

The International Academy Letter of Understanding



July 1, 2017 through June 30, 2022

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THE INTERNATIONAL ACADEMY

This Letter of Understanding is entered between the Consortium Districts and the respective Education Associations for the purpose of establishing terms and conditions of employment for teachers employed by Bloomfield Hills Schools and assigned to the International Academy. The International Academy is a consortium of public school districts who have combined their resources to provide a grade nine through twelve program operating as a school of choice for residents of the consortium districts operating at various locations in the consortium districts. The parties, through their undersigned representatives, agree to amend and add to the terms of the home school district collective bargaining agreement, as follows:

1. DURATION OF AGREEMENT

This agreement with respect to the International Academy (the Academy) will be in effect from July 1, 2017 through June 30, 2022.

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

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

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

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

b. Selection of Personnel

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

c. Vacancies Posted at Home School District

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

d. Termination

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

3. WAGE ISSUES

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

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

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

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

(1) Stipend Rate:

The stipend rates are attached as Appendix A

(2) Stipend Paid in Two (2) Installments

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

c. Compensation for Teaching Optional Enrichment/Orientation Activities

All teachers who plan or participate in enrichment/orientation activities which take place outside of the established school day or year shall be compensated as outlined below. Teachers are not required to participate in enrichment/orientation activities and the International Academy is not required to use teachers assigned to the International Academy for these services. All teacher sponsored enrichment activities will be submitted to the enrichment team for review and are subject to administrative approval. Approval will include the completion of the pre-enrichment payment agreement.

International Academy teachers who plan or participate in these activities will be compensated at \$25 per hour. Payment shall be made no later than the second pay period following the teacher's submission of the required documentation.

Maximum payment per day is eight (8) hours. (A seven (7) hour and fifty (50) minute day will be paid as eight (8) hours.) Maximum payment for an activity is forty (40) hours times the hourly amount. At each campus, the principal may designate up to six (6) activities per year that will be compensated up to 64 hours. However, the principal has the discretion to increase number of hours paid based on the activity planned. Foreign Language Immersion activities will receive priority. Maximum payment may include up to eight (8) hours of preparation time.

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

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

4. SUPPLEMENTAL ACTIVITIES PAY

Teachers will be compensated for each supplemental activity club, organization or duty performed in accordance with the schedule in Appendix B. Appendix B activities shall have the prior approval of the principal. Teachers may be assigned a club, organization or duty. It is understood that certain activities will occur outside of the teacher work day especially those in Category III.

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

Teachers shall be paid for clubs/organizations before the end of the school year. Teachers shall apply to be club/organization advisors no later than the second week of the school semester. Placement in a category shall be reviewed with the tri-campus club committee comprised of teachers and administrators from each campus. The tri-campus club committee shall make a category recommendation to the principal. The principal shall approve and designate the category of the club/organization within ten (10) school days after the committee has made its recommendation. If the principal does not agree, the matter may be referred to the Standing Committee.

5. DEPARTMENT CHAIRS

The job description for Department Chairs is attached as an Appendix F to this Agreement. A Department Chair shall be selected for each of the following departments: Literature, History, Math, Theory of Knowledge, French/German, Spanish, Chemistry, Physics, Biology, Economics, Art, Music, Physical Education/Health and Counseling. Administration will select the department chair. Each department may bring forth a recommendation, or provide input, to the principal for consideration.

The Department Chair shall be paid at Category III of Appendix B.

The job description is not part of this agreement and is subject to change at the discretion of administration.

6. **WORK YEAR FOR STAFF (The calendars are attached as Appendix C)**

- a. Work Year: Teachers are required to work 192 days which includes 190 student days.
- b. Discretionary Day: Each teacher shall receive one paid discretionary day each school year. Such day may be taken during the regular work year. If the discretionary day is not utilized by the end of the school year, it shall not be carried over to the next school year. The request for use of the discretionary day, whenever possible, shall be made in advance on the form available at the International Academy. Scheduling of the discretionary day shall be on a first-come, first-served basis and be approved by the principal, with no more than ten percent (10%) of the staff allowed on any one day. The scheduling of the discretionary day shall occur no later than April 15 of each school year. Should circumstances warrant, exceptions to the above may be made by the principal
- c. Student Days: There shall be 190 instructional days. In addition, students will be scheduled for enrichment/orientation days.
- d. Open House: Teachers are required to attend the Open House as identified in the school calendar.
- e. Parent/Guardian/Teacher Conferences: Teachers are required to attend the parent/guardian teacher conferences as identified in the school calendar.
- f. Guidance Counselor: See Appendix E for counselor work year and job responsibilities.
- g. Professional Development days/hours will be conducted as follows:

The International Academy will provide a minimum of 30 professional development hours. Twenty-four (24) hours of professional development are specified in the calendars attached as Appendix C. Six (6) additional hours will be scheduled by November 1 of each school year by each department for a total of thirty (30) hours. Teachers who do not attend the

scheduled professional development hours are required to make up this time at a principal approved activity outside of the school day. (This requirement may be waived for good cause at the sole discretion of the principal). Professional development hours over 30 will not have to be made up. Probationary teachers will be responsible for additional hours of professional development to meet any statutory requirements.

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

7. TENURE

Tenure will be with the teacher's home school district and not with the International Academy or any consortium district other than the home school district. Each teacher will sign an acknowledgment that his/her tenure is with the home district.

