

MASTER AGREEMENT

2007-10

81050
04 30 2010
MEA
E X



DEXTER EDUCATION ASSOCIATION

MASTER AGREEMENT

BETWEEN

**DEXTER COMMUNITY SCHOOL
DISTRICT
BOARD OF EDUCATION**

AND

**DEXTER EDUCATION ASSOCIATION
WASHTENAW COUNTY EDUCATION
ASSOCIATION**

Effective July 1, 2007

To

June 30, 2010

TABLE OF CONTENTS

	<u>Page</u>
Agreement & Preamble.....	i
Article I: Recognition, Association Security, Payroll Deductions.....	1
Article II: Board of Education Rights & Responsibilities.....	3
Article III: Teachers' Rights & Responsibilities.....	4
Article IV: Teaching Hours.....	5
Article V: Teaching Conditions.....	7
Article VI: Teaching Loads, Assignments & Qualifications.....	10
Article VII: Vacancies & Transfers.....	16
Article VIII: Reduction in Personnel.....	19
Article IX: Leaves.....	22
Article X: Terminal Leave Pay.....	30
Article XI: Work Stoppage.....	30
Article XII: Evaluations.....	31
Article XIII: Protection of Teachers.....	35
Article XIV: Grievance Procedure.....	37
Article XV: Curriculum & Professional Development.....	41
Article XVI: Professional Compensation.....	43
Article XVII: Insurance.....	46
Article XVIII: Miscellaneous Provisions.....	50
Article XIX: Duration of Agreement.....	53
Article XX: Association - Board Communication.....	54
Appendix A: Professional Compensation Placement Schedule.....	55
Appendix B: Extra Curricular Assignments.....	56
Appendix C: Evaluation Form - Tenured.....	64
Appendix D: School Calendar.....	66
Letter of Understanding – Job Sharing.....	A
Letter of Understanding 1 – Class Size Limits.....	B
Letter of Understanding 2 – Tenure Development Plan.....	C
Letter of Understanding 3 – DEA President/ Unit Director.....	D

AGREEMENT

This Agreement is entered into by and between the Board of Education of the Dexter Community Schools, hereinafter called the Board, and the Washtenaw County Education Association, MEA/NEA, hereinafter called the Association, which shall designate the Washtenaw County Education Association, MEA/NEA, solely in its representative capacity for the employees of the Dexter Community Schools in the bargaining unit recognized in this Agreement. No part of this Agreement shall prevent the parties from implementing mutually beneficial and agreeable alternatives.

PREAMBLE

WHEREAS the Board and the Association recognize and declare that providing quality education for the children of the Dexter Community School District is their mutual aim and that the character of such education is enhanced by the quality and morale of the teaching staff, and

WHEREAS the members of the DEA/WCEA are qualified to assist in formulating policies and programs designed to improve educational standards, and

WHEREAS the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment,

THEREFORE the parties, through deliberate professional negotiations, have reached agreements which are herein recorded.

ARTICLE I

RECOGNITION, ASSOCIATION SECURITY, PAYROLL DEDUCTIONS

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379 Public Acts of 1965, for all certified personnel under contract and all personnel under contract employed (one-fifth time or more) as nurses, physical therapists, occupational therapists, school psychologists, instructional specialists, school social workers, and other professional educational personnel, (one-fifth time or more) but excluding: superintendent, assistant superintendents, support program directors, and assistant directors, business manager, payroll and benefits manager, principals, assistant principals, and supervisors employed by the Board (whether or not assigned to a school building). The term "teacher" when used hereinafter in this Agreement shall refer to all employees represented by the Association in the bargaining unit as above defined.
- B. The Board agrees not to negotiate with any teachers' organization other than that designated as the representative pursuant to Act 379, Public Acts of 1965, for the duration of this agreement.
- C. The Association shall notify the Board at the beginning of each school year of the membership of the Association subject to deduction of membership dues and the amount of the monthly Association dues and representative service fees to be deducted. The amounts designated by the Association shall be deducted pursuant to the authority set forth in M.C.L.A. 408.477.

In the event that a bargaining unit member shall not pay such service fee directly to the Association, or authorize payment through payroll deduction, the Employer shall, pursuant to MCLA 408.477; MSA 17.277(7) and at the request of the Association, deduct the service fee from the bargaining unit member's wages and remit same to the Association.

- D. The deduction of membership or representation service fees, shall be made from twenty consecutive paychecks beginning with the first payroll in September of each year. Members who wish to make direct payment to the Association must notify the Board by the first student day so that the dues deduction will not be made. The Association is responsible for the collection of any dues not taken through payroll deduction.
- E. The Board shall also make payroll deductions upon written authorization from teachers for annuities, financial institutions, savings bonds, charitable donations, or any other plans or programs jointly approved by the Association and the Board.

- F. The Association agrees to hold the Board harmless and to indemnify it from any liability, court costs, or attorney fees arising because of its actions in compliance with the Association security provisions of this Article.
- G. Nothing herein contained shall be construed to deny or restrict any teacher rights s/he may have under Michigan Statutes. The rights granted to teachers hereunder shall be construed to be in addition to those therein provided.
- H. In the event that there is conflict between language in this contract and individual building handbooks, the language in this contract shall take precedence.
- I. If changes in state law require the consolidation or annexation of the District into a new or already existing school District, the Board and Association shall meet to determine mutually agreeable contract language to address the change.

ARTICLE II

BOARD OF EDUCATION RIGHTS & RESPONSIBILITIES

- A. The Board hereby retains and reserves unto itself, 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 not limited to, the rights to:
1. The executive management and administrative control of the school District, its properties, equipment, facilities and operations.
 2. Determine the services, supplies and equipment for its operation and to determine all methods and means of delivering its services, including the right to establish grade levels and courses of instruction, special programs and athletic, recreational and social events for students as deemed necessary or advisable by the Board.
 3. Direct the work force, hire employees, make assignments, appropriately discipline or discharge employees, and expand or reduce the work force.
 4. Establish or modify school business hours, days or schedules, except as specified in Article IV.
 5. Establish, continue, revise and/or adopt rules and personnel policies for the operation of the school District.
- B. 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 shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the laws of the State of Michigan and the Constitution and laws of the United States.

ARTICLE III

TEACHERS' RIGHTS & RESPONSIBILITIES

- A. The Association and its members shall have the right to use school building facilities and equipment at reasonable hours and to a reasonable extent, provided that such use shall not interfere with any other regularly scheduled activities of the schools.
- B. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association whether on or off school premises.
- C. The Association shall have access to all means of mass communication available within the District for communicating with its members regarding Association business.
- D. The Board of Education agrees to provide the Association with any and all public documents relating to the operation of the school District in compliance with the terms of the Freedom of Information of Act (FOIA).
- E. The Association and Board affirm their commitment to comply completely with the Civil Rights Acts of the State and Federal governments with regard to prohibiting discrimination based on race, creed, ancestry, religion, sex, color, marital status or national origin.
- F. Academic freedom within the discipline of teaching the prescribed curriculum shall be guaranteed to teachers.
- G. Freedom of individual conscience, Association and expression will be encouraged and fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate example the basic objectives of a democratic society.

ARTICLE IV

TEACHING HOURS

- A. The Association and its members recognize the importance of professional punctuality and attendance. Teachers shall notify the school office when departing and returning at any time other than the regularly scheduled time. Teachers will check their correspondence, (e.g. e-mail, voice mail) upon arrival and before leaving in the afternoon.

The normal work week for teachers shall be 35 hours, 7 hours per day.

Teachers are required to be in their assigned stations nine (9) minutes before the student day officially begins, and to remain for a sufficient period after the end of the student school day to attend to those matters which properly require attention at that time.

All teachers shall have a daily uninterrupted duty free lunch period of at least thirty (30) minutes.

B. Preparation Time:

1. K-4: The Board will strive to staff the elementary program in such a way that support/ancillary staff (which could include art teachers, music teachers, P.E. teachers or media specialists) will be in a ratio of five regular classroom teachers to one support/ ancillary staff member.
2. K-2: Each teacher shall receive not less than 600 minutes per two-week period for planning purposes. No daily preparation shall be less than two 30-minute blocks or one 40-minute block unless otherwise agreed to by the Association and the Board.
3. 3-4: Each teacher shall receive not less than 300 minutes per week for planning purposes. No daily preparation shall be less than two 30-minute blocks or one 40-minute block unless otherwise agreed to by the Association and the Board.
4. 5-6: Each teacher shall receive a continuous block of 60 minutes preparation time per day.
5. 7-8: Each teacher shall receive 580 minutes each two week period for planning purposes. No preparation shall be less than a 30 minute block. Based on scheduling requirements, preparation may be 20 minutes greater or less than 580 each two weeks. (The schedule designed in 2001 for the 2001-2002 school year shall continue to be in place until a change is approved by a 2/3 vote of the building classroom teachers and counselor(s).)

6. 9-12: High school teachers shall provide no more than five (5) periods of instruction per day.
 7. 9-12: High school teachers shall have one (1) preparation period per day equal in length to a normal teaching period.
 8. 9-12: The high school may design a schedule which provides teachers with the same planning as teachers in grades 7-8. Such a plan will become effective if and only if 2/3 of the building classroom teachers and counselor(s) vote to approve it, and the Superintendent approves it.
- C. When teachers are required to travel between buildings during the school day, no less than fifteen (15) minutes for such travel time shall be provided in lieu of other passing time. Administrators will work with affected personnel to create a schedule that minimizes inefficiencies caused by travel time.
- D. Elementary Art, Music, Physical Education, and Media teachers shall be provided no less than five (5) minutes transition time between classes.
- E. No later than the first full week of school, the principal of each building shall designate one (1) day of the week which may be used for faculty meetings. Faculty meetings shall last no more than one (1) hour after pupil departure. Pupil departure is defined as 15 minutes after the end of the school day. Attendance at no more than two (2) faculty meetings per month may be required.
- F. Teachers will be required to attend one evening open house and one evening parent teacher conference session each year.
- G. Teachers who volunteer and are assigned to supervise students during bus loading or unloading will be paid at the Basic Teacher Hourly Pay rate with a half hour minimum.

ARTICLE V

TEACHING CONDITIONS

- A. The Board will provide support personnel, for the purpose of assisting teachers with tasks related to maintaining technology and completing necessary clerical tasks. There is no requirement on the number of personnel District wide or by building. Rather, a defined level of service shall be provided.

Teachers who have larger than normal equipment or supply inventories will receive voluntary/paid assistance with inventorying supplies/equipment arranged by the building principal. Teachers will receive assistance for duplication of teaching materials with a 24-hour turn around time and similar support responsibilities. Requests for assistance with technology problems will be responded to within 24 hours. If the problem prevents a teacher from being able to perform his/her normal teaching duties, it will be resolved within twenty-four hours (not counting weekends and holidays). To ensure that these tasks are performed, building representatives will meet with building principals to clarify the procedures within the first week of school, and as necessary during the school year to maintain the quality of this assistance.

- B. Each building shall contain at least one teachers' room which shall be used exclusively by teachers or support personnel. The Board shall be responsible for equipping and maintaining these rooms in a comparable manner.
- C. Each classroom will be equipped with a telephone programmed in such a way as to provide all appropriate internal and external access.

All facilities that accommodate after school activities shall have a telephone with a long distance line for emergency calls.

- D. Adequate parking facilities shall be made available to teachers. The Board agrees to maintain the parking facilities, especially in regard to snow removal.
- E. The Board recognizes that appropriate texts, computer software, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, playground equipment, current periodicals, standard tests and questionnaires, and similar materials are the 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 and the Board will endeavor to implement all joint recommendations thereon made by its representative and the Association. The Board agrees to keep the schools reasonably equipped and maintained.
- F. Each teacher will be assigned a computer for personal, professional and instructional use. Each building will contain appropriate copying facilities for the preparation of instructional materials.

- G. Each teacher shall be allowed to spend on his/her own judgment up to .12% of BA Step 3 to purchase small cost supplies to implement his/her instructional program. The Board agrees to reimburse the teacher for such expense on or about October 15th and May 15th, by check provided that the teacher keeps accurate records of such purchases.

2007-08 – \$52.68

2008-09 – TBD

2009-10 - TBD

- H. All requisitions will be processed within ten (10) days and, when approved, the requisitioner will be notified. If rejected, the requisitioner will be notified as to the reasons for the rejection.
- I. The temperature within each classroom shall be between 65° and 75°F.
- J. The Board will provide a classroom for each teacher whenever possible.
- K. Teachers shall be assigned to the same room all day whenever possible. If it is necessary for a teacher to travel to another room, s/he shall travel to the nearest most appropriate classroom.
- L. Use of school building facilities shall be prioritized as follows:
1. Activities related to the delivery of the core K-12 academic program of the schools.
 2. Extra curricular academic and athletic activities provided for K-12 students.
 3. Community Education and Child Care programs that are community focused.
 4. Programs external to the school community.

Teachers who want to reserve the following facilities for September – August of the following school year must do so by May 15 of the preceding year. Requests after that date will be honored as received.

*Center for Performing Arts

*Copeland auditorium

*Amphitheater

DHS common area

Mill Creek cafeteria

Wylie swimming pool

DHS gymnasium

DHS media center

DHS swimming pool

DHS Aerobics and Fitness area

Mill Creek gymnasium

Creekside cafeteria

Creekside gymnasium

Wylie cafeteria
Bates cafeteria
Cornerstone cafeteria

* CPA Director reserves these spaces; all other spaces are reserved through Community Education.

A master scheduling meeting will be held after May 15 but prior to the end of the school year. Members in attendance at this meeting will be: CPA Director, Athletic Director, Community Education Director, music personnel, drama/forensic coach(es). At this meeting, dates for plays, athletic contests, banquets, concerts and performances will be booked. Administration will properly enter these events into the District calendar. After May 15, additional requests will be honored in the order listed in Article V, Section L, 1-4 on an as-received basis.

