

# The International Academy Letter of Understanding



*August 2025 - June 2029*

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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 the terms and conditions of employment for teachers employed by Consortium Districts and assigned to the International Academy. The International Academy is a consortium of public school districts that 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:

### **ARTICLE I: DURATION OF AGREEMENT**

This agreement with respect to the International Academy (the Academy) will be in effect July 1, 2025, through June 30, 2029.

### **ARTICLE II: SELECTION OF PERSONNEL, TRANSFERS, TERMINATIONS & 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 homeschool 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 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 provided in an electronic format to Districts.

#### **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.

### **ARTICLE III: 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 and hours worked beyond the regular work year and day.**

For required days and hours 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. Pay Frequency:**

The total stipend shall be paid as part of the teachers' regular salary commensurate with the bargained number of pay periods permitted in their home district contract.

Stipends shall be paid when the teacher is on paid leave of absence commensurate with home district collective bargaining agreements.

#### **C. SPECIAL COMPENSATION**

##### **1. Optional Enrichments, Orientation Activities**

a. 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.

b. 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.

c. All teacher-sponsored enrichment activities will be submitted to the enrichment coordinator for review and are subject to administrative approval. The enrichment coordinator shall notify in writing of any enrichment activity that is not approved. Approval will include the completion of the pre-enrichment payment agreement.

d. International Academy teachers who plan or participate in these activities will be compensated at \$32 per hour curriculum rate. Payment shall be made no later than the second pay period following the teacher's submission of the required documentation.

e. Proctoring outside of the workday shall be paid at \$32 per hour curriculum rate.

##### **f. Enrichment Hours**

i. The 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.

ii. Domestic and International Trips: Only the lead chaperone will be paid. The number of hours should not exceed 40 hours. The trip leader will be paid up to 8 hours for planning purposes.

iii. Enrichment Classes: For enrichment classes, teachers will be paid up to 28 hours per enrichment led, with a maximum of 20 hours of instruction and a maximum of 8 hours of planning. Teachers wishing to start a new enrichment should submit a proposal to the Enrichment Coordinator for consideration.

iv. Maximum payment may include up to eight (8) hours of preparation time.

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

**3. Extended Essay:**

Teachers supervising Extended Essay students beyond more than one of the campus average shall be compensated at the curriculum rate according to the number of hours spent on Extended Essay work up to five (5) hours per student. For example, if the campus average is 4.12 and the teacher is assigned 6 students, this language shall apply.

Language will be added to the Teacher Handbook that states that the official due date is not the end of the Extended Essay process.

**ARTICLE IV: SUPPLEMENTAL ACTIVITIES and CLUB PAY**

**A. Compensation**

1. Teachers will be compensated for each supplemental club, organization or duty performed in accordance with the schedule in Appendix B.
2. Remuneration may be divided between staff members who co-sponsor a club or organization with the written approval of all sponsors involved and the principal.
3. Teachers shall provide written notification of interest in a club advisor by September 15<sup>th</sup>.
4. The principal will notify each club sponsor of their stipend amount in writing by the end of September.
5. Teachers shall be paid for clubs/organizations before the end of the school year.

**B. Prior Approval:** Appendix B activities shall have the prior approval of the principal. It is understood that certain activities will occur outside of the teacher workday.

**C. Guidelines for Clubs**

1. Teachers shall apply to the building administrator to be club/organization advisors for a new club no later than the second week of the school year. The Labor Management Council shall determine new advisor compensation if approved.
2. Clubs will be established at the building level based on:
  - a. Budget and financial considerations.
  - b. Student and staff interest.
  - c. Administration approval.
3. A minimum of 12 students must actively participate in the club.
4. The sponsor of a full-time club must provide a meeting or activity a minimum of 18 hours during the school year.
5. Teachers who co-sponsor clubs may share the co-curricular stipend on a prorated basis.
6. Stipend pay for clubs shall be determined according to the “Co and Extra Curricular Pay List” found in Appendix B

## **ARTICLE V: DEPARTMENT CHAIRS**

The job description for Department Chairs shall be set forth in the IA Teacher Handbook.

A Department Chair shall be selected from the teaching staff for each of the following departments: Literature, History, Math, Theory of Knowledge, Personal Project, French/German, Spanish, Chemistry, Physics, Biology, Economics, Art, Music, Physical Education/Health, and Counseling.