8. GRIEVANCE PROCEDURE

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

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

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

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

Formal – Step One:

- a.** Whenever a bargaining unit member or the Association has a grievance, the aggrieved shall present the grievance in writing to the International Academy principal within fifteen (15) working days following the date of the alleged occurrence giving rise to the grievance or within fifteen (15) working days following the date that the aggrieved became aware of the alleged occurrence. Within five (5) work days after receipt of such grievance, the International

Academy principal shall schedule a meeting with the aggrieved member. This meeting may be attended by the Association representative.

- b.** Within five (5) work days after the conclusion of the Step One meeting, the International Academy principal shall submit a written response to the aggrieved bargaining unit member and the Association.

Step Two:

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

Step Three:

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

Power of Arbitrator:

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

Miscellaneous Provisions:

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

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

9. **TEACHING SCHEDULE**

- a. The normal daily schedule for teachers is seven (7) hours and fifty (50) minutes per day.

The normal teacher schedule will have two hundred seventy (270) minutes of instructional time per day. When time is not available during the school day to schedule meetings with parents and/or students because of conflicts in parent and/or student schedules, teachers, upon parent and/or student request, will provide opportunities to meet before or after the school day. This time is not part of the seven (7) hours and fifty (50) minute day. During the time after the end of the student's instructional school day until the end of the teacher's contracted day, teachers are to maintain a schedule of open office hours and be available to support students when not involved in a club activity and/or department/staff meetings.

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

Block E is for Music Teachers only:

Music teachers are expected to teach a Block E course that enhances the musical program during the school year. It is the responsibility of the teacher to schedule and record the Block E instructional block for one semester or full year, if applicable.

During a year that a teacher is assigned to instruct Block E, he/she will be assigned five (5) instructional blocks (instead of six (6)) within the normal teacher schedule for one semester or a full year, whichever is comparable to the Block E instructional time as determined by Administration. If the schedule does not allow for five (5) instructional blocks in one semester during an instructional year, he/she will be compensated one-sixteenth 1/16 of his/her salary for the additional instructional block. Block E does not necessarily need to run concurrently with the semester of five (5) instructional blocks. (i.e., it can be offered as a year-long program that is equivalent to the instructional hours of one semester.)

- b. The normal teacher schedule may include a homeroom/passport that is not intended to exceed an average of forty (40) minutes bi-weekly
- c. Preparation periods on C Day, Interdisciplinary Day and outside evaluation days
Every effort will be made to provide a preparation period on "C" Day, Interdisciplinary Day and any outside evaluation days including but not limited to IB Evaluation and AdvancED for teachers. However, all teachers will not necessarily have a preparation period on these days.
- d. Non-music teachers assigned to 5 or more preparations per semester

For non-music teachers assigned to five or more preparations per semester, where possible the teacher shall be provided an extra planning period for at least one semester. If scheduling does not permit for this allocation, the teacher shall be compensated 1/16 of the salary for the additional instructional block. For the purpose of this provision, a Product Team shall be considered a preparation.

- e. The schedules in Appendix D are examples of a typical eight (8) block schedules at each campus. Any proposed significant long-term changes may be brought to the Standing Committee for consideration.
- f. Lunch: There shall be a daily, thirty (30) minute, duty free lunch.
- g. Further Math: The teacher assigned to the further math class shall receive a stipend of \$3500.00 per school year.

10. APPLICABILITY OF HOME DISTRICT COLLECTIVE BARGAINING AGREEMENT

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

11. OTHER ISSUES

- a. Teachers will not evaluate support staff but will work with Administration to supervise graduate assistants.

Teachers will not evaluate or supervise support staff members, including graduate assistants, but department heads will work with Administration to supervise and evaluate graduate assistants, acknowledging that the final responsibility for their employment status remains with Administration.

b. School Closing

For Purposes of school closing, i.e., inclement weather, etc., the International Academy shall function as the fiscal agent of that campus.

c. Leave Days

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

d. Absence Reporting

Teacher absences will be reported to the Substitute Management System of the fiscal agent for the campus to which the teacher is assigned for the majority of his/her work day. The International Academy will report the absences to the home school district.

e. Substituting

Teachers who substitute for another Academy teacher shall be paid at the rate of \$25 per hour.

f. Parent/Guardian/Teacher Conferences

Teachers shall be paid \$25 per hour for scheduled parent/teacher conferences held outside the regular school day.

g. Standing Committee

Issues regarding: class size, progress reports, multi-duties, number of preparations and other issues will be discussed by a standing committee during the school year. The Standing Committee will consist of up to five union representatives and up to five administrators. These issues shall not be governed by a consortium district's Master Agreement. If any issues arise with respect to an individual teacher, the personnel administration and Education Association representative from the home district shall be members of the committee. The committee shall meet at the request of either party.

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

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

SIGNATURE PAGE

The negotiators of both parties reached a Tentative Agreement on March 9, 2017 and finalized the tentative agreement on May 31, 2017, and the International Academy teachers ratified the Agreement on June 8, 2017.

The parties for the Consortium School Districts and Education Associations have executed this Agreement by their duly-authorized representatives below on June 15, 2017.


Education Association

By: 
Grat Dalton, Executive Director

Board of Education

By: _____
Superintendent

By: _____
Board President

By: 
Christine Barnett, Chief Negotiator

By: 
Jordan Harris, Chief Negotiator

Note: The actual signature pages are on file in the Human Resources Office of Bloomfield Hills Schools.