- M. When appropriate a 504 Plan will be developed for any general education student who needs temporary accommodations regarding personal care/management needs. The 504 Plan will be developed and approved by the building administrator, the classroom teacher/s, the parents, and will include an Association Representative. This team may request the input of any other school staff member deemed appropriate.

ARTICLE VI

TEACHING LOADS, ASSIGNMENTS AND QUALIFICATIONS

- A. At the 7-12 grade levels the number of class preparations required of teachers, excepting self-contained classroom teachers, will be kept to a minimum within the framework of staff, schedules and room availability. Said teachers shall not be assigned more than four different class preparations, including electives at the middle school, during any marking period.

Part time teachers shall not be assigned more than three preparations, including electives at the middle school during any marking period.

- B. Building schedules will be developed in an open and collegial manner. Early drafts will be posted and faculty input will be solicited. Every attempt will be made to accommodate individual requests within the context of restrictions imposed by this contract, staff levels and available space.

Teachers will be notified in writing of teaching assignments for the coming year, by June 1. When it is necessary to change teaching assignments after June 1, the teachers involved will be immediately consulted. Alternatives which may be suggested by the teachers will be considered by the administration prior to the final decision.

- C. The Board agrees to abide by the following class size limitations whenever possible. The Board and Association agree to meet annually to review and update Article VI, Section C.

1. Class Size Limits – See Letter of Understanding 1 for 2007-08.

Kindergarten 22 pupils per class

Grades 1-2 23 pupils per class

Grades 3-4 25 pupils per class

Grades 5-6 27 pupils per class

K-6 (Art, Music, Phys. Ed., & Media):

K-6 class limits apply

Grades 7-8

28 pupils per class (except as noted below)

160 teacher daily total pupil limit

25 Pupils per class
Ceramics, Studio Art, Foods and Sewing

30 pupils per class
Computer Classes (30 or # of computers)

General Subject Matter (9 -12):

30 pupils per class

135 teacher daily total pupil limit - Grades 9-12

Physical Education (9 -12):

33 pupils per class

165 teacher daily total pupil limit – Grades 9 -12

Special Classes:

Grades 9-12 - 25 pupils per class

Advanced Biology, Composition, Advanced Composition, Physics, Chemistry, Practical Biology, Creative Writing, ES, IPS, IIS, Integrated Science A, Integrated Science B, American Studies and Humanities, Advanced Placement Classes, Art, Journalism, Intro. To Journalism, Computer Labs, Graphic Arts, Photo Journalism, Literature and Composition, Newspaper, Yearbook and Aquatics

Band, Orchestra, and Chorus

Limit of 180 pupils per day per teacher to be calculated on a daily basis.

2. The Board and teachers agree to provide services to students with identified special needs according to the terms developed through Individualized Educational Planning Teams (IEPT's). The document, Special Education in Dexter, as published on the District website, provides general information and guidelines about definitions and processes. The document may be changed or amended to reflect conventional practice only through mutual agreement of the parties using the Meet and Confer process. This document shall be amended to reflect changes in law.

No teacher shall accept a demonstrated substantial disproportional number of mainstreamed special needs students. This means that no classroom teacher shall be responsible for a total number of certified special needs students, or for a number of any particular classification of certified students which is in excess of the number of such students divided by the number of sections of students at that grade level. To promote the equitable distribution of responsibility for mainstreamed

pupils among teachers, when more than one classroom placement may be available to accommodate the pupil's schedule, a pupil who has been certified through an IEPT or has been diagnosed as having an Attention Deficit Disorder will be placed in the classroom which is least impacted by the pupil, considering the severity of the individual handicap and the overall size of the classes available. Assistance may be provided to teachers with responsibility for special education students mainstreamed into their classes.

Alternative methods of distribution of special needs students that lead to greater program quality or efficiency may be used if they are developed by all involved staff and approved by the Board and Unit Director. Such programs should be reviewed and evaluated yearly.

3. When class lists are being developed, teacher input shall be solicited to ensure numerical balance of students. Before class lists become finalized and distributed, teachers shall be given five (5) working days to review the lists and, when appropriate, make recommendations for changes. Class lists shall be presented to teachers before the end of the preceding school year. Changes made after the end of the school year will be approved by affected teachers, recommending teachers, and the Association Representative before the class lists are considered final. If at any time the classes are unbalanced by three or more students, there shall be a meeting of the principal and the teachers of that grade level to discuss possible solutions.

4. Advanced Placement Courses:

No teacher shall be required to teach an Advanced Placement class.

The first year teaching an AP class, the AP teacher shall be scheduled for an additional planning period.

The second year teaching an AP class, the teacher shall receive an additional 10% of his/her salary, or be scheduled for an additional planning period at the choice of the teacher.

The third year and all consecutive years thereafter, the teacher shall receive an additional 5% of his/her salary.

A teacher shall be considered to be in the first year of teaching an AP class if he/she has not taught that class in the last 5 years.

5. No teacher shall be required to accept a team teaching assignment.
6. No teacher shall be required to undertake regular class assignments during scheduled preparation time where there are enough additional class sections in the building which can be logically and practically combined into a half-time teaching position.

- D. In the event overloads in class sizes are scheduled, the administration will meet with representatives of the Association to explain the overload and explore alternatives. When overloads must occur, the affected teachers will be compensated as follows: (These numbers will be adjusted to the rate of salary increase for each year of the agreement). For the 2007-08 school year, see Letter of Understanding #1 for overload rates.

Grades K-6	The actual rate shall be five times the 7-12 rate for 2007-08.		
	2007-08: \$365.60	2008-09: TBD	2009-10: TBD
Grades 7-12	2007-08: \$73.12	2008-09: TBD	2009-10: TBD

Notes:

1. Overloads for Grades 7-12 shall be defined as the total pupils assigned minus the total pupil limit, or the sum of individual class overloads, whichever is greater.
2. Total daily teacher pupil limit for Mill Creek - summation of class size limits for classes assigned or 160, excluding exempt classes, whichever is less.
3. Total daily teacher pupil limit for high school - summation of class size limits for classes assigned or 135, excluding exempt classes, whichever is less.
4. Overloads shall be calculated for each nine-week period, with certification for overload being the end of the third week of each nine week marking period. Overload payments will be made on the next possible payday following the end of each third week.
5. Part-time teachers shall have a proportional TDTPL.
6. The rate of increase of overload payments shall be equal to the rate of overall salary increase.
7. For Grades 5-12, band/orchestra and chorus overloads will be calculated using the following method:

Each day the total overload will equal the $(\text{total pupil load} - 180) \div 45$.
The total overload for the marking period will equal the sum of the daily overloads.
8. With respect to overload compensation for teachers of K-6 specials, (Art, Music, Phys. Ed., and Media), the following calculation method will be used:

NOTE: The first overload is not compensated per Section C regarding the regular classroom teacher.

For a typical week, for each fifteen minutes a class section or fraction of is taught by a specials teacher, a number of students one above the established class size limit will result in an overload payment of 1% of the current overload rate.

- E. There shall be at least two full-time certified school counselors at grades 9-12, one full-time certified school counselor at the grades 7-8, and one full-time certified school counselor at grades 5-6. Every effort will be made to provide a certified school counselor at grades K-4.

Because of the nature of the counselor's work at the high school, the Board agrees to have at least one counselor on duty during regular office hours for one (1) week prior to the scheduled opening of school and one (1) week after the scheduled closing of school. Each additional day is to be paid at the counselors' annual contract salary based on schedule A at a per diem rate. At least two counselors at the high school and two counselors in grades 5-8 shall be considered full time counselors and shall not be assigned regular duties in attendance, discipline, administration, or clerical duties and study hall or lunch room responsibilities.

- F. No teacher shall be assigned pupils who are enrolled in another Dexter Community School class which meets at the same time as the teacher's class. This does not, however, preclude the provision of enrichment opportunities for pupils with exceptional promise or remediation opportunities for pupils with special needs as may be educationally appropriate.

- G. The Board agrees that no teacher shall be employed for a regular teaching assignment who does not have certification from the State of Michigan. Each new teacher shall be assigned within the scope of the issued teaching certification.

- H. When the teachers' work schedule is divided between the high school and the middle school, the Board recognizes that equity in the teachers' workload must be maintained. Therefore, the academic year work load will equal full time.

- I. Special Positions.

- 1. The following positions shall be filled by Association members:

- a. Media specialists

- There shall be one full time, certified Media Specialist at each building.

- b. Substance abuse program coordinators

Current goals are for at least a half time person at each level (K-4), (5-8), and (9-12).

c. Curriculum consultants

There shall be at least one District curriculum consultant who shall be a member of the bargaining unit.

d. Teaching positions outside the current defined school day.

Such positions shall be defined by a committee - the majority of which shall be appointed by the Association.

2. In the event that special, unforeseen circumstances arise during the duration of this contract, the Board and the Association may, by mutual consent agree to temporarily delete one or more of these positions for an agreed upon, specified period of time for the purpose of dealing with such crises.

J. Staffing Decisions

By March 15 of each year, there shall be a formal opportunity for the Association to advise the administration as to its perception of the District's needs regarding staffing. Each year, at least one Meet and Confer session shall deal with staffing issues.

K. Highly Qualified Teachers

The parties acknowledge the legal and professional obligations of the District to comply with the provisions of the No Child Left Behind (NCLB) Act of 2001, and accordingly, agree that nothing in this collective bargaining agreement shall be applied or construed, directly or indirectly, to in any manner interfere with or prohibit the District from fully complying with the definitions, standards, and requirements of the NCLB Act. Throughout this collective bargaining agreement, the terms "qualified" and "qualifications" when referring to a teacher shall mean highly qualified as defined by the ESEA and the Michigan Department of Education.

ARTICLE VII

VACANCIES AND TRANSFERS

- A. The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its teachers. Therefore, prior to implementation of any transfer, all affected personnel shall be informed of prospective changes. The Board shall consider subsequent teacher input.
- B. A vacancy is defined as any newly created bargaining unit position or a current bargaining unit position vacated because of the resignation, retirement, death, transfer, discharge for cause, or leave of absence of the person assigned, provided the Board of Education determines to maintain the position. Whenever a vacancy occurs the Board of Education shall give written notice to the Association by delivering notice to the local Unit Director. The Association shall be responsible for simultaneously posting the vacancy notice in each building. Vacancy notifications will be posted at least seven (7) calendar days before the position is filled. In the case of an emergency, positions may be temporarily filled without posting.

Personnel hired to replace persons on approved leaves will be eligible for continuing employment only when vacancies occur in areas for which they are highly qualified.

- C. Whenever vacancies occur during the summer vacation period the following procedure will apply in lieu of the posting.
1. Teachers with specific interests in possible vacancies will notify the Superintendent of their interest in writing before the last day of the school year and shall include the address where they can be contacted during the summer.
 2. Should such vacancy occur, the teachers who have expressed interest for the position shall be notified via certified letter.
 3. It shall be the responsibility of the contacted teacher to notify the Superintendent in writing, via certified letter, of continued interest within seven (7) calendar days after notification via certified letter.
 4. Vacancies shall be filled in a manner which facilitates the recall of the most senior qualified teacher on layoff.
- D. The Association recognizes that when vacancies occur during the school year it may be difficult to fill them from within the District without undue disruption to the existing educational program. When vacancies occur during the school year, and the Superintendent in his/her reasonable judgment determines not to fill the vacancy from within the District, the Board will either recall qualified laid-off personnel immediately, in order of seniority, or hire a permanent bargaining

unit replacement no later than the beginning of the following school year. Vacancies which occur during the school year as a result of leaves of absence for less than a school year may be filled with temporary substitute personnel.

- E. Any teacher may apply for a vacancy. Application shall be made in writing to the principal responsible for supervising the position. An interview will be granted by the supervising principal to each bargaining unit member who has made formal application within the seven calendar day posting period. In the event an interviewed bargaining unit member is not assigned to the vacancy for which s/he has applied, the bargaining unit member may request from the supervising principal and shall be granted a written statement indicating the reasons the assignment was denied. Reasons given shall be based on past evaluations, results of the interview, input from the committee interviewing, and why or why not the candidate meets the expectations and job description of the position or relates to the philosophy and mission of the building. No vacancy will be posted outside the school District until all bargaining unit candidates making application within the seven (7) day posting period have been interviewed and it has been determined that no bargaining unit candidate will be assigned to the position.
- F. When said position has been filled, the applicant and the Association will be promptly notified of this action and if rejected for such position the applicant has the right to a conference with the Superintendent or his/her designee to discuss the reasons for rejection.
- G. Transfers and changes in assignments will be made on a voluntary basis whenever possible. Involuntary transfers will only be made in the following situations.
 - 1. When the layoff of an Association member would be the result of an Association member refusing an involuntary transfer;
 - 2. When the administration determines a situation can only be remedied by invoking an involuntary transfer. The teacher with the lowest District seniority will be transferred in this situation. In this case a teacher at another building may be required to take an involuntary transfer to resolve the situation.

The Association may file a grievance if the Association believes there are other reasonable remedies.

- H. Upon written application and prior approval of the Superintendent, bargaining unit members who have been involuntarily transferred to positions in levels where they have not taught for a period of five (5) years or to positions requiring the exercise of certification acquired more than five (5) years previously and not used within the past five (5) years will be reimbursed for reasonable educational expenses necessary to upgrade skills required for successful performance in the position.

