance devices shall be strictly prohibited.
- B. Each teacher shall have the right, upon request, to review the contents of his personnel file. All materials shall be made available for inspection. A representative of the Association may be requested to accompany the teacher in such review.
- C. EVALUATIONS:
1. Probationary teachers will be evaluated in writing a minimum of three (3) times each school year by their principal. All three (3) written reports are to be reviewed and signed by the principal and the teacher. Each written report should include at least one (1) classroom observation conducted prior to the completion of the report.  
  
Due dates for completed reports are as follows:  
  
October 20 - First evaluation report for probationary teachers  
January 16 - Second evaluation report for probationary teachers  
March 20 - Third evaluation report for probationary teachers
  2. Tenured teachers will be evaluated in writing a minimum of once every two (2) years, with such evaluation due not later than March. Each written report should include at least two (2) classroom observations conducted prior to the completion of the report. All such evaluations shall be reviewed and signed by the principal and the teacher.
  3. Evaluations and individualized development plans for teachers will be prepared by the Administration in compliance with the requirements of the Michigan Teachers Tenure Act. Provided, however, that alleged violations of such requirements may not be the basis of any grievance under the grievance procedure of this collective bargaining contract.

- D. 1. A tenure teacher will be assigned to each probationary teacher in September of each school year, with the tenure teacher's permission, the assignment to be made by the building principal. The tenure teacher may serve more than one (1) probationary teacher.
2. The tenure teacher is to guide and advise the probationary teacher in conjunction with the principals. The tenure teacher will not attend the evaluation sessions between the teacher and the principal. However, upon written request of the probationary or assigned tenure teacher or the building principal, a review committee shall be called. The review committee shall consist of the superintendent, the building principal, assigned tenure teacher, one (1) additional tenure teacher to be appointed by the Association's Executive Committee, and probationary teacher involved. After the meeting, each member of the committee shall make a written evaluation and these shall be placed in the personnel file of the probationary teacher with the evaluation of the principal, such meetings to be of an informational nature with no decisions being made.
- E. In the event that the tenure teacher feels his evaluation was incomplete or unjust, he may put his objections in writing and have them attached to the evaluation report to be placed in his personnel file. All objections must be submitted no later than ten (10) calendar days after the end of each observation and evaluation period as defined above.
1. Upon request of the teacher, the Association's designated representative will have the right to a hearing with the teacher and the Administration in the case of a conflict.
- F. It is understood that this article will only apply to a temporary replacement teacher in the event that said teacher's appointment exceeds ninety (90) school days.

## ARTICLE XV

### PROTECTION OF TEACHERS

- A. The Board will give reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, or law enforcement personnel, the teacher shall advise the principal, and if the principal concurs and such help is available, reasonable steps shall be taken to provide such attention as is required. In the event of a disagreement, the teacher may appeal the decision to the superintendent.
- B. Any case of assault upon a teacher which has its inception in a school centered problem shall be promptly reported to the Board or its designated representative. If the assault was by a pupil(s), the Administration shall promptly investigate the matter and determine suitable treatment for the assaulting pupil(s). This decision shall be communicated to the teacher concerned. If the assault is by an adult who is not a pupil the Board or its designated representative shall promptly report the incident to the proper law enforcement authorities.

Where a teacher is sued in either case above, any teacher not otherwise covered by insurance, either through MEA or some independent insurance carrier, may apply to the Board for legal assistance. If the Board shall determine that the teacher has acted within the scope of written board policy, the Board shall provide legal counsel to the teacher to advise him of his rights in the given incident (it being expressly understood that this advice shall not include trial preparation).



While the Board's obligation does not include trial preparation, the Board may in its discretion, carry the expense of a trial. It is the policy of the Board to back teachers who show use of good judgment in handling student discipline problems.

- C. Teachers shall be expected to exercise reasonable care with respect to safety of pupils and property and will be cautioned that they will be individually liable to pupils and/or parents for injury in the case of negligence.
- D. The Board shall make an actual cost value reimbursement when a teacher, properly engaged in school activities, and at the location of such activities, suffers loss, damage, or destruction of the following:
  - 1. Clothing and eye glasses, if through student altercation or accident caused through student carelessness or intentional action, provided the teacher is dressed appropriately for the activity and takes proper precautions. Maximum liability per loss is not to exceed one hundred fifty dollars (\$150.00).
  - 2. Personal property used for the benefit of the students, will be covered only when written permission is given to bring said personal property into the school. Estimated value, reason for its use, and time of duration will be stated on an authorization report issued by the principal of the school involved.
  - 3. Vandalism to automobiles, motor bikes and bicycles which is not covered by the teacher's personal insurance will be covered to a maximum board contribution of two hundred fifty dollars (\$250), computed as follows: the Board will reimburse the first fifty dollars (\$50) of loss, plus one-half ( $\frac{1}{2}$ ) of any loss in excess of fifty dollars (\$50), up to the maximum Board contribution of two hundred fifty dollars (\$250).

The teacher shall submit to the superintendent in writing, proof of loss, and a request for reimbursement, specifying the item involved and its value and the circumstances leading to its loss, damage, or destruction. Any loss, damage, or destruction involving less than five dollars (\$5.00) worth of clothing, property or automobile will be considered incidental and no reimbursement will be made.

Classes or student groups will be reimbursed for the cost of stolen property when it is stored in the area designated by the school for not more than five (5) calendar days and evidence of forced entry exists. The building principal will distribute the key to the appropriate class advisor, who will have sole responsibility for the key until it is returned to the building principal.

- E. If a written complaint is made against or about a teacher by students or other persons, the teacher shall be promptly advised with a written signed statement by the proper administrative representative of the Board. All details of the complaint shall be enumerated in that statement. No verbal complaints will be honored.

## ARTICLE XVI

### GRIEVANCE PROCEDURES

- A. Any teacher, group of teachers, or the Association, believing that there has been a violation, misinterpretation or misapplication of any provision of this Agreement relating to wages, hours, terms or conditions of employment, may file a written grievance with the Board or its designated representative within ten (10) work days of its alleged occurrence.

The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article:

1. The failure to re-employ any probationary teacher.
2. The failure of the sick bank panel to approve an application for use of sick bank days (see Article XII).
3. Any matter pertaining to teacher evaluation. The content of the evaluation is not grievable; however, the evaluation procedure is grievable.
4. The termination of, or failure to rehire a teacher to an extra-curricular position.
5. The failure to rehire or extend a contract of a temporary replacement teacher shall not be subject to the grievance procedure. It is further understood that any matter pertaining to the termination of a temporary replacement teacher shall not be subject to the grievance procedure if said termination occurs between the 100<sup>th</sup> and 120<sup>th</sup> work day of said teacher's appointment.