A P P E N D I C E S

APPENDIX A
Stipend Rates

Stipend by district beginning July 1, 2017:

	BASE	Base +1	Base +2	Base +3	Base +4
Avondale	\$3,600.00	\$3,650.00	\$3,700.00	\$3,750.00	\$3,800.00
Berkley	\$3,600.00	\$3,650.00	\$3,700.00	\$3,750.00	\$3,800.00
Birmingham	\$3,050.00	\$3,100.00	\$3,150.00	\$3,200.00	\$3,250.00
Bloomfield Hills	\$2,350.00	\$2,400.00	\$2,450.00	\$2,500.00	\$2,550.00
Clawson	\$3,600.00	\$3,650.00	\$3,700.00	\$3,750.00	\$3,800.00
Huron Valley	\$3,400.00	\$3,450.00	\$3,500.00	\$3,550.00	\$3,600.00
Lake Orion	\$2,850.00	\$2,900.00	\$2,950.00	\$3,000.00	\$3,050.00
Rochester	\$2,700.00	\$2,750.00	\$2,800.00	\$2,850.00	\$2,900.00
Royal Oak	\$2,850.00	\$2,900.00	\$2,950.00	\$3,000.00	\$3,050.00
Troy	\$2,850.00	\$2,900.00	\$2,950.00	\$3,000.00	\$3,050.00
Waterford	\$3,600.00	\$3,650.00	\$3,700.00	\$3,750.00	\$3,800.00
West Bloomfield	\$3,600.00	\$3,650.00	\$3,700.00	\$3,750.00	\$3,800.00

- Stipend: The stipend is based on the longer school year and longer school day at the International Academy. The stipend amount increases by \$50.00 at each Base Step as indicated above.
- BASE stipend for the 2017-18 school year: All teachers begin at the BASE stipend effective with the 2017-18 school year. Part-time teachers receive a prorated amount based upon FTE.
- Teachers receiving a stipend based on the 5+ year range of 2014-2017 Letter of Understanding—one time bonus in 2017-18: Teachers currently in the 5+ year stipend range based on the “July 1, 2014 – June 30, 2017 Letter of Understanding” will receive a one-time bonus of \$150 less the increase in the stipend in 2017-2018. The bonus will be paid by the end of the 2017-18 school year.

To determine the bonus amount, add the longer day and longer year stipend from the 2014-2017 Letter of Understanding, subtract that from the new Base amount. If that increase is less than \$150, subtract that amount from \$150 to determine bonus. Example - Berkley 5+ year teacher in 2017:

Current Longer Year and Longer Day = \$3547

\$3600 (new base) - \$3547 = \$53

Stipend bonus: \$150 - \$53 = \$97

	16-17 Status	One-time Stipend Bonus
Avondale	+5	\$97.00
Berkley	+5	\$97.00
Birmingham	+5	\$119.00
Bloomfield Hills	+5	\$115.00
Clawson	+5	\$97.00
Huron Valley	+5	\$121.00
Lake Orion	+5	\$143.00
Rochester	+5	\$117.00
Royal Oak	+5	\$143.00
Troy	+5	\$143.00
Waterford	+5	\$97.00
West Bloomfield	+5	\$97.00

- 2018-19 School Year through the 2021-22 school year: Beginning in the 2018-19 school year, each returning International Academy teacher will move to the Base +1 level. After the 2018-19 school year, each returning International Academy teacher will move to the next Base Level until reaching the Base +4 level. Teachers that are part time will have the stipend prorated based on FTE.
- Teachers in first year of assignment to the International Academy: Any teacher in his/her first year of assignment to the International Academy will begin at the base stipend in the first year for the home district and then move to Base +1 after the first year. Subsequent years would move to the next Base Level until reaching the Base + 4 level.

APPENDIX B
SUPPLEMENTAL PAY

PAY RATE

Category I \$ 866
Category II \$1190
Category III \$1570

- All for-pay clubs meeting the criteria of Article 4, must be pre-approved by principal.
- All for-pay coach and assistant coach positions must be pre-approved by principal.
- All advisor assignments to clubs and organizations are subject to approval of administration.

Category I

Class Sponsor (9th, 10th)
Mentor/Mentee Committee Chair
Category I Clubs

Category II

Class Sponsor (11th)
Honor Societies (Language, National Honor)
Assistant Coaches for Competitive Teams
Honors Convocation (Counselor duty)
Category II Clubs

Category III

Class Sponsor (12th)
Department Chairs
Extended Essay Coordinator
Coaches for Competitive Teams
Student Leadership Advisor
Yearbook Advisor
Graduation Planning (Counselor duty)
Directors of Fine Arts (Band, Drama, Orchestra, Vocal)
IB Teacher Leader
Category III Clubs

APPENDIX C
Calendars

APPENDIX C-1
2017-2018 School Year

International Academy - 2017-2018 Calendar

August 2017							
w	Su	M	Tu	W	Th	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
1	13	14	15	16	17	18	19
2	20	21	22	23	24	25	26
3	27	28	29	30	31		
						12	12

September 2017							
w	Su	M	Tu	W	Th	F	S
						1	2
4	3	4	5	6	7	8	9
5	10	11	12	13 ^{ER}	14	15	16
6	17	18	19	20	21	22	23
7	24	25	26	27	28	29	30
						19	31