By May 1st of the last year of the Chair's term, the Administration will notify the department chair in writing, which includes email, of a request for a recommendation. Each department may bring forth a recommendation to the principal for consideration. The department chair shall solicit interest in the position from all members of the department and facilitate obtaining a recommendation to be shared with the administrative liaison. The department chair shall have thirty (30) calendar days upon receipt of notification to present in writing the recommendation in order for it to be considered by the administration. Administration is not obligated to select the department member recommended, but Administration shall not make the final selection without first receiving and considering the department's recommendation. The administration will interview all interested candidates. Two active department heads from other departments shall be part of the interview team. The Administration should provide feedback to candidates who interviewed and were not chosen to be department heads.

The department chair shall serve for a term of three (3) years. If no recommendation is made and no department member wishes to serve as department chair, then the current department chair's term may be extended on a year-by-year basis.

If a Department Chair position becomes vacant during the school year for an extended period of time, then the Administration maintains discretion to fill the vacancy for the duration of the absence, up to the end of the school year, with an Interim Department Chair. The primary Department Chair may return to the position; if not, the process outlined above will take place.

The Department Chair shall be paid according to the Co and Extra Curricular Pay list in Appendix B

## **ARTICLE VI: WORK YEAR FOR STAFF (Calendars attached as Appendix C)**

### **A. Work Year:**

For the duration of this contract, teachers are required to work **186** days, which includes **180** student days. One teacher workday will include a conference compensation day, where teachers are not required to report to work. (Refer to calendar in Appendix C)

The calendar shall be negotiated and mutually agreed upon.

### **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 **180** instructional days. In addition, students will be scheduled for enrichment/orientation days.

### **D. Calendar Days:**

Two early release days a year shall be inserted in the school calendar for the purposes of individual or small group teacher management of Extended Essay, Internal and External Assessment, MYP and DP Curriculum Alignment,

Approaches to Teaching and Learning coordination, and any IB related requirements.

**E. Grading Days:**

For management responsibilities related to IB assessed components, with prior administrative approval, each teacher may take up to two (2) grading days each semester. Grading days shall occur at the campus building and only if substitute teacher coverage is secured. Additional days may be approved by the building administrator.

**F. Curriculum Night:**

Teachers are required to attend the Curriculum Night as identified in the school calendar. Curriculum Night shall be held by the end of the third full week of school and scheduled in conjunction with the LMC.

**G. Parent/Guardian/Teacher Conferences:**

Conferences should be scheduled for two (2) days in the fall. The format of parent-teacher conferences shall be discussed through the Labor Management Council. The first session of Conferences shall be scheduled on Wednesday from 5 pm-8 pm. The second and third sessions of conferences shall be on Thursday from 1-4 pm and 5-8 pm. Each teacher shall be given an opportunity to choose up to three (3) five-minute (5) breaks during each scheduled conference block. Teachers are permitted to place these breaks consecutively on the schedule. Conference days and formats should be established before the end of the prior school year.

**H. School Counselor:**

1. **Extend Workdays:** The need may arise to extend the counselor's ~~contract~~ workdays beyond the teacher's contract for a maximum of four (4) days as determined by the principal. These four (4) days will be paid at their per diem rate.
2. **Program Development/Supervision:** Counselors may be required by the building administrator to organize, develop, and/or supervise the following as part of their regular duties. The principal will assign these duties in coordination with the counselors:
  - **Paid Duties**
    - *Honors Convocation (11 & 12-Appendix B)*
    - *Graduation Planning (Appendix B)*
    - *Freshman Orientation (Curriculum rate)*
  - **During the Workday Duties**
    - *College planning meetings with family*
    - *Middle School Outreach*
    - *Counseling Curriculum*
  - **After the Workday Duties**
    - *College/Career Panel*
    - *IA Enrollment Nights (Up to 2)*
    - *Financial Aid Information Night*
3. If there is more than one counselor in a building, a counselor may be assigned a course. Counselors assigned a course should maintain a lower caseload than other full-time counselors and receive a proportionate amount of prep time during the school day to teaching load.