- I. If a teacher (either probationary or tenured) has been evaluated according to the criteria established (Article XII, Section B.2 A-E) for probationary teachers and the teacher has been given an unsatisfactory evaluation, involuntary transfer may be invoked.
- J. If by reason of involuntary transfer the affected teacher wishes to resign instead of taking the assigned position, the teacher may do so as soon as a satisfactory replacement can be appointed.
- K. When a teacher on layoff is qualified for a vacancy which occurs during the school year, said vacancy need not be opened for application by other currently assigned personnel. When said vacancies occur during the summer months the vacancy shall be open for application by other currently assigned personnel in accordance with Article VII, Section B.
- L. See Article VIII, Sections M and N for a description of how vacant positions will be filled.

ARTICLE VIII

REDUCTION IN PERSONNEL

- A. In the event of a general cutback or reduction of teaching staff through layoff from employment, the following procedures will be utilized.
1. Teachers not holding a valid Michigan teaching certificate will be laid off first, provided there are certified and qualified teachers to replace and perform all of the needed duties of the laid-off teacher.
 2. If reduction is still necessary, then probationary teachers with the least number of continuous years of teaching in the Dexter School System will be laid off first, provided there are remaining certified and qualified teachers to replace and perform all of the needed duties of the laid-off teachers.
 3. If further reduction is still necessary, then tenured teachers with the least number of years of continuous teaching experience in the Dexter School System will be laid off first, provided there are certified and qualified teachers to replace and perform all of the needed duties of the laid-off teachers.
- B. Certified teachers shall be defined as teachers who hold a valid Michigan teaching certificate.
- C. Qualified teachers shall be defined as teachers who possess a major or minor or have previous teaching experience in the District in the subject matter area to be taught.
- D. Length of service or seniority is defined as service in the Dexter School System as a member of the bargaining unit. Leaves of absence, with or without pay and absence due to layoff are not to be considered a break in service, but service time shall continue to accrue during periods of paid leave, or periods of layoff only. The first day worked shall commence accrual of service time.
- E. A seniority list shall be maintained by the District. Teachers shall be ranked in order of seniority. Accompanying the name of each teacher shall be a listing of the teacher's certification endorsement. Said seniority list shall be presented to the Association annually during the month of October for review. Corrections shall be brought to the attention of the administration within three (3) weeks after its presentation to the Association. Ranking of teachers with the same length of service shall be determined by a drawing each year. The Association and teachers so affected shall be notified in writing of the date, place and time of the drawing.
- F. Before official action on a reduction of teachers is taken by the Board of Education, it will give notice to the Association of the contemplated reduction

and afford the Association opportunity to discuss it with the employer. As soon as the names of the teachers to be laid off are known, a list of such names shall be given to the Association.

- G. All probationary teachers to be laid off shall be given at least forty-five (45) calendar days written notice, and tenured teachers shall be given at least sixty (60) calendar days written notice.
- H. Teachers on layoff shall be recalled to available positions for which they are certified and qualified on the basis of greatest seniority. Teachers on layoff who acquire additional credentials which expand the scope of their certification and/or qualifications shall have those credentials considered for the purpose of determining their recall to available positions; except such additional certification and/or qualifications may not be utilized to displace any teacher who has not been placed on layoff. No new teacher shall be hired in a position until all laid off teachers certified to perform the position have been given an opportunity to return to active duty in that position.
- I. The Board shall give written notice of recall from layoff by sending a certified letter, return receipt requested, signed by addressee, to said teacher at his/her last known address. The teacher shall notify the Board of acceptance or rejection of recall within fifteen (15) calendar days of the receipt of the notice by certified mail. It shall be the responsibility of each teacher to notify the Board of any changes of address. The teacher's address as it appears in the Board records shall be conclusive in connection with layoff, recall or other notice to the teacher.
- J. A laid-off teacher shall retain his/her right to recall for at least five (5) years. During this time a teacher shall forfeit his/her right to recall unless s/he shall annually provide to the Board during the month of June a written notification of his/her continued interest in the teaching position. Likewise, it shall be the responsibility of the teacher to inform the Board of any change in permanent address. The teacher shall forfeit continuing rights to recall if s/he does not accept recall to a comparable position when offered. This language is subject to allowable extensions of recall to be stipulated by State law or the Tenure Commission. A teacher who refuses recall and who is granted extension rights by the State Board or Tenure Commission shall not accrue seniority in the bargaining unit during the period of time for which recall is refused.

Recalled teachers shall be informed of their recall by certified mail and shall have fifteen (15) days to respond to the recall notification. Failure to respond to a recall notification shall constitute forfeiture of all recall rights.

- K. Laid-off teachers will have the first opportunity to become substitutes. Teachers on layoff shall advise the Board in writing of their availability and willingness and shall provide the Board with a current address and phone number.
- L. Laid-off teachers, during the time they are subject to recall, shall be allowed to maintain at their expense the group insurance benefits consistent with COBRA regulations which are being provided to Dexter teachers, within the limitations

of the insurance carrier. If direct payment is not possible, premiums shall be paid one (1) month in advance through the Dexter Schools.

M. The following principles shall apply to all members when changes in assignment are being considered:

1. Involuntary transfers will be made only when it is necessary to avoid a lay-off.
2. Changes in assignment must create the least disruption to the building schedule.

N. If there are teachers returning from leave and/or teachers whose positions have been eliminated within the last five years and who are still laid off, then the principles below shall apply to this group:

1. After the above goals have been met, teachers with the greatest seniority will be allowed to choose a position from among the open positions for which they are qualified.
2. Any open position will be filled by a qualified member whose position has been eliminated before considering an involuntary transfer.

ARTICLE IX

LEAVES

A. PAID LEAVE

1. Teachers shall earn one (1) day of paid leave for each month of work to a maximum of ten (10) days per year. The yearly allotment of ten (10) days shall be credited for available use at the beginning of each year. All earned but unused leave days shall accumulate without limitation. At the beginning of the school year each teacher shall be provided with a statement of their accumulation as of the end of the previous school year. The following conditions and requirements apply to the use of accumulated leave days:
 - a. Paid leave may be used for personal injury, illness, quarantine, disabilities of the employee related to pregnancy or personal recovery therefrom. The Board reserves the right to require a physician's statement in writing.
 - b. If a teacher is ill and unable to report for duty s/he shall notify the building principal or his/her designated at least 90 minutes prior to the start of the school day.
 - c. All teachers aware of an impending period of physical disability or illness shall notify the administration of such as soon as possible. Said notification is to be accompanied by a statement from the attending physician giving the anticipated commencement date and anticipated duration of the disability or illness.
 - d. For each half (1/2) day or fraction thereof that any teacher is absent in excess of his/her accumulated leave, his/her final compensation for the year will be reduced in an amount according to his/her per diem rate. This also applies in event of an absence for which leave cannot be used or is forfeited. Said teacher may also be subject to disciplinary action.
 - 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/her regular salary until such time as an amount of money equal to the accumulated leave value is reached. The accumulated leave value is to be determined by dividing the teacher's base salary by the annual contracted days and multiplying by the number of accumulated leave days as of the day of leaving work because of injury or disease compensable under Worker's Compensation Law.

- f. Leave days may also be used to attend to the illness of the teacher's immediate family (spouse, life partner, children, parents, siblings and others approved by the Superintendent) which requires the teacher's presence. Up to twenty (20) days of leave per year may be used for illness of immediate family.
 - g. An expectant mother may use up to 10 leave days immediately before her due date. Up to 35 leave days may be used following the birth of a child. The use of these leave days will not come under the guidelines of part (a.) of this section.
 - h. Members may use up to three (3) leave days per year to participate in the observation of major recognized religious holidays.
2. Each previously employed teacher shall be credited with three (3) personal leave days. Newly employed teachers shall be credited with one (1) personal leave day each three (3) months of work to a maximum of three (3) days. Unused personal leave days shall not be cumulative but shall be added to the teacher's personal illness leave accumulation at the end of the school year. The following conditions and requirements apply to all teachers utilizing personal leave days.
- a. Personal days shall be used for valid personal business that cannot be conducted outside the school day or for other reasons which are of a private nature and require the teacher's presence. It is specifically agreed that use of these days to engage in recreational activities, seek summer employment or part-time employment or take a vacation of any kind is not valid.
 - b. These days cannot be used the first or last week of school, the day before or the day after a holiday or in conjunction with sick days in any of the preceding instances.
 - c. Teachers desiring to use a personal leave day shall notify their principal in writing forty-eight (48) hours ahead of time, except in emergency situations which preclude such notice, by filling out the proper form.
 - d. Teachers experiencing extenuating circumstances, outside the above described conditions, may apply to the Superintendent for short term, paid or unpaid leaves of absence.
3. Teachers will be allowed a maximum of three (3) days per funeral not charged to paid leave days (A.1.), for the purpose of attending the funeral of a close friend or relative of the teacher. Teachers shall also be allowed to use up to three (3) additional paid leave days from their accumulated leave days per funeral for the purpose of assisting in settling the affairs of the deceased. The use of additional days beyond these six (6) days may be

approved by the Superintendent. (Teachers shall use appropriate discretion in the use of these days.)

4. Approved conference and visitation days are not charged to leave or personal days.
5. Leave days shall not be charged to teachers on force majeure days, unless the teacher affected is involved in a long-term disability as specified in Article XVII Section E. The day will be counted if, and only if the teacher specifically requests that it be counted. Such requests must be in writing and must be made within one (1) calendar week of the force majeure day.
6. A teacher subpoenaed to give testimony before any judicial or administrative tribunal or serve as a member of a jury, shall be compensated for the difference between his teaching pay and the pay received for the performance of such obligation. Such teacher has a responsibility to turn in a copy of the pay stub for the compensation received within ten (10) workdays of its receipt. Such teacher also has a responsibility to inform the court that s/he is under contract with the Dexter Board of Education for the period of September 1 to June 15. Such teacher must also return to school during school hours if released for the day by the court.
7. Sabbatical Leave.

Pursuant to the terms of the School Code, teachers who have been employed by the Dexter Community Schools for the required minimum period of time may be granted a sabbatical leave. A teacher may apply for one of the following:

- a. A sabbatical for a full year and paid half (1/2) salary.
- b. A sabbatical for one (1) semester and paid half (1/2) salary during the semester on leave or three-quarters (3/4) salary on an annualized basis.
- c. A sabbatical for one-half (1/2) day each day for a full year and paid full salary.

In all cases, the teacher will receive full fringe benefits.

Sabbatical leaves shall be granted to not more than three (3) members of the faculty at any one time and it is further agreed that such leaves must be used for earning credit towards an approved advanced degree program at an accredited college or university, research work under the guidance of competent research personnel, domestic or foreign travel, or advance study for a specialty program.

The study, research or travel plans for the year or semester must be submitted to the Superintendent for approval by August 30 for leaves to be granted for the second semester of that year, or by March 30 for the following fall semester or school year.

The Board will give equal weight to the following criteria for applicant priority:

- a. Date of filing application.
- b. Purpose of leave.
- c. Length of service in school system.
- d. Professional growth of staff member.
- e. Potential benefit to school system.
- f. Demonstrated dedicated service to the school system.

After due consideration of all the applications, the Superintendent shall present each request to the Board with his/her written recommendation of acceptance or rejection. A copy of the Superintendent's recommendation to the Board will be furnished the teacher applicant at least five (5) days prior to the Board meeting at which the decision in respect to the granting of the leave will be rendered by the Board. The teacher involved will then be asked to be present at the meeting when his or her program comes up for consideration.

It is agreed that accepting any sabbatical leave carries an obligation to return to the District and to teach for a period of time at least double the length of the period for which the sabbatical leave was granted or to refund to the District a full value of the salary received during the sabbatical period and, therefore, as a condition to receiving final approval for a sabbatical leave a teacher shall file with the personnel office a written agreement stipulating that following the leave s/he will remain in the service of the Board for a period of either one (1) year of teaching service in the Dexter Community Schools commencing with the semester following termination of the leave period (in the case of semester leave) or two (2) years of teaching service in the Dexter Community Schools commencing with the semester following termination of the leave period (in the case of a year's leave.)

8. The President/Unit Director or Vice President/ Assistant Unit Director of the D.E.A. shall be permitted to use his/her preparation period to contact other teachers as long as it does not interfere with the educational process of the school.
9. In the beginning of every school year, the Association shall be credited with twenty (20) days to be used by the teachers who are officers of the Association. By the end of the first full week of each school year, or whenever a change is made, the Association shall provide the Superintendent with a list of all current officers and Association representatives. Any corrections made to the list shall be presented to the

administration within three (3) weeks after such changes are made. The Association agrees to notify the Board in an appropriate amount of time in advance of the date for intended use of said leave. Such days may also be used by the Association to cover members absences that arise out of special circumstances deemed legitimate by the Association but not specifically covered by other language relative to leaves.

10. The D.E.A. President/Unit Director will be released two (2) days per year and the equivalent of 450 to 540 minutes per week (depending on his/her building schedule) during the school year from his/her regular teaching duties to perform the activities of the Association, to facilitate the resolution of problems arising out of the interpretation of the contract and to work with the Superintendent to improve relations with the Association, with the objective of improving the educational opportunities for children. These days are in addition to the twenty (20) Association days. Additionally, the President/Unit Director shall be paid \$4,000 per year. The Association agrees to reimburse the District \$6,000 to compensate for some of the costs associated with this provision. See Letter of Understanding #3.
11. The Association may also be granted an additional 450 minutes per week release time for Association officer(s) under the following conditions:
 - a. Arrangements for such release time must be made by March 31 of the year prior to its use.
 - b. If the Association wishes to provide additional release time for officer(s) in amounts up to 450 minutes per week, they may do so, if that is agreeable to the Board. Such an agreement will result in compensation to the Board by the Association at a rate of \$1,750 for 60 minutes per week for a year. In this case there shall be one fewer release day for each 60 minutes weekly release time to be used per Article IX, Section A9.