October 2017							
w	Su	M	Tu	W	Th	F	S
8	1	2	3	4	5	6	7
9	8	9	10	11	12	13	14
10	15	16	17	18	19	20 ^{TW}	21
11	22	23	24	25 ^{PGT}	26 ^{PGT}	27	28
12	29	30	31				
						20	51

* Conferences Oct. 25 5-8 pm, Oct. 26 1-4 pm, 5-

November 2017							
w	Su	M	Tu	W	Th	F	S
12				1	2	3	4
13	5	6	7	8	9	10	11
14	12	13	14	15	16	17	18
15	19	20	21	22	23	24	25
	26	27	28	29	30		
						19	70

December 2017							
w	Su	M	Tu	W	Th	F	S
						1	2
16	3	4	5	6	7	8	9
17	10	11	12	13	14	15	16
18	17	18	19	20	21 ^{ER}	22 ^{HD}	23
	24	25	26	27	28	29	30
	31					16	86

January 2017							
w	Su	M	Tu	W	Th	F	S
		1	2	3	4	5	6
19	7	8	9	10	11	12	13
20	14	15	16	17	18	19 ^{TW}	20
21	21	22	23	24	25	26	27
22	28	29	30	31 ^{ER}			
						17	103

February 2018							
w	Su	M	Tu	W	Th	F	S
22					1	2	3
23	4	5	6	7	8	9	10
24	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
25	25	26	27	28			
						15	118

March 2018							
w	Su	M	Tu	W	Th	F	S
25					1	2	3
26	4	5	6	7	8	9	10
27	11	12	13	14 ^{ER}	15	16	17
28	18	19	20	21	22	23	24
29	25	26	27	28	29	30	31
						21	139

April 2018							
w	Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6	7
30	8	9	10 ^{TW}	11 ^{ER}	12	13	14
31	15	16	17	18	19	20	21
32	22	23	24	25	26	27	28
33	29	30					
						16	155

May 2018							
w	Su	M	Tu	W	Th	F	S
33			1	2	3	4	5
34	6	7	8	9 ^{ER}	10	11	12
35	13	14	15	16	17	18	19
36	20	21	22	23	24	25	26
37	27	28	29	30	31		
						22	177

June 2018							
w	Su	M	Tu	W	Th	F	S
37						1	2
38	3	4	5	6	7	8	9
39	10	11	12	13	14	15	16
40	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
						13	190

Totals				
Type	#	Hrs	Min	Total
Full	175	6	20	1108.3
Half (11)	4	3	15	13
Half (12)	11	4	15	46.75
Totals	190			1168.08
PD	PD (other)	11	30	24 + DDD
	Early Release (5)	2	30	

Key

A Day	B Day	C day	Teacher PD/ No Student	Vacation Day	Final Exam Day
Half day schedule - See dismissal times below:	31 ^{ER} Early Release	22 ^{HD} Half-day	26 ^{PGT} Half-day, PGT Conferences		
	19 ^{TW} Half-day, Teacher Work Day, ♦End of Card Marking				

11:00 Dismissal on: 10/20, 10/26, 12/21 and 12/22 12:00 Dismissal on: 9/13, 1/19, 1/31, 3/14, 4/10, 4/11, 5/9, 6/14-19

APPENDIX C-2 2018-2019 School Year

International Academy - 2018-2019 Calendar

August 2018							
w	Su	M	Tu	W	Th	F	S
				4	5	6	7
	8	9	10	11	12	13	14
1	12	13	14	15	16	17	18
2	19	20	21	22	23	24	25
3	26	27	28	29	30	31	
						11	11

September 2018							
w	Su	M	Tu	W	Th	F	S
							1
4	2	3	4	5	6	7	8
5	9	10	11	12	13	14	15
6	16	17	18	19 ^{ER}	20	21	22
7	23	24	25	26	27	28	29
	30					19	30

October 2018							
w	Su	M	Tu	W	Th	F	S
8		1	2	3	4	5	6
9	7	8	9	10	11	12	13
10	14	15	16	17	18	19 ^{TW}	20
11	21	22	23	24	25 ^{PTC}	26	27
12	28	29	30	31			
						22	52

November 2018							
w	Su	M	Tu	W	Th	F	S
12					1	2	3
13	4	5	6	7	8	9	10
14	11	12	13	14	15	16	17
15	18	19	20	21	22	23	24
	25	26	27	28	29	30	
						18	70

December 2018							
w	Su	M	Tu	W	Th	F	S
							1
16	2	3	4	5	6	7	8
17	9	10	11	12	13	14	15
18	16	17	18	19	20 ^{ER}	21	22
	23	24	25	26	27	28	29
	30	31				15	85

January 2019							
w	Su	M	Tu	W	Th	F	S
			1	2	3	4	5
19	6	7	8	9	10	11	12
20	13	14	15	16	17	18 ^{TW}	19
21	20	21	22	23	24	25	26
22	27	28	29	30 ^{ER}	31		
						18	103

February 2019							
w	Su	M	Tu	W	Th	F	S
22						1	2
23	3	4	5	6	7	8	9
24	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
25	24	25	26	27	28		
						15	118

March 2019							
w	Su	M	Tu	W	Th	F	S
25						1	2
26	3	4	5	6	7	8	9
27	10	11	12	13 ^{ER}	14	15	16
28	17	18	19	20	21	22	23
29	24	25	26	27	28	29	30
	31					21	139