It is expressly understood that the grievance procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion).

- B. The Board hereby designates the principal in each school building as its representative at Level One and the superintendent or his designated representative to act at Level Two, as herein after described.

C. The term "days" as used in this article shall mean "teacher work days," during the school year, and Monday through Friday (excluding legal holidays), during summer break. Snow days are not deemed to be "teacher work days."

D. Written grievances as required herein shall contain the following:

1. It shall be signed by the grievant or grievants.
2. It shall contain a synopsis of the facts giving rise to the alleged violation.
3. It shall cite the section or subsections of this contract alleged to have been violated.
4. It shall contain the date of the alleged violation.
5. It shall specify the relief requested.

In order to constitute a written grievance, within the meaning of the grievance procedure, all of the above items must be present.

E. Before filing a written grievance as required in Level One and within five (5) days of the alleged occurrence of a grievable action, the grievant shall present his grievance orally to the building principal in an attempt to reach an informal resolution to said grievance. If no resolution is made, then the grievant shall proceed to Level One.

F. Level One. A teacher believing himself wronged by an alleged violation of the express provisions of the contract shall, within five (5) days of the meeting with the building principal or ten (10) days of the alleged occurrence of the grievable action whichever shall come first, file a written grievance with the building principal. Within five (5) days of the receipt of the grievance, the principal shall meet with the teacher in an effort to resolve the grievance. If no resolution is obtained within five (5) days of the meeting, the teacher shall proceed within five (5) days of the discussion to Level Two.

Level Two. A copy of the written grievance shall be filed with the superintendent or his designated representative with the written approval of the Association. The superintendent shall have five (5) days to hold a hearing on the grievance. The superintendent shall approve or disapprove the grievance within five (5) days of the hearing.

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By mutual consent of the grievant and the superintendent, Level One may be bypassed, in which case the written grievance shall be initially filed with the superintendent who shall hold a hearing on the grievance within five (5) days of the filing and shall approve or disapprove it within ten (10) days of the hearing.

If no decision is rendered within the above specified time limits or if the decision is unsatisfactory to the grievant, the grievant may appeal by filing the grievances with the Secretary of the Board within five (5) days and proceed to Level Three.

Level Three. The Board shall review the grievance not later than the next regular Board meeting. If the next regular Board meeting is at least ten (10) days after the date of receipt of the grievance appeal by the Board, the board shall issue its final determination on the grievance within fifteen (15) days after the Board meeting. If the next regular Board meeting is less than ten (10) days after the receipt of the grievance appeal by the Board, the board shall issue its final determination on the grievance within thirty (30) days after the Board meeting. The Board may hold a hearing thereon, may designate one (1) or more of its members to hold a hearing or otherwise investigate the grievance, or prescribe such procedure as it may deem appropriate for consideration of the grievance, provided, however,

that in no event, except with express written consent of the Association, shall final determination of the grievance be made by the Board later than the deadlines as set forth above.

Level Four. Individual teachers shall not have the right to process a grievance at Level Four.

1. If the Association is not satisfied with the disposition of the grievance at Level Three, it may within ten (10) days after the decision of the Board in writing, refer the matter for arbitration to the Board, in writing, and request the appointment of an arbitrator to hear the grievance. If the parties cannot agree upon an arbitrator, he shall be selected by the American Arbitration Association in accordance with its rules; however, each party shall have the right to presumptorily strike not more than three (3) from the list of arbitrators.
2. Neither party may raise a new defense or ground at Level Four not previously raised or disclosed at other written levels. (Each party shall submit to the other party, not less than three (3) days prior to the hearing, a pre-hearing statement alleging facts, grounds and defenses which will be proven at the hearing and hold a conference at that time in an attempt to settle the grievance.)
3. The decision of the arbitrator shall be final and conclusive and binding upon employees, the Board, and the Association, subject to the right of the Board or the Association to judicial review, any lawful decision of the arbitrator shall be forthwith placed into effect.
4. Powers of the arbitrator are subject to the following limitations:
  - a. He shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of the Agreement.
  - b. He shall have no power to interpret state or federal laws.
5. After a case on which the arbitrator is powered to rule hereunder has been referred to him it may not be withdrawn by either party.
6. If either party disputes the arbitrability of any grievance under the terms of this Agreement, the arbitrator shall have no jurisdiction to act upon the merits of dispute until the matter has been determined in writing. (In the event that a case is appealed

to the arbitrator on which he has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.)

7. More than one (1) grievance may not be considered by the arbitrator at the same time except upon expressed written mutual consent and then only if the grievances are of similar nature.
  8. The cost of the arbitrator shall be borne equally by the parties; however, each party shall assume its own cost for representation including any expense of witnesses.
- G. Should a teacher fail to institute or appeal a decision within the time limits specified, all further proceedings on a previously instituted grievance shall be barred. Should a teacher leave the employ of the Board, all further proceedings on a previously instituted grievance (except a claim involving a remedy directly benefiting the grievant regardless of his employment) shall be barred.
- H. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or non-occurrence of the event upon which the grievance is based. In no event, however, shall the settlement or arbitration award provide a remedy or benefits for more than thirty (30) days prior to the date on which the grievance is filed.
- I. The time limits provided in this article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the Board and the Association shall use their best efforts to process such grievance prior to the end of the school term, or as soon thereafter as possible.
- J. Notwithstanding the expiration of this agreement, any claim or grievance arising during the life of the contract may be processed through the grievance procedure until resolved.
- K. A teacher representative of the Association employed by the Board, who is engaged during

any regular school day in any grievance procedure hearing, shall be released from his regular duties without loss of salary. Such paid time off shall not exceed two (2) days per month for one (1) Association representative at each building location. Whenever possible, hearings so called shall be held outside regular working hours and shall not interfere with school operations.