B. UNPAID LEAVE OF ABSENCE

1. Upon the submission of a request by a teacher, the Board shall grant a leave of absence for the reasons and under the conditions as follows:
 - a. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as s/he would have had s/he taught in the District during such period. This clause shall apply to teaching for the period of induction or for his/her first enlistment. This credit shall not in any case exceed four years.

- b. A tenured teacher shall be granted a leave of absence without pay to perform duties of the local state or national Association, provided that written notification is given to the Board a minimum of thirty (30) days prior to said leave. This leave shall be for at least one (1) semester and not more than one (1) school year, and may be considered to be professional experience. An additional semester or year shall be granted provided the request is made by March 1 or November 1, prior to the end of the leave.
- c. A tenured teacher with four (4) years of continuous service to the District shall be granted a leave without pay or other benefits for the purpose of engaging in study at an accredited college or university. The length of the leave may be for one (1) semester or one (1) school year. A teacher granted such a leave is guaranteed the same position or an equivalent position upon return from such leave. The time on such leave of absence shall not count as experience on the salary schedule. The time limits that apply to sabbatical leaves for application shall apply for educational leaves.
- d. Parental/Child Care Leave.

- i. Tenured Teachers.

Decisions in regard to taking maternity/child care leave and returning from maternity/child care leave shall be a matter between the expectant mother and her physician.

The expectant mother shall notify the Board of her decision if she decides to take a leave, sixty (60) days before the leave is to begin. Maternity/child care leaves of absence may be granted for a period of time up to the remainder of the semester in which the leave begins plus two (2) additional semesters.

- ii. Probationary Teachers.

Probationary teachers may request maternity/child care leave on the same basis as tenured teachers in E.1. above. It is agreed that probationary teachers must serve the full probationary period before becoming eligible for the tenure status and no teacher may gain tenure while on leave of absence.

- iii. The Board will consider reasonable requests for leaves of absence for adoptive parents and provisions of such leaves, if granted, shall be similar to Article IX, E.1. above.

- iv. The prospective father shall notify the Board of his decision if he decides to take an unpaid leave, sixty (60) days before

the leave is to begin. Paternity leaves may be granted for a period of time up to the remainder of the semester in which the leave begins plus two (2) additional semesters.

Should an emergency arise, a father may apply for a leave outside the timelines.

- v. Employees on parental/child care leave shall have their insurance benefit paid for by the District for the first twelve (12) weeks of the leave, according to the terms of the Family Medical Leave Act.
- e. A tenured teacher who will complete step 1 at the time the leave begins shall be granted a general leave of absence without pay for a period of up to one (1) year, upon his/her request. Such leaves must begin at the beginning of a semester and must end at the conclusion of a semester. Requests for such leave must be made by April 1 for leaves to begin the following September and by October 1 for leaves to begin at the start of the second semester.

No more than four (4) general leaves shall be in effect at the same time.

- 2. Extenuating circumstances falling outside the guidelines for general leaves of absence may be considered by the Board.
- 3. All leaves in 1 and 2 shall be subject to the following conditions unless specifically stated otherwise in this agreement:
 - a. Except in emergencies which preclude such notice, the Board shall be provided notice of request for leave sixty (60) days in advance.
 - b. All leaves of absences shall be for the remainder of a semester or school year, or full semester or school year at the option of the teacher, unless otherwise arranged with and approved by the Board.
 - c. Prior to returning from a leave related to a disability condition the Board may request a physician's statement regarding the teacher's physical fitness for employment.
 - d. A teacher shall not accrue salary schedule advancement credit during the time on leave. A teacher shall not accrue paid leave or personal days or health benefits during the time on leave.
 - e. Upon return from leave, teachers shall be placed in a position for which they are certified and qualified. See Article VIII, Sections M and N.

- f. Reduction in personnel may be required in some instances to place the returning teacher in such a position, and in applying the criteria for reduction in personnel the returning teacher could be laid off.
 - g. All leaves of absence may be extended upon request by the teacher and approval by the Board of Education.
 - h. Teachers on leaves of absence during the second semester of the school year who are due to return from such leaves by the following September must notify the Board of their intent to return or not to return by March 1, by certified mail. Provided the Board has notified the teacher of this clause by February 15, by certified mail, failure to properly notify the Board under the above condition shall constitute resignation from the District.
4. Emergency short term leaves of absence.
- a. Teachers may apply to the Superintendent for a short term emergency leave of absence for extenuating circumstances outside the personal leave day circumstances.
5. A summary of the Family Medical Leave Act (FMLA) procedures and guidelines can be found on the District website. This document can only be changed by mutual consent of the Board and Association or by a change in the Act. This summary is intended to accurately reflect the provisions of FMLA.

ARTICLE X

TERMINAL LEAVE PAY

- A. In appreciation for services to the school District, a Terminal leave payment of 100% of the number of accumulated paid leave days, Article IX. A1., times the following rate: 2007-08 - \$93.74, 2008-09- TBD, 2009-10 - TBD will be paid, provided this teacher shall have been employed in the Dexter School District for ten (10) years and upon retiring (defined as receiving retirement benefits from the State of Michigan) from the teaching profession while a teacher at Dexter.
- B. In appreciation for services to the school District, a Terminal leave payment of 50% of the number of accumulated paid leave days, Article IX, A.1, times the following rate: 2007-08 - \$93.74, 2008-09- TBD, 2009-10 - TBD will be paid to any teacher who is voluntarily leaving the District and who does not qualify for the terminal leave payment delineated in Article X, Section A.

ARTICLE XI

WORK STOPPAGE

- A. During the term of this Agreement neither the Association nor persons acting in its behalf shall cause, authorize or support, nor will any of its members take part in any strike (i.e. as defined by Section I of Public Act 379 of 1965 as amended). The Association reserves to itself its right of sanction.
- B. In the event a strike or any other concerted action occurs, the Association agrees to urge its members to return to the full faithful and proper performance of their duties.
- C. A teacher taking part in a strike is subject to discipline or discharge as authorized by Section 6 of P.A. 379 as amended.

ARTICLE XII

EVALUATIONS

- A. Teacher evaluation is a process established for the following purpose:
1. To improve instruction.
 2. To help teachers plan and establish goals.
 3. To help teachers revise or improve practices, procedures and techniques, thereby resulting in more effective teaching.
 4. To collect evidence concerning growth or lack of growth as a professional educator.
- B. 1. All Teachers.

The observed classroom performance of each teacher shall be evaluated by his/her building principal or assistant principal and/or special education director (evaluator).

Upon request of the teacher, for each evaluation initiated by the administration, an additional evaluation shall be conducted by a District administrator selected by the teacher.

The following minimum standards shall be followed in all teacher evaluations:

- a. Evaluation forms and the Probationary Teacher Evaluation Guide will be placed on the District website. No changes will be made to any evaluation document or process without a mutual agreement between the Association and the Board. If either a teacher or administrator wishes to use a different form, s/he shall notify the other party as well as the Association President and the Superintendent of this intent. This form shall be mutually agreed upon by the Association President, the Superintendent, and the parties involved within the first 30 days of school.
- b. The initial evaluation of a teacher shall not take place during the first twenty (20) days of school for all teachers, but must take place within the first forty-five (45) days of school for probationary teachers. Evaluation cycles for probationary teachers shall be a minimum of twenty (20) work days apart.

Other in-classroom observations may take place at any time.

- c. Each evaluation shall include an in-classroom observation period of a minimum of thirty (30) minutes, twenty (20) of which must be consecutive.
- d. All monitoring or observations of the performance of a teacher shall be conducted openly and with full knowledge of the teacher. Only direct observations made by the evaluator shall be used in evaluations.
- e. No single evaluator shall conduct more than four (4) classroom observations in one day.
- f. After each evaluation or evaluation cycle, a copy of the evaluation shall be given to the teacher, within ten (10) work days after the post observation meeting.
- g. Three (3) copies of the written evaluation shall be made, one (1) for the teacher, one (1) for the principal, and one (1) for the Superintendent, or his/her designee.
- h. The teacher shall attach his/her signature to all evaluations to acknowledge receipt of the evaluation, and the teacher retains the right to attach his/her comments to the evaluation, provided these written comments are submitted within ten (10) work days of the receipt of the evaluation. Any further response shall be separate from the evaluation.
- i. Copies of the evaluation shall appear in the teachers' personnel file by the end of the school calendar year.
- j. Testing results shall not be used as a sole criteria in teacher evaluations.
- k. If a teacher receives an unsatisfactory rating in a specific criterion of an evaluation, the evaluator shall state in specific terms the reasons for his/her belief, and indicate specific ways in which the teacher is to improve. If, in subsequent evaluations the criterion of evaluation that was rated as unsatisfactory is not so noted again, it shall mean that adequate improvement has taken place.

2. Probationary Teachers.

- a. Two (2) evaluations cycles shall be completed annually by the evaluator. Only the person conducting the observations shall fill out and/or sign the evaluation form.
- b. The evaluator and the probationary teacher will work together to develop an Individual Development Plan (IDP).

- c. Each probationary teacher will be assigned a trained mentor whose function is unrelated to the evaluation process.
- d. The first evaluation cycle shall be completed by December 15. The second evaluation cycle shall be completed by April 1.
- e. A post conference meeting between the evaluator and the probationary teacher shall be conducted by the evaluator within ten (10) work days of the last observation.
- f. At the request of either the evaluator or the probationary teacher, an Association representative, or Board representative may be present during the conference. Notification of another's presence must be given at least two (2) work days prior to the meeting, to allow the other party to arrange representation.
- g. All evaluations citing deficiencies shall include recommendations as to how the teaching performance of the probationary teacher may be improved. The subsequent evaluation shall state whether or not this area has shown improvement, if the area of deficiency is observed in the subsequent evaluation.
- h. The teacher evaluation process may result in a recommendation for the placement of a probationary teacher on tenure status; it may also result in non-renewal of employment. When the evaluation process has not resulted in more effective teaching and non-renewal is a possibility, the probationary teacher should be notified of this fact well in advance, and thus be informed that marked improvement is necessary. The evaluation shall note specifically any deficiencies that may result in a recommendation of non-renewal.
- i. In the event a probationary teacher is not continued in employment, the Board shall advise the probationary teacher that his/her work is not satisfactory and provide written notice of the right to appeal to the Tenure Commission. At any grievance or tenure proceedings, all evaluations and responses thereto shall be admissible. Failure to perform non-required activities outside of the school day shall not contribute to a recommendation for non-renewal of a probationary teacher's contract.

3. Tenured Teachers.

- a. Tenured teachers shall be evaluated at least once during each of their first three (3) years on tenure. After three years of successful experience on tenure, the normal evaluation cycle will be one (1) evaluation every three (3) years except in cases where:

- i. The administration deems more frequent evaluation is necessary.
 - ii. The tenured teacher requests an annual evaluation in writing by September 30.
 - b. Observations shall not take place within the last fifteen (15) calendar days of the school year.
 - c. Within ten (10) work days of the receipt of the written evaluation, a conference shall be held at the request of the tenured teacher.
 - d. If an evaluation of a tenured teacher notes sufficient concerns to warrant the need for an improvement plan, refer to Letter of Understanding #2.
- C. The District will assign mentors for probationary teachers. Such assignments shall be made in consultation with the Association president. Any tenured teacher who wishes to serve as a mentor may seek to do so through a uniform application process. These mentors will receive training from mentor coordinators before they hold a position as a mentor. The pay for these mentoring positions is defined in the extra duty schedule.

ARTICLE XIII

PROTECTION OF TEACHERS

- A. The parties recognize that the responsibility for maintaining control and discipline in the schools is the joint responsibility of administration and the teachers. Since teachers normally bear the initial burden for control and discipline, efforts shall be made to sustain the teacher's authority and effectiveness.

The Board recognizes its basic responsibility to give administrative support and assistance to teachers when discharging the educational obligation to maintain discipline in conformity with Board policy. Whenever written evidence is presented indicating that a particular student requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional personnel, the Board will take steps to assure that appropriate services are available to such student.

- B. Teachers shall promptly report to the Board or its designated representative any incident of assault upon the teacher or malicious destruction of the teachers' property directly related to the teacher's performance of his/her duty. The Board will assist the teacher in contacting the appropriate prosecuting officer and in the filing of charges, if appropriate.
- C. The Board shall assist a teacher who is called as witness or signs a complaint in any criminal proceedings relating to an act observed by the teacher while on duty, in dealing with the procedures involved in discharging their responsibility. When requested in writing, the Superintendent shall provide a representative of the District to accompany the teacher in these proceedings.
- D. If any teacher is complained against or sued for disciplinary action taken by the teacher against a student, the Board will provide legal counsel and render necessary assistance to the teacher in his/her defense, provided that such teacher has acted within the terms of this agreement, state and federal laws, and adopted school Board policies in regard to discipline.
- E. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher provided that the teacher has not acted in violation of the terms of this agreement, state and federal laws, and adopted school Board policies in regard to discipline.
- F. Any written complaints directed toward a teacher shall be forwarded to the teacher within two working days.
- G. Disciplinary action against a teacher resulting from complaints from students, parents or citizens shall be taken only if such complaints are in writing, and then only if the complaints have been investigated with due process and are deemed just. Disciplinary action shall not be taken on the basis of oral complaints. No

record shall be maintained of any complaint ultimately found to be conclusively invalid.

