

***MASTER  
AGREEMENT***

**Between  
EATON COUNTY EDUCATION  
ASSOCIATION  
(GRAND LEDGE EDUCATION  
ASSOCIATION)**

**and**

**GRAND LEDGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
GRAND LEDGE, MI**

**July 1, 2013 – June 30, 2015**

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## **PREAMBLE**

WHEREAS the parties have an obligation, pursuant to the Public Employment Relations Act (PERA) as amended, to negotiate with respect to hours, wages, terms and conditions of employment, and

WHEREAS the Board has been selected by the electors to establish and execute policies and procedures for the Grand Ledge Public Schools, and

WHEREAS the parties have reached certain understandings through extended and deliberate professional negotiations, it is hereby agreed as follows:

### **1.1 RECOGNITION**

The Grand Ledge Board of Education (hereinafter referred as the Board) hereby recognizes the Eaton County Education Association, MEA/NEA (hereinafter referred to as the Association) as the exclusive bargaining agent as defined in the Public Employment Relations Act (PERA) as amended, for all elementary and secondary teachers who are certified and under contract with the Board.

- A. The term, "teachers", as used herein shall include all those teachers employed throughout the school year, including special education teachers, guidance counselors, librarians, school nurses, prevention intervention specialists, school psychologists, and teachers regularly employed on a part-time basis; specifically excluding all others and particularly the supervisory staff consisting of the Superintendent, any Assistant Superintendents, Executive Directors, Directors, Principals, Assistant Principals, and non-supervisory staff consisting of substitute teachers and non-regularly employed part-time teachers. Also included are teachers for that time spent outside the regular school day and hours unless specifically covered by this Agreement.
- B. For purposes of administering and applying this Agreement, where a "teacher" (as defined above) is assigned to a bargaining unit position outside the coverage of the Teachers' Tenure Act, that individual shall be regarded as a probationary teacher during his/her first four (4) school years of employment. Upon completion of four (4) years of employment with the District in a bargaining unit position outside the coverage of the Teachers' Tenure Act, the bargaining unit member shall be treated as a tenure teacher for the purposes of administering and applying this Agreement. This provision shall neither be construed or interpreted to confer statutory probationary or tenure status upon any bargaining unit member.
- C. The term, "Association," as herein used shall refer to the Eaton County Education Association (ECEA) or its designated agents.

- D. The term, "Board", as herein used shall refer to the Grand Ledge Board of Education or its designated agents, or a sub-committee of the Board.
- E. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of the Agreement.
- F. Nothing contained herein shall be construed to deny or restrict any teacher rights he/she may have under the Michigan Revised School Code or the right of the individual teacher to confer with and raise issues or problems with appropriate supervisory personnel.
- G. All generic references to male employees shall include female employees.

## **1.2 CONTINUITY OF OPERATIONS**

The Association and the Board recognize that strikes and other forms of work stoppage by teachers are contrary to law and public policy. The Association and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program.

The Association, therefore, agrees that during the term of this Agreement its officers, representatives, and members shall not authorize, instigate, cause, aid, encourage, ratify, or condone, nor shall any teacher take part in any strike, slowdown or stoppage of work against the Board.

The Board also agrees that it will not, during the period of this Agreement, directly or indirectly engage in or assist in any unfair labor practice as defined by Section 10 of the Public Employment Relations Act (PERA).

When school is declared closed due to inclement weather, heating problems, road conditions, or other problems that may arise, buildings will be open when possible so that teachers who elect to do so may work. Pay or sick-leave days will not be deducted when teachers do not report on such days.

## **1.4 GRIEVANCE PROCEDURE**

- A. Definitions
  - 1. A "grievance" is defined as an alleged violation of a specific Article or section of this Agreement.
  - 2. The term "teacher" may include any individual or group covered by this Agreement.
  - 3. The "grievant" is the person making the claim.

4. The term "days" when used in this Article shall mean consecutive working days for which the teacher is employed, except that during the summer months when school is not in session, the term "days" shall mean Monday through Friday excluding holidays.
- B. Purpose – The purpose of this procedure set forth in this Article is to provide relief of an alleged violation to the grievant, as quickly as possible, on any condition as defined in Section A.,1., of this Article.
- C. Procedure
1. Time limits – The time limits provided in this Article are to be strictly observed. Every effort should be made to expedite the process; however, time limits may be extended by mutual agreement in writing at any level.
  2. Pre-grievance Conference – In the event the teacher feels he/she has a basis for a grievance he/she may, at his/her option, be accompanied by his/her Association Representative to discuss the problem with his/her building principal. The Association shall have the right to be present in the event of any adjustment or settlement of the grievance occurring at this level.
  3. Teachers must sign the grievance form. In the case of a class or group grievance initiated by the Association, the Association must name the aggrieved teachers for consideration of relief.
  4. Level One – If the teacher, after informal discussion with the building principal, still believes a condition as defined in Section A.,1., of this Article exists, he/she may, within ten (10) days of knowledge of the alleged violation, through the Association, invoke the formal grievance procedure set forth in this Article and on a form available from his/her Association Representative. The grievance form shall be filled out in triplicate by the grievance with the aid of his/her Association Representative and shall be a complete statement of the grievance. It shall be signed by the grievant and his/her Association Representative and the copies designated I, II, and III. Copy I shall be delivered to the building principal within the above time limit. Copy II will remain with the teacher and Copy III with the Association. Within five (5) days of receipt of the written grievance the principal shall meet with the grievance and Association Representative(s) in an effort to resolve the grievance.

Within five (5) days of this meeting the principal shall return to the grievant or his/her Association Representative, Copy I of the grievance form upon which he/she has indicated in writing his/her disposition of the grievance.

5. Level Two – If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made by the principal in the time provided, the grievance shall be submitted to the Superintendent (or designee) within five (5) days. Within five (5) days of receipt of the grievance, the Superintendent or his/her designee shall meet with the grievant and his/her Representative(s) in an effort to settle the grievance. Within five (5) days of this meeting, Copy I of the grievance shall be returned to the grievant or his/her Representative(s) with the disposition of the grievance indicated in writing.
6. Level Three – If the Association is not satisfied with the disposition of the grievance at Level Two, or if no disposition is made in the period above provided, the Board shall be notified in writing by the Association within five (5) days that arbitration of the grievance is necessary. If the parties cannot mutually agree upon an arbitrator within fifteen (15) days of notice to arbitrate, he/she shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding.

After arbitration has been demanded, the Board and the Association may mutually determine to submit the grievance to mediation through the Michigan Employment Relations Commission or another mutually acceptable forum for alternative dispute resolution. This procedure shall not replace arbitration but rather is intended to function as a pre-arbitration procedure.

The Board and the Association shall not be permitted to assert at the arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party. Not later than five (5) days prior to the arbitration hearing representatives of the Board and the Association shall meet to exchange witness lists and exhibits to be introduced at arbitration and also to identify the issues to be submitted for decision to the arbitrator.

Both parties agree that judgment thereon may be submitted to any court of competent jurisdiction. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement.

- a. If at any time during the processing of a grievance the grievant initiates a petition with the Michigan State Tenure Commission concerning matters within the scope of the grievance, any and all further arbitration proceedings shall be terminated and the jurisdiction of the arbitrator shall cease. This shall not be construed to prohibit the processing of such a grievance up to and including Level Two of this grievance procedure.
- b. There shall be no appeal from the arbitrator's decision. It shall be final and binding on the Association, the Board, and on all the parties.

D. Costs

The fees and expenses of the arbitrator shall be shared equally by the parties. All other expenses will be borne by parties incurring them, and neither party shall be responsible for the expense of witnesses called by the other.

E. Use of Forms

1. If the grievance and/or the written responses take more space than is provided on the form, they may be written on separate pages with appropriate reference to the portion of the form to which they apply and attached to the form.
2. Since Copy I of these forms is to be used throughout the procedure, it and any attendant pages should be safe-guarded from loss or misplacement by the parties handling them. Duplicates of Copy I may be made by the Association and by the administrative official involved in the culmination of each step. If a replacement Copy I is needed, it will be prepared by mutual examination of all duplicates. All efforts will be made by the parties to maintain the confidential nature of the material involved.

F. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.

Grievance # \_\_\_\_\_ Grand Ledge School District

**GRIEVANCE REPORT**

Submit to Principal in Duplicate

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Building Assignment Name of Grievant Date Filed

**LEVEL I**

A. Date Cause of Grievance Occurred \_\_\_\_\_

B. 1. Statement of Grievance (including date, time, and place): \_\_\_\_\_

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

2. Section of Contract allegedly violated: \_\_\_\_\_

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

3. Specific Relief Sought: \_\_\_\_\_

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Date Signature of Grievant Date  
Association Rep.



C. Position of Grievant and/or Association \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
Signature Date

**LEVEL III**

A. Date Demand for Arbitration Received by Board \_\_\_\_\_

## **1.5    NEGOTIATIONS PROCEDURE**

- A.    Matters of common concern may be subject to negotiation during the period of the Agreement upon request and mutual agreement of both parties. The parties undertake to cooperate in arranging meetings for such discussion, furnishing information and otherwise constructively considering and resolving any such matters. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executing in writing by the parties hereto.
  
- B.    In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party, and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board and by the Association, subject to requirements of Section 17 of the Public Employment Relations Act (PERA). The parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations, subject to such ultimate ratification.
  
- C.    If the parties fail to reach an agreement in any such negotiations, either party may invoke lawful measures it may deem appropriate.