## ARTICLE XVII

### FINANCIAL RESPONSIBILITY

A. The Board agrees that it shall be a condition of employment that all teachers within thirty (30) days after the commencement of employment do one of the following:

1. Sign and deliver to the Board an assignment authorizing deduction of membership dues of the Association, and if he so desires, local assessments and PAC contributions, and such authorization shall continue in effect from year to year unless revoked or modified in writing.

or

2. Cause to be paid to the Association a representation and bargaining fee no more than the equivalent of the dues uniformly required of members of the exclusive bargaining representative. In the event the representation or membership fee shall not be paid, the Board upon receiving a written and signed complaint from the Association indicating the teacher has failed to comply with this condition, shall process said complaint in accordance with the Teacher's Tenure Act, the charging party being the Association. If said teacher is a tenure teacher, or in the event the teacher is a probationary teacher, the Board shall immediately notify said teacher his services shall be discontinued at the end of the then current school year. The Association in its sole discretion may withdraw its complaint against a teacher who has failed to comply with this article at any time before the Board hires a replacement for said teacher. The parties expressly recognize that failure of a teacher to comply with the terms of this article is just and reasonable cause for discharge from employment.
3. The Association shall submit in writing to the superintendent by the first pay day of each school year the amount to be deducted from each teacher's pay. Such amounts shall remain in effect throughout the school year.
4. The above mentioned deductions shall be made throughout the school year worked in equal bi-weekly installments, beginning with the second pay day of the school year.
5. Upon presentation of appropriate voluntary contribution authorization forms (duly signed by the individual teacher(s) and drafted in compliance with the requirements of the Michigan Campaign Finance Act), the Board agrees to make deductions for contributions to the National Education Association Political Action Committee (NEA-PAC) and/or the Michigan Education Association Political Action Committee

(MEA-PAC) in the amount designated by the individual teacher(s). Such deductions shall be made from a single payroll period (in the same calendar year as the date of the signed authorization) as mutually agreed to by the superintendent of schools and the Association president.

6. The Association agrees to indemnify and save the Board, including each individual Board member, harmless against any and all claims, demands, costs, suits or other forms of liability, including, but not limited to, back pay and all court or administrative agency costs which may arise out of or by reason of, action by the Board of Education for the purpose of complying with this agreement. Any statements or invoices which the Board may receive regarding the enforcements of this provision shall be paid by the Association, directly to the person or organization sending the invoice.

The above is also subject to the following conditions:

- a. The damages have not resulted from the negligence, misfeasance or malfeasance of the Board or its agents.
- b. The Association, after consultation with the Board, has the right to decide whether to defend any said action or whether or not to appeal the decision of any court or other tribunal regarding the validity of the section or the defense which may be assessed against the Board by any court or tribunal.
- c. The Association has the right to choose the legal counsel to defend any said suit or action.
- d. The association shall have the right to compromise or settle any claim made against the Board under this section.

- B It is understood that temporary replacement teachers' obligations to the Association shall be on a prorated basis as determined by the Association, but such obligation shall not exceed one-tenth (1/10) of the regular annual representation fee for each month said teachers work as bargaining unit members.

ARTICLE XVIII  
REDUCTION IN PERSONNEL

- A. If the Board desires to reduce the number of teachers, the following procedures shall be used:
1. Voluntary layoffs may be accepted by the Board provided there remain teachers who are state certified to teach in the vacant positions.
  2. If further reductions are made, exceptions provided in subsection 3 herein, teachers shall be laid off according to seniority (least senior first), provided there remain teachers who are state certified to teach in the vacant positions.
  3. In those cases when teachers have obtained tenure under the Michigan Tenure Law, non-tenured teachers shall be laid off before tenured teachers, provided there remain teachers who are state certified and highly qualified as defined by No Child Left Behind to teach in the vacant positions.
- B. Seniority shall be defined as length of continuous service in the district computed from the date on which the teacher began actual duty as a teacher, provided, however, that seniority shall not accrue while the teacher is on an unpaid leave (of thirty (30) workdays or longer) or on layoff.
- C. The Administration shall annually promulgate and publish a "seniority list" showing all teaching staff in order of seniority. The list shall show each teacher's date of first duty and shall show any period of unpaid leave, layoff, or other condition which may affect the computation of seniority (computed in number of workdays as defined in article XVI.C.). Grievances disputing the seniority credit shown on the seniority list must be filed within ten (10) workdays (as defined in article XVI.C.) of the posting of the list on which the disputed information first appears or they will be permanently barred.

In the circumstances of more than one (1) teacher beginning duty on the same date, all

teachers so affected will participate in a drawing to determine position on the seniority list. The Association and teachers so affected will be notified in writing of the date, place and time of the drawing. The drawing shall be conducted openly and at a time and place which will reasonably allow affected teachers and Association representatives to be in attendance.

It is agreed that for purposes of promulgating seniority lists for the school year 1990-91 and thereafter, the following shall apply:

1. The thirty-day (30) minimum "unpaid leave" threshold for loss of seniority accumulation under Article XVIII.C. shall only be applied prospectively, beginning with the 1990-91 school year. This threshold shall be interpreted as a cumulative total accrued within a single school year.
  2. The seniority credit totals and relative ranking between teachers as reflected in the 1989-90 seniority list shall be considered to be "grandfathered" and not subject to retroactive modification.
- D. Any teacher on layoff shall be recalled in inverse order of layoff provided he is certified for the vacancy. No new teachers shall be employed by the Board while there are laid off teachers in the bargaining unit who are certified to fill any vacancy which may arise.
- E. The Board shall give written notice of recall from layoff by sending a return receipt requested or certified letter to said teacher at his last known address. It shall be the responsibility of each teacher to notify the Board of any change of address. The teacher's address, as it appears on the Board's records shall be conclusive when used in connection with layoffs, recall, or other notice to the teacher. Teachers shall forfeit their right to the position if they

fail to notify the Board of their intent to accept or reject the terms of the recall notice within ten (10) days of the date the recall notice was mailed.

- F. Teachers shall retain their recall rights for three (3) years from the last day of work.
- H. In the event of a reduction of personnel, the affected teachers shall be given as much advance notice as possible but not less than sixty (60) days advance notice. It is agreed that said sixty (60) day notice shall be sufficient if notified by the Administration of its intent to recommend the reduction to the Board.
- H. It is expressly understood that this article applies only to regular teachers and does not apply to temporary replacement teachers. Temporary replacement teachers shall be given a one (1) week notice in the event of layoff. Temporary replacement teachers shall not earn any seniority in the bargaining unit, i.e., they shall always have zero (0) seniority. Layoff notices are not required when a temporary replacement teacher's contract expires or when the regular teacher returns to that position. Temporary replacement teachers have neither recall rights nor bumping rights except to the extent allowed by law.

## ARTICLE XIX

### SPECIAL TEACHING ASSIGNMENTS

Assignments for the adult education, driver education and summer school programs will be made by the Board on the basis of preference to teachers possessing permanent teaching certificates and who are regularly employed in the District during the normal school year. No teacher shall be required to work a split shift or to teach less than three (3) hours in any summer school program.

## ARTICLE XX

### CONTINUITY OF PROFESSIONAL SERVICES

Both parties agree that the grievance procedure as outlined in this contract is adequate to, and will be used in, the amicable settlement of any and all grievances arising during the term of this agreement.

Therefore, there shall be no strikes, withholding of services or concerted action to bring such situations about by neither the Association nor its members, nor shall the Board of Education or the School Administration lock out the Association or its members.