**ARTICLE VII: 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.

## **ARTICLE VIII: 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 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 campus 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 ten (10) workdays after receipt of such grievance, the campus principal shall schedule a meeting with the aggrieved member. This meeting may be attended by the Association representative.

b. Within ten (10) workdays after the conclusion of the Step One meeting, the campus 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) workdays after the Step One meeting, the grievant(s) may present the grievance in writing to the Tri-Campus Grievance Committee. The Tri-Campus 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, if possible. Within ten (10) workdays, the Grievance Committee shall schedule a meeting which may be attended by the grievant(s), the Association representative and the campus principal.

b. Within ten (10) workdays 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) workdays 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. Timelines 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).

**ARTICLE IX: TEACHING SCHEDULE**

**A. Daily Schedule:**

1. Daily Schedule Varies by Day

- a. The normal daily schedule for teachers is **seven (7) hours and fifty (50) minutes per day, on Monday, and two (2) other designated days of the week.** Teacher report and end times shall be flexible to maintain a seven (7) hour and fifty (50) minute day as long as they provide a minimum of forty-five (45) minutes of office hour time availability after the student school day in their instructional space. For example, if the teacher reports to work at 7:30am, they would be expected to work until 3:20 that day.
- b. The normal daily schedule for teachers is **seven (7) hours, on Friday and one (1) other designated day of the week.**
- c. Staff shall be required to publicly post their office hours to students subject to the approval their building principal.

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 normal daily schedule.

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).

**2. Fifth Block (for Music Teachers):**

With mutual consent of the teacher and the administrator, music teachers may be assigned to teach a Fifth Block course that enhances the musical program during the school year. The Fifth Block course schedule shall be mutually agreed upon by the teacher and building administrator prior to the start of the school year.

A music teacher instructing a Fifth Block course that meets a total of 45-55 hours per year will receive a one-semester release time block or 1/16 of their salary.

A music teacher instructing a Fifth Block course that meets 90-110 hours per year, the teacher will receive one of the following:

- two semesters release blocks or
- 1/8 of their salary or
- One semester of release time and 1/16 of their salary

Every attempt will be made by the administration to schedule the release time block for the first or last period of the regular school day.

**B. Homeroom/Seminar:**

The normal teacher schedule may include a homeroom/seminar that is not intended to exceed an average of forty-five (45) minutes weekly.

Teachers shall be provided an agenda for, homerooms/seminars no less than twenty-four (24) hours prior to the homeroom's/seminar's start time.

**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.** For teachers assigned to five or more preparations per semester, where possible, the teacher shall be provided an extra planning period for each teacher has five or more preps. If scheduling does not permit this allocation, the teacher shall be compensated at Category A of Appendix B for each semester for each additional prep of five or more when the additional planning period is unscheduled. For the purpose of this provision, a Product Team shall be considered a preparation.

Music performing ensemble courses may be counted as one prep by type (band, choir, and orchestra count as three types). For example, Symphonic Band, Jazz Band, and Concert Band scheduled over three instructional blocks are considered one prep. All other courses shall be considered a separate preparation.

**E. Multiple Preps in the Same Class Period**

The scheduling of two course preps in the same class period for an individual teacher should be avoided where possible in the best interest of student learning and is prohibited except in the case of the Fine Arts, with consultation of the teacher.

Where two distinct and related course preps are scheduled in the same period, the teacher shall be compensated by the following categories in Appendix B, per course preparation, per semester.

- Up to 9 students in the combined courses - Category C
- 10-19 students in the combined courses - Category B
- 20+ students in the combined courses - Category A

For the purposes of this article, Ab Initio classes do not count as an additional prep.

When a teacher is assigned two distinct but related courses in the same class period, that will be considered a single prep for the purposes of Article IX.D.

**F. Block Schedules:**

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 appropriate Labor Management Council for consideration, which may make non-binding recommendations to the Administration.

**G. Lunch:**

There shall be a daily, thirty (30) minute, duty-free lunch.

**H. Staff or Professional Development Meetings**

After school staff or professional development meetings should end by 3:30 pm. To the best extent possible, there shall be no more than two (2) required after-school meetings a week and no more than four (4) a month. Notice of scheduled staff or professional development meetings should be provided by Thursday for the following week.

## **ARTICLE X: ACADEMIC FREEDOM**

The parties seek to educate young people in the democratic tradition and foster their recognition of both individual freedom and social responsibility while aiming to develop inquiring, knowledgeable, and caring students through intercultural understanding and respect. Educators have an obligation to encourage students to uncover bias, to think, and to draw objective conclusions.

