



School District of the City of Pontiac

Darryl Segars, General Counsel

MEMORANDUM OF UNDERSTANDING

March 27, 2018

This memorandum is to memorialize the agreement between the School District of the City of Pontiac (District) and the Pontiac Education Association (PEA). The Parties have agreed to the attached 2017-2018 amended calendars for Pontiac Middle School (PMS), Pontiac High School (PHS), and the International Technology Academy (ITA).

 3-27-18

Aimee McKeever
PEA President

Date

 3-27-18

Kelley Williams
Superintendent

Date

2017-2018 CALENDAR Final

District: Pontiac	Building: Pontiac High School
Building/Program: Pontiac High School	Count Date: October 4, 2017

Full day of instruction: 6 Hours 31 Minutes

INSTRUCTIONS:

Calendar:
 Replace calendar date with the following letter codes:
 X = no instruction
 HD = half day
 O = partial day
 PD = professional development
 IP = instruction + professional development

Enter monthly data in boxes as follows:
 Yellow boxes = hours/minutes per day.
 Blue boxes = number of instructional days.
 Tan boxes = professional development hours. **NOTE: convert minutes into decimal hours by dividing by 60 or refer to Conversion Table.**
 Green box = maximum allowable PD hours (388.1701, Sec 101(10)).
 Rose boxes contain formulas and will automatically compute.

1							
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31		0	0	0.00
Half Day				0	0	0.00
Partial Day				0	0	0.00
July Total			0	0	0	0.00
PD Year to Date Total:						0.00

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	PD	PD	PD	26
27	PD	PD	TP	C		

Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31		0	0	0.00
Half Day				0	0	0.00
Partial Day				0	0	0.00
August Total			0	0	0	0.00
PD Year to Date Total:						0.00

September						
S	M	T	W	T	F	S
						X
3	X	5	6	7	8	9
10	11	12	IP	14	15	16
17	18	19	20	21	22	23
24	25	26	IP	28	29	30

Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31	17	110	47	110.78
Half Day/PD	3	46	2	7	32	7.53
Partial Day				0	0	0.00
September Total			19	117	79	118.32
PD Hours						0.00
PD Year to Date Total:						0.00

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	IP	19	20	21
22	23	24	IP	26	27	28
29	30	31				

Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31	20	130	20	130.33
Half Day/PD	3	46	2	7	32	7.53
Partial Day				0	0	0.00
October Total			22	137	52	137.87
PD Hours						0.00
PD Year to Date Total:						0.00

Oct. 4, 2017
Fall Count

November						
S	M	T	W	T	F	S
		1	2	HD		4
5	6	7	8	9	10	11
12	13	PT	PT	16	17	18
19	20	21	HD	X	X	25
26	27	28	29	30		

Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31	16	104	16	104.27
Half Day	3	46	4	15	4	15.07
Partial Day				0	0	0.00
November Total			20	119	20	119.33
PD Hours						0.00
PD Year to Date Total:						0.00

1st M.P.
Nov. 3, 2017

December						
S	M	T	W	T	F	S
					1	2
3	4	5	IP	7	8	9
10	11	12	IP	14	15	16
17	18	19	20	21	22	23
24	X	X	X	X	X	30
31						

Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31	14	91	14	91.23
Half Day/PD	3	46	2	7	32	7.53
Partial Day				0	0	0.00
December Total			16	98	46	98.77
PD Hours						0.00
PD Year to Date Total:						0.00

January						
S	M	T	W	T	F	S
	X	X	X	X	X	6
7	8	9	IP	11	12	13
14	X	16	17	18	19	20
21	22	23	HD	HD	TP	27
28	29	30	31			

Length of Day						
Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31	13	84	43	84.72
Half Day/PD	3	46	3	11	18	11.30
Partial Day				0	0	0.00
January Total			16	Instructional Hrs		96.02
				PD Hours		0.00
				PD Year to Date Total:		0.00

2nd M.P.
Jan. 25, 2018

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	IP	8	9	10
11	12	13	14	15	X	17
18	X	20	IP	22	23	24
25	26	27	28			

Length of Day						
Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31	16	104	16	104.27
Half Day/PD	3	46	2	7	32	7.53
Partial Day				0	0	0.00
February Total			18	Instructional Hrs		111.80
				PD Hours		0.00
				PD Year to Date Total:		0.00

2nd Count
Feb. 14, 2018

March						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	IP	15	16	17
18	19	20	IP	22	23	24
25	26	27	28	29	X	31