If any breach of this section occurs, the parties shall be free to take any legal action as they see fit to bring about a cessation of such breach, including suits for damages.

## ARTICLE XXI

### MISCELLANEOUS PROVISIONS

- A. Copies of this agreement shall be printed at the expense of the Board and be presented to all teachers now employed or hereafter employed by the Board.
- B. No secondary teachers shall be required to prepare more than three (3) lesson preparations for any normal teaching day, if possible.
- C. This Agreement shall supersede any rules, regulations, or practice of the Board, which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this agreement. The provisions of this agreement shall be incorporated into, and be considered part of the established policies of the Board.
- D. If any provision of this agreement or any application of the agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or application shall continue in full force and effect.
- E. The provisions of this agreement and the wages, hours, terms, and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, retirement age, sex, marital status, or membership in our Association with the activities of the Association. The Board and the Association pledge themselves to seek to extend the advantages of public



education to every student without regard to race, creed, religion, sex, color, or national origin and seek to achieve full equality of educational opportunity to all pupils.

- F. Any provision of the Agreement or matters not specifically covered by this Agreement may be subject to negotiation only upon mutual consent of both parties. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussion, furnishing necessary information, and otherwise constructively considering and resolving any such matters.

ARTICLE XXII

DURATION OF AGREEMENT

2005-2008

This Agreement shall be effective as of August 25, 2005 and shall continue in effect until the 25<sup>th</sup> day of August 2008. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

VBCEA/LEA, MEA-NEA	Date	LAWRENCE BOARD OF EDUCATION	Date
<u>EM Sauls / Rebecca Cook</u> President	<u>10/6/05</u>	<u>Tom Reynolds</u> President	<u>10/3/05</u>
<u>Lee Bensinger</u> VBCEA Representative & Chief Spokesperson	<u>10/6/05</u>	<u>Sherald H. Merton</u> Vice President	<u>10/3/05</u>
<u>Jennifer Curtis</u> Negotiating Team Member	<u>10/6/05</u>	<u>Carol L. E.</u> Treasurer	<u>10-3-05</u>
<u>EM Sauls</u> Negotiating Team Member	<u>10/6/05</u>	<u>[Signature]</u> Secretary	<u>10-3-05</u>
<u>Rebecca Cook</u> Negotiating Team Member	<u>10-6-05</u>	<u>David Nicholas</u> Trustee	<u>10-3-05</u>
<u>Debbie McCarty</u> Negotiating Team Member	<u>10-12-05</u>	<u>Jane S. Bean</u> Trustee	<u>10/3/2005</u>
<u>Melanie Rice</u> Negotiating Team Member	<u>10-12-05</u>	<u>Jim Sarbon</u> Trustee	<u>10/3/05</u>

Dated 10.12.05

## APPENDIX A

### SALARY, FRINGE BENEFITS AND RETIREMENT

- A. Salary payments will be made bi-weekly, per past practice.
- B. Previous experience will be allowed up to ten (10) years of successful teaching. This includes all teachers employed in the system. Temporary replacement teachers, however, shall normally be paid the rate designated on step zero (0) of the B.A. column in the master agreement. The Board may, however, grant up to ten (10) years credit on the schedule for up to ten (10) years of previous successful teaching experience. It is further understood that the provisions of this master agreement shall cover temporary replacement teachers, once said person has been contracted to work forty (40) or more work days as a temporary replacement teacher, or once said person has worked in the same position for forty (40) or more work days as a temporary replacement teacher, whichever is sooner. In the latter instance, said person shall receive retroactive wages to their last date of hire, at their pay, bringing them up to the designated rate.

It is agreed by all parties, the Board of Education, LEA and the VBCEA, that the Board may grant credit for outside district experience on the salary schedule. However, the amount of credit granted will be determined mutually between the new teacher and the Board of Education. Full credit on the salary schedule shall be granted for in-district teaching experience.

- C. Compensation for performance of duties requiring teachers to work beyond the normal school year shall be determined by agreement between the teacher and the superintendent.

- D. The teacher will have the option to receive pay in twenty (20) or twenty-six (26) installments. Teachers will have the option to receive final payment of balance between the end of the school year and June 30. Should the teacher choose to take final payment between the end of the school year and June 30, he must notify the superintendent's office before April 1.
- E. Up to five (5) years in related employment may be granted by the Board when entering the Lawrence Public School System.
- F. The Board will pay a bonus at the rate of thirty dollars (\$30.00) for every sick day not used, up to one hundred (100) days and at the rate of fifty dollars (\$50.00) for every sick day not used in excess of one hundred (100) days up to a maximum of one hundred eighty (180) days, for a teacher with at least ten (10) complete school years in the Lawrence School System who is eligible for and successfully obtains full retirement pension benefits from the Michigan Public School Employees Retirement System. Payment shall be made upon presentation by the teacher of written verification by the MPSERS of both eligibility of the teacher and disbursement of the first pension payment to the teacher.
- G. 1. Teachers may opt for the insurance programs in either Plan A, Plan B or Plan C below. If a husband and wife are both members of this bargaining unit, one (1) will be eligible for Plan A and the other will be eligible for Plan B or Plan C.

**PLAN A**

<b>Medical:</b> MESSA Choices II \$5 Rx	<b>Life:</b> \$5,000 Life with AD&D	<b>Vision:</b> VSP-3	<b>Dental:</b> 80/80/80:\$1,000 annual maximum 80: \$1,000 lifetime maximum 2 cleanings per year no adult orthodontics
<b>LTD:</b> \$7,500 Max. Eligible Salary \$5,000 Monthly Maximum 90 Calendar-Day Modified Fill Alcoholism/Drug Waiver (2 yr limit) Mental Health/Nervous Waiver (2 yr limit)		66 2/3% of Max. Eligible Salary 5% Minimum Payout Pre-Existing Limits Waived COLA No Family Social Security Offset	

The Board will pay 95% and the teachers will pay 5% health insurance premium for MESSA Choices II beginning July 1, 2005.

Plan B

For employees not participating in Plan A above, the Board will contribute \$396.00 a month toward the purchases of MESSA "nontaxable" options, tax deferred annuities, MEFSA "nontaxable" options or similar options from local agencies.

Plan C

For employees not participating in Plan A or Plan B above, the Board will adopt a Cafeteria Plan which complies with Section 125 of the Internal Revenue Code.