Responsible teaching shall be encouraged for all educators, who shall exercise such responsibility within the framework of the IB curriculum and school policy. Educators are also encouraged to teach each student in the best manner suitable to their capabilities. Within this framework, no special limitations shall be placed upon study and investigation of facts and ideas concerning human society, the physical and biological world, and other branches of learning. Educators shall encourage students to study varying points of view and respect their right to form their own judgments. In doing so, educators shall be allowed to interpret and use the writings of others and educational research with intellectual honesty.

Specific guidelines regarding student learning pacing guides and common assessments shall be provided in the IA Teacher Handbook.

## **ARTICLE XI: PROFESSIONAL DEVELOPMENT**

Days/hours will be conducted as follows:

- A. The International Academy will provide a minimum of thirty (30) professional development hours. Teachers shall attend professional development hours offered as part of the school calendar unless they have an excused absence as delineated in their home district's absence policy. Teachers who fall below the state-recommended thirty (30) hours of annual professional development are encouraged to find additional opportunities, whether within or outside the IA, to avoid falling short of the 150 hours needed to renew their certification. Probationary teachers will be responsible for additional hours of professional development to meet any statutory requirements.
- B. Additional required professional development which is assigned outside the bargained PD calendar shall be compensated at the curriculum rate, or teachers shall be provided additional time during the workday to complete the assigned work. The choice between payment or provision of additional time is at the discretion of the administration. This does not include off-site IB training but does include online modules and training for standardized and IB testing.
- C. State-mandated training should be completed through the employee's hiring district no later than October 30 or when due by the home district, whichever is earlier. Examples would include bloodborne pathogens, Title IX, Seclusion and Restraint, etc.

Teachers can designate up to 4 office hours sessions before the end of October for completion of on-line PD modules.

### **D. Professional Development Committee**

- 1. The Administration and Association agree to the establishment of a joint Professional Development Committee ("PDC"). Each party shall elect members to this committee; however, Administration may appoint its representatives in the event none are elected. The teaching staff shall appoint a teacher as a lead faculty member to serve jointly with the lead administrator. The charge of the committee shall be to:
  - a. Establish a professional development building and/or tri-campus calendar coordinated with the bargained IA school calendar. Prior to the end of the school year, the committee shall issue a calendar and agenda for the first day of all staff PD for the following school year. Additionally, within the two weeks of the new school year, the committee shall develop a year-long professional development plan and calendar.

- b. Design and implement appropriate learning and development opportunities to address new and continuing education programs consistent with the IB program.
2. In selecting professional development opportunities, the committee shall garner feedback from students and staff consistent with the needs of the IB learning community. The feedback shall be considered in determining future professional development.
3. The Committee shall set a schedule at the beginning of the school year and shall meet at least once per semester, with necessary additional meetings being held at the request of either, and the approval of both, the lead administrator of the committee of the committee and the professional development chair. The scheduling of meetings shall to the best extent possible not take place during instructional time. Meetings may be cancelled by mutual consent of each party.
4. The Administration shall have the authority to enact professional development as required by law or the IB program.

**ARTICLE XII: 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.

**ARTICLE XIII: IA COUNCILS**

**A. FACULTY ADVISORY COUNCIL**

1. The Administration and Association agree to the establishment of an Advisory Council (“FAC”) at each building. The FAC will consist of administrator(s), a teacher advisory chair, and faculty representatives. The FAC will meet once each month, with necessary additional meetings being held at the request of either the administrator or the advisory chair. Meetings may be cancelled by mutual consent of each mutual consent of each party.
2. The FAC members will exchange and review proposals and make recommendations on building matters of mutual concern. Three (3) school days prior to such meetings, the parties shall exchange in writing the topics they desire to be covered. Such matters may include:
  - a. Assist and provide input in the formulation of the agenda and scheduling of a building’s general staff meetings and in the evaluation of such meetings.
  - b. Review, advise, and make recommendations to the administration on building operational matters. This includes obtaining feedback on and evaluation of all of the above.
  - c. Establish on an ad-hoc basis a tri-campus faculty advisory council to address issues which impact all three campuses.