- H. No teacher shall be disciplined, reprimanded, or reduced in compensation without just cause. Every effort shall be made by all parties involved in a controversial issue to limit the discussion to a private and professionally appropriate place and manner. A policy of progressive, corrective discipline shall be followed in disciplining teachers.
- I. A written statement by the Board governing the use of corporal punishment of students shall be publicized to all teachers no later than the first week of school.
- J. Each teacher shall have the right, upon request, to review the contents of his/her own personnel file, excluding restricted placement credentials. A representative of the Association may, at the request of the teacher, accompany the teacher in this review. Each teacher's official personnel file, located in the central administrative office, shall contain the following minimum items of information:
 - All teacher evaluation reports.
 - Copies of annual contracts.
 - Teaching certificate or photo copies thereof.
 - Transcript of academic records.
 - Tenure recommendation for all applicable teachers.

No materials relating to the teacher's performance shall be placed in the teacher's file without notifying the teacher in writing, providing the teacher with a copy, and allowing the teacher the opportunity to file a response thereto. Said response shall become a part of said file, subject to the restrictions contained in MCLA 423,505 (Section 5 of the Bullard-Plawecki Employee Right to Know Act, Michigan Public Act 397 of 1978). After a period of a calendar year, a teacher shall have the right to request a review by the Superintendent of such items and the material may be removed and destroyed.

Administrators shall be encouraged and teachers shall have the right to include in the teacher's file materials of a complimentary nature.

- K. Teachers shall be expected to exercise care with respect to the safety of pupils and property, but shall not be individually liable for any damage or loss to person or property, except to the extent determined by a court of competent jurisdiction. This provision is not intended to relieve the teacher of responsibility for inventory, care and control of school supplies and equipment issued to the teacher.

ARTICLE XIV

GRIEVANCE PROCEDURE

A. Definitions.

A "grievance" is a claim:

1. Based upon an event or condition which affects the conditions of employment of a teacher or a group of teachers.
2. Based upon the interpretation of this Agreement.
3. Based upon an alleged breach thereof; or
4. Based upon any combination of the foregoing.

It is expressly understood that claims not so based will not constitute a grievance.

B. The term "days", unless otherwise specified, when used in this section shall mean working days or in the period after the end of the school year, Monday through Friday, excluding holidays. Failure to appeal within time limits shall deem the grievance settled and no further appeals shall be allowed.

C. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at any level of such procedures. Nothing contained herein shall be construed as limiting the right of any teacher to discuss any matter informally with an appropriate member of the administration or the right of any administrator to discuss any matter informally with any teacher.

D. Procedure.

1. Since it is desirable that grievances be processed with expediency, the number of days indicated at each level are maximum and every effort should be made to expedite the process. However, the time limits may be extended by mutual agreement of the parties. Grievances will be filed at the appropriate administrative level.
2. The filing of a written grievance shall be delivered to the appropriate administrative level within forty-five (45) calendar days from the time the alleged grievance occurred or the grievant first learned of its occurrence, whichever is later. A grievance shall be declared a new grievance if it reoccurs after the above time limits are expired and a new written grievance may be filed.
3. Grievances shall be resolved as follows:

Level One

An aggrieved person shall first discuss his/her grievance with the appropriate administrator, either by him/herself or in the company of his/her Association's representative, with the objective of resolving the grievance informally.

Level Two

If the aggrieved person is not satisfied with the disposition made at Level One s/he may file a written grievance within the timelines specified in Section D (2) above. The Association shall file one (1) set of copies of the grievance with the appropriate administrator. The administrator shall within ten (10) days after receiving the grievance provide the aggrieved person with a written reply and furnish the Association with a copy. Failure of Administration to respond shall automatically move the grievance to the next level.

Level Three

If the aggrieved person or the Association disagrees with the disposition of the grievance at Level Two, the grievance may be appealed to the Superintendent within ten (10) days. The Association shall file one (1) set of copies with the Superintendent and may file one (1) set, by mail, with each member of the Board of Education. The Superintendent or his/her designee shall meet with the aggrieved person and the Association within ten (10) days of receipt of the grievance if either party requests such a meeting. Within ten (10) days the Superintendent or his/her designee shall reply in writing to the aggrieved person with a copy of the decision to the Association, and to each member of the Board, at the request of the Association.

Level Four

If the aggrieved person or the Association disagrees with the disposition of the grievance at Level Three, the grievance may be appealed to Level Four A by the aggrieved person or Level Four A or B by the Association.

Level Four A

The Board will review the grievance and decide, within ten (10) days, whether to hold a hearing and make a disposition. If the Board chooses to hold a hearing their decision is final and may not be appealed to arbitration. The hearing will be held within ten (10) days of deciding to hold a hearing.

Level Four B

If the Association is not satisfied with the disposition at Level Three or if no disposition has been made within the period provided above and Level Four A was not used, the grievance may be submitted by filing a demand for arbitration with the American Arbitration Association within thirty (30) days from the date of the receipt of the Superintendent's decision, or Board's decision not to hold a hearing, or the deadline for the decision. If the parties cannot agree as to the arbitrators, s/he shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration proceedings. The Board and Association shall not be permitted to assert in such arbitration proceedings any grounds or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to or subtract from the terms of this agreement.

Both parties agree to be bound by the award of the arbitrator and agree that judgment therein may be entered in any court of competent jurisdiction. Cost of arbitration shall be borne equally by the parties, except each party shall assume its own costs for representation and witness fees.

4. The administrator or his/her designee receiving the grievance shall sign and date the grievance in the appropriate blank in the presence of the grievant and/or the Association Representative.

The grievant and/or the Association Representative shall sign and date the grievance in the appropriate blank in the presence of the administrator or his/her designee when the administrator is ready to respond.

These signatures are to indicate receipt of the grievance or response and are not intended to mean agreement with the grievance or response.

E. Exclusions.

The following matters shall not be subject to appeal to Level Four of the grievance procedure. In these areas, the ruling made at Level Three shall be final.

1. The termination of services or failure to re-employ any probationary teacher.
2. Any matter involving the contents of written teacher evaluations as long as the adopted evaluation procedure has been followed.
3. Demotion or discharge of a tenured teacher. Such teachers have a recourse through the Michigan Teacher Tenure Act.

F. Rights to Representation.

Any party in interest may be represented at all meetings and hearings at all stages and steps of the grievance procedure by another teacher or person provided, however, that any teacher may in no case be represented by an officer, agent or other representative of any teacher organization other than the Association.

G. Miscellaneous.

1. All documents, communications and records dealing with the processing of all grievances shall be filed separately from the personnel files of the participants.
2. Necessary forms will be made available by the Board in each school building.
3. Nothing contained therein shall be construed to prevent any teacher from presenting a grievance and having the grievance adjusted without intervention of the Association if the adjustment is not inconsistent with the terms of this Agreement.

ARTICLE XV

CURRICULUM AND PROFESSIONAL DEVELOPMENT

- A. Curriculum shall be reviewed continuously, with special emphasis to be placed each year on one subject area. Emphasis shall also be placed on the area which was last emphasized (called the evaluation area) and on the area to receive emphasis in the following year (called the preparation area).
- B. There shall be one Consultant position, which shall be held by an Association member. This shall be a full time position and shall be compensated accordingly.
- C. Curriculum shall be defined as any class or activity in which students participate during the instructional day or any material for which students are given credit towards graduation. Prerequisites and/or entry procedures shall also be reviewed as curricular issues.
- D. Curriculum change will be implemented using either Process A or B. Process A and B along with essential forms will be placed on the District website. These documents will be changed or amended only by mutual consent between the Board and Association.
- E. Work on curriculum projects may be compensated at the basic hourly teacher pay rate, when approved in advance by the Superintendent.
- F. Each school year, there shall be five (5) days designated as Planning and Professional Development (PPD) days.
 - 1. The purpose of PPD is to provide staff and administration with time and resources that will foster communication and growth for each school building. The following activities shall be completed during PPD time:
 - a. Professional development.
 - b. Curriculum alignment.
 - c. Inter- and Intra-building meetings.
 - 2. PPD day activities shall be planned within the following guidelines:
 - a. The Board and the Association shall agree to a schedule of which activities will be inter-building and which will be intra-building in nature.
 - b. This schedule may be adjusted as is mutually agreeable to the Board and the Association.
 - c. Building staff will develop and prioritize activities within the schedule guidelines.

- d. District-wide, inter-building activities shall be coordinated by the Superintendent.
- e. Intra-building activities shall be planned by the buildings (teaching staffs and principals working cooperatively).
- f. The above defined process (a-e.) will be reviewed and evaluated by the Board and Association negotiators at a joint meeting in the spring of each year with the purpose of revising this process as is mutually agreeable, or continuing it as defined.

ARTICLE XVI

PROFESSIONAL COMPENSATION

A. Salary schedules for the respective school years are set forth in Appendix A attached to and incorporated into this Agreement as though fully set forth at this point.

1. The payments made to the Basic Michigan Public School Employees Retirement System are made by the District, and are in addition to the salaries listed in Appendix A.

Semester hours of graduate study toward a Master's degree or semester hours of graduate study beyond a Master's degree must be from an institution either accredited by the appropriate regional accreditation agency for all hours other than educational hours or from an institution accredited by the National Council for Accreditation of Teacher Education and must be:

- a. In the major field of study or,
- b. In the minor field of study or,
- c. In a subject taught by the teacher concerned or,
- d. In the fields of education or administration, or with prior written approval from the Superintendent. (Undergraduate hours may sometimes be considered if particularly valuable to the graduate program and advance approval is secured from the Superintendent.)

Transcript of credits is required. Application for submission of such is September 25 annually. Failure to submit the transcript prior to such date will mean loss of credit for the contract year.

B. Experience Credit.

Teachers with experience in Dexter for portions of a school year shall have the experience credited in the following manner.

1. A full semester or more will count as a full step on the salary schedule.
2. Experience for less than a full semester will not count as experience.
3. Teachers who teach less than one-half (1/2) day for two (2) full years shall move one (1) step on the salary schedule. Teachers who teach one-half (1/2) day or more for a full year shall move one (1) full step on the salary schedule.

Teachers with vocational certification hired after June 30, 2007, will be placed on the salary schedule according to Article XVI, Section B5. All teachers hired prior to this date and who have received credit for vocational certification shall retain such credit.

4. Teachers with one or more years experience will be placed on the salary schedule at Step 1 with the appropriate degree and/or additional hours. Should an assessment of the quality and quantity of applicants, the needs of the District, or market circumstances make it necessary, the District and Association agree to meet and consider a temporary waiver of these terms.
5. Teachers shall be advanced one (1) step on the salary schedule for each year spent in the Peace or Job Corps.

C. Payday.

Pay dates will be the 15th and last day of each month or last business day prior if pay date falls on the weekend or a holiday. Teachers may be paid in either 24 or 19 pays by requesting the pay they desire. The decision on the pay plan must be made on or before the opening day of school for the children, and once selected can be changed during the contract year only with the approval of the administration. On pay dates, live checks will be distributed and direct deposit stubs will be posted into the web-based system for access/printing by employees. A history of pay stubs will be maintained in the web based system for employee convenience. If a force majeure day falls on a date on which live checks are to be issued, the checks will be available for pickup on the next return to work day after such an occurrence.

Pay for the Coaching Roster will be as follows:

All Fall sports will be paid in a lump sum on the last pay in November.
All Winter sports will be paid in a lump sum on the last pay in March.
All Spring sports will be paid in a lump sum on the last pay in May.

Pay for all other Extra-Curricular (non coaching) assignments will be as follows:

Extra-duty assignments that are completed by December 31 will be paid on the last pay in November.

Extra-duty assignments that are completed January 1 through the end of school year will be paid on the last pay in May.

Extra-duty assignments that run for an entire year will be paid one-half on the last pay in November and one-half on the last pay in May.

Overloads, terminal leave pay, and basic teacher hourly pay rate will be paid as worked during the year based on the beginning of the year salary schedule.

D. Professional Growth.

Both parties agree to encourage participation in workshops, clinics, lectures and seminars outside this school system. The Board will provide up to the sum of .1% of the District's expenditure budget to be used for registration fees, transportation and other expenses, excluding substitute teacher payments up to a total of 85 full days which may be distributed in fractions of a day. If the number of substitute teacher days exceed 85, then the substitute teacher payments may be deducted from the Professional Growth Fund. The Board will encourage investigation and research of matters pertaining to the school system by establishing grants to individuals. It is desirable that arrangements shall be made for after school courses, workshops, conferences and programs inside the school system designated to improve the quality of instruction. Every effort will be made to obtain people of the highest qualification to participate in the presentation of such programs. All teachers desiring to attend shall be allowed to do so.

When a teacher is requested to attend a summer conference by an administrator, the teacher may elect to do so, if a reimbursement amount is agreed to by the teacher, the administration, and the Association. Reimbursement may include conference fees, travel expenses, lodging costs and compensation for time.

E. Travel Reimbursement.

1. A teacher who is required as part of his/her job to travel between buildings of the school system shall receive payment for 500 miles of travel at the IRS rate upon application at the end of the year.
2. Any use of the teacher's personal car on authorized school business shall be reimbursed at the then current IRS rate per mile.

F. There shall be a Basic Teacher Hourly Pay Rate = BA Step 3 divided by 1080:
2007-08: \$40.69 2008-09: TBD 2009-10: TBD

G. In those cases where regular substitutes are not available and a regular teacher voluntarily agrees to serve as a substitute during non-teaching periods of his/her regular daily assignment, the teacher shall be paid according to the Basic Teacher Hourly Pay Rate for each period substituted.

Such arrangements will be made by the principal of the school.

ARTICLE XVII

INSURANCE

A. The Board shall provide health benefits for each teacher and his/her eligible dependents as follows:

1. The Board shall provide health benefits as described in the Dexter Community Schools Group Health Plan, Medical Care Benefits Plan for Dexter Community Schools (revision: March 1, 2005) with the following modifications:

- There shall be a \$50/\$100 deductible for individual/family medical costs covered by this plan.
- Mail order may be used for the convenience of having prescriptions mailed to your home. Maintenance prescription drugs (90 day prescriptions) must be purchased through the mail order process subject to the normal co-pay.
- Prescription co-pay shall be \$5/\$10 (generic/brand).