1. The Cafeteria Plan shall provide a cash option in lieu of Medical Health Coverage.
2. The amount of the cash option will be equal to the MESSA/Blue Cross Super Care I, single subscriber option premium as per the Master Agreement, Appendix A, Plan B.
3. Teachers may continue to elect to participate in tax sheltered annuity programs as described in Appendix A, Plan C, by completing the necessary salary deduction forms during open enrollment each year.
2. In the event a teacher, absent due to illness or injury, has exhausted his sick leave accrual, the above mentioned fringe benefits shall continue throughout the school year.
3.
  - a. For all teachers employed by the Board for the entire school year, the Board's obligation regarding contributions toward insurance benefits as stated above shall continue through the summer recess.
  - b. For teachers who become employed by the Board after the first marking period of the school year, the Board's obligation toward the above benefits during the summer recess shall be pro-rated, based on the ratio of the number of days employed to the total teacher days in the school year.
  - c. For teachers whose employment with the Board is terminated prior to the end of the school year, the Board's obligation toward continuing the above stated contributions shall cease, on the date of such termination.
4. The above insurance coverage(s) is subject to the rules and regulation of the carrier(s) and underwriter(s).

H. Salary Schedule for 2005-2006:

STEP	BA	BA+25	MA	MA+15
0	\$31,485	\$31,793	\$33,976	\$34,580
1	\$32,902	\$33,240	\$35,677	\$36,297
2	\$34,320	\$34,685	\$37,374	\$38,016
3	\$35,741	\$36,133	\$39,075	\$39,731
4	\$37,157	\$37,580	\$40,776	\$41,450
5	\$38,575	\$39,027	\$42,475	\$43,170
6	\$39,993	\$40,474	\$44,176	\$44,887
7	\$41,411	\$41,920	\$45,875	\$46,608
8	\$42,830	\$43,367	\$47,576	\$48,325
9	\$44,251	\$44,816	\$49,277	\$50,045
10	\$45,664	\$46,261	\$50,977	\$51,762
11	\$47,081	\$47,709	\$52,676	\$53,482
12	\$48,500	\$49,155	\$54,378	\$55,201
13	\$49,919	\$50,600	\$56,075	\$56,916

I. The Board agrees to pay the district's MPERS retirement contributions as required by law.

J. Longevity

Teachers who no longer receive an increment because they have been at the top of the salary schedule shall be paid an annual stipend of one thousand, two hundred dollars (\$1,200). As of the beginning of the school year, those teachers who have 20 years of experience will receive one thousand, five hundred dollars (\$1,500). Teachers shall receive this stipend distributed equally over their annual compensation.

K. 1. A full-time teacher who is retiring under the Michigan Public School Employees Retirement System effective at the end of a given school year and who gives written notice of such retirement to the superintendent of schools on or before March 1 of the year of his retirement shall be entitled to receive a lump sum cash payment of five hundred dollars (\$500). Such payment shall be tendered not later than July 15 of the year of retirement and shall be explicitly conditional upon the teacher successfully completing his assigned duties for the remainder of the school year.

2. A full-time teacher who is resigning from employment with the school district effective at the end of a given school year and who gives written notice of such resignation to the superintendent of schools on or before March 1 of the year of his resignation shall be entitled to receive a lump sum cash payment of two hundred fifty dollars (\$250). Such payment shall be tendered not later than July 15 of the year of resignation and shall be explicitly conditional upon the teacher successfully completing his assigned duties for the remainder of the school year.

L. The Board will pay the one hundred twenty five dollars (\$125) renewal fee for teaching certificate renewal every five years.

APPENDIX B

SUPPLEMENTARY PAY SCHEDULE FOR EXTRA ASSIGNMENTS

- A. The percentage to be based on experience in supplementary position up through Step 5 of B.A. pay level\*. (See Schedule A)
- B. An individual's years of experience in one position will be applied to any future position so long as the positions are in the same area. Temporary replacement teachers, however, shall normally be paid the rate designated on step zero (0) of the B.A. column in the master agreement. The Board may, however, grant up to ten (10) years credit on the schedule for up to ten (10) years of previous successful teaching experience.
- C. When a teacher's position in a Schedule B assignment is not to be renewed, that teacher will be notified and given a written explanation of such dismissal at least thirty (30) days before the start of the school year. In the instance of a position itself being eliminated, notice and explanation shall be given at the earliest possible time.
- D. The Board agrees to indemnify and hold the Association harmless from any and all damages and judgments which may result from the Board paying unequal pay to coaches of girls and boys sports.

SCHEDULE B

a. Athletics (Boys)

Athletic Director	16.00%
Varsity Basketball and Football	12.50
Varsity Baseball	10.50
J.V. Football	8.50
J.V. Basketball	9.00
Varsity Track	9.00
Assistant Varsity Football	8.00
Freshman Basketball	7.50
Jr. High Track (Boys & Girls)	6.00

Jr. High Football	6.00%
Assistant J.V. Football	6.00
J.V. Baseball	7.50
Assistant Jr. High Football	5.00
8 <sup>th</sup> Grade Basketball	6.00
7 <sup>th</sup> Grade Basketball	6.00
Co-ed Cross-Country	8.00
Junior High Track Assistant	5.00
Varsity Wrestling	10.50

Athletics (Girls)

Varsity Basketball	12.50%
J.V. Basketball	9.00
Freshman Basketball	7.50
Varsity Softball	10.50
J.V. Softball	7.50
Varsity Volleyball	10.50
J.V. Volleyball	8.00
Freshman Volleyball	7.50
7 <sup>th</sup> Grade Volleyball	6.00
8 <sup>th</sup> Grade volleyball	6.00
Varsity Track	9.00
7 <sup>th</sup> Grade Basketball	6.00
8 <sup>th</sup> Grade Basketball	6.00
<u>Cheerleading per season</u> (combined)	7.00
<u>Cheerleading per season</u> (if not combined)	
Varsity and J.V.	4.50
Freshman and Junior High	2.50

b. Miscellaneous

Combination classroom (20 child min.)	6.00%
Band	11.50
Class Plays	4.00
Yearbook	5.00
Science Fair	
- up to 14 hours	1.00
- up to 28 hours	2.00
Science Olympiad HS	1.00
Science Olympiad MS	1.00
Academic Challenge, STAND	
and other school approved clubs:	1.00



All class advisors	\$12.00 per hour (for hours worked outside of school hours only)
Student Council advisor	1.00
7 <sup>th</sup> grade class advisor	1.00
8 <sup>th</sup> grade class advisor	1.00
Freshman class advisor	1.00
Sophomore class advisor	1.00
Junior class advisor	1.00
Senior class advisor	1.00
SADD advisor	1.00
National Honor Society advisor	1.00
All other extra duty (per hour)	\$12.00
Kindergarten Open House teachers (per hour)	\$10.00

Other extra duty assignments/positions (approved by superintendent of schools) \$12.00 per hour (for hours worked outside of school hours only)

(Note: parties must negotiate more precise language defining the scope of this provision.)

c. Coach's Pay if Sport Dropped

- 1/4 pay to start
- 1/4 pay for completing 1/3 of season
- 3/4 pay for completing 2/3 of season
- Full pay for completing more than 2/3 of season

d. Approved travel will be reimbursed at the rate of 32.5 cents per mile.