## **2.2    ASSOCIATION RIGHTS**

- A.    The Association and its representatives shall have the right to use school buildings at reasonable hours for meetings, at such hours that do not interfere with the regular program of the school or any other activities that have been previously scheduled and approved by the Board or its representatives.
  
- B.    Duly authorized representatives of the Association shall be permitted to transact official Association business on school property at reasonable times, provided that this shall not interfere with or interrupt normal school operations.
  
- C.    The Association shall have the right to use school facilities and equipment, including typewriters, computer equipment, printers, other duplicating equipment, calculating machines and audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.
  
- D.    The Association and its members shall have the right to post notices of activities and matters of Association concern on teacher bulletin boards. The Association may use the district mail service and teacher mail boxes, e-mail, and voice mail for communication to teachers, provided the Association does not use this communication route to engage in partisan politics. This shall not be interpreted to require the District to process any such mail through the District's internal mail

system. Any mail not delivered by the District shall be promptly returned to the sender.

- E. The Board agrees to furnish to the Association in response to written requests available information concerning the financial resources of the District, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations (including county allocation Board budgets), agendas and minutes of all Board meetings, treasurer's reports, census and membership data, names and addresses of all teachers, salaries paid thereto and educational background together with information which may be necessary for the Association to process any grievance or complaint. Nothing herein shall require the Board to provide the Association with research or clerical time.
- F. The Association shall be given opportunity to advise the Board with respect to any new or modified fiscal, budgetary or tax programs, construction programs or major revisions of educational policy to their adoption and/or general publication.
- G. The rights granted herein to the Association shall not be granted to any competing labor organization.
- H. At the request of the Association, the Board agrees to furnish the Association President with five (5) teaching periods (for secondary teachers) per week or five (5) hours per week (for elementary teachers) to conduct Association business and to confer with the administration regarding labor-management matters. The Association shall reimburse the Board, on a quarterly basis, for all salary costs (including MPSERS and FICA) associated with this leave.

### **2.3 TEACHER QUALIFICATIONS AND ASSIGNMENTS**

- A. Teachers employed by the Board for a regular instructional assignment must possess a Michigan teaching certificate valid for their assignment.

Employment of bargaining unit members without Michigan teaching certificates in instructional assignments will be permitted where authorized under Section 1233b of the Revised School Code or its successor provision.

Bargaining unit members assigned to non-instructional professional positions not requiring a teaching certificate (e.g. counselor, social worker, speech therapist) shall possess an approval, authorization or license (as applicable) valid for the position to which they are assigned.

- B. All teachers must meet all applicable standards for a "highly qualified" teacher under the No Child Left Behind Act of 2001, including the NCLB Final Regulations and standards adopted by the Michigan State Board of Education.

- C. Any assignments in addition to the normal teaching schedule during the regular school year, including adult education courses, extra duties enumerated by Article 5.4 and summer school courses, and substitute teaching during conference periods, shall not be obligatory, but shall be with the consent of the teacher. Consideration in making such assignments will be given to teachers regularly employed in the District.
- D. Counselors, school nurses, librarians, special education teachers, specialized reading instructors, speech therapists, prevention intervention specialists, school psychologists, elementary computer instructors, vocal music, elementary art, instrumental music, and elementary physical education teachers shall follow a schedule developed by their building principal or the central office administration, in consultation with the teacher.

It is agreed that the scheduling of these kinds of teachers presents problems not generally found in the scheduling of regular classroom teachers; therefore, these teachers shall have a schedule developed that is substantially equivalent to a regular classroom teacher's schedule.

During lunch times, the building principal shall have the right to assign counselors to supervisory duties when any administrator regularly assigned to the building is not present.

- E. Whenever elementary music, art, and physical education teachers, elementary computer instructors, special education teachers, specialized reading instructors and/or librarians are absent for any reason, the Board will provide a substitute teacher whenever possible.
- F. "Certified" shall be defined for purposes of this Agreement as holding all certificates, endorsements and approvals required by law and Michigan Department of Education regulation to serve in the position assigned. It is the teacher's responsibility to file such certificates, endorsements or approvals with the District. The certification status of a teacher on file with the District shall be considered conclusive for all purposes under this Agreement.

The teacher shall provide written notice to the District and Association of any change to his/her certificates, endorsements or approvals after the original filing of same with the District. This shall include notice of any additional endorsements, certificates, renewals, approvals as well as expirations, revocations and any limitations thereon. The teacher shall further notify the District and Association, in writing, in the event that he/she petitions the State Board of Education for nullification or limitation of his/her certificate, one or more endorsements thereon or a grade level certification appearing on the certificate.

- G. In the event that the Board commences a process to assess whether one or more schools within the District should be identified for school improvement, corrective action, or restructuring as contemplated under the No Child Left Behind Act Final Regulations, 34 CFR Part 200, the Board will, upon request of the Association, provide the Association an opportunity to review the data on which the proposed identification is based. Data shall be provided in a form which is in compliance with the Family Educational Rights and Privacy Act and its implementing regulations.

If the Board identifies a school for improvement under the No Child Left Behind Act and a school improvement plan consequently must be developed pursuant to 34 CFR 200.41, the Board will consult with the Association regarding the development of the plan and, upon the Association's request, negotiate over the impact of the plan upon the Association's bargaining unit, to the extent required by law.

## **2.4 PERSONNEL FILES**

- A. Each teacher shall have the right upon request to review all evaluation materials and the contents of his/her personnel file. A representative of the Association may, at the teacher's request, accompany the teacher in this review. Reasonable advance notification shall be given to the Human Resources Department before this review can take place.

## **2.5 SENIORITY**

- A. Seniority:

1. Seniority begins to accrue on the most recent date of hire and continues to accrue until resignation or discharge.

“Date of hire” means the date of the Board of Education meeting on which the teacher's initial employment as a member of the bargaining unit was officially approved, if that approval occurred prior to the first day that the teacher performed services for the District as a member of the bargaining unit. If a teacher performed services as a member of the bargaining unit prior to the date of the Board of Education meeting at which that teacher's employment was officially approved, then the teacher's “date of hire” shall be the first date on which the teacher performed services for the District as a member of this bargaining unit.

2. Individual teachers sharing the same seniority date shall participate in a drawing to determine position on the seniority list. The drawing will be conducted openly and at a time and place which will reasonably allow affected teachers and Association Representatives to be in attendance.

3. No person or teacher who is not a member of the bargaining unit shall accrue seniority in the bargaining unit.
4. No administrator shall accrue additional seniority in the bargaining unit after August 31, 1981, but shall have credited to the bargaining unit seniority list all prior unbroken service to the Grand Ledge Public Schools, either as a teacher or as an administrator. This prior service credited to the bargaining unit seniority list may be utilized by an administrator for bumping into the bargaining unit upon termination of his/her administrative contract of employment.
5. Teachers contracted on a part-time basis shall have seniority calculated on a pro-rata basis.
6. Substitute work performed by part-time teachers shall not count toward accrual of seniority.
7. Seniority does not accrue for summer school teaching.
8. Seniority does not accrue for teachers who were granted Elementary Intern Program (EIP) leaves of absence under predecessor collective bargaining agreements between the Board and the Association.
9. Unpaid leaves of absence shall not add to a bargaining unit member's seniority except as noted in ¶ 9(c) and ¶ 9(d) below. However, said leaves shall not constitute a termination of employment or a break in service that would void previously accumulated seniority.
  - a. Time spent on unpaid leave of absence shall result in an adjustment of the bargaining unit member's seniority date according to the following formula:
 
$$\frac{\text{Number of days on leave}}{\text{Number of days in school year X}} = \frac{\text{Number of calendar days in the year}}{\text{Number of days of adjustment to seniority date}}$$
  - b. All adjustments in seniority dates as computed above shall be rounded to the nearest whole day.
  - c. Teachers will continue to accrue seniority while on military leaves, on leaves taken under the Family and Medical Leave Act and on leaves granted under Article 2.5 ¶ G of this Agreement.

- d. A teacher who commences a parental leave on or after September 1, 2009 will continue to accrue seniority during the leave. "Parental leave" is defined as leave time needed for pregnancy, birth (including complications related to pregnancy or birth), adoption, care of a newborn child or a minor child with a serious health condition (as the latter terms are defined under FMLA).
10. The Board shall provide the Association with a bargaining unit seniority list in March of each year, in both electronic (read only format) and print format. The seniority list shall include the teacher's date of hire, any adjustments in that date necessary for ranking purposes, the teacher's present assignment, and specify the area(s) in which the teacher is certified and qualified.

Any changes in certification and qualification must be documented and presented to the central office for inclusion in the next published seniority list. There shall be a thirty (30) day objection period for the Association or any bargaining unit member to challenge the accuracy of the seniority dates on the seniority list. This period shall commence on the date on which the seniority list is provided to the Association President. Absent objection within this interval, the list prepared by the District shall be regarded as conclusively accurate.

## **2.6 CURRICULUM COUNCIL**

The parties recognize that the determination of curriculum is ultimately the prerogative of the Board and that the Curriculum Council functions as an advisory entity in that process.

Changes in curriculum will be recommended to the Board through the Curriculum Council except those changes made necessary by reduction of staff (see Section 2.5).

- A. There shall be established a Curriculum Council with representation from the Board and the Association. The Board and Association shall each be responsible for their respective designation of representatives to the Curriculum Council. In making those designations, it is the intent of the parties that all educational levels and programs are to be reflected in the membership of the Council itself. The Board and the Association may each appoint up to nine (9) members to the Curriculum Council.
- B. The Council shall have the authority to establish and appoint standing committees and ad hoc committees to study requests for curriculum change or special projects and discharge such committees when their studies are completed. Prior to making committee appointments, the Council will notify all teachers through an e-mail of committee membership opportunities.