April 2019							
w	Su	M	Tu	W	Th	F	S
		1	2	3	4	5	6
30	7	8	9 ^{TW}	10 ^{ER}	11	12	13
31	14	15	16	17	18	19	20
32	21	22	23	24	25	26	27
33	28	29	30				
						16	155

May 2019							
w	Su	M	Tu	W	Th	F	S
33				1	2	3	4
34	5	6	7	8 ^{ER}	9	10	11
35	12	13	14	15	16	17	18
36	19	20	21	22	23	24	25
37	26	27	28	29	30	31	
						22	177

June 2019							
w	Su	M	Tu	W	Th	F	S
							1
38	2	3	4	5	6	7	8
39	9	10	11	12	13	14	15
40	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30					13	190

Totals				
Type	#	Hrs	Min	Total
Full	175	6	20	1108.3
Half (11)	4	3	15	13
Half (12)	11	4	15	46.75
Totals	190			1168.08
PD	PD (other)	11	30	24 + DDD
	Early Release (5)	2	30	

Key

	A Day		B Day		Teacher PD/ No Students		Vacation Day		Early Release
	Half-day, Teacher Work Day, ♦End of Card Marking		Final Exam Day		Half-day, PT Conferences				

11:00 Dismissal on: 10/19 10/25, 12/20 and 12/21 12:00 Dismissal on: 9/19, 1/18, 1/30, 3/13, 4/9, 4/10, 5/8, 6/14, 6/17, 6/18, 6/19

APPENDIX C-3
2019-2020 School Year

International Academy - 2019-2020 Calendar

August 2019							
w	Su	M	Tu	W	Th	F	S
					4	2	3
	4	5	6	7	8	9	10
1	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
2	25	26	27	28	29	30	31
						10	10

September 2019							
w	Su	M	Tu	W	Th	F	S
3	1	2	3	4	5	6	7
4	8	9	10	11	12	13	14
5	15	16	17	18	19	20	21
6	22	23	24	25 ER	26	27	28
7	29	30					
						20	30

October 2019							
w	Su	M	Tu	W	Th	F	S
7			1	2	3	4	5
8	6	7	8	9	10	11	12
9	13	14	15	16	17	18 TW	19
10	20	21	22	23	24 PTC	25	26
11	27	28	29	30	31		
						21	51

November 2019							
w	Su	M	Tu	W	Th	F	S
11						1	2
12	3	4	5	6	7	8	9
13	10	11	12	13	14	15	16
14	17	18	19	20	21	22	23
15	24	25	26	27	28	29	30
						18	69

December 2019							
w	Su	M	Tu	W	Th	F	S
15	1	2	3	4	5	6	7
16	8	9	10	11	12	13	14
17	15	16	17	18	19 ER	20	21
18	22	23	24	25	26	27	28
	29	30	31				
						15	84

January 2020							
w	Su	M	Tu	W	Th	F	S
				1	2	3	4
19	5	6	7	8	9	10	11
20	12	13	14	15	16	17 TW	18
21	19	20	21	22	23	24	25
22	26	27	28	29 ER	30	31	
						19	103

February 2020							
w	Su	M	Tu	W	Th	F	S
22							1
23	2	3	4	5	6	7	8
24	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
25	23	24	25	26	27	28	29
						15	118

March 2020							
w	Su	M	Tu	W	Th	F	S
26	1	2	3	4	5	6	7
27	8	9	10	11	12	13	14
28	15	16	17	18 ER	19	20	21
29	22	23	24	25	26	27	28
30	29	30	31				
						22	140

April 2020							
w	Su	M	Tu	W	Th	F	S
				1	2	3	4
30	5	6	7	8	9	10	11
31	12	13	14 TW	15 ER	16	17	18
32	19	20	21	22	23	24	25
33	26	27	28	29	30		
						17	157

May 2020							
w	Su	M	Tu	W	Th	F	S
33						1	2
34	3	4	5	6 ER	7	8	9
35	10	11	12	13	14	15	16
36	17	18	19	20	21	22	23
37	24	25	26	27	28	29	30
38	31					20	177

June 2020							
w	Su	M	Tu	W	Th	F	S
38		1	2	3	4	5	6
39	7	8	9	10	11	12	13
40	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				
						13	190

Totals				
Type	#	Hrs	Min	Total
Full	175	6	20	1108.3
Half (11)	4	3	15	13
Half (12)	11	4	15	46.75
Totals	190			1168.08
PD	PD (other)	11	30	24 + DDD
	Early Release (5)	2	30	

Key	A Day	B Day	Teacher PD/ No Students	Vacation Day	Early Release
	Half-day, Teacher Work Day, ♦End of Card Marking	Final Exam Day	Half-day, PT Conferences		

11:00 Dismissal on: 10/18 10/24, 12/19 and 12/20 12:00 Dismissal on: 9/25, 1/17, 1/29, 3/18, 4/14, 4/15, 5/6, 6/12, 6/15, 6/16, 6/17

APPENDIX C-4
2020-2021 School Year

International Academy - 2020-2021 Calendar

August 2020							
w	Su	M	Tu	W	Th	F	S
							4
	2	3	4	5	6	7	8
1	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
2	23	24	25	26	27	28	29
	30	31				9	9