**B. LABOR MANAGEMENT COUNCIL**

1. The parties agree to the establishment of a Labor Management Council (“LMC”). The LMC shall operate under the following terms and conditions:
  - a. The purpose of the LMC is to:
  - b. Discuss, review, and resolve problems or concerns regarding the implementation and maintenance of the IA Letter of Understanding.
  - c. Maintain positive labor-management relations by addressing contractual issues or disputes between the parties.
  - d. Address issues germane to the IA Letter of Understanding and impacts therefrom at all three campuses.
  - e. The LMC would not have jurisdiction to resolve grievances or as a forum for bargaining

2. The Administration shall meet up to four (4) times a year with the Association's Labor Management Team or by mutual consent. The members of the LMC will determine meeting dates at the beginning of the school year. Meetings may be cancelled by mutual consent.
3. Three (3) school days prior to such meetings, the parties shall exchange in writing the topics they desire to be covered.

#### **ARTICLE XIV: TEACHING EVALUATION**

- A. **Fiscal Agent:** Teachers will be evaluated based on the fiscal agent's education association's language. In instances where teachers are split between campuses, they will follow the language of the campus with the higher portion of FTE. If they are evenly split between campuses, they will follow the fiscal agent's language that most closely aligns to their home district.
- B. **Training:** Teachers shall be provided training in accordance with the fiscal agent's education association's language. The training shall occur during contractually scheduled time, such as staff meetings or professional development time.
- C. **Home District:** If the teacher's home district administration wishes to conduct observation(s) and be directly involved in their employee's evaluation process, they may do so. The representative of the home district shall inform the IA Administration, teacher, and Association of their involvement and the reason for doing so. If the home district will be conducting the observations, an IA building administrator shall be present during observations and post-observation meetings.
- D. Any changes to IA evaluation parameters listed above shall be determined through the negotiation process between the Association and the Consortium and any alteration herein shall be mutually agreed upon by both parties.

#### **ARTICLE XV: OTHER ISSUES**

##### **A. Evaluation of Support Staff**

Teachers will not evaluate support staff but will work with the 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 workday. 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 \$32 per hour.

#### **F. Parent/Guardian/Teacher Conferences**

Teachers shall receive a conference compensation day for fall Parent-Teacher Conferences. The conference compensation day will be bargained into the yearly calendar as a teacher workday.

#### **G. Mentorship Program**

The Administration and Association shall work together to maintain the viability of the current IA Mentoring Program, which shall be overseen by the Professional Development Committee in conjunction with the Mentor Program Chair.

Administration may employ the following conditions:

- Training for teacher mentors.
- Sharing the IA Mentoring Program guidelines and any updates with staff.
- Connecting new teacher needs/requirements to professional development offerings.
- Maintaining a data curtain to ensure confidentiality and to prevent influence on the mentee evaluation.
- Assignment of mentee/mentor to be made by building administrators.
- Making a good faith effort to ensure that the mentor teaches the same subject and be assigned to the same building as the mentee.
- Placing teachers new to the IA but with previous teaching experience in year two (2) or three (3) of the program.
- Establishing a mentor coordinator to oversee the program and an assistant at each of the other two campuses.
- Regularly reviewing and assessing the program to ensure program is meeting the needs of teachers and mentees.

#### **H. New Courses and Updated Curriculum**

In instances where a new course is determined to be offered for the following school year, the administration will identify the new teacher as soon as possible. When the new teacher is identified prior to the end of the current school year, coverage will be provided so that they may begin planning. Up to two (2) full school days shall be provided.

Teachers may be provided additional D3 days and/or individual curriculum planning days for the updated curriculum.

If time cannot be provided during the school year, then a teacher shall be provided up to 24 hours and paid at the curriculum rate during the summer to develop the curriculum.

#### **I. Teacher Handbook:**

An IA Teacher Resource Handbook shall be created that contains important information for all Staff.

The Administration and teachers shall be in charge of creating and maintaining the IA Teacher Resource Handbook.

#### **J. 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 June 5, 2025. The International Academy teachers ratified the agreement on June 13, 2025.

The parties for the Consortium School Districts and Education Associations have executed this Agreement by the duly-authorized representatives as indicated below.