- C. The Council will be responsible for considering the outcomes of any appointed committee for recommendations to the Board.
- D. All recommendations of the Council will be by a simple majority vote of the appointed membership to the Council. The “appointed membership” shall mean the aggregate of the Council membership less those members casting an abstaining vote.
- E. Association members serving on the Curriculum Council must be employees of the Board.
- F. The Curriculum Council may establish its own bylaws and operating procedures. However, nothing in those bylaws or procedures may be in conflict with the terms of this Article or with other terms of the Master Agreement. Curriculum Council bylaws will be made available to the GLEA Executive Board.

**2.7 INSTRUCTIONAL AIDES**

- A. Aides will be furnished as follows:
  - 1. Developmental kindergarten and kindergarten will have a paid aide for the duration of each instructional session.
  - 2. Aides will be furnished in grade 1 on the following basis:
    - Less than 20 - paid aide 1.5 hours per day
    - 20 - paid aide 2.75 hours per day
    - 28 or more - paid aide for 1.5 hours per day in addition to the following:
      - 28 - paid aide for 2 hours per day (if 28 in combined grade classes, in grades 1-2, 4 hours per day)
      - 29 - paid aide for 3 hours per day
      - 30 - paid aide for 4 hours per day
      - 31 - paid aide for 5 hours per day
  - 3. If, in any given fiscal year, the Board adopts an operating budget that projects a total designated and undesignated fund balance at the conclusion of that budget year that is less than eight percent (8%) of estimated revenues for that fiscal year, then Article 2.7, ¶ A(1) and ¶ A(2) shall not be applicable to that fiscal year.
- B. Assignment Conditions
  - 1. Use of paid aides will be determined by the Board. When aides are assigned, their schedule will be worked out with the teacher and the building principal.

2. All aides shall receive proper orientation and instruction prior to implementation in the classroom setting. Proper general orientation will be provided by the principal and the teacher and consist of a minimum of one (1) hour instruction. Pertinent areas to be considered are:
  - a. Duties and responsibilities.
  - b. School procedures and schedules.
  - c. Orientation to instructional and/or clerical materials.
  - d. Use of aides consistent with District guidelines and Michigan Department of Education.
3. Upon assignment to a professional, the aide and professional shall be required to meet and discuss specific procedures utilized by the professional, prior to the aide commencing duties in any capacity. Follow-up conferences shall be held during each semester of the school year to discuss the use of aides, innovations, problems, etc.
4. If an aide is absent and the teacher requests it a substitute will be provided, if available.

## **2.8 TEACHER RIGHTS**

- A. Pursuant to the Public Employment Relations Act (PERA) as amended, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join, and support the Association for the purpose of engaging in negotiations.
- B. The Board specifically recognizes the right of its employees to invoke the assistance of the Michigan Employment Relations Commission as provided by law.
- C. Teachers shall be entitled to full rights of citizenship and no religious or political activities outside of the school day of any teacher or the lack thereof shall be grounds for any discrimination with respect to the professional employment of such teacher.
- D. The provisions of the Agreement and the wages, hours, terms, and conditions of employment shall be applied without regard to race, creed, religion, disability, color, national origin, age, sex, sexual orientation, marital status, or membership in or association with the activities of any employee organization.

The Board and Association recognize that their commitment to non-discrimination may require reasonable accommodation to employees and accordingly agree to jointly confer with any bargaining unit member making such a request. Where necessary to make a reasonable accommodation, the Board and Association shall consider waiver of the seniority or other provisions of this Agreement without precedent to future application or interpretation of this Agreement.

- E. If a teacher brings a classroom condition to the attention of the Board that is believed by the teacher to be hazardous to his/her health, the Board, Association and concerned teacher shall meet and confer regarding the concern expressed by the teacher. The parties shall discuss potential solutions to address substantiated concerns.

## **2.9 EXCLUSION OF TENURE IN POSITION**

A bargaining unit member, who has not previously attained tenure at Grand Ledge in a non-classroom capacity pursuant to article III, Section 1 of the Michigan Teachers' Tenure Act, MCLA 38.91, and who is placed in a position other than that of a classroom teacher, shall not be deemed to have tenure in such position by virtue of this contract or any individual contract for such non-classroom position and tenure in the non-classroom position is hereby specifically denied. However, such an individual in the non-classroom position shall be deemed to have continuing tenure as an active classroom teacher.

## **3.1 TEACHER PROTECTION**

- A. One of the teacher's primary responsibilities conducive to a good learning environment is to maintain classroom control and discipline; however, the Board recognizes its responsibility to give reasonable support and assistance to teachers.
- B. All cases of accident, injury, or assault involving teachers or students growing out of the exercise of a teacher's duties or school activities shall be reported to the principal promptly.
- C. Teachers shall not be required to search for bombs when a building has been alerted of a "bomb scare." Teachers who volunteer for such activity, while others supervise students in approved locations, shall be covered by employee insurance.
- D. The standards set forth in the Revised School Code governing corporal punishment and the use of physical force upon pupils, shall govern the conduct of teachers toward students in that context. The Board and the Association subscribe to the observance of these standards.

### **3.2 INSTRUCTIONAL MATERIALS**

The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests, duplicating supplies, questionnaires, and similar materials are the tools of the teaching profession. The administration and the teachers will confer from time to time for the purpose of improving the selection and use of such educational tools, and the Board undertakes promptly to consider all joint decisions thereon made by its representative and the Association.

### **3.3 SCHOOL EQUIPMENT**

The Board will strive to provide separate desks for teachers within the availability of funds and space.

### **3.4 TEACHING FACILITIES**

The Board agrees to continue to make available existing teacher rooms, restrooms, lunch room, lavatory, and telephone facilities for the use of teachers, and will provide comparable facilities in any new building program. A private telephone line with an unlisted number shall be provided in an appropriate room in the respective buildings whenever such lines are available. If not, an extension of the office phone shall be provided in an appropriate room of each building. Long distance charges for non-professional, non-school business shall be paid by the using teacher.

Parking facilities shall be made available to teachers for their exclusive use whenever practical and possible.

### **3.5 TEACHING HOURS**

A. The Board recognizes the principle of a standard work week, and will set work schedules and make professional assignments which can reasonably be completed within such standard work week. The parties have agreed upon a School Calendar containing 171 student days and 181 teacher obligation days for 2013-2014 and 2014-2015.

The parties additionally recognize that the hours of student contact time specified in this Article are subject to adjustment so that the District satisfies all requirements of the Revised School Code and State School Aid Act for full receipt of foundation allowances and other appropriations.

B. It is hereby agreed that attendance at regularly scheduled PTA, PTIA, PTO meetings, etc., conferences and school staff meetings shall be scheduled not more frequently than twice monthly for one (1) hour. When these meetings are scheduled after school they will begin not more than ten (10) minutes after

dismissal of regular class. When these meetings are scheduled before school they will conclude at least ten (10) minutes before the commencement of regular class.

Attendance at staff meetings shall be required unless the teacher is excused in advance by the principal.

- C. The normal workday in the elementary school will be seven (7) hours and fifteen (15) minutes.

Kindergarten	8:35 - 11:45	AM Instructional Responsibilities
	11:45 - 12:33	
	12:33 - 3:43	PM Instructional Responsibilities
Grades 1-6	8:18 - 8:45	Conference and Preparation
	8:45 - 10:30	Instructional Responsibilities
	10:30 - 10:45	Recess
	10:45 - 12:00	Instructional Responsibilities
	12:00 - 12:45	Lunch Hour
	12:50 - 2:15	Instructional Responsibilities
	2:15 - 2:30	Recess
	2:30 - 3:48	Instructional Responsibilities
	3:48	Dismissed for the Day

1. It is understood that the above times may vary from elementary school to elementary school, but the length of recess time, length of preparation period, time spent in instructional responsibilities, and length of lunch hour (see 4. below) will not vary from elementary school to elementary school.
2. Elementary teachers may be required to supervise up to three (3) fifteen (15) minute elementary recesses per week [maximum of forty-five (45) minutes of recess daily per week].
3. Additional relief time from instructional responsibilities in the amount of an average one hundred eighty (180) minutes per week shall be provided when elementary music, art, physical education, or other special subjects teachers are in the classroom.
4. All elementary teachers shall be entitled to a duty-free, uninterrupted lunch period of forty-five (45) minutes in length, except that on days of inclement weather when students are confined to the building, sharing arrangements shall be worked out in each building in cooperation with teachers and principals.

D. The secondary teachers' (middle school and high school) formal teaching hours shall be as follows:

1. Secondary teachers are to be in assigned building at least fifteen (15) minutes before classes start and shall be responsible for the organization and control of their classrooms during this time.
2. Secondary teachers are to remain in their assigned building and make themselves available for conferences at least thirty (30) minutes after classes are dismissed for the day unless other arrangements are approved by the principal, except that on Fridays and days preceding holidays teachers may leave at the close of the pupil day.
3. Secondary teachers shall be entitled to a duty-free uninterrupted lunch period of at least twenty-five (25) minutes in length.
4. The normal teaching load at the secondary level will be one of the following: five (5) teaching periods and one (1) preparation/conference period; or six (6) teaching periods and one (1) preparation/conference period; or four (4) teaching periods and one (1) preparation/conference period.