Length of Day						
Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31	19	123	49	123.82
Half Day/PD	3	46	2	7	32	7.53
Partial Day				0	0	0.00
March Total			21	Instructional Hrs		131.35
				PD Hours		0.00
				PD Year to Date Total:		0.00

April						
S	M	T	W	T	F	S
1	X	X	X	X	X	7
8	9	T	HD	12	HD	14
15	16	17	18	19	20	21
22	23	PT	PT	26	27	28
29	30					

Length of Day						
Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31	11	71	41	71.68
Half Day	3	46	4	15	4	15.07
Testing Day	5	50	1	5	50	5.83
April Total			16	Instructional Hrs		92.58
				PD Hours		0.00
				PD Year to Date Total:		0.00

3rd M.P.
Apr. 13, 2018

May						
S	M	T	W	T	F	S
		1	IP	3	4	5
6	7	8	9	10	11	12
13	14	15	IP	17	18	19
20	21	22	21	24	X	26
27	X	29	30	31		

Length of Day						
Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31	19	123	49	123.82
Half Day	3	46	2	7	32	7.53
Partial Day						
May Total			21	Instructional Hrs		131.35
				PD Hours		0.00
				PD Year to Date Total:		0.00

June						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	HD	HD	HD	16
17	X	X	X	X	X	23
24	X	X	X	X	X	30

Length of Day						
Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31	8	52	8	52.13
Half Day/PD	3	46	3	11	18	11.30
Half Day				0	0	0.00
June Total			11	Instructional Hrs		63.43
				PD Hours		0.00
				PD Year to Date Total:		0.00

4th M.P.
Jun. 15, 2018

5-Sep-17	Total Full Days YTD	153	@	997.05
Last day of instruction for pupils	Half Days	26		97.93
15-Jun-18	Partial Days	1		5.83
	Total Days	180	Total PD Hrs	0.00
	*Countable PD Hours (388.1701, Sec. 101(10))			0.00
	Total Instructional Hours			1100.82

* ONLY IF CBA in effect as of 7/1/13 included calendar with PD as instructional hours.

I verify the information provided is accurate to the best of my knowledge. I certify that the district acknowledges that its hours of professional development are "qualifying professional development" hours as required under SAA Section 101(10).

Signature:

Date:

2017-2018 CALENDAR Final

District: Pontiac	Building: Pontiac Middle School - REVISED
Building/Program: Pontiac Middle School - REVISED	Count Date: October 4, 2017

Full day of instruction: 6 Hours 31 Minutes

INSTRUCTIONS:

<p>Calendar: Replace calendar date with the following letter codes: X = no instruction HD = half day O = partial day PD = professional development IP = instruction + professional development</p>	<p>Enter monthly data in boxes as follows: Yellow boxes = hours/minutes per day. Blue boxes = number of instructional days. Tan boxes = professional development hours. NOTE: convert minutes into decimal hours by dividing by 60 or refer to Conversion Table. Green box = maximum allowable PD hours (388.1701, Sec 101(10)). Rose boxes contain formulas and will automatically compute.</p>
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July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Length of Day						
Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31		0	0	0.00
Half Day				0	0	0.00
Partial Day				0	0	0.00
July Total			0	Instructional Hrs		0.00
PD Year to Date Total:						0.00

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	PD	PD	PD	26
27	PD	PD	TP	C		

Length of Day						
Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31		0	0	0.00
Half Day				0	0	0.00
Partial Day				0	0	0.00
August Total			0	Instructional Hrs		0.00
PD Hours						0.00
PD Year to Date Total:						0.00

September						
S	M	T	W	T	F	S
						X 2
3	X	5	6	7	8	9
10	11	12	IP	14	15	16
17	18	19	20	21	22	23
24	25	26	IP	28	29	30

Length of Day						
Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31	17	110	47	110.78
Half Day/PD	3	46	2	7	32	7.53
Partial Day				0	0	0.00
September Total			19	Instructional Hrs		118.32
PD Hours						0.00
PD Year to Date Total:						0.00

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	IP	19	20	21
22	23	24	IP	26	27	28
29	30	31				

Length of Day						
Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31	20	130	20	130.33
Half Day/PD	3	46	2	7	32	7.53
Partial Day				0	0	0.00
October Total			22	Instructional Hrs		137.87
PD Hours						0.00
PD Year to Date Total:						0.00