One copy of the plan description will be kept in the central administration office and one copy will be kept in the Association files.

If the Association wishes to enroll its members in a different, more expensive insurance plan, through any carrier, it may do so, providing that:

The Association shall notify the Superintendent of its choice of health insurance carrier no later than May 15 of each year for implementation no later than the following October 1.

And any additional premium costs in excess of the amount provided by the Board shall be deducted from the teachers' monthly pay.

2. If the teacher does not want Hospital/Medical insurance, s/he shall select from a Cafeteria Plan of the following Section 125 options: \$1,500 to be used for other insurance programs, or for payment into a T.S.A., or to be taken as wages, either distributed throughout the year or taken as a lump sum at the end of the year.

A teacher's Section 125 election from the previous year shall remain in force unless said teacher notifies the administration of a change in that election. Such notification must occur before the issuance of the first paycheck in September.

- B. Teachers shall be provided with a total of \$50,000 Term Life insurance (with AD&D) inclusive of life insurance provided as part of the major medical policy.
- C. The Board shall provide payment of premiums or may self-insure dental coverage with internal and external coordination of benefits for each teacher and his/her eligible dependents which affords the benefits as follows:

Class A Benefits - 50%.

Class B Benefits - 90%

Orthodontic Benefits - 90% to a \$1,500 maximum.

Class A Benefits shall increase by 10% each year for each employee or dependent who complies with the requirement for annual examination and treatment.

There shall be a Crown-Inlay Rider or other term to properly reflect the rider in the 1994 - 95 coverage.

A teacher on unpaid leave shall be allowed to pay the cost of dental insurance through the school.

- D. The Board shall provide the following vision care benefits for each employee or dependent, on an annual basis (July 1 - June 30):

Exam: \$64

Lenses: (Monofocal: \$84, Bifocal: \$96, Trifocal: \$125,
Lenticular (blended): \$145, Contact: \$200)

Frame: \$36

- E. The Board will fund benefits beginning on September 1, and continue for twelve (12) months for teachers employed on or before the beginning of the school year, provided the teacher does not resign or discontinue his service prior to the completion of the school year. Such monthly contributions shall begin with the first month of employment for teachers employed after the beginning of the school year, and shall continue for the remaining balance of the aforementioned twelve (12) month period, provided the teacher does not resign or discontinue his/her services prior to the completion of the school year.

Teachers assigned three-quarters (3/4) time or more will be eligible for full insurance fringe benefits. Teachers assigned more than one-quarter (1/4) time, but less than three-quarter (3/4) time will receive one-half (1/2) insurance fringe benefits. Teachers assigned for one-quarter (1/4) time or less will not be eligible for insurance fringe benefits.

A tenured teacher leaving the District before the end of the scheduled school year shall receive hospital/medical coverage for a proportion of the calendar year equal to the proportion of the school year worked.

- F. The Board shall provide long term disability insurance protection for teachers, inclusive of disabilities related to pregnancies, which shall provide a benefit of 66-2/3 percent of the teacher's monthly contracted salary based upon Appendix A, excluding additional compensation for extra duties, subject to offsets specified in the existing insurance certificate of coverage, which shall begin upon the expiration of forty-five work days or the exhaustion of accumulated personal illness leave, whichever is greater, for the duration of the disability or until age sixty-five (65).

The teacher shall receive full fringe benefits for the remainder of the contractual year in which the teacher becomes disabled.

- G. All benefits hereunder are subject to the terms and conditions of the insurance policies and any claims shall be made against the insurance carriers. The employee must comply with all requirements for coverage specified by the insurance carriers. The Board will have an open enrollment period from the first day of school through October 15 each year. During the open enrollment period the Board of Education will make available to each employee the plans, options, and requirements for coverage specified by the insurance carriers. Employees must notify the Board of Education of any change in marital status or number or age of dependents which would result in an adjustment of insurance premiums paid by the Board of Education. The Board shall remind staff of the obligation to update dependent status at least twice each school year. Any failure to notify the Board of Education of dependent status change which results in the overpayment of premiums for insurance coverage shall result in the employee's individual liability for repayment of all excess payments; liability ends on the last day of the month in which notification is given.

Any premium cost in excess of the amount for which the Board of Education is obligated shall be deducted from the salary of the appropriate employee.

Any overpayment of premiums for which the employee is liable must be paid to the Board of Education within thirty (30) days of notice of the amount owed or will be deducted in lump sum from the next available pay of the employee. If the employee challenges liability for such overpayment of premium through the grievance procedure, the time limits specified in this paragraph shall commence upon final disposition of the grievance; except that if employment is terminated while the grievance is pending, the sum in dispute shall be withheld from the employee's final pay and placed in escrow until final disposition of the grievance.

- H. A description of the Insurance Appeals Process will be posted on the District website. This document can only be changed by mutual consent between the Board and Association.

- I. In order to keep members informed and promote better understanding of insurance coverage, and to improve cost effectiveness and problem resolution in insurance matters, there will be regular meetings between representatives of the Association, the Board, and the District's insurance carrier. These meetings shall be organized as follows:
 1. One or two meetings per year shall be held between representatives of the Association, the Board and the insurance carrier, in order to discuss topics of interest to any of the parties involved. Such meetings will be attended by at least two, but no more than four, representatives from each of the parties.
 2. There will be a meeting once a year, between the Board and the Association, sufficiently in advance of insurance policy renewal, to discuss any changes in insurance structure, which are mutually agreeable.
 3. If the information is needed for the development of a salary formula, the Association and the Board will meet each August to confirm the insurance costs for the preceding school year.

ARTICLE XVIII

MISCELLANEOUS PROVISIONS

- A. Individual teacher's contracts shall be made expressly subject to the terms of this Agreement.
- B. There shall be three signed copies of this Professional Negotiated Agreement for purposes of record: one retained by the Board, one by the Association, and one by the Superintendent.
- C. Upon the request of either party, representatives of the Board, the Administration, and the Association shall meet to discuss the Board-Association relationship under the Master Agreement. The Board and Association Representatives shall mutually agree to establish meeting date, place and time.
- D. The Association shall designate teachers in each school building as Association Representatives. The principal and his/her designees and Association Representatives shall meet at least once each month for the purpose of reviewing the administration of the contract and to resolve problems which may arise. These meetings are not intended to bypass the grievance procedure.
- E. The parties recognize the need for close cooperation between home and school and agree to grant three (3) half-days in the fall for parent-teacher conferences in grades 1 through 12. Kindergarten teachers shall have four (4) half-days for parent-teacher conferences in the fall. These conferences shall be planned and scheduled for the individual buildings by the building principal and the teaching staff, provided that all buildings are scheduled on the same half-days and that each building shall schedule one (1) evening session.

The buildings may schedule their conference times to occur on different days from each other provided that both parties agree to such schedule.

K through 6 spring conferences shall be arranged by individual teachers on a need basis, utilizing non-instructional time.

- F. If any specific provision of the Agreement or any specific application of this Agreement to any employee or group of employees shall be found contrary to law, then such specific provision or specific application shall be deemed null and void but all other provisions or applications shall continue in full force and effect.

The parties will meet and confer, upon request, to bring the provisions in question into compliance.

G. School Improvement.

1. In the event that any plan or program of the School Improvement Plan were to be in conflict with terms of this Agreement the School Improvement Plan shall be altered so that it is no longer in conflict.
2. The Board will budget specific funds for the operation of each School Improvement Team.
3. Building administrators will work to insure that the quality and structure of meetings will be optimized, and the number of meetings minimized. Work which has been completed by subcommittees will be respected by the entire staff and the administration. (Administrators will appoint tasks so that they are not performed repetitively; staff will not attempt to rework the tasks completed by subcommittees.)

All decisions normally involving staff input relating to the functioning of each building will be made at full building meetings.

Any school improvement work or curriculum work which the administration approves, may be completed during the summer at the Basic Hourly Teacher Pay Rate by staff who volunteer to do so.

H. Teachers who have ten years service in the District may choose to receive pay for accumulated paid leave days within the following guidelines:

- Sick days may be returned to the District at the following rates per day:
2007-08 = \$93.74 2008-09 = TBD 2009-10 = TBD
 - The number of days returned by each teacher shall not exceed one-half the difference of the teacher's accumulated paid leave days and 45; (accumulated paid leave days - 45) times 1/2.
- The number of remaining accumulated paid leave days shall be equal to the previous number minus the number returned.

Teachers who have twenty-five years in the MPERS may choose to receive pay for accumulated paid leave days within the following guidelines:

- Sick days may be returned to the District at the following rates per day:
2007-08 = \$93.74 2008-09 = TBD 2009-10 = TBD
 - The number of remaining accumulated paid leave days for the teacher shall not be less than 45.
- The number of remaining accumulated paid leave days shall be equal to the previous number minus the number returned.

The District shall be liable for payments of up to 650 total returned days per year.

There shall be a maximum of 50 days which can be returned by one teacher per year.

Applications for returning accumulated paid leave days shall be honored in order of seniority in the District.

Applications will be made to the District for these days by March 15 of the year preceding the payments.

Payments will be included in the next year's pay and will be paid accordingly.

ARTICLE XIX

DURATION OF AGREEMENT

This Agreement shall be in effect from the date of execution until the 30th day of June, 2010. At least ninety (90) days prior to the expiration of this Agreement, the parties will begin negotiations for a new Agreement covering wages, hours, terms and conditions of employment, at which time ground rules for negotiations will be drafted.

It is contemplated that matters not specifically covered by this Agreement, but of common concern to the parties, may be subject to professional negotiations between them from time to time during the period of this agreement. If a party requests such negotiations in writing, the other party shall, within ten (10) days of receipt of such requests, notify the requesting party of willingness or unwillingness to negotiate.

Date of Execution July 1, 2007.

BOARD OF EDUCATION
DEXTER COMMUNITY SCHOOLS

President
Larry Cobler

Vice President
Michael Wendorf

Secretary
Ron Darr

WASHTENAW/COUNTY
EDUCATION ASSOCIATION

Pres./Unit Director
Joseph Romeo

Negotiator
Cheryl Kessler

Negotiator
Meili Raad

Negotiator
Lorna Smilde

Negotiator
Peter Smith

ARTICLE XX

ASSOCIATION - BOARD COMMUNICATION

The Association and Board acknowledge the advantages of open communication between them on a regular basis to discuss matters of mutual concern.

- A. "Meet and Confer" sessions shall be held bi-monthly, or more frequently if mutually agreed upon. Although this is not an additional step in the grievance procedure, grieved issues may be brought to the committee for discussion.
1. These sessions shall be attended by the following:
 - At least 2 Board members.
 - The Superintendent.
 - The President/Unit Director.
 - And at least 2 other officers of the local chapter of the Association.
 2. These may be attended by other Board members, other members of the teachers' Association, community members, other school personnel, or outside consultants as agreed upon by the Board and Association.
 3. Operating Procedures.
 - a. The agenda shall be established and distributed to the permanent committee at least one week prior to the meeting. The agenda shall include all items as requested by either party. Issues of concern which arise during a meeting may be discussed if mutually agreed upon.
 - b. The framework for examining issues shall follow the Four Basic Steps in Inventing Options as described in Getting to Yes by Roger Fisher, when appropriate.
 - c. Following each "Meet and Confer" session, the Association may present agenda items to the Board for action at the next scheduled Board meeting.
- B. The Unit Director shall be allowed to address any issue at Board meetings at the time the item is discussed.

Appendix A
Dexter Community Schools
Salary Schedule
2007-08 *

Step	BA	BA + 10	BA + 20	MA	MA+10	MA+20	Spec/ MA + 30	DR.
A	36,968	37,290	37,787	40,810	42,004	43,137	44,620	47,370
B	38,359	38,694	39,209	42,346	43,585	44,760	46,300	49,153
1	39,751	40,097	40,631	43,882	45,166	46,383	47,979	50,936
2	41,793	42,142	42,588	46,174	47,510	48,785	50,434	53,648
3	43,937	44,289	44,642	48,588	49,982	51,310	53,012	56,508
4	46,451	46,814	47,154	51,822	53,053	54,461	56,223	60,128
5	48,889	49,244	49,595	54,553	56,055	57,538	59,358	63,616
6	51,309	51,662	52,017	57,483	59,052	60,595	62,473	67,123
7	53,842	54,196	54,550	60,723	62,355	64,001	65,906	70,966
8	56,713	57,064	57,413	63,973	65,697	67,384	69,359	74,853
9	59,457	59,801	60,154	67,251	69,054	70,817	72,867	78,751
10	62,379	62,725	63,081	70,745	72,619	74,438	76,559	82,884
15	63,003	63,352	63,711	71,452	73,345	75,182	77,325	83,713
20	64,263	64,619	64,986	72,881	74,812	76,686	78,872	85,387

* 2008-09 & 2009-10 To Be Determined
 (Step 25 will be included)

APPENDIX B

EXTRA-CURRICULAR ASSIGNMENTS

1. The parties recognize the value of extra-curricular activities and their importance to the educational program and as a representation of the Dexter Community Schools. They also recognize that extra-curricular activities create benefits and opportunities for students. Therefore the parties shall continue to encourage extra-curricular activities.

2. Application for Extra-Curricular Assignments

(The following terms shall be used herein:

Beginning extra-curricular supervisor: a bargaining unit member holding an extra-curricular position for the first or second year.

Continuing extra-curricular supervisor: a bargaining unit member holding an extra-curricular position for the third year or beyond.)