During the 2013-2014 school year, the District will maintain trimesters at the High School level, as were in effect in 2012-2013. Recognizing the significance of the secondary day structure to student achievement and the fulfillment of curricular requirements, the District and the Association agree to jointly study alternatives to trimesters for implementation after the 2013-2014 school year. This process shall commence not later than October 1, 2013 and will conclude with a report accompanied by any recommendation(s) to the Board of Education not later than April 1, 2014.

5. The administration shall have the right to assign a secondary teacher to instruct a class on his/her preparation/conference period, subject to the following conditions:
  - a. In making these assignments, the administration will consider utilizing teachers who volunteer for these assignments and who are available on the period the administration has selected for the assignment. The administration has final right of assignment.
  - b. Any Secondary teacher who teaches during his/her trimester planning/preparation period will be compensated One Thousand Dollars (\$1,000) for the first trimester for those on steps or One

Thousand Two Hundred and Fifty Dollars (\$1,250) for those on longevity; or One Thousand Five Hundred Dollars (\$1,500) for the first semester for those on steps and One Thousand Eight Hundred and Seventy-Five Dollars (\$1,875) for those on longevity.

- c. Any Secondary teacher who teaches during his/her planning/preparation period a second trimester (in the same school year) will be compensated an additional One Thousand One Hundred Dollars (\$1,100) for the second trimester for those on steps or One Thousand Three Hundred Fifty Dollars (\$1,350) for those on longevity; or One Thousand Six Hundred Fifty Dollars (\$1,650) for the second semester for those on steps or Two Thousand Dollars (\$2,000) for those on longevity.
  - d. Any Secondary teacher who teaches during his/her planning/preparation period a third trimester (in the same school year) will be compensated an additional One Thousand Two Hundred Dollars (\$1,200) for the third trimester or One Thousand Five Hundred Dollars (\$1,500) for those on longevity.
  - e. Teachers employed for twenty-five (25) or more years at Grand Ledge Public Schools [or employed at Grand Ledge for not less than fifteen (15) years and who have not less than twenty-five (25) years of MPSERS service credit] will not be required to accept a third trimester assignment (or second semester assignment) on their planning/preparation period in the same school year.
  - f. The parties agree that the conditions indicated in Article 3.5(D)(5) will be in effect for the 2013-2014 and 2014-2015 school years. The parties agree to make a determination not later than March 1, 2015 whether or not these provisions will be continued in the 2015-2016 school year.
- E. Teachers will instruct their assigned subject content area(s) from the established curriculum standards and benchmarks.

- F. Teachers will maintain professional standards for communication with staff, students and parents regarding students and the curriculum.

### **3.6 CLASS SIZE**

#### **A. Elementary Grade Class Size**

The Board will attempt to maintain a class size of twenty-eight (28) or less students in elementary grades K-6.

In no case will elementary class size exceed thirty-one (31) students in grades K-6.

1. Developmental kindergarten class size shall not exceed twenty (20) students per session.
2. Elementary Choir and General Music classes are not to exceed two (2) classes, except with the consent of all teachers involved.
3. Combined grade classes shall not exceed thirty (30) students.

#### **B. Secondary Grade Class Size**

Class size in Grades 7-12 will be maintained on the basis of a daily limit of one-hundred-fifty-five (155) for a six (6) period day; one-hundred-eighty (180) for a seven period day or one-hundred-twenty-six (126) for a five (5) period day (trimesters). Exceptions are as follows:

1. Fundamental and adjusted classes - 20 students. (For the purpose of computation, a class of 20 students shall be counted as 30). Changes in those classes or additional ones must go through the Curriculum Council for approval. Fundamental and adjusted classes are: Specialized Reading Skills and Transitions Math (9-12); Math Strategies (9-12); Math Seminar (7-8); Language Arts Seminar (7-8).
2. Keyboarding - 30 students
3. Physical Education - 40 students
4. Music - Limits as determined by goals and objectives and prerequisites as determined by the teacher and principal.
5. Laboratory station classes, expository writing and composition classes, shall be limited to thirty (30) students.

6. Regular education classes will be limited to no more than thirty-three (33) students.
7. A teacher instructing on their preparation/conference period shall have a daily limit that will not exceed thirty (30) students more than expressed in ¶B of this Article.

### **3.7 TEACHING CONDITIONS**

- A. No loss of time will result in loss of pay or accumulated leave for any absences or tardiness of less than thirty (30) minutes before or after the normal student day. This provision does not in any way limit the Board in the exercise of other disciplinary measures such as: oral warnings, written reprimands, and so forth.
- B. In order to eliminate the necessity for obtaining a half-day or full-day substitute teacher when only a short period of time is in question, the following shall hold. With the written permission of the principal, in the event that a teacher has reason to leave the building for a limited period of time, and can arrange with another teacher who has a conference period to take the class for that period, then no substitute payment will be authorized and no time will be deducted from sick leave or business leave time.
- C. A secondary teacher may be assigned by his/her building principal to cover a class for an absent teacher. The first four (4) occurrences in a trimester (6 in a semester) where a teacher is assigned to substitute on their planning time for another will be considered voluntary with no compensation provided. After the first four (4) voluntary occurrences in a trimester (6 in a semester) where a teacher agrees to covers a class for an absent teacher (“subs”) with the consent of an administrator, he/she shall be paid twenty dollars (\$20.00) per period of at least forty-five (45) minutes of work. Doubling or combining of classes shall be by mutual consent.
- D. If a teacher is absent when parent–teacher conferences are held, the teacher will be responsible for rescheduling an opportunity for parents/guardians to conference with the teacher. This rescheduled opportunity shall take place within five (5) school days of the teacher’s return to work after the absence and shall be confirmed, in writing, by the teacher to the parents/guardians and the teacher’s building principal. The rescheduled parent-teacher conference opportunity shall take place after the teacher work day.

If a teacher does not comply with the above requirement, he/she shall be charged one-half (1/2) of one sick leave day for each three (3) hour segment of parent-teacher conferences that are not rescheduled. If the teacher has exhausted sick leave, the charged time shall be docked from the teacher’s salary. The requirement of rescheduling parent-teacher conferences shall not apply to those teachers who are on an extended leave of absence where a substitute teacher has been given the responsibility for conducting the parent-teacher conferences.

### **3.8 MENTOR TEACHERS**

- A. The assignment of mentor teacher shall be regarded, posted and filled as an extra-duty position within the meaning of Article 5.4 of this Agreement. Mentors will only be appointed for those teachers with less than three years of teaching experience, whether that experience was gained at Grand Ledge Public Schools or in another school system.
- B. Nothing in this Agreement shall be interpreted or applied to indicate that the assignment of mentor teachers is exclusively work within the bargaining unit represented by the Association. Rather, the purpose of this Article is to delineate the wages and specified working conditions for that assignment when it is performed by members of the Association's bargaining unit.
- C. Bargaining unit members performing the duties of mentor teacher will be compensated at the rate of 1.5% for first year mentees, 1.0% for second year mentees, and 1% for third year mentees. All percentages shall be calculated from Step 1 of the BA+18 column of the Salary Schedule. Years of experience, otherwise denoted in Article 5.4, shall not apply to the compensation paid to mentor teachers.
- D. A mentor teacher must be an experienced educator who demonstrates instructional expertise, ability to work well with colleagues, continuous learning and preparation, and is skilled at providing instructional support. Mentor teachers must have attained tenure status with the Board and have a total of not less than five (5) years of teaching experience.  
  
The mentor teacher shall be available to provide professional support, guidance and instruction to the mentee. The purpose of the mentor teacher is to offer experienced assistance and support to the mentee in a collegial fashion. The mentor teacher shall make periodic reports to the administration regarding the type (i.e., general description of contact) and extent of his/her contact with the mentee during the existence of the mentor/mentee relationship.
- E. A mentor may be assigned to more than one (1) mentee at a time.
- F. Neither the mentor teacher nor the mentee shall be permitted to participate in any matter related to the evaluation of the other.
- G. Representatives of the Board and the Association agree to confer as necessary regarding the implementation of this Article and any clarification of the role and responsibilities of mentor teachers.
- H. The Board will appoint mentors for newly hired teachers not later than ten (10) working days of the mentee's first work day.

#### **4.1 SICK LEAVE AND PERSONAL LEAVE**

- A. It is the intention of this Leave Policy to provide reasonable protection against loss of salary for those absences from work caused by accidents, illness, bereavement, and personal emergencies beyond reasonable control. Teachers recognize the essential nature of the relationship with students which cannot be filled by any substitute.
1. All teachers absent from duty because of personal illness, injury, or other approved personal reasons shall be allowed full pay for ten (10) days during any contract year. A teacher who does not fulfill a contract shall be allowed one (1) day per month or any part of any month worked. The value of any sick leave days used in excess of this pro-rated allocation shall be deducted (at the teacher's per diem rate) from the teacher's remaining wages.
  2. Any of the allowed (10) days not used will be credited to the teacher's record and be accumulated without limit.
  3. The Board reserves the right to require verification from a health care professional to verify a teacher's fitness for duty under the following circumstances:
    - a. To determine a teacher's ability to return from a leave of absence taken because of illness or disability.
    - b. To evaluate a teacher's fitness for duty where the Board has articulable concerns regarding the teacher's physical and/or mental ability to perform the functions of his/her assignment. At the request of the teacher, these concerns will be made in writing at or prior to the time that verification is required.

The cost of any medical or psychological examination required by the Board shall be paid by the Board, to the extent that the teacher's insurance does not cover the cost of the examination. In the event the Board is not satisfied with the assessment of the teacher's health care professional, the Board has the right to designate a health care professional to perform a second examination. In the event of a dispute between the teacher's health care professional and a health care professional designated by the Board, the teacher and the Board shall request that their respective health care professionals consult for the purpose of attempting to reconcile their assessments, or if that is not possible, to mutually designate a third health care provider to examine the teacher.