Oct. 4, 2017
Fall Count

November						
S	M	T	W	T	F	S
		1	2	HD		4
5	6	7	8	9	10	11
12	13	PT	PT	16	17	18
19	20	21	HD	X	X	25
26	27	28	29	30		

Length of Day						
Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31	16	104	16	104.27
Half Day	3	46	4	15	4	15.07
Partial Day				0	0	0.00
November Total			20	Instructional Hrs		119.33
PD Hours						0.00
PD Year to Date Total:						0.00

1st M.P.
Nov. 3, 2017

December						
S	M	T	W	T	F	S
						1 2
3	4	5	IP	7	8	9
10	11	12	IP	14	15	16
17	18	19	20	21	22	23
24	X	X	X	X	X	30
31						

Length of Day						
Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31	14	91	14	91.23
Half Day/PD	3	46	2	7	32	7.53
Partial Day				0	0	0.00
December Total			16	Instructional Hrs		98.77
PD Hours						0.00
PD Year to Date Total:						0.00

January						
S	M	T	W	T	F	S
	X	X	X	X	X	6
7	8	9	IP	11	12	13
14	X	16	17	18	19	20
21	22	23	HD	HD	TP	27
28	29	30	31			

Length of Day						
Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31	13	84	43	84.72
Half Day/PD	3	46	3	11	18	11.30
Partial Day				0	0	0.00
January Total			16	Instructional Hrs		96.02
				PD Hours		0.00
				PD Year to Date Total:		0.00

2nd M.P.
Jan. 25, 2018

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	IP	8	9	10
11	12	13	14	15	X	17
18	X	20	IP	22	23	24
25	26	27	28			

Length of Day						
Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31	16	104	16	104.27
Half Day/PD	3	46	2	7	32	7.53
Partial Day				0	0	0.00
February Total			18	Instructional Hrs		111.80
				PD Hours		0.00
				PD Year to Date Total:		0.00

2nd Count
Feb. 14, 2018

March						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	IP	X	16	17
18	19	20	IP	22	23	24
25	26	27	28	29	X	31

Length of Day						
Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31	18	117	18	117.30
Half Day/PD	3	46	2	7	32	7.53
Partial Day				0	0	0.00
March Total			20	Instructional Hrs		124.83
				PD Hours		0.00
				PD Year to Date Total:		0.00

April						
S	M	T	W	T	F	S
1	X	X	X	X	X	7
8	9	10	11	12	HD	14
15	16	17	18	19	20	21
22	23	PT	PT	26	27	28
29	30					

Length of Day						
Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31	13	84	43	84.72
Half Day	3	46	3	11	18	11.30
Partial Day				0	0	0.00
April Total			16	Instructional Hrs		96.02
				PD Hours		0.00
				PD Year to Date Total:		0.00

3rd M.P.
Apr. 13, 2018

May						
S	M	T	W	T	F	S
		1	IP	3	4	5
6	7	8	9	10	11	12
13	14	15	IP	17	18	19
20	21	22	21	24	X	26
27	X	29	30	31		

Length of Day						
Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31	19	123	49	123.82
Half Day	3	46	2	7	32	7.53
Partial Day						
May Total			21	Instructional Hrs		131.35
				PD Hours		0.00
				PD Year to Date Total:		0.00

June						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	HD	HD	HD	16
17	HD	X	X	X	X	23
24	X	X	X	X	X	30

Length of Day						
Type of Day	Hours/Day	Minutes/Day	# of Days	Hrs	Mins	Total Hours
Full	6	31	8	52	8	52.13
Half Day/PD	3	46	4	15	4	15.07
Half Day				0	0	0.00
June Total			12	Instructional Hrs		67.20
				PD Hours		0.00
				PD Year to Date Total:		0.00

4th M.P.
Jun. 15, 2018

5-Sep-17	Total Full Days YTD	154	@	1003.57
Last day of instruction for pupils	Half Days	26		97.93
15-Jun-18	Partial Days	0		0.00
	Total Days	180	Total PD Hrs	0.00
	*Countable PD Hours (388.1701, Sec. 101(10))			0.00
	Total Instructional Hours			1101.50

* ONLY IF CBA in effect as of 7/1/13 included calendar with PD as instructional hours.

I verify the information provided is accurate to the best of my knowledge. I certify that the district acknowledges that its hours of professional development are "qualifying professional development" hours as required under SAA Section 101(10).

Signature: _____

Date: _____