September 2020							
w	Su	M	Tu	W	Th	F	S
3			1	2	3	4	5
4	6	7	8	9	10	11	12
5	13	14	15	16	17	18	19
6	20	21	22	23 ER	24	25	26
7	27	28	29	30			
					20	29	

October 2020							
w	Su	M	Tu	W	Th	F	S
7					1	2	3
8	4	5	6	7	8	9	10
9	11	12	13	14	15	16	17
10	18	19	20	21	22	23 TW	24
11	25	26	27	28	29 PTC	30	31
					21	50	

November 2020							
w	Su	M	Tu	W	Th	F	S
12	1	2	3	4	5	6	7
13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	21
15	22	23	24	25	26	27	28
16	29	30					
						17	67

December 2020							
w	Su	M	Tu	W	Th	F	S
16			1	2	3	4	5
17	6	7	8	9	10	11	12
18	13	14	15	16	17 ER	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
						15	82

January 2021							
w	Su	M	Tu	W	Th	F	S
						1	2
19	3	4	5	6	7	8	9
20	10	11	12	13	14	15	16
21	17	18	19	20	21	22 TW	23
22	24	25	26	27 ER	28	29	30
	31					19	101

February 2021							
w	Su	M	Tu	W	Th	F	S
23		1	2	3	4	5	6
24	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
25	21	22	23	24	25	26	27
26	28						
						15	116

March 2021							
w	Su	M	Tu	W	Th	F	S
26		1	2	3	4	5	6
27	7	8	9	10	11	12	13
28	14	15	16	17 ER	18	19	20
29	21	22	23	24	25	26	27
30	28	29	30	31			
						22	138

April 2021							
w	Su	M	Tu	W	Th	F	S
30					1 ♦	2	3
	4	5	6	7	8	9	10
31	11	12	13 TW	14 ER	15	16	17
32	18	19	20	21	22	23	24
33	25	26	27	28	29	30	
						16	154

May 2021							
w	Su	M	Tu	W	Th	F	S
33							1
34	2	3	4	5 ER	6	7	8
35	9	10	11	12	13	14	15
36	16	17	18	19	20	21	22
37	23	24	25	26	27	28	29
38	30	31				20	174

June 2021							
w	Su	M	Tu	W	Th	F	S
38			1	2	3	4	5
39	6	7	8	9	10	11	12
40	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
						16	190

Totals				
Type	#	Hrs	Min	Total
Full	175	6	20	1108.3
Half (11)	4	3	15	13
Half (12)	11	4	15	46.75
Totals	190			1168.08
PD	PD (other)	11	30	24 + DDD
	Early Release (5)	2	30	

Key

- A Day
- B Day
- Teacher PD/ No Students
- Vacation Day
- Early Release
- Half-day, Teacher Work Day, ♦ End of Card Marking
- Final Exam Day
- Half-day, PT Conferences

11:00 Dismissal on: 10/23, 10/29, 12/17 and 12/18 12:00 Dismissal on: 9/23, 1/22, 1/27, 3/17, 4/13, 4/14, 5/5, 6/17, 6/18, 6/22, 6/23

APPENDIX C-5 2021 -2022 School Year

International Academy - 2021-2022 Calendar

August 2021							
w	Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
1	15	16	17	18	19	20	21
2	22	23	24	25	26	27	28
3	29	30	31				
					10	10	

September 2021							
w	Su	M	Tu	W	Th	F	S
3				1	2	3	4
4	5	6	7	8	9	10	11
5	12	13	14	15	16	17	18
6	19	20	21	22	23	24	25
7	26	27	28	29 ER	30		
					20	30	

October 2021							
w	Su	M	Tu	W	Th	F	S
7						1	2
8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	16
10	17	18	19	20	21	22 TW	23
11	24	25	26	27	28 PTC	29	30
12	31					20	50

November 2021							
w	Su	M	Tu	W	Th	F	S
12		1	2	3	4	5	6
13	7	8	9	10	11	12	13
14	14	15	16	17	18	19	20
15	21	22	23	24	25	26	27
16	28	29	30				
					18	68	

December 2021							
w	Su	M	Tu	W	Th	F	S
16				1	2	3	4
17	5	6	7	8	9	10	11
18	12	13	14	15	16 ER	17	18
19	19	20	21	22	23	24	25
26	26	27	28	29	30	31	
						13	81

January 2022							
w	Su	M	Tu	W	Th	F	S
							1
19	2	3	4	5	6	7	8
20	9	10	11	12	13	14	15
21	16	17	18	19	20	21 TW	22
22	23	24	25	26 ER	27	28	29
	30	31				20	101

February 2022							
w	Su	M	Tu	W	Th	F	S
23			1	2	3	4	5
24	6	7	8	9	10	11	12
25	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
26	27	28					
					15	116	

March 2022							
w	Su	M	Tu	W	Th	F	S
26			1	2	3	4	5
27	6	7	8	9	10	11	12
28	13	14	15	16 ER	17	18	19
29	20	21	22	23	24	25	26
30	27	28	29	30	31		
						23	139

April 2022							
w	Su	M	Tu	W	Th	F	S
30						1 ♦	2
	3	4	5	6	7	8	9
31	10	11	12 TW	13 ER	14	15	16
32	17	18	19	20	21	22	23
33	24	25	26	27	28	29	30
						15	154

May 2022							
w	Su	M	Tu	W	Th	F	S
34	1	2	3	4	5	6	7
35	8	9	10	11 ER	12	13	14
36	15	16	17	18	19	20	21
37	22	23	24	25	26	27	28
38	29	30	31				29
						21	175