4. The teacher shall file (immediately upon return from any absence) with the building principal, a written report on a form furnished by the Board, setting forth the reason for absence.
  5. Employees may use sick leave and personal leave for the following reasons:
    - a. Personal illness or disability.
    - b. Illness, injury, or death in the immediate family - not to exceed ten (10) days in any one (1) school year, unless special approval is granted by the Superintendent. The “immediate family” is defined as any person whose illness or death has a real meaning to the teacher. Such requests shall be made in writing. A reply shall be made within five (5) days after receipt of such request.
  6. Sick leave taken under this Article shall be charged against the teacher’s leave entitlement under the Family and Medical Leave Act, at the option of either the Board or the teacher, beginning after ten (10) consecutive days of absence due to a serious health condition of the teacher.
  7. For purposes of applying the Family and Medical Leave Act, a July 1-June 30 twelve-month (12) period shall be used.
- B. If unable to work at the beginning of a new school year, a teacher will be allowed to use previously earned sick leave while he/she remains ill and unable to work, providing not otherwise employed. Medical verification may be required by a physician of the Board’s choice at its expense.

#### **4.2 BUSINESS OR PERSONAL-PROFESSIONAL LEAVE**

- A. A teacher shall be allowed two (2) days per year (non-cumulative) for business or personal-professional activities with full pay. A teacher who does not utilize the second day in a given school year will have that day credited to his/her accumulated sick leave.

The request for these days must be submitted in writing three (3) school days in advance whenever possible, and the request must receive the approval of the building principal.

Normally, only two (2) personal leave days shall be granted for any given day, except the High School principal may grant three (3) such days at the same time. Any additional requests by other teachers for the same day must have special approval of the principal.

- B. Business or personal-professional leave shall be used only for the purpose of handling personal affairs which cannot be transacted on the weekend or after-school hours. It is not provided for casual or indiscriminate use.
- C. Days immediately prior to and following scheduled vacations, days when parent-teacher conferences are held, or days when professional development is conducted shall not be used for business or personal-professional leave unless approval is received from the office of the Superintendent (or his/her designee).

#### **4.3 SCHOOL BUSINESS LEAVE**

- A. Leave of absence with pay not chargeable against the teacher's sick leave will be granted as follows:
  - 1. Time necessary for appropriate professional representatives to attend conferences and other activities recommended by the Association and approved by the Superintendent.
  - 2. Visitations at other schools approved by the administration.
  - 3. Attendance at approved educational conferences or conventions.
  - 4. All other absences which are in the course of school business and having approval of the administration.
- B. Teachers will notify their principal immediately upon discovery that leave is required. Leaves of absence will be applied for in writing, except in cases of emergency.

#### **4.4 EXTENDED LEAVE OF ABSENCE**

- A. Military leaves of absence shall be granted to any teacher who shall enter into active military service of the United States. Upon return from such leave, within one (1) year of the termination of the military service, or the time permitted by law (whichever is greater) a teacher will be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the system during the period of his/her absence. All accumulated unused sick leave days acquired prior to entry into service will be restored to him/her.
- B. Teachers may, at the discretion of the Board, be granted voluntary leave without pay during any school year for up to one (1) year. All such requests must be submitted in writing. The full conditions of the Agreement, including the assignment of the teacher upon return, and the effect, if any of the leave on the salary schedule must also be put in writing. Pay deductions shall be computed as 1/number of annual teacher work days designated on the school calendar (Attachment A-1) of scheduled salary for any such days as may be approved.

C. It is expressly agreed that all leaves are from the school system.

#### **4.5 OTHER LEAVES**

A. Leaves of absence with full pay not chargeable against the teacher's sick leave shall be granted for the following reasons:

1. Absence when a teacher is called for jury duty provided the teacher remits any monies received for jury duty to the Board.
2. Time necessary for appearance in any legal proceeding on behalf of the school district connected with the teacher's employment or with the school system, if the teacher is required by law to attend.
3. Time necessary to take the selective service physical examination.
4. Absence while confined due to common contagious childhood diseases such as: mumps, measles, whooping cough, and scarlet fever when it is reasonably established that the exposure occurred at school.
5. A teacher who is absent because of an injury or disease under the Workers' Disability Compensation Act shall make a written election of one of the following options at the time he/she becomes eligible for workers' compensation benefits:
  - a. The teacher may utilize his/her accumulated sick leave for each day absent provided that he/she reimburses the District for the amount of workers' compensation benefits received for the corresponding pay period. Teachers shall only be eligible to access this alternative if they have sufficient sick leave accumulation.
  - b. The teacher may elect to receive workers' compensation benefits only.
  - c. The teacher may elect to receive the difference between his/her regular salary and the amount received as workers' compensation benefits. Such difference in salary shall be computed on a percentage basis, and this percentage shall be deducted from the teacher's sick leave accumulation. (For example, if workers' compensation pays sixty (60%) percent of full pay, sick leave will only pay forty (40%) percent and the sick leave accumulation shall be charged .4 of a day for each day so used). Teachers shall only be eligible to access this alternative if they have sufficient sick leave accumulation.

#### **4.6 ASSOCIATION DAYS**

- A. The Board shall grant released time, not to exceed twenty (20) days per year to the designated representatives of the Executive Committee of the Association employed by the Board for Association business. In the event a teacher employed by the Board is a designated official of the ECEA, the Association shall have the right to purchase an additional twenty (20) days of released time.
- B. The Board shall be reimbursed by the Association for the cost of substitute pay for the released time used by the Association Executive Committee member employed by the Board or delegated representative.

#### **4.7 SCHOOL IMPROVEMENT**

- A. A School Improvement Plan shall be defined as a plan, program or process required under Section 1277 of the Michigan Revised School Code or corresponding provisions of the State School Aid Act.
- B. Recommendations made by any site-based committee at the building level shall not violate any of the rights secured to the Board or the Association under this Agreement.
- C. Any provision(s) of a SIP or applications thereof affecting the wages, hours and/or terms and conditions of employment, or the impact of any wages, hours and/or other terms and conditions of employment of any bargaining unit member must be ratified by the Board and the Association prior to being implemented.
- D. Individual membership in SIP/BET shall be voluntary.
- E. Areas identified for school improvement planning are not intended to extend beyond the scope of the traditional decision-making authority of building level administrative staff.

#### **5.1 INSURANCE PROTECTION AND SELF-FUNDED BENEFITS**

- A. Workers' Disability Compensation Act - Any employee who is injured in the line of duty shall receive such compensation and expenses as are prescribed by the Workers' Compensation law of the State of Michigan. (*See Article 4.5, A., 5.*)
- B. The Board shall make available health care protection (as outlined in paragraph C below) for a twelve (12) month period for each full-time employee and his/her eligible dependents, subject to the following conditions. Part-time employees shall receive a pro-rata benefit.

Bargaining unit members who will not be returning to employment in the ensuing school year will have insurance premium contributions paid on their behalf by the Board under this Article through June 30 only. If a bargaining unit member separates from employment after June 30 and the Board has remitted premium contribution for the individual for the month(s) of July, August and/or September, the separating teacher shall be obligated to the Board for those premium amounts. The Board shall have the right to recover such sums (in addition to any other remedies provided by law) by deducting the premium amounts owed from any wages remaining to be paid to the separating employee.

C. Teachers may elect only one (1) of the following fringe benefit plans:

**Plan A1:**

McLaren Plan 1: no in-network deductible; \$500/\$1,000 out-of-network deductible; \$5/\$15/\$30 prescription co-pay; \$10 OV; \$50 ER; \$10 UR

Long Term Disability	to 66 2/3% 90 calendar days modified fill \$4,000 maximum Freeze on Offsets Alcoholism/drug addiction 2 years Mental/nervous 2 years
Dental (self-funded)	80/80/80: \$1,000 per person maximum annual benefit; \$1,000 lifetime maximum orthodontic benefit. 50/50/50: \$1,000
Negotiated Life	\$20,000 AD&D
Vision (self-funded)	Examination :\$48 once every 12 months Regular Lenses: \$63 once every 12 months Bifocal Lenses: \$72 once every 12 months Trifocal Lenses: \$90 once every 12 months Progressive Lenses: \$108 once every 12 months Frame Allowance: \$65 once every 12 months Contact Lenses: \$150 once every 12 months

**Plan A2:**

McLaren Plan 2: \$500/\$1,000 in-network deductible; \$2,000/\$4,000 out-of-network deductible; \$10/\$20/\$30 prescription co-pay; \$20 OV;\$75 ER; \$35 UR

Long Term Disability	same as Plan A-1
Dental (self-funded)	same as Plan A-1
Negotiated Life	\$20,000 AD&D
Vision (self-funded)	same as Plan A-1

**Plan B:**

Dental (self-funded)	same as Plan A-1
Vision (self-funded)	same as Plan A-1
Negotiated Life	\$20,000 AD&D
Long Term Disability	to 66 2/3%
	Same as Plan A-1

A teacher may elect during open enrollment not to enroll in dental and vision benefit plans. However, dental and vision enrollment elections must be made jointly and cannot be elected or declined separately.

\$310 per month cash through the Section 125 Plan. Plan B participants will be responsible for FICA (employee share) on the cash option amount and may elect, through a separate salary reduction agreement, to contribute the option amount to a 403b annuity.