EXTRA DUTY ADDENDUM

EXTRA DUTY - For the life of this agreement, the Board may vote to place the below listed extra duties in a category to be known as "activities not sponsored by the Board of Education."

When an activity is placed in this category, the following will apply:

- a. The Board will not contribute more than one hundred twenty-five dollars (\$125) per school year toward the expenses of the activity.
- b. The activity will not be covered by any provision of the master agreement.

- c. The participants of the activity may use existing facilities and equipment; however, the Board may not spend more than one hundred twenty-five dollars (\$125) per school year toward the purchase of any new equipment for the activity.
- d. The athletic director will not be required to assist the activity in any way.
- e. The Board must approve the coaches, sponsors, etc. of the activity.
- f. The teams will represent Lawrence Public Schools in league and non-league play.
- g. The allowable expenditures authorized in sections "A" and "C" above shall be independent but the board may in its discretion apply unused funds from one activity to expenditures in another activity.

Activities which may be placed in the "activities not sponsored by the Board of Education" category are as follows:

ATHLETICS (Boys)

J.V. Football  
 J.V. Basketball  
 Freshman Basketball  
 Jr. High Track (Boys & Girls)  
 Jr. High Football  
 Assistant J.V. Football  
 J.V. Baseball  
 Assistant Jr. High Football  
 8<sup>th</sup> Grade Basketball  
 7<sup>th</sup> Grade Basketball  
 Co-ed Cross-Country

MISCELLANEOUS

Class Plays  
 Yearbook  
 Musicals  
 FTA  
 Newspaper

ATHLETICS (Girls)

J.V. Basketball  
 J.V. Softball  
 J.V. Volleyball  
 Freshman Volleyball  
 Jr. High Volleyball  
 Volleyball (Combined)  
 Freshman Basketball  
 Jr. High Basketball  
 Cheerleading (if not combined) Varsity and J.V., Freshman and Jr. High

NOTE: The following activities have already been voted on by the Board and are placed in the category of an "activity not sponsored by the Board of Education" for the 1997-98 school year.

Jr. High Cheerleading  
Freshman Cheerleading  
Class Plays  
Newspapers  
FTA  
Musicals

The following activities will remain in the Master Agreement as in the past:

ATHLETICS (Boys)

\*Athletic Director  
Varsity Basketball  
Varsity Football  
Varsity Baseball  
Track  
Assistant Varsity Football

MISCELLANEOUS

Combined classroom (20 children min.)  
Band  
Intramural (Noon Hour)  
All class advisors

ATHLETICS (Girls)

Varsity Basketball  
Varsity Softball  
Varsity Volleyball  
Varsity Track

\*Should the Board vote to place additional activities in the "activities not sponsored by the Board of Education" category, the athletic director's pay shall be proportionately adjusted. The Board agrees to exercise its reserved discretionary authority under the Master Agreement to add the specific position of "assistant J.V. football coach" to the list of activities presently sponsored by the Board. PROVIDED HOWEVER, that the Board retains its discretionary authority under the Master Agreement to remove this position from Board sponsorship at any time.

APPENDIX C  
LAWRENCE PUBLIC SCHOOLS  
2005-2006 SCHOOL CALENDAR

August 29	Faculty First Day: Inservice (A.M.)	Work Day (P.M.)
August 30	8:00-11:35 ½ Day Students	½ Day Faculty Work Day (P.M.)
August 31	8:00-3:15 First Full Day Students	
September 2 & 5	NO SCHOOL – Labor Day Weekend	
September 14	Open House	Elementary 5:30-6:30; Jr./Sr. HS 6:00-7:00
October 28	End of First Marking Period	
October 31	8:00-11:35 ½ Day Students	Faculty Inservice in P.M.
November 9	8:00-11:35 ½ Day Students	Faculty Inservice in P.M.
	Parent/Teacher Conferences	Elem, 5:00-8:00 Jr./Sr. HS, 4:00-7:00
November 10	8:00-11:35 ½ Day Students	Parent/Teacher Conferences
	Elem. 1:00-4:00 & 5:00-7:00	Jr./Sr. HS, 1:00-5:00 & 6:00-8:00
November 11	NO SCHOOL	
November 24 & 25	NO SCHOOL – Thanksgiving Break	
December 16	8:00-11:35 ½ Day Students	Faculty Inservice in P.M.
December 19-Jan. 2	NO SCHOOL – Christmas Break	
January 3	Return from Christmas Break	
January 19	8:00-11:35 ½ Day Students	Semester Exams
January 20	8:00-11:35 ½ Day Students	Semester Exams                      End of First Semester
February 14	8:00-11:35 ½ Day Students	Faculty Inservice in P.M.
February 24	NO SCHOOL – Mid-Winter Break	
February 27	NO SCHOOL – Faculty Inservice	
March 17	End of Third Marking Period	
March 29	8:00-11:35 ½ Day Students	Faculty Inservice P.M.
	Parent/Teacher Conferences	Elem, 5:00-8:00 Jr./Sr. HS, 4:00-7:00
March 30	8:00-11:35 ½ Day Students	Parent/Teacher Conferences
	Elem. 1:00-4:00 & 5:00-7:00	Jr./Sr. HS, 1:00-5:00 & 6:00-8:00
March 31	NO SCHOOL	
April 3 – 7	NO SCHOOL – Spring Break	
April 14	NO SCHOOL – Good Friday	
April 17	NO SCHOOL – Faculty Inservice	
May 29	NO SCHOOL – Memorial Day	
June 8 & 9	8:00-11:35 ½ Day Students	Final Exams

177 Student Days                      (165 Full Days; 12 Half-Days)  
180 Teacher Days                      (2 Full Day Inservices; 6 Half-Day Inservices)

Order of makeup as needed:

1. Mid-Winter Break – February 24
2. Remainder of last week and first week following the scheduled end of the school year.
3. Spring Break
4. Continue after the week described in item #2 above

When the order of makeup days exhausts or exceeds all the days in item #2, then the last day of school will be students A.M. only, teachers, all day.