June 2022							
w	Su	M	Tu	W	Th	F	S
39				1	2	3	4
39	5	6	7	8	9	10	11
40	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
						15	190

Totals				
Type	#	Hrs	Min	Total
Full	175	6	20	1108.3
Half (11)	4	3	15	13
Half (12)	11	4	15	46.75
Totals	190			1168.08
PD	PD (other)	11	30	24 + DDD
	Early Release (5)	2	30	

Key

	A Day	B Day	Teacher PD/ No Students	Vacation Day	Early Release
	Half-day, Teacher Work Day, ♦End of Card Marking		Final Exam Day		Half-day, PT Conferences

11:00 Dismissal on: 10/22, 10/28, 12/16 and 12/17 12:00 Dismissal on: 9/29, 1/21, 1/26, 3/16, 4/12, 4/13, 5/11, 6/16, 6/17, 6/20, 6/21

APPENDIX D
Daily Schedules

APPENDIX D-1
Okma Daily Schedules

Daily Schedules – Okma Campus

Regular Day Schedule

First Lunch		
	Start	End
First Block	7:45	9:15
Second Block	9:25	10:55
Lunch	10:55	11:25
Third Block	11:30	1:00
Fourth Block	1:05	2:35

Second Lunch		
	Start	End
First Block	7:45	9:15
Second Block	9:25	10:55
Third Block	11:00	12:30
Lunch	12:30	1:00
Fourth Block	1:05	2:35

Half-Day Schedules

Noon Dismissal		
	Start	End
First Block	7:45	8:45
Second Block	8:50	9:50
Third Block	9:55	10:55
Fourth Block	11:00	12:00

11:00 Dismissal		
	Start	End
First Block	7:45	8:30
Second Block	8:35	9:20
Third Block	9:25	10:10
Fourth Block	10:15	11:00

Passport Schedules

First Lunch		
	Start	End
First Block	7:45	8:45
Second Block	8:50	9:50
Third Block	9:55	10:55
Fourth Block	11:00	12:00

Second Lunch		
	Start	End
First Block	7:45	8:30
Second Block	8:35	9:20
Third Block	9:25	10:10
Fourth Block	10:15	11:00

Daily Schedules

APPENDIX D-2
East Daily Schedules

Daily Schedules – East Campus

Regular Daily Schedule

First Lunch		
	Start	End
1 st Block	7:45	9:15
Passing	9:15	9:20
2 nd Block	9:20	10:50
Lunch	10:50	11:20
Passing	11:20	11:25
3 rd Block	11:25	12:55
Passing	12:55	1:05
4 th Block	1:05	2:35

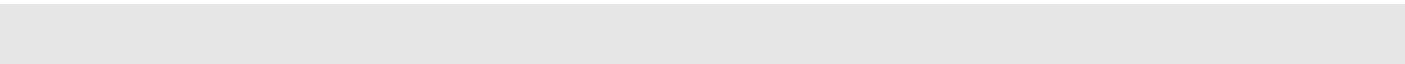
Second Lunch		
	Start	End
1 st Block	7:45	9:15
Passing	9:15	9:20
2 nd Block	9:20	10:50
Passing	10:50	10:55
3 rd Block	10:55	11:40
Lunch	11:40	12:10
Passing	12:10	12:15
3 rd Block	12:15	1:00
Passing	1:00	1:05
4 th Block	1:05	2:35

Third Lunch		
	Start	End
1 st Block	7:45	9:15
Passing	9:15	9:20
2 nd Block	9:20	10:50
Passing	10:50	10:55
3 rd Block	10:55	12:25
Lunch	12:25	12:55
Passing	12:55	1:05
4 th Block	1:05	2:35

Half-day Schedules

Noon Dismissal		
	Start	End
1 st Block	7:45	8:45
Passing	8:45	8:50
2 nd Block	8:50	9:50
Passing	9:50	9:55
3 rd Block	9:55	10:55
Passing	10:55	11:00
4 th Block	11:00	12:00

11:00 a.m. Dismissal		
	Start	End
1 st Block	7:45	8:30
Passing	8:30	8:35
2 nd Block	8:35	9:20
Passing	9:20	9:25
3 rd Block	9:25	10:10
Passing	10:10	10:15
4 th Block	10:15	11:00



Morning Passport Schedule

First Lunch		
	Start	End
1 st Block	7:45	9:05
Passing	9:05	9:10
Passport	9:10	9:55
Passing	9:55	10:00
2 nd Block	10:00	11:20
Lunch	11:20	11:45
Passing	11:45	11:50
3 rd Block	11:50	1:10
Passing	1:10	1:15
4 th Block	1:15	2:35

Second Lunch		
	Start	End
1 st Block	7:45	9:05
Passing	9:05	9:10
Passport	9:10	9:55
Passing	9:55	10:00
2 nd Block	10:00	11:20
Passing	11:20	11:25
3 rd Block	11:25	12:05
Lunch	12:05	12:30
Passing	12:30	12:35
3 rd Block	12:35	1:10
Passing	1:10	1:15
4 th Block	1:15	2:35

Third Lunch		
	Start	End
1 st Block	7:45	9:05
Passing	9:05	9:10
Passport	9:10	9:55
Passing	9:55	10:00
2 nd Block	10:00	11:20
Passing	11:20	11:25
3 rd Block	11:25	12:45
Lunch	12:45	1:10
Passing	1:10	1:15
4 th Block	1:15	2:35