The District contributed premium for Plan A1 and Plan A2 shall not exceed \$411.49 per month for single subscriber enrollments, \$910.49 per month for two person enrollments and \$1,048.61 per month for full family enrollments.

If the premiums for the above plans exceed the Board contributions specified above, the Association shall have the right to amend the plan benefit structure so that the premiums fall within the Board contributions specified above. Any premium amounts beyond the District's contribution, as specified above, which are required to maintain the coverage selected by the teacher are the responsibility of the teacher and shall be payroll deducted. The teacher has the option of signing an agreement authorizing that any such premium amounts be payroll deducted through the District's Section 125 Plan. Where a teacher is on 21 pays and becomes responsible for premium payments under this provision during the summer, payroll deduction of those premium amounts shall be made from the teacher's salary in the ensuing school year.

The Association agrees to continue to participate, as it has, in the District's Insurance Advisory Committee. If the Association notifies the Board, in writing, not later than May 10, that it has elected to return to MESSA insurance products (or other insurance products agreed to by the parties) and coverages those products will be implemented effective July 1, on the condition that the respective carriers agree to provide those products and coverages at that time. Unless otherwise agreed to by the parties, the Association shall have the right to exercise the above option in 2012 and in 2013 only. The Association shall have the right to determine the plan specifications for the replacement products. In the event that the insurance products are changed, as described above, the Board's premium obligation for the replacement products shall not exceed the premium amounts specified above, unless otherwise agreed upon by the Board and the Association. This provision likewise does not limit the right of either the Board or the

Association to propose changes in plan specifications, premium allocation and other terms and conditions in the process of collective bargaining.

- D. In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the Board shall continue to pay premiums for the current year, provided medical evidence has been made available to the Board verifying continuing illness or injury which prevents the teacher from working. A medical leave of absence shall be requested by the teacher.
- E. Accumulated sick leave shall have a cash surrender value of one hundred percent (100%) in the event of death, payable to the teacher's designated beneficiary.
- F. Payroll deduction shall be available for any mutually agreed upon program, as well as all current MESSA, MEA Financial Services and MEA programs, including tax annuities program, subject to the availability of current payroll processing limitations.

## **5.2 SALARY GUIDE**

- A. An instructional employee who has had teaching experience, or the equivalent, providing the teaching experience that the employee has had makes him/her more valuable than a beginning teacher, may be employed initially at a yearly salary above the minimum salary, providing the credit for experience does not exceed twelve (12) years.
- B. The salaries of teachers covered by this Agreement are set forth in the schedules which are attached to and incorporated in this Agreement. Such salary schedules shall remain in effect for the term of this Agreement.
- C. The salary schedule is based upon a normal weekly teaching load, as hereinafter defined. A teacher who teaches an additional class period regularly over the normal teaching load will receive an additional amount equivalent to a regular class period. The formula for determining the additional amount to be paid will be:

Divide the salary of the teacher at the salary schedule step (excluding extra percentage for extra duty) by the number of regular instruction class periods in the day taught by the teacher. This amount will be paid in addition to regular class day pay.

For the 2013-2014 and 2014-2015 school years, a teacher who teaches an additional class period regularly over the normal teaching load will receive the stipend as established in Article 3.5D(5) of this Agreement instead of being compensated for the additional assignment under the above formula.

- D. Part-time teachers and/or those teachers with less than a normal teaching load shall have their compensation pro-rated. The resulting proportional amount shall be subtracted from the normal salary amount.
- E. When a teacher is employed outside the regular school day or year for comparable professional work, the Board will compensate the teacher at his/her professional rate.
- F. Teachers shall have the option of receiving salary in twenty (20) or twenty-four (24) pays.

Teachers shall make a written election by August 15 to be paid over either 20 or 24 pays in the next succeeding school year. The election forms will be mailed to the teacher's home address. Once made, that choice shall be irrevocable unless revoked in writing during the above election window for a succeeding school year. Teachers who do not have a written election on file with the business office shall be paid over 20 pays.

- G. If a pay period falls during a vacation period, payment of wages by direct deposit will be made on the last bank business day within the regular payroll cycle.
- H. Special education teachers may become involved, with administrative approval, in the scheduling of special education students into the regular education curriculum. When this work is performed during the summer months, the teacher will be compensated at his/her per diem rate.

### **5.3 SALARY SCHEDULES**

- A. Until August 30, 1979, all units are to be acquired after receiving BA or MA degrees as defined by joint teacher-Board committee on professional growth. After August 30, 1979, horizontal advancement will be based on graduate work or board-approved under-graduate work.
- B. Teachers required to obtain sixty (60) semester hours or its equivalent for a Masters Degree (i.e., School Psychologist or Social Worker) shall be placed on the Ed. Sp. Track.
- C. Longevity Pay - Bargaining unit members shall receive longevity payments according to the following provisions:
  - 1. Bargaining unit members who have completed thirteen (13) years of service with the Grand Ledge Public Schools shall receive a payment of two thousand dollars (\$2,000) per annum, and each year thereafter as herein provided.

2. Payment of the first longevity increment in the amount of three thousand two hundred fifty dollars (\$3,250.00) per annum shall be made upon completion of fifteen (15) years of service at Grand Ledge Public Schools and each year thereafter as herein provided.
3. Upon completion of twenty (20) years of service with Grand Ledge Public Schools, the amount paid shall be three thousand eight hundred twenty-five dollars (\$3,825.00) per annum and each year thereafter as herein provided.
4. Eligibility for longevity payments shall be based upon the employee's length of service and the conditions set forth in 5.3, E. The employee's length of service shall be calculated from the employee's initial date of hire at Grand Ledge Public Schools (also known as Contract Date).
5. Longevity shall be paid in a separate, lump sum check on the first payroll during the month containing the employee's anniversary date of hire.

D. For 2013-2014, eligible teachers will advance on longevity steps identified in ¶ C of this Article and column changes will be implemented at the beginning of the school year. Teachers eligible for step advancement will be advanced one-half (1/2) step on the 2013-2014 Salary Schedule at the beginning of the 2013-2014 school year.

Example: a teacher who was on MA Step 4 in 2012-2013 (\$42,749) will advance to Step 4.5 (\$43,551) at the inception of the 2013-2014 school year and will remain on Step 4.5 for the balance of that school year.

For 2014-2015, eligible teachers will advance on longevity steps identified in ¶ C of this Article and column changes will be implemented at the beginning of the school year. Teachers eligible for step advancement will be advanced one-half (1/2) step on the 2014-2015 Salary Schedule at the beginning of the 2014-2015 school year.

Example, a teacher who was on MA Step 4 in 2012-2013 (\$42,749) and moved to Step 4.5 in 2013-2014 (\$43,551) will, at the inception of the 2014-2015 school year, be advanced to Step 5 (\$44,352) and will remain on Step 5 for the balance of that school year.

E. A teacher will not be eligible to advance step placement, longevity placement or to move laterally to another salary column if he/she has received an "ineffective" rating on their final/year end evaluation in the immediately preceding school year.

**Salary Schedule  
2013-2014 and 2014-2015**

Step	BA		BA+18		MA		MA+10		Ed. Sp./ MA + 45	
	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index
1	35,624	1.000	36,693	1.030	37,940	1.065	41,502	1.165	43,105	1.210
2	37,049	1.040	38,296	1.075	39,543	1.110	43,105	1.210	44,708	1.255
3	38,652	1.085	39,899	1.120	41,146	1.155	44,708	1.255	46,311	1.300
4	40,255	1.130	41,502	1.165	42,749	1.200	46,311	1.300	47,914	1.345
5	41,858	1.175	43,105	1.210	44,352	1.245	47,914	1.345	49,517	1.390
6	43,461	1.220	44,708	1.255	46,311	1.300	49,874	1.400	51,477	1.445
7	45,421	1.275	46,667	1.310	48,271	1.355	51,833	1.455	53,436	1.500
8	47,380	1.330	48,627	1.365	50,230	1.410	53,792	1.510	55,395	1.555
9	49,339	1.385	50,942	1.430	52,545	1.475	55,752	1.565	57,355	1.610
10	51,299	1.440	53,080	1.490	54,683	1.535	57,711	1.620	59,314	1.665
11	53,792	1.510	55,752	1.565	57,355	1.610	59,848	1.680	61,451	1.725
12	56,108	1.575	58,245	1.635	59,848	1.680	62,520	1.755	64,123	1.800
13	58,958	1.655	61,095	1.715	62,698	1.760	65,370	1.835	66,973	1.880

Base Step = \$35,624  
(Index 1.00)

**5.4 EXTRA-DUTY**

1. Percentage based on years of experience in the same sport or activity at GLPS applied to BA column, with a maximum of Step 10.
2. Tenure shall not apply to any or all special duties as assigned by the Board for which extra pay is defined.