## SNOW DAY MAKE-UP

- A. Snow day make-up will be determined to the extent required by laws or the State Aid Act., The number of state “grace days” will be subtracted from student days required by state law and 180 teacher days for teachers, except when F.(2) below applies.
- B. The snow-day policy and calendar will revert to past practice should the State not require the make-up of snow days. However, the winter break will remain.
- C. Teachers will be paid for snow days and will not be paid for the required snow day’s make-up days.
- D. A one (1) day February winter break - Friday and Monday encompassing the third or fourth weekend of February will be provided.
- E. The 2005-2008 calendars will follow the same format as in the 2000-2001 school year utilizing minimum student days and hours required by State law and 180 teacher days. The instructional schedule will attempt to follow the Van Buren County Perpetual Calendar guidelines concerning starting dates, winter, and spring recesses.
- F. Order of make-up as needed:
  - 1. February winter break - Friday, 1<sup>st</sup>
  - 2. Remainder of last week and first week following the scheduled end of school year.
  - 3. Spring recess.
  - 4. Continue after the week described in item 2 above.

When the order of makeup days exhausts or exceeds all the days in item #2, then the last day of school will be students A.M. only, teachers, all day.

Snow day make-up order:

1. Mid-Winter Break  
1<sup>st</sup> make-up day      Third Friday of February  
2<sup>nd</sup> make-up day      The following Monday
2. Remainder of last week and first week following the scheduled end of the school year, which will be determined annually when the yearly calendar is finalized.
3. Spring Break  
  
April 2 - April 11
4. Continue until all needed student days are made up.

When the order of make-up days exhausts or exceeds all of the days in item 2, then the last day of school will be students a.m. only; teachers, all day.

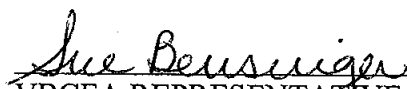
LETTER OF UNDERSTANDING  
BETWEEN  
VBCEA/LEA, MEA-NEA  
AND THE  
LAWRENCE PUBLIC SCHOOLS BOARD OF EDUCATION

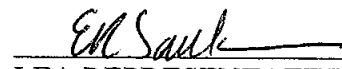
The Board of Education of the Lawrence Public Schools and the VBCEA/LEA, MEA-NEA, mutually agree that for a period limited to the duration of the 2005-2008 Master Agreement, they will agree to the following:

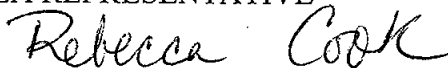
1. Both parties recognize the school district's legal obligation to promptly implement program changes duly ordered by an "individualized educational program committee" by either a federal or state agency authorized to enforce special education laws (or a "hearing officer" appointed by such an agency) or by a court of competent jurisdiction.
2. To the extent that implementation of any such program changes may necessitate changes in the duty assignments of teaching staff, it is agreed that, in deference to the school district's above described legal duties, such changes in assignment(s) may be imposed immediately. However, the local LEA shall be notified of any such changes so that they can review the impact and possible alternatives to accomplish the changes.
3. Notwithstanding the immediate imposition of an assignment change as described above, it is agreed that this shall not constitute a waiver by the VBCEA/LEA, MEA-NEA of any rights it may have under the Michigan public employment relations act ("PERA") to subsequently demand to bargain with regard to such changes. Provided, however, that any disputes over the existence or scope of the school district's duty to bargain in such cases shall be resolved exclusively by the Michigan Employment Relations Commission.

Date: 10-6-05

  
BOARD OF EDUCATION REPRESENTATIVE

  
VBCEA REPRESENTATIVE

  
LEA REPRESENTATIVE



LETTER OF UNDERSTANDING  
BETWEEN  
VBCEA/LEA, MEA-NEA  
AND THE  
LAWRENCE PUBLIC SCHOOLS BOARD OF EDUCATION

The BOARD OF EDUCATION OF THE LAWRENCE PUBLIC SCHOOLS and the VBCEA/LEA, MEA-NEA, mutually agree to the following:

- A. Both parties recognize the importance of attempting to modify the daily class schedule to augment the student's education and help meet the teaching staff's daily preparation needs;
- B. The past practice of utilizing the elementary teaches to alternately 1) supervise the student cafeteria for ½ hour and then take a ½ hour lunch break on one day and then 2) have ½ hour of preparation time and a ½ hour lunch break the next day may not be the best use of the 1 hour block of time during which the students were having a ½ hour lunch break, then a ½ hour recess;
- C. The elementary teachers have expressed on many occasions a desire to be relieved of their contractual obligation to directly supervise the student cafeteria as iterated in Article VIII, A;
- D. The elementary teachers have also expressed that they feel the need for a smoother flow of their scheduled preparation time.

In order to attempt to meet the teacher identified needs and to augment the students instructional time, the BOARD OF EDUCATION OF THE LAWRENCE PUBLIC SCHOOLS and the VBCEA/LEA, MEA-NEA agree to the following:

- 1. That for the 2005-2008 school year the provisions of Article VIII, A, relating to "Elementary teachers have the option of alternating lunchroom duty" will be waived by both parties and in its place the provisions of clause 2 of this agreement will be substituted.
- 2. During the 2005-2008 school years, a thirty-nine (39) minute block of time will be scheduled for the elementary students to eat lunch and have their recess. The thirty-nine (39) minute period of time will be used by the teachers as nine (9) minutes of class related preparation time and thirty (30) minutes of duty-free lunch during which they will not be required to supervise the cafeteria by the administration.



3. The provisions of clauses 1 and 2 may only be implemented for a different school year than referenced in those clauses by mutual agreement between the BOARD OF EDUCATION OF THE LAWRENCE PUBLIC SCHOOLS and the VBCEA/LEA, MEA-NEA.
4. All periods of time during the teachers' work day as defined in Article VI, A, which are not specifically excluded by this contract, administrative policy, state law, or federal statute are intended for and shall be utilized as preparation time.
5. Preparation time, for the purposes of this contract, shall be used to perform tasks associated with professional teaching duties, such as preparing lessons, correcting papers, ordering supplies, and communicating with parents, fellow teachers, the administration and the support staff concerning school business.

Date: 10.6.05

Tom Rymell  
BOARD OF EDUCATION REPRESENTATIVE

Sue Beussinger  
VBCEA REPRESENTATIVE

EM Saule  
LEA REPRESENTATIVE

Rebecca Cook

LETTER OF UNDERSTANDING  
BETWEEN  
VBCEA/LEA, MEA-NEA  
AND THE  
LAWRENCE PUBLIC SCHOOLS BOARD OF EDUCATION

Elementary teachers will receive fifty (50) minutes a day of planning time during periods when specials such as vocal music and physical education are offered. If it becomes necessary as determined by the board of education to reduce specials, planning time reverts to current language under Article VIII A. Elementary Teachers. This does not affect teachers' responsibilities listed in Article VIII, section F.