- A. Application for extra-curricular positions shall be made in writing to the appropriate administrator. With the assistance of the Association, the Board shall provide job specifications for each assignment.
- B. Any vacant or newly established extra-curricular position(s) will be posted. Upon the posting of the extra-curricular opening, a copy of the job description will be made available to interested applicants. It is understood that job specifications shall not be modified substantially during the course of the year.
- C. Extra-curricular positions will be posted by a date agreed upon by the Board and the Association for the coming academic year. Qualified bargaining unit members interested in filling these positions will have twenty-one (21) calendar days from the time of posting to respond. There shall be no external posting of positions until after all internal candidates have been considered. No person may be denied reappointment to a position held in the previous year solely because another qualified person applies for that position. Only unfilled positions for fall sports may be given to non-bargaining unit members prior to the beginning of school in August/September.
- D. Whenever possible extra-curricular positions will be given to individuals who have:
 - a) Completed all of the required education classes enroute to a teaching degree at an accredited university, or who have

- b) Two or more years experience working with school aged youth appropriate to the assignment being considered.
3. If a bargaining unit member is retained in any extra-curricular position for a third year, s/he shall be entitled to continue to serve in such position from year to year unless removed for cause which shall be reviewable through Level 4 of the grievance procedure.
 4. Bargaining unit members will be notified if they are to continue in their current extra-curricular assignment for the following school year within 2 weeks of the end of their season or activity or by June 15 whichever is sooner.
 5. The evaluation procedure for extra-curricular supervisors will consist of one evaluation to be completed no later than 30 days after the end of the sport, activity, or event. All extra-curricular supervisors will be given a job description and expectations prior to assuming the duty. Beginning extra duty supervisors will be evaluated during each of their first three years. Supervisors who have held the position for at least three years will be evaluated at least once every three years.
 6. When it becomes necessary to reduce extra duty positions because of general budget reductions, insufficient interest or for other reasons agreeable to both parties, then both parties agree that assignments which have been tentatively made to these positions are null and void and that applications for these positions shall not be considered.
 7. Extra-curricular assignment compensation shall be calculated based on the percents on the accompanying pages applied to the B.A. base salary schedule moving up through step 10.
 8. In the job specifications for extra-curricular assignments for Band Directors, the phrase "summer band experience" shall have exclusive reference to a summer practice session in/at the Dexter School District prior to the opening of school as may be required to properly prepare the band students for the first football game, but said session shall not commence prior to August 25 in any given year unless deemed necessary by the band director(s).
 9. Retiring DEA members shall retain their seniority in the specific extra duty assignment which they wish to continue to hold, as long as there is unbroken service in that position.
 10. The listed paid coaching positions shall be the only paid positions. Private payment to assistants and helpers is not allowed.
 11. An ad hoc committee shall be formed annually in October, which shall review and recommend changes in each of the three areas of extra duty positions (Coaching, Student Activities, and Staff Activities). This committee will consist of three (3) members appointed by the Superintendent, and three (3) members appointed by the Association. The joint Negotiations committee, consisting of

Board and Association negotiators, will consider the recommendations made by this committee. A tentative agreement, made by this committee, must be approved by the Association membership and by the Board of Education or its designee. This committee will be responsible for developing an evaluation tool to be used for extra duty positions.

12. Team leaders at grades 7-8 will have additional time made available to attend to their responsibilities as a team leader if the schedule allows for such additional time. If the schedule does not allow for such time, the rate for team leaders in the extra duty compensation list will be doubled.
13. The schedule of all extra duty athletic positions will be determined in the spring of each year, for the following year. This schedule will be created according to input as described in Section 12. This schedule is amendable at any time during the school year by mutual agreement between the superintendent, the DEA president and the athletic director.

Funds for athletics will be divided into four categories: fall sports, winter sports, spring sports, and discretionary funding. Monies from the discretionary category may be used to increase allocations for activities where the number of participants and the nature of the activity require adjustments for reasons of safety and proper supervision. Monies from each of the other categories may be moved into the discretionary category if the number of participants is agreed to require fewer than the scheduled number of coaches.

Once the supervisor of an activity has signed a contract, that contract will be honored.

**EXTRA DUTY ROSTER
STAFF ACTIVITIES**

Department Heads/Grade Level Chairs

Cornerstone	
K: 1 position	2% each
1: 1 position	2% each
2: 1 position	2% each
Special Area (Art, Music, PE, ..): 1 position.....	2%
Special Education (Teachers, Social Worker, Counselor, Psych.): 1 position	2%
Bates	
K: 1 position	2% each
1: 1 position	2% each
2: 1 position	2% each
Special Area (Art, Music, PE, ..): 1 position.....	2%
Special Education (Teachers, Social Worker, Counselor, Psych.): 1 position	2%
Wylie	
3: 2 positions.....	2% each
4: 2 positions.....	2% each
Special Area (Art, Music, PE, ..): 1 position.....	2%
Special Education (Teachers, Social Worker, Counselor, Psych.): 1 position	2%
Creekside	
5: 2 positions.....	2% each
6: 2 positions.....	2% each
Special Area (Art, Music, PE, ..): 1 position.....	2%
Special Education (Teachers, Social Worker, Counselor, Psych.): 1 position	2%
PERK (staff divides percentage).....	4%
Mill Creek	
Focus (Art, Global Languages, Life Skills, Music, Tech Ed, S4, PE): 1 position.	2%
Language Arts: 1 position.....	2%
Math: 1 position.....	2%
Science: 1 position.....	2%
Social Studies: 1 position	2%
Special Education (Teachers, Social Worker, Counselor, Psych.): 1 position	2%
Team Leaders: 6 positions	1% each
High School	
Avocational (Art Music, PE): 1 position	2%
Language Arts: 1 position.....	2%
Foreign Language: 1 position.....	2%
Math: 1 position.....	2%
Science: 1 position.....	2%
Social Studies: 1 position	2%
Special Education (Teachers, Social Worker, Psych.): 1 position	2%
Counseling: 1 position.....	2%
Vocational (Bus, Cmputr, Life Mng, Tch Ed, Engnrng, Grphc Arts): 1 position	2%

Mentor Program

Coordinator of Mentors: 3 positions (K - 4, 5 - 8, 9 - 12)

First Year 4%
Subsequent Years..... 3%

Mentors

For 1st Year Teachers..... 2%
For 2nd Year Teachers..... 1%
For 3rd Year Teachers..... 1%

School Improvement

Cornerstone - 2 positions @ 1% each
Bates - 2 positions..... @ 1% each
Wylie- 2 positions..... @ 1% each
Creekside - 2 positions @ 1% each
Mill Creek - 2 positions..... @ 1% each
High School - 3 positions @ 1% each

**EXTRA DUTY ROSTER
STUDENT ACTIVITIES
(2007-08)**

ACADEMIC COMPETITIONS

Debate	4%
Forensics.....	4%
Quiz Bowl	
High School.....	2%
Mill Creek.....	2%
Creekside.....	2%
Science Olympics	
High School.....	2%
Mill Creek.....	2%
Creekside *	2%
Spelling Bee	
Mill Creek.....	2%
Creekside.....	2%

* The activity listed above as Creekside Science Olympics may be changed to another activity mutually agreeable to the association and the administration.

ADVISOR

7th Grade	1%
8th Grade	1%

HIGH SCHOOL CLUBS

Art.....	2%
Drama	2%
FLA/HERO.....	4%
Journalism (HS).....	1%
Key (HS).....	2%
Model UN.....	1%
National Honor Society	6%
World Languages	3 @ 1%
SADD – staff divides.....	4%
Video Production (HS).....	2%
Women in Science (HS).....	2%

DRIVER EDUCATION

If the Board and the Association agree that Driver Education should be offered, compensation shall be made on the following schedule.

Practice Driving:	.25% per student
Segment One:	1% per class
Segment Two:	.15% per class
Program Director:	TBD

ART:

Cornerstone:	2%
Bates:	2%
Wylie:	2%
Creekside.....	2%
Mill Creek	2%

MUSIC

<u>High School:</u>	
Symphonic Band.....	3.5%
(Director - 2.5%, Asst - 1%)	
Concert Band.....	3.5%
(Director - 2.5%, Asst - 1%)	
Varsity Band.....	3.5%
(Director - 2.5%, Asst - 1%)	
Marching Band Director.....	6.5%
Marching Band Asst.....	5.5%
Pep Band.....	2%
Symphonic Orchestra.....	3.5%
(Director - 2.5%, Asst - 1%)	
Concert Orchestra.....	2.5%
Concert Choir.....	2.5%
DHS Singers.....	2.5%
Men's Choir.....	1.5%

Mill Creek:

8th Grade Band.....	3.5%
(Director - 2.5%, Asst - 1%)	
7th Grade Band.....	3.5%
(Director - 2.5%, Asst - 1%)	
8th Grade Orchestra.....	2.5%
7th Grade Orchestra.....	2.5%
8th Grade Chorus.....	2.5%
7th Grade Chorus.....	2.5%

Creekside:

6th Grade Band.....	2.5%
(Director - 1.75%, Asst - .75%)	
5th Grade Band.....	2.5%
(Director - 1.75%, Asst - .75%)	
6th Grade Orchestra.....	1.5%
5th Grade Orchestra.....	1.5%
Vocal/General Music.....	2.5%

Wylie:

Music Teacher.....	2.5%
--------------------	------

Cornerstone/Bates combined:

Music Teacher.....	3%
--------------------	----

PERFORMANCE DRAMA

High School

NonMusical Production:

Head..... 5%
Asst..... 2%

Musical:

Director/ Producer..... 6%
Chorus Director..... 4%
Orchestra Director..... 3%

Mill Creek..... 3%
Creekside..... 1%

PROJECT FAIR/SELF-ESTEEM

Mill Creek..... 2%
Creekside..... 2%

PUBLICATIONS

Literary Magazine

High School..... 3%
Mill Creek..... 2%

Newspaper – Mill Creek..... 2%

Yearbook

High School..... 8%
Mill Creek..... 3%
Creekside * 3%

* The activity listed above as Creekside Yearbook may be changed to another activity mutually agreeable to the association and the administration.

STUDENT GOVERNMENT/
COMMUNITY SERVICE & LEADERSHIP

Student Council.....6%
High School: 4 class advisors@ 2%each
Mill Creek: 3 positions.....@ 1.5%each
Wylie/ Creekside 3%

TRIPS

Elementary Special Ed. Camp..... 2%
Mill Creek Camp
Director..... 4%
Staff - divides10%
Austria Exchange..... 4%
High School Fine Arts 2%

COACHING ROSTER

BASEBALL

Head.....10%
JV.....8%

BASKETBALL – Boys

Head.....10%
JV.....8%
9th Grade.....7%
8th Grade.....6%
7th Grade.....6%

BASKETBALL – Girls

Head.....10%
JV.....8%
9th Grade.....7%
8th Grade.....6%
7th Grade.....6%

CROSS COUNTRY

HS Head Boys7.5%
HS Asst. Boys.....6%
HS Head Girls7.5%
HS Asst. Girls.....6%
MC Head (co-ed).....4%
MC Asst. (co-ed).....3%

CHEER LEADING

Football.....2%
Basketball.....2%

FOOTBALL

Head.....10%
Var. Asst.....8%
Var. Asst.....8%
JV Head.....8%
JV Asst.....7%
9th Grade.....7%
9th Grade Asst.....5%
8th Grade Head.....6%
8th Grade Asst.....5%
7th Grade Head.....6%
7th Grade Asst.....5%

GOLF

Boys.....6%
Boys JV.....5%
Girls.....6%
Girls JV.....5%

SOCCER – Boys

Head.....10%
Asst.....6%
JV.....8%
9th Grade.....7%

SOCCER – Girls

Head.....10%
Asst.....6%
JV.....8%
9th Grade.....7%

SOFTBALL

HS Head10%
JV.....8%
9th Grade.....7%
MC Head (co-ed).....4%
MC Asst. (co-ed).....3%

SWIMMING

HS Head Boys10%
HS Asst. Boys.....7%
HS Diving Boys.....6%
HS Head Girls10%
HS Asst. Girls.....7%
HS Diving Girls.....6%
MC Head (co-ed).....4%
MC Asst. (co-ed).....3%

TENNIS

Head – Boys.....6%
Head – Girls.....6%

TRACK – Boys

Head.....10%
Var. Asst.....8%
7/8th Grade Head6%
7/8th Grade Asst.....5%

TRACK – Girls

Head.....10%
Var. Asst.....8%
7/8th Grade Head6%
7/8th Grade Asst.....5%

VOLLEYBALL

Head.....10%
JV.....8%
9th Grade.....7%
8th Grade.....6%
7th Grade.....6%

WRESTLING

Head.....10%
JV.....8%
7/8th Grade6%

APPENDIX C

DEXTER COMMUNITY SCHOOLS
TEACHER EVALUATION FORM

Name _____

Subject and/or Grade _____

School _____

Present Tenure Status _____

Evaluator _____

Date _____

I. THE TEACHING ACT

Acceptable Not Acceptable

A. Evidence of good planning and organization

B. Recognition of individual differences

C. Student involvement and participation

D. Ability to ask questions

E. Ability to motivate and maintain interest

F. Expository Comments:

II. THE CLASSROOM ATMOSPHERE

Acceptable Not Acceptable

A. Learning Environment

B. Use of supplementary materials

C. Expository Comments:

III. THE ABILITY TO COMMUNICATE

	Acceptable	Not Acceptable
A. Teacher with students	_____	_____
B. Students toward teacher	_____	_____
C. Teacher with parents	_____	_____
D. Expository Comments:		

IV. GOALS - determined mutually by the teacher and evaluator:

EXPOSITORY COMMENT - determined by the administrator after a discussion with the teacher:

- V. _____ The above evaluation has been found to be "Acceptable".
_____ The above evaluation has been found to be "Not Acceptable".