<i>Year 1 BA Step 1</i>	<i>Year 2 BA Step 4</i>	<i>Year 3 BA Step 8</i>	<i>Year 4 BA Step 10</i>
<b>HEAD COACHES</b>	<b>PERCENTAGES</b>	<b>ASSISTANT COACHES</b>	<b>PERCENTAGES</b>
Baseball	10%	Baseball (2)	6%
Basketball	12%	Basketball (2)	7%
Cross Country	9%		
Football	12%	Football (2)	7%
Golf	9%		
Gymnastics	9%		
Soccer	9%	Soccer (1)	6%
Softball	10%	Softball (2)	6%
Swimming	9%	Swimming (1)	5%
		Diving (1)	5%
Strength	5% (1 per season)		
Tennis	9%		
Track	10%	Track (2)	6%
Volleyball	9%	Volleyball (2)	6%
Wrestling	12%	Wrestling (1)	7%
Cheerleading	6% (per season)	Cheerleading (1)	4% (per season)
Faculty Athletic Asst.	6%		
MS Basketball 7 <sup>th</sup> Grade	4%	MS Basketball 8 <sup>th</sup> Grade	4%
MS Cross County	4%		
MS Track	4.5%	MS Track	2.5%

MS Volleyball	4%		
MS Wrestling	4%		
HS Band Director	11%	MS Band Director	8%
HS Vocal Music	11%	MS Vocal Music	8%
		Elementary Music	2%
HS Dramatics	Varies according to plays produced		
HS Musical (Full Length)**	Head Director	6%	
	Other Director/s	Up to 5% in total	
	Choreographer	1%	
	Scenery & Design	2%	
Debate	6%		
Spring Forensics	5%		
Senior High Newspaper	3%		
Senior High Yearbook	3%		
Quiz Bowl	3% per semester		
HS Tech. Coordinator (2)	3%	MS Tech. Coordinator	3%
HS PowerSchool Coordinator (1)	3%	MS PowerSchool Coordinator	3%
Elementary Tech. Coordinator	3%	1 per building	
Elementary Power School Coordinator	3%	1 per building	

\*\* Payment for High School musicals (full length) will be agreed in advance of final arrangements for the production. Agreements on pay will be worked out by the High School Principal in consultation with the teachers concerned and reviewed by the Superintendent. In case of a disagreement, final review and rate determination shall rest with the Superintendent.

**CLUBS & ACTIVITIES**

1. On recommendation of the school principal and approved by the Superintendent.
2. In the event a principal does not recommend the formation of a club, the denial can be appealed to the Superintendent.
3. Tenure shall not apply to any or all special duties as assigned by the Board for which extra pay is defined.
4. In recognition of participation by elementary teachers in those after-school and evening events where teacher attendance is otherwise not obligatory, each elementary teacher shall be compensated for participating for up to four (4) hours per school year, at the rate of \$20 per hour. The building principal shall designate the number of compensated staff members needed for each event. Faculty desiring to participate shall express their preference for assignment to a particular event or function to the building administrator who is responsible for staffing.
5. If the Club or Activity concludes by the end of a single trimester, payment will be made not later than the second regular payroll after the trimester. If the Club or Activity is longer than a trimester, payment will be made not later than the second regular payroll after the last day of the trimester in which the Club or Activity concludes.

Clubs	15-25 students	Minimum 9 after school mtgs./50% attendance	1.20%	BA, Step 1
Clubs	26-50 students	Minimum 15 after school mtgs./50% attendance	1.75%	BA, Step 1
Clubs	Over 50 students	Minimum 20 after school mtgs./50% attendance	2.35%	BA, Step 1
Freshman Class Advisor		One per class	1.20%	BA, Step 1
Sophomore Class Advisor		One per class	1.20%	BA, Step 1
Junior Class Advisor		One per class	2.40%	BA, Step 1
Senior Class Advisor		One per class	2.40%	BA, Step 1
6 <sup>th</sup> Grade Camp		Per season	\$125	
HS and MS Departmental Chairs		3 or less in Dept.	1.75%	BA+18, Step 1
		More than 3, but less than 6 in a Dept.	2.0%	BA+18, Step 1

		6 or more in a Dept.	2.25%	BA+18, Step 1
The High School principal may select 11 or more chairpersons. The Middle School Principal in each building may select 6 or more chairpersons. Designated chairpersons shall coordinate high school/middle school programs and instructional interests. Chairpersons selected shall not be considered executive or supervisory employees.				
Elementary After-School Activities	Up to two (2) events per year.	Refer to ¶ 4, above.	\$20 per hour.	
Mileage		IRS Allowance		

## **6.1 STUDENT DISCIPLINE**

- A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians, or other professional persons, or whenever it appears that the presence of a particular student in the class will impede the education of the balance of the class because of disruptions caused by said student, the Board will relieve the teacher of responsibilities with respect of said pupil, upon recommendation of the Superintendent.
- B. The Board shall promulgate rules and regulations setting forth the procedures to be utilized in disciplining, suspending, or expelling for misbehavior. Such rules and regulations shall be distributed to students, teachers, and parents at the commencement of each school year.

## **6.2 MISCELLANEOUS PROVISIONS**

- A. This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendment to his Agreement.
- B. Any individual contract between the Board and an individual teacher heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- C. This Agreement supersedes and cancels all previous written agreements between the Board and the Association and constitutes the entire Agreement between the parties. Any amendment or Agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

- D. All teachers covered under this Agreement who participate in the production of tapes, publications, or other produced educational material shall retain residual rights should they be copyrighted or sold by the District.
- E. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such a provision or application shall be deemed null and void except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- F. Copies of this Agreement entitled “Master Agreement between the Grand Ledge Board of Education and the Eaton County Education Association” shall be printed by the Association within thirty (30) days after the Agreement is signed and presented to all teachers, administrators, and Board members. The Board shall pay one-half the cost of contract printing.
- G. The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association for the life of this Agreement voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge and contemplation of either or both of the parties at the time that they negotiated or signed this Agreement. Matters of common concern may be subject to negotiation during the period of this Agreement upon the request and mutual agreement of both parties.
- H. An emergency manager appointed under the Local Government and School District Fiscal Accountability Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Government and School District Fiscal Accountability Act, 2011 Public Act 4.

**6.3 LEAST RESTRICTIVE ENVIRONMENT AND MEDICALLY FRAGILE STUDENTS**

- A. The parties acknowledge that the policy of least restrictive environment is legally mandated. They also recognize that the extent to which any individual handicapped student should participate in regular education programs and services involves consideration of that student’s unique needs as determined by an Individual Educational Planning Committee (IEPC).
- B. If delivery of related school health services is necessary to provide a student with a free appropriate public education, as mandated by the Individuals with Disabilities Education Act, those functions shall be performed by a qualified

person. No bargaining unit member, except a school nurse, shall be required to provide school health services for any student except in an emergency situation.

- C. Where mandated school health services are necessary to maintain a student in the classroom, appropriate training will be provided to each teacher prior to the placement of that special education pupil in the teacher's room. This training shall include an explanation of procedure(s) for delivery of the school health service, identification of the appropriate persons to whom performance of that function may be permissibly delegated, the extent and availability of supervision for performance of the procedures and the authority for alteration, modification or termination of the procedures.
- D. For the purpose of this Article, the term "school health services," shall mean any act or function constituting the "practice of medicine" within the meaning of Section 17001 of the Public Health Code (MCL 333.17001).

## **7.1 BOARD OF EDUCATION RIGHTS**

The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitations, all powers, right, authority, duties, and responsibilities conferred upon and invested in it by the laws and the Constitution of the State of Michigan and/or the United States, including, but without limitations to the foregoing, the management and control of school properties, facilities, grades and courses of instruction, materials used for instruction, and the selection, direction, transfer, promotion or demotion, discipline or dismissal of all personnel.

The exercise of these powers, rights, authority, duties and responsibilities by the Board and the adoption of such rules, regulations and policies as it may deem necessary shall be limited only by the specific and express terms of this Agreement.

**8.1 DURATION OF AGREEMENT**

This Agreement shall be effective July 1, 2013 and will expire on June 30, 2015.

**FOR THE ASSOCIATION**

**FOR THE BOARD OF EDUCATION**

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

Dated this \_\_\_\_ day of \_\_\_\_\_, 2013.

**GRAND LEDGE PUBLIC SCHOOLS**

**2013-2014 SCHOOL CALENDAR**

Aug 27	Opening Morning and Staff Meetings (8:00-11:00) K-12 Teacher Professional Development (12:00-3:00)
Aug 28	K-12 Teacher Professional Development (8:00-3:00)
Aug 28	Open Houses (K 3:00-5:00, 1-6 4:00-6:00, 7-8 5:00-7:00, 9-12 6:00-8:00)
Aug 29	K-12 Teacher Professional Development (8:00-11:00)
Sept 3	First Student Day
Oct 8, Oct 9, Oct 10	Parent/Teacher Conferences – Grades 7-8 (5:00-8:00)
Oct 8 & Oct 10	Parent/Teacher Conferences – Grades 9-12 (5:00-8:00)
Oct 11	<b>No Students.</b> Teacher Professional Development (8:00-3:00)
Nov 15	End trimester 1 (K-6)
Nov 18	K-6 Grades Due 9:00 a.m.
Nov 19 & Nov 21	Parent/Teacher Conferences – Grades 1-6 (5:00-8:00)
Nov 20 & Nov 21	Parent/Teacher Conferences – K (5:00-8:00)
Nov 21	End trimester 1 (7-12)
Nov 22	<b>No Students.</b> Parent/Teacher Conferences – Grades K-6 (8:00-11:00), 7-12 Teacher Professional Development (8:00-11:00) K-12 Prof Hours (12:00-3:00)
Nov 27	Teacher Comp Day for Evening Conferences
Nov 28- Dec 1	Thanksgiving Break
Dec 2	Classes Resume
Dec 23- Jan 5	Christmas Break
Jan 6	Classes Resume
Jan 14 & Jan 16	Parent/Teacher Conferences – Grades 9-12 (5:00-8:00)
Jan 20	<b>No Students.</b> MLK Day Holiday
Feb 3	<b>No Students.</b> K-12 Teacher PD with Anita Archer (8:00-3:00)
Feb 17	<b>No Students.</b> Winter Break
Mar 7	End Trimester 2 (K-6)
Mar 10	K-6 Grades due at 9:00 a.m.