### FOR THE ACADEMY

<u><i>Lynne Gibson</i></u> <small>Lynne Gibson (Oct 8, 2025 09:39:39 EDT)</small>	<u>10/08/2025</u>
Lynne Gibson, IA Central Campus	Date
<u><i>Ryan Parrott</i></u> <small>Ryan Parrott (Oct 6, 2025 08:39:27 EDT)</small>	<u>10/06/2025</u>
Ryan Parrott, IA West Campus	Date
<u><i>Patrick Griffin</i></u>	<u>10/08/2025</u>
Patrick Griffin, IA East Campus	Date

### FOR THE ASSOCIATION

<u><i>Maureen F Convery</i></u> <small>Maureen F Convery (Sep 25, 2025 15:11:19 EDT)</small>	<u>09/25/2025</u>
Maureen Convery, IA West	Date
<u><i>Nichole L Mayes</i></u> <small>Nichole L Mayes (Sep 25, 2025 15:16:30 EDT)</small>	<u>09/25/2025</u>
Nichole Mayes, IA East	Date
<u><i>Samantha K. Heffelbower</i></u> <small>Samantha K. Heffelbower (Sep 26, 2025 08:46:32 EDT)</small>	<u>09/26/2025</u>
Sam Heffelbower, IA West	Date
<u><i>Kelly Paterson</i></u> <small>Kelly Paterson (Oct 8, 2025 20:58:33 EDT)</small>	<u>10/8/25</u>
Kelly Paterson, IA East	Date
<u><i>Catherine Hennessy</i></u> <small>Catherine Hennessy (Sep 26, 2025 09:54:07 EDT)</small>	<u>09/26/2025</u>
Catherine Hennessy, IA Central	Date
<u><i>Drew Shankles</i></u> <small>Drew Shankles (Sep 26, 2025 10:14:58 EDT)</small>	<u>09/26/2025</u>
Drew Shankles, IA East	Date
<u><i>Eric LaNoue</i></u> <small>Eric LaNoue (Sep 25, 2025 14:52:05 EDT)</small>	<u>09/25/2025</u>
Eric LaNoue, IA Central	Date
<u><i>Darrin Woods</i></u> <small>Darrin Woods (Sep 29, 2025 14:20:50 EDT)</small>	<u>09/29/2025</u>
Darrin Woods, IA Central	Date
<u><i>Scott Warrow</i></u> <small>Scott Warrow (Sep 25, 2025 19:38:26 EDT)</small>	<u>09/25/2025</u>
Scott Warrow, MEA Executive Director	Date

# APPENDICES

## APPENDIX A

### Teaching Stipend

This stipend proposed is based on 186 teacher 180 student days, with one teacher day counting as a conference compensation day (see the IA Calendar for scheduling of that day).

Stipend: All teachers shall be placed at the IA Stipend Schedule effective in the 2025-26 school year based on their hiring district.

- 2025-26: Teachers will receive no stipend increase.
- 2026-27: Teachers will receive a \$100 stipend increase
- 2027-28: Teachers will receive a \$125 stipend increase
- 2028-29: Teachers will receive a \$125 stipend increase

Part-time teachers receive a prorated amount based upon FTE

Teachers whose total or combined FTE is full-time, including those assigned to work in another capacity for their district other than the International Academy, would be paid the full stipend as long as they maintain consistent office hours and attend the full school year.

IA Teacher Stipends shall be as follows:

#### 2025-26

School District	IA Teacher Stipend
Avondale	\$4,500.00
Berkley	\$4,200.00
Birmingham	\$3,400.00
Bloomfield Hills	\$3,100.00
Clawson	\$4,500.00
Huron Valley	\$4,500.00
Lake Orion	\$3,500.00
Rochester	\$3,500.00
Royal Oak	\$3,500.00
Troy	\$3,400.00
Waterford	\$4,500.00
West Bloomfield	\$4,200.00

#### 2026-27

School District	IA Teacher Stipend
Avondale	\$4,600.00
Berkley	\$4,300.00
Birmingham	\$3,500.00
Bloomfield Hills	\$3,200.00
Clawson	\$4,600.00
Huron Valley	\$4,600.00
Lake Orion	\$3,600.00
Rochester	\$3,600.00
Royal Oak	\$3,600.00
Troy	\$3,500.00
Waterford	\$4,600.00
West Bloomfield	\$4,300.00

**2027-28**

School District	IA Teacher Stipend
Avondale	\$4,725.00
Berkley	\$4,425.00
Birmingham	\$3,625.00
Bloomfield Hills	\$3,325.00
Clawson	\$4,725.00
Huron Valley	\$4,725.00
Lake Orion	\$3,725.00
Rochester	\$3,725.00
Royal Oak	\$3,725.00
Troy	\$3,625.00
Waterford	\$4,725.00
West Bloomfield	\$4,425.00