Signature of Evaluator _____ Date _____

Signature of Teacher _____ Date _____

NOTE: The teacher's signature acknowledges receipt of the evaluation only. The teacher may attach written comments to this form within ten (10) working days of receipt.

APPENDIX D SCHOOL CALENDAR

The Calendar will be determined by the WCEA-Dexter Education Association local unit in consultation with the Superintendent within the following parameters:

1. There will be 178 teacher days and 173 student days of which five (5) student days will be half-days. These half-days will be the first and last student days of the school year and three days for parent-teacher conferences. There shall be five (5) Planning & Professional Development Days.
2. Unless otherwise agreed upon by the membership, the annual parent-teacher conferences will be scheduled for Wednesday and Thursday, of the week following the end of the first marking period. In addition, kindergarten will have a third afternoon conference time on the Tuesday of the same week.
3. Unless otherwise agreed upon by the membership, the annual Open House will be scheduled no later than the end of September.
4. Three teacher days shall be scheduled as (a) one (1) day of school year orientation and (b) two (2) record days with one (1) at the end of the first semester and checkout at the end of the second semester amounting to 1/2 day, with an additional day for supplemental checkout.
5. A spring recess of not fewer than five nor more than six days shall be scheduled.
6. No school shall be held on:
 - a. Thanksgiving Day and the day after.
 - b. Christmas Day, New Year's Day and all between.
 - c. Patriot's Days.
 - d. Memorial Day.
 - e. Labor Day and the Friday before Labor Day.
7. There shall be scheduled three to five make-up days at the end of the school year on which school will be held if and only if it has been necessary to cancel school due to force majeure, and if those days must be made up as required by State law. If no days have been canceled as above described, on or about May 1 the make-up days shall be removed from the calendar. In the event that additional days must be made up as required by State law, the same process shall be used as is used in developing the initial calendar.
8. Teachers shall not be required to report for duty on force majeure days nor remain on duty after school has been dismissed in the event of an early school closure.
9. Every effort will be made to determine the calendar for the following school year by November 30 of the current school year.

LETTER OF UNDERSTANDING
Dexter Board of Education
and the
Dexter Education Association

The Dexter Board of Education and the Dexter Education Association agree to allow "job sharing" commencing with the 2001-02 school year. In absence of any previous negotiated agreement, this memo of understanding is being developed to provide clear direction in ensuring this program is successful and in the best interests of children.

Application: Each pair of current staff members interested in job sharing shall submit a letter of interest to their building principal no later than March 1 of each year. Each team must re-apply every year by the same date.

Salary: Salary will be 50% of the appropriate level of experience.

Benefits: Personal Leave/Sick Days/Term Insurance
Each pair shall receive 100% of the current full time benefits, divided in a manner agreeable to both.

Definition: Job sharing is the sharing of duties by two staff members when these duties are normally completed by one person and when such duties require close cooperation by the involved staff for their completion. Planning time and lunch time will be divided proportionally.

Eligibility: One year of experience in the Dexter Community Schools along with a recommendation from the building principal and final approval of the Superintendent.

Staff Meetings/Inservice/Opening Day

Both teachers sharing a position will attend all required faculty meetings, as per contract, school improvement meetings, open houses, parent-teacher conferences or other contractual meeting assignments. It is an expectation that they will attend such activities that promote students such as would be expected of all other full time personnel. Each job sharer is expected to attend inservice days, as defined by the contract and will receive additional per diem compensation when they attend a full day.

Commitment Agreement

A written agreement will be signed by both job sharers that clearly defines their commitment to cooperation, academic teaching subjects, communication to parents, general communication in buildings, classroom rules, discipline and classroom management and continuity, equal sharing of developing curriculum, outlining of responsibilities for ordering supplies, making out purchase orders, inventorying equipment and materials. This agreement shall specify the division of benefits. The job sharers will be responsible to examine and evaluate the legal implications regarding tenure, retirement, seniority, disability, or other matters not specified herein. If at the completion of this agreement a job sharer wishes to resume a full-time position, he/she shall have the right to do so within the parameters of his/her seniority.

Dexter Superintendent

Date

Dexter Education Association

Date

LETTER OF UNDERSTANDING #1

Dexter Board of Education and the Dexter Education Association

For the 2007 – 08 school year, the Association and the Board agree to respond to overloads using the system described below. It is the intent of this system to direct funds to new teachers and new sections of students as much as possible, instead of paying for overloads. It is also intended that absolute limits would be placed on those classes for which overloads would create unsafe conditions, or for which there is a limited number of work stations. It is the belief of the Association and Board that by working cooperatively, the most educationally appropriate solutions can be found to the problems created by overloads.

Class size limits are delineated in the attached list. The description below defines the appropriate response to possible overloads.

K – 6 Classes:

1. The development of class lists:

a. In the spring of the preceding school year the building principals and the Association will work together to devise the schedule and class lists as described in the master agreement. This task will be completed by June 1.

b. If given the planned staffing, it is determined that there are any overloads beyond the number on the attached sheet, the Association and the Board will meet to discuss possible solutions.

c. Any mutually agreeable solution will be implemented.

d. In the absence of a mutually agreeable solution, a new section shall be formed to accommodate the number of students in an overloaded grade level, if the number of overloads equals or exceeds one half the number of sections for that level.

2. Summer enrollment:

a. By Thursday of the week before students are to report for the first day of school, the Board shall notify the Association of any overloads which might be expected due to increased enrollment.

b. If it is determined that there are any expected overloads, the Association and the Board will meet to discuss possible solutions.

c. Any mutually agreeable solution will be implemented.

d. In the absence of a mutually agreeable solution, planning will begin for a new section to be formed to accommodate the number of students in an overloaded grade level, if the number of overloads equals or exceeds the number of sections for that level.

3. The end of the first week of school:

a. By the end of the fourth day of school, the Board shall notify the Association of any overloads which might be expected due to increased enrollment.

b. If it is determined that there are any expected overloads, the Association and the Board will meet to discuss possible solutions.

c. Any mutually agreeable solution will be implemented.

d. In the absence of a mutually agreeable solution, a new section shall be formed to accommodate the number of students in an overloaded grade level, if the number of overloads equals or exceeds the number of sections for that level.

4. During the school year:

If, during the school year, there are any overloads above the limits defined in the attached list, teachers with such overloads will be compensated at a rate of \$500 per overload per quarter, based on the student count on the 3rd Friday of the quarter.

7th and 8th Grade Classes:

1. The development of the schedule:

a. In the spring of the preceding school year the building principals and the Association will work together to devise the schedule and class lists as described in the master agreement. This task will be completed by June 1.

b. If, given the planned staffing, it is determined that there are any overloads beyond the number on the attached sheet, the Association and the Board will meet to discuss possible solutions.

c. Any mutually agreeable solution will be implemented.

d. In the absence of a mutually agreeable solution, a new section shall be formed to accommodate the number of students in an overloaded grade level, if the number of overloads equals or exceeds the number of sections for that level.

2. Summer enrollment:

a. By Thursday of the week before students are to report for the first day of school, the Board shall notify the Association of any overloads which might be expected due to increased enrollment.

b. If it is determined that there are any expected overloads, the Association and the Board will meet to discuss possible solutions.

c. Any mutually agreeable solution will be implemented.

d. In the absence of a mutually agreeable solution, planning will begin for a new section to be formed to accommodate the number of students in an overloaded grade level, if the number of overloads equals or exceeds the number of sections for that level.

3. The end of the first week of school:

a. By end of the 4th day of school, the Board shall notify the Association of any overloads which might be expected due to increased enrollment.

b. If it is determined that there are any expected overloads, the Association and the Board will meet to discuss possible solutions.

c. Any mutually agreeable solution will be implemented.

d. In the absence of a mutually agreeable solution, a new section shall be formed to accommodate the number of students in an overloaded grade level, if the number of overloads equals or exceeds twice the number of sections for that level.

4. During the school year:

If, during the school year, there are any overloads above the limits defined in the attached list, teachers with such overloads will be compensated at a rate of \$100 per overload per quarter, based on the student count on the 3rd Friday of the quarter.

High School Classes:

Both parties recognize the difficulty in devising a schedule for the high school which allows all students to take all of the courses they desire, and includes no overloads. It is the intent of the procedures described below to reduce the number of overloads and optimize the ability of students to take the courses required to meet state graduation standards.

1. The development of the schedule:

a. During the preceding school year the building principal and the Association will work together to devise the schedule and class lists by May 1. Students whose requests for classes cannot be accommodated will be scheduled in their identified alternate classes. A list will be kept of these students.

b. If, given the planned staffing, there are 50 or more students whose schedule could not be

High School Courses	Category	Contract Size	Temporary	Absolute Limit
			Limit per LU # 1	
Advanced Biology	Lab *	25	25	25
Advanced Chemistry	Lab *	25	25	25
AP Biology	Lab *	25	25	25
Art Courses	Lab *	25	25	25
Chemistry	Lab *	25	25	25
Computer Applctns & Prgrmg	Lab *	25	27	27
Graphic Arts Courses	Lab *	25	27	27
Integrated Science A	Lab *	25	25	25
Integrated Science B	Lab *	25	25	25
Keyboarding	Lab *	25	27	27
Photo Journalism	Lab *	25	27	27
Physics	Lab *	25	25	25
American Studies	Team Class	25	27	27
Humanities	Team Class	25	27	27
Advanced Composition	Writing	25	27	27
AP English Language	Writing	25	27	27
AP English Literature	Writing	25	27	27
AP Government	Writing	25	27	27
AP History	Writing	25	27	27
AP Math	Writing	25	27	27
Composition	Writing	25	27	27
Creative Writing	Writing	25	27	27
Journalism & Intro to Journalism	Writing	25	27	27
Literature and Composition	Writing	25	27	27
Newspaper	Writing	25	27	27
Yearbook	Writing	25	27	27
Physical Education Courses	Lab	33	33	33
Aquatics	Lab	25	25	25
Music TDTPL		180	180	Overload payment to be made.
All other classes				
12th Grade	General	30	32	Overload payment to be made.
11th Grade	General	30	32	Overload payment to be made.
10th Grade	General	30	32	Overload payment to be made.
9th Grade	General	30	32	Overload payment to be made.
TDTPL		135	145	
Mill Creek Courses				
Ceramics	Lab	25	25	25
Studio Art	Lab	25	25	25
Foods	Lab	25	25	25
Sewing	Lab	25	25	25
Computer Classes	Lab		30 or # computers	
Other Elective Classes		30	32	Overload payment to be made.
8th Core Classes	General	28	30	Overload payment to be made.
7th Core Classes		28	30	Overload payment to be made.
K - 6 Classes				
6th Grade	Middle Schl	27	29	Overload payment to be made.
5th Grade		27	29	Overload payment to be made.
4th Grade	EI	25	27	Overload payment to be made.
3rd Grade		25	27	Overload payment to be made.
2nd Grade	Early EI	23	25	Overload payment to be made.
1st Grade		23	25	Overload payment to be made.
Kindergarten	Early EI	22	24	Overload payment to be made.

* Classes with physical/safety limitations.

These classes may not be overloaded.

If both parties agree to change the number of student stations, the class limit will be changed to reflect this change.

completed as described above, the Association and the Board will meet to discuss possible solutions.

c. Any mutually agreeable solution will be implemented.

d. In the absence of a mutually agreeable solution, new position(s) will be created for the high school staff, if the ratio of student sections to teacher sections is greater than 28:1. Additional staff will be added to the master schedule, and the process will return to step a. above.

2. Summer enrollment:

a. By Thursday of the week before students are to report for the first day of school, any student who did not receive a schedule previously (new enrollees) will have been scheduled by the counselors. Students whose requests for classes cannot be accommodated will be scheduled in their alternate selected classes. Names of students whose desired schedule could not be completed will be added to the list compiled in 1. a.

b. If, given the planned staffing, there are 100 or more students whose schedule could not be completed as described above, the Association and the Board will meet to discuss possible solutions.

c. Any mutually agreeable solution will be implemented.

d. In the absence of a mutually agreeable solution, planning will begin for a new section to be formed to accommodate the number of students in an overloaded grade level, if the number of overloads equals or exceeds the number of sections for that level.

3. The end of the first week of school:

a. By Friday of the first week of school for students, the Board shall notify the Association of any overloads which might be expected due to increased enrollment.

b. If it is determined that there are any expected overloads beyond the number on the attached sheet,, the Association and the Board will meet to discuss possible solutions.

c.. Any mutually agreeable solution will be implemented.

d. In the absence of a mutually agreeable solution, new position(s) will be created for the high school staff, if the ratio of student sections to teacher sections is greater than 30:1. Additional staff will be added to the master schedule.

4. During the school year:

If, during the school year, there are any overloads above the limits defined in the attached list, teachers with such overloads will compensated at a rate of \$100 per overload beyond the number on the attached sheet, per quarter, based on the student count on the 3rd Friday of the quarter. Classes designated as lab classes will not be overloaded.

**LETTER OF UNDERSTANDING #2
Dexter Board of Education
and the
Dexter Education Association**

There will be a committee formed for the purpose of adapting the Charlotte Danielson model to the Dexter circumstance for a tenured teacher who receives an evaluation that notes sufficient concerns to warrant the need for an improvement plan. This committee shall consist of Vicki Smith, Meili Raad, Lorna Smilde, Mary Marshall, Joe Romeo and one other administrator to be designated by the Superintendent.

The work of this committee shall be reviewed by the Bargaining Committee before being revised, if necessary, for inclusion in the contract Article XII.B.3.d.

Dexter Superintendent

Date

Dexter Education Association

Date

Letter of Understanding # 3

If the District's legal counsel determines that the provisions of payment described in Article IX Section A 10 are not appropriate, then these payments will be redefined with the intent of maintaining the cost and benefit to both parties.