Mar 11	End Trimester 2 (7-12)
Mar 11 & Mar 13	Parent/Teacher Conferences – K (5:00-8:00)
Mar 12 & Mar 13	Parent/Teacher Conferences – Grades 1-6 (5:00-8:00)
Mar 14	<b>No Students.</b> Parent/Teacher Conferences – Grades K-6 (8:00-11:00) 7-12 PD (8:00-11:00) K-12 Prof Hours (12:00-3:00)
April 4	<b>No Students.</b> Teacher Comp Day for Evening Conferences
April 7-11	<b>No Students.</b> Spring Break
April 14	Classes Resume
April 22, 23 & 24	Parent/Teacher Conferences – Grades 7-8 (5:00-8:00)
April 22 & 24	Parent/Teacher Conferences – Grades 9-12 (5:00-8:00)
April 25	<b>No Students.</b> 7-12 Comp Day for Evening Conferences, K-6 Teacher PD Day (8:00-3:00)
May 26	<b>No Students.</b> Memorial Day Holiday
June 5	Last Student Day
June 6	<b>No Students.</b> Work Day/Professional Hours for K-12 Teachers

### **180 Teacher Work Days for K-12 Teachers**

171 Instructional Days, 5 Professional Development Days

3 Conference Days, 2 Professional Hours Days

"Open House" on August 28.

All staff will participate according to the schedule:

K 3:00-5:00, 1-6 4:00-6:00, 7-8 5:00-7:00,  
9-12 6:00-8:00

Professional Development Schedule will be 8 A.M. - 3 P.M. (1 hour lunch)

\*Professional Hours: Staff will fulfill their professional duties on or off site

NOTE: K-6 first and second trimester grades will be due at 9:00 AM on the Monday following the end of each trimester. Report cards will be sent home Tuesday, except for Kindergarten which go home on Monday. For third trimester, K-6 grades will be due at 9:00 AM the second to the last day of the student year. Report cards will be printed and sent home on the last day of the student year. Grade 7-12 first and second trimester grades will be due at 3:00 on the Monday following the end of each trimester. For the third trimester, grade 7-12 grades will be due at 3:00 on the last professional teacher day.

**GRAND LEDGE PUBLIC SCHOOLS**

**2014-2015 SCHOOL CALENDAR**

The School Calendar for 2014-2015 shall have the same number of instructional days, professional development days and student instruction days as depicted in the 2013-2014 calendar. The Board and the Association will meet to finalize the details of the 2014-2015 calendar not later than March 1, 2014.

## ADDENDA TO SCHOOL CALENDARS

- A. Scheduled days and hours of student instruction which are not held because of conditions not within the control of school authorities, such as inclement weather, fires, epidemics, mechanical breakdowns, or health conditions (as defined by city, county, or state health authorities) will be rescheduled to ensure that there are the requisite number of days and hours of student instruction as is required by the State School Aid Act. Teachers will receive their regular pay for days and hours that are canceled but shall work on the rescheduled days and hours with no additional compensation. Rescheduling shall be accomplished as specified in the School Calendars included within this Agreement.

The parties further agree that this contract provision has been negotiated with the intention of complying with the above provisions of the State School Aid Act and to ensure that the District will incur no loss of State School Aid. Should the State Aid act be repealed during the term of this Agreement with respect to counting of inclement weather and other days and hours enumerated above, the provisions of Article 1.2 shall become effective. Should the State School Aid Act be modified to require that an increased or decreased number of such days and hours be rescheduled for instructional purposes, the parties agree to comply with the minimum standards specified in the revised legislation.

- B. Calendar Guidelines - Parent-Teacher Conferences

Elementary:

1. One half day (8-11) and two evening (5-8) conferences will be held each spring and fall. Compensatory time will be scheduled as designated on the school calendar.
2. Designated elementary teachers may, at the discretion of the Board, be required to work two (2) extra parent-teacher conference days each year at 1/number of annual teacher work days designated on the school calendar (Attachment A-1) of their annual pay for each day worked. The Board reserves the right to reschedule these days by notifying the Association thirty (30) days ahead of time.

**LETTER OF AGREEMENT #1**  
**Between**  
**GRAND LEDGE PUBLIC SCHOOLS**  
**And**  
**EATON COUNTY EDUCATION ASSOCIATION/  
GRAND LEDGE EDUCATION ASSOCIATION, MEA/NEA**

**Re: Resignation Notice Incentive: 2013-2014 and 204-2015**

1. This Letter of Agreement is developed, approved, and executed between the Grand Ledge Public Schools Board of Education (the “District”) and the Eaton County Education Association/Grand Ledge Education Association (the “Association”).
2. Any bargaining unit member who submits an unconditional written resignation, to be effective on the final teacher work day of the 2013-2014 school year, to the District on or before 4:00 p.m. on March 14, 2014 (March 13, 2015 for the 2014-2015 school year) shall be entitled to receive the amount of \$1,500 (less employee FICA, tax withholding and other legally required deductions) to be paid to the eligible bargaining unit member not later than the final payroll of the 2013-2014 or 2014-2015 school year (as applicable).
3. Resignations of bargaining unit members submitted after 4:00 p.m. on March 14, 2014 (March 13, 2015 for the 2014-2015 school year) shall not entitle the resigning bargaining unit member to any payment under the provisions of this Letter of Agreement.
4. Resignations submitted under this Letter of Agreement must be signed by the teacher, signify the date on which the resignation is submitted, and designate the effective date of resignation as the last teacher work day of the 2013-2014 (or 2014-2015, as applicable) school year, unless the teacher is physically unable to complete the year and resigns earlier.
5. All resignations satisfying the above requirements must be submitted to the Human Resources office by the date and the time set forth in paragraph 2 of this Letter of Agreement.
6. Bargaining unit members resigning under the provisions of this Letter of Agreement shall be eligible to receive longevity payments under the conditions set forth in Section 5.3 of the 2013-2015 Master Agreement if their anniversary date is on or before November 28, 2014 or November 28, 2015 (as applicable).

7. The Letter of Agreement shall become effective upon execution by the District and the Association and shall expire on June 30, 2015. It is expressly understood and agreed that this Letter of Agreement does not establish a binding working condition, practice or obligation of either party after June 30, 2015 and that its terms shall expire on that date.

**GRAND LEDGE PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**EATON COUNTY EDUCATION  
ASSOCIATION/GRAND LEDGE  
EDUCATION ASSOCIATION**

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

By \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

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

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

**LETTER OF AGREEMENT #2  
BETWEEN  
GRAND LEDGE PUBLIC SCHOOLS  
AND  
EATON COUNTY EDUCATION ASSOCIATION/  
GRAND LEDGE EDUCATION ASSOCIATION, MEA/NEA**

**Re: Middle School Advisory Period**

This Letter of Agreement is developed, approved and executed between the Grand Ledge Public Schools Board of Education (the "District") and the Eaton County Education Association/Grand Ledge Education Association, MEA/NEA (the "Association").

1. The conditions and modifications established through this Letter of Agreement shall be effective for the 2013-2014 school year only. Absent further written agreement between the District and the Association, this Letter of Agreement will expire on June 30, 2015 and the revisions below shall be of no effect at that time. The modified provisions of the 2013-2015 Master Agreement (as specified in this Letter of Agreement) shall then revert to the corresponding provisions of the 2013-2015 Master Agreement. This provision does not prevent either party from making proposals within the collective bargaining process for a successor contract to the 2013-2015 Master Agreement to amend the provisions modified through this Letter of Agreement, or to take other measures authorized by law at that time with respect to the subject matter of those provisions.

2. The District and the Association agree that the following modifications to the employment conditions established through their 2013-2015 Master Agreement will continue through the 2013-2014 school year:

a. Article 3.5/Teaching Hours shall be amended in ¶ D(4) to read as follows:

“The normal teaching load at the Middle School level will be five (5) teaching periods and one (1) preparation/conference period of equal time and one (1) 25 minute advisory period.”

b. Article 3.6/Class Size, ¶ B(8) will be added and shall read as follows:

"Middle School advisory period class size shall be determined by the total number of students divided by the total number of assigned certified teachers (excluding counselors and K-12 Media Specialist). The advisory period shall not be subject to the daily student limit."

c. Article 3.7/Teaching Conditions shall be amended to add ¶ E to read as follows:

“Middle School teachers will be provided a curriculum and course materials for advisory period classes.”

d. The language modifications in contained in ¶¶ 2a, 2b, and 2c of this Letter of Agreement shall be regarded by the District and the Association as the established and terms and conditions of employment with respect to those subject matters, up to and including June 30, 2014.

3. The District and the Association will continue to consult over the impact of the advisory period, which shall include consideration of its effects on the educational program, both in terms of student success and teacher working conditions. This consultation will include a review of relevant data on student achievement, specifically, but not limited to, data regarding the extent to which students are passing courses, attending school, progressing through curriculum, etc. It is the intent of the parties to complete this consultation by April 1, 2014 and by that date make a determination as to whether this Letter of Agreement will be continued in the 2014-2015 school year.

4. By entering into this Letter of Agreement, neither the District nor the Association waives any other rights, prerogatives or protections respectively afforded to them by law or by the terms of their 2013-2015 Master Agreement (or any successor collective bargaining agreement) except as are otherwise specifically waived, modified or relinquished herein.

**GRAND LEDGE PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**EATON COUNTY EDUCATION  
ASSOCIATION/GRAND LEDGE  
EDUCATION ASSOCIATION**

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

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

Its: \_\_\_\_\_

Its: \_\_\_\_\_

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

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