Date 10-06-05

Tom Reynolds  
Board of Education Representative

Jane Beusinger  
VBCEA Representative

EM Saul  
LEA Representative  
Rebecca Cook

LETTER OF UNDERSTANDING  
BETWEEN  
VBCEA/LEA, MEA-NEA  
AND THE  
LAWRENCE PUBLIC SCHOOLS BOARD OF EDUCATION

The BOARD OF EDUCATION OF THE LAWRENCE PUBLIC SCHOOLS and the VBCEA/LEA, MEA-NEA, mutually agree that the district will add  $\frac{3}{4}\%$  to Schedule B at the time the varsity volleyball coaching position becomes open. When the positions come open the parties will mutually agree where the % will be placed on Schedule B.

Date 10.6.05

Tom Reynolds  
Board of Education Representative

Lee Bensuega  
VBCEA Representative

ER Sant  
LEA Representative  
Rebecca Cook

LETTER OF UNDERSTANDING  
BETWEEN  
VBCEA/LEA, MEA-NEA  
AND THE  
LAWRENCE PUBLIC SCHOOLS BOARD OF EDUCATION

The BOARD OF EDUCATION OF THE LAWRENCE PUBLIC SCHOOLS and the VBCEA/LEA, MEA-NEA, mutually agree to have the district continue to pay Sandy Tartaglia and Patti Zimerlee the 11.5% and the 9% they have been receiving for coaching the varsity and junior varsity volleyball teams, until their positions are open.

Date 10-06-05

Tom Reynolds  
Board of Education Representative

Lee Beiseiger  
VBCEA Representative

EM Sault  
LEA Representative

Rebecca Cook

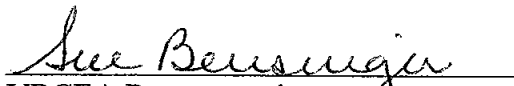
LETTER OF UNDERSTANDING  
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AND THE  
LAWRENCE PUBLIC SCHOOLS BOARD OF EDUCATION


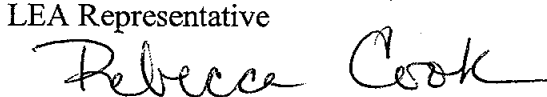
The BOARD OF EDUCATION OF THE LAWRENCE PUBLIC SCHOOLS and the VBCEA/LEA, MEA-NEA, mutually agree that the issue of teacher planning time in the elementary will be sent to an elementary committee consisting of elementary staff and Sue McQueen, to attempt to find a satisfactory solution.

Any resolution must go back to the LEA board and Sue McQueen or Dick Stoll for final agreement.

Date 10-6-05

  
Board of Education Representative

  
VBCEA Representative

  
LEA Representative  


LETTER OF UNDERSTANDING  
BETWEEN  
VBCEA/LEA, MEA-NEA  
AND THE  
LAWRENCE PUBLIC SCHOOLS BOARD OF EDUCATION

The BOARD OF EDUCATION OF THE LAWRENCE PUBLIC SCHOOLS and the VBCEA/LAWRENCE EDUCATION ASSOCIATION, MEA-NEA, mutually agree to the following:

1. The 2005-2008 Collective Bargaining Agreement between the Board and the Association has the 2006-2007 and 2007-2008 Lawrence Public Schools Calendars and Salary Schedules (Schedule A) open to negotiations.
2. The Board and the Association agree that they will both engage in good faith negotiations to reach a tentative agreement upon the items cited in Number 1 above at a later date.
3. The Board and Association mutually agree that all provisions of the 2005-2008 Agreement shall remain as negotiated and are not affected in any way by this Letter of Agreement.

Date 10/6/05

Tom Reynolds  
Board of Education Representative

Aue Bensinger  
VBCEA Representative

EMauk  
LEA Representative

Rebecca Cook

LETTER OF UNDERSTANDING  
BETWEEN  
THE LAWRENCE PUBLIC SCHOOLS BOARD OF EDUCATION  
AND  
VBCEA/LAWRENCE EDUCATION ASSOCIATION, MEA-NEA

**Re: Additional Class Taught by Full Time Teacher**

The Board of Education of the Lawrence Public Schools and the VBCEA/LEA, MEA-NEA, mutually agree to the following:

1. Teachers who in lieu of an unassigned preparation period are assigned the responsibility to teach another class shall be compensated based on their regular hourly teaching rate pursuant to the salary schedule in Appendix A of the Collective Bargaining Agreement.
2. It is understood that a teacher is entitled to an unassigned preparation period and that it is completely voluntary on the part of the teacher if he/she accepts a regular class assignment in lieu of the unassigned preparation period.
3. It is agreed that Pete D'Arienzo and Mike Salvano have agreed to teach a class in lieu of their unassigned preparation period.
4. This Letter of Understanding is valid for the 2005-2006 school year only.

Date 10.3.05

Tom Reynolds  
Board of Education Representative

Don Madeyoff  
VBCEA Representative

Ed Saul  
LEA Representative

Rebecca Cook

LETTER OF UNDERSTANDING  
BETWEEN  
VBCEA/LEA, MEA-NEA  
AND  
THE LAWRENCE PUBLIC SCHOOLS BOARD OF EDUCATION

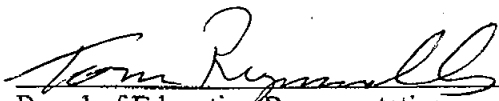
**Re: Additional Compensation for Additional Responsibilities Assigned to Counselor**

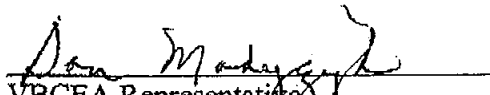
The Board of Education of the Lawrence Public Schools and the VBCEA/LEA, MEA-NEA, mutually agree to the following:


1. Stephen Vaughn, Lawrence High School Counselor, has accepted the additional duties listed below:
  - a. Teaching a Peer Counseling/Psychology Class
  - b. Supervising the Virtual High School Program
  - c. Counselor's contract year will be ten (10) months, specifically it is extended by two weeks prior to and two weeks after the regular teacher's contract year.
2. Stephen Vaughn will be compensated an additional eleven (11%) percent added to his regular annual salary step based on the 2005-06 Salary Schedule.
3. This Letter of Understanding shall not effect the reimbursement to teachers who receive additional compensation in lieu of an unassigned preparation period.
4. This Letter of Understanding shall not set a precedent nor establish a practice.
5. This Letter of Understanding is valid for the 2005-2006 school year only.

Date

10/10/05

  
Board of Education Representative

  
VBCEA Representative

  
LEA Representative