Afternoon Passport Schedule

First Lunch		
	Start	End
1 st Block	7:45	9:00
Passing	9:00	9:05
2 nd Block	9:05	10:20
Lunch	10:20	10:45
Passing	10:45	10:50
3 rd Block	10:50	12:10
Passing	12:10	12:15
4 th Block	12:15	1:30
Passing	1:30	1:35
Passport	1:35	2:35

Second Lunch		
	Start	End
1 st Block	7:45	9:00
Passing	9:00	9:05
2 nd Block	9:05	10:20
Passing	10:20	10:25
3 rd Block	10:25	11:00
Lunch	11:00	11:25
Passing	11:25	11:30
3 rd Block	11:30	12:10
Passing	12:10	12:15
4 th Block	12:15	1:30
Passing	1:30	1:35
Passport	1:35	2:35

Third Lunch		
	Start	End
1 st Block	7:45	9:00
Passing	9:00	9:05
2 nd Block	9:05	10:20
Passing	10:20	10:25
3 rd Block	10:25	11:45
Lunch	11:45	12:10
Passing	12:10	12:15
4 th Block	12:15	1:30
Passing	1:30	1:35
Passport	1:35	2:35

APPENDIX D-3
West Daily Schedules

Daily Schedules – West Campus

Regular Day Schedule

	Start	End
First Block	7:45	9:15
Passing	9:15	9:25
Second Block	9:25	10:55
Passing	10:55	11:00
Third Block	11:00	12:30
Lunch	12:30	1:00
Passing	1:00	1:05
Fourth Block	1:05	2:35

Passport Schedule

	Start	End
First Block	7:45	9:05
Passing	9:05	9:10
Second Block	9:10	10:30
Passing	10:30	10:35
Third Block	10:35	12:00
Lunch	12:00	12:30
Passport	12:30	1:15
Fourth Block	1:20	2:35

Half-Day Schedules

Noon Dismissal

	Start	End
First Block	7:45	8:45
Second Block	8:50	9:50
Third Block	9:55	10:55
Fourth Block	11:00	12:00

11:00 Dismissal

	Start	End
First Block	7:45	8:30
Second Block	8:35	9:20
Third Block	9:25	10:10
Fourth Block	10:15	11:00

APPENDIX E
International Academy Guidance Counselor

Contract Extension:

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

Evening Supervision or Meeting:

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

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

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

Program Development/Supervision:

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

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

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

APPENDIX F

Department Chair Job Description*

Responsibilities include:

- Organize, manage, and direct effective and clear procedures for the operation and functioning of the department consistent with the mission and vision of the International Academy (IA), as well as the continuity of curriculum plan. This includes collaboration necessary to implement Middle Years Programme (MYP) and Diploma Programme (DP) instruction.
- Lead the department through horizontal and vertical articulation of all IB components.
- Work collaboratively with the department to set pacing guidelines for each course including a common assessment calendar.
- Lead an ongoing process to ensure the development, implementation and evaluation of departmental goals and objectives based on reflection of departmental data (student achievement) and discussions.
- Monitor all curricula of the department, developing and modifying when appropriate to ensure that the curricula assists teachers with instruction that meets and exceeds International Baccalaureate (IB) and state requirements.
- Recommend personnel, courses and number of sections so that a master schedule for instructional programs is established. This process includes interviewing prospective teaching candidates.
- Inform administration of the needs, successes, and general operation of the department.
- Meet with new teachers to provide an orientation to school guidelines as it relates to departmental curriculum and instruction.
- Provide guidance to department members on how to assist students who may be experiencing academic difficulties.
- Keep the department staff informed and seek ideas for improvement of the school through regular departmental meetings. Distribute minutes of the meetings to administration.
- Attend all Cabinet meetings. Serve as the department's representative on IA's administrative team. Keep the department staff informed of school initiatives, policies and the like.
- Develop and recommend to the principal purchases for the department, including textbooks and other educational resources.
- Maintain an inventory of departmental supplies as needed.
- Maintain communication with parents regarding departmental initiatives.
- Maintain positive, cooperative, and mutually supportive relationships with administration, staff, students and parents.
- Perform other relevant duties as assigned by administration.
- Communicate all IB requirements to teachers including deadlines, formatting and proper storage and handling of student work.
- Oversee and ensure that all members of the department meet the IB deadlines established by the IB Coordinator for submission of internal assessment scores, predicted grades, eCoursework verification and additional IB requirements including the coordination and submission of all moderated internal assessments.

***The responsibilities are subject to change at the discretion of administration.**

Not part of contract

APPENDIX G

Mentor/Mentee Committee Chair Job Description*

There will be one chairperson for the school. The position must be pre-approved by the principal, and will be based on the number of mentees in the program.

Responsibilities include:

- Coordinate, prepare, and distribute meeting agendas and minutes.
- Take attendance for all meetings.
- Report relevant information to Associate Principal in charge of Professional Development and KALPA.
- Reflect and report to Administration on program status and teacher needs.
- Meet annually with mentor/mentee committee to evaluate past year, to plan for following year, and to set yearly goals.
- Other relevant duties, as assigned.
- Subject to modification by Administration.

***This job classification is subject to change at the discretion of administration.**

NOT PART OF LETTER OF UNDERSTANDING