**2028-29**

School District	IA Teacher Stipend
Avondale	\$4,850.00
Berkley	\$4,550.00
Birmingham	\$3,750.00
Bloomfield Hills	\$3,450.00
Clawson	\$4,850.00
Huron Valley	\$4,850.00
Lake Orion	\$3,850.00
Rochester	\$3,850.00
Royal Oak	\$3,850.00
Troy	\$3,750.00
Waterford	\$4,850.00
West Bloomfield	\$4,550.00

**APPENDIX B**  
**Extra-Curricular Stipends**

**Category A- \$3,300**

Band Director  
Choir Director  
Orchestra Director  
English Department Chair  
Math Department Chair  
History Department Chair

Science Olympiad Lead  
Model UN Lead  
Quiz Bowl  
Theater Director  
PD Committee Chair  
Graduation Planning (Counselor Duty)  
Teacher in Charge

**Category B- \$2,850**

~~English~~  
Spanish Department Chair  
French/German Department Chair  
~~History~~  
Economics Department Chair  
Chemistry Department Chair  
Physics Department Chair  
Biology Department Chair  
~~Mathematics~~  
Art Department Chair  
Music Department Chair  
Personal Project Department Chair  
TOK Department Chair  
Counseling Department Chair  
Health/PE Department Chair

**Category D-\$1,325**

Class Sponsor (11th, 10th, 9th)  
National Honors Society  
Forensics Assistant  
Science Olympiad Assistant  
Model UN Assistant  
Subject Area Honors Societies

**Extra Duty Payments**

Professional Development Committee  
Members may request up to 10 hours of curriculum pay for work done outside the workday.

**\*Placement outside Category E for other clubs should go through the Labor Management Council, which can determine campus-specific placement.**

**Category C-\$1,875**

Class Sponsor (12th)  
Building Extended Essay Coordinator  
HOSA  
Forensic Lead  
Peer Corp  
Honors Convocation (Counselor duty)  
Tri Campus Mentor/ Mentee Committee Chair. (Includes Building Role)

**Summer Online Government**

Payment \$2000 per section (up to 30students per section)

**Category E - \$650**

Building Mentor/Mentee Committee Chair  
Other Clubs  
Art Show  
Olympics Coordinator  
Yearbook Advisor

# APPENDIX C

## Calendars

### International Academy 2025-2026 Calendar

August							September							October						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
					4			<del>1</del>	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18 <sup>PD</sup>	19 <sup>TW</sup>	20	21	22	23	21	22	23	24 <sup>ER-PD</sup>	25	26	27	19	20	21	22	23	24 <sup>ER-TW</sup>	25
24	25	26	27	28	<del>29</del>	30	28	29	30				26	27	28	29	30 <sup>ER-CF</sup>	31 <sup>CC</sup>		
31	2	0	7	7	9	2625		0	1	20	21	21	7695		1	2	20	22	23	7800
	FD PD+TW	HD T/S	Full SD	Tot SD	Tot TD	St Min		FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min		FD CC	HD T/S	Full SD	Tot SD	Tot TD	St Min
November							December							January						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
						1		1	2	3	4	5	6				<del>1</del>	<del>2</del>	3	
2	3 <sup>PD</sup>	4 <sup>D3</sup>	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16 <sup>M</sup>	17 <sup>M</sup>	18 <sup>M</sup>	19 <sup>M</sup>	20	11	12	13	14	15	16 <sup>ER-TW</sup>	17
16	17	18	19	20	21	22	21	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	27	18	<del>19</del>	20	21	22	23	24
23	24	25	<del>26</del>	<del>27</del>	<del>28</del>	29	28	<del>29</del>	<del>30</del>	<del>31</del>				25	26	27	28	29	30	31
30	2	0	15	15	17	5625		0	0	15	15	15	5625		0	1	18	19	19	6945
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min		FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min		FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min
February							March							April						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7	1	2 <sup>ER-MD</sup>	3	4	5	6	7				<del>1</del>	<del>2</del>	<del>3</del>	4
8	9	10	11	12	13	14	8	9 <sup>D3</sup>	10	11	12	13	14	5	6	7	8	9 <sup>ER-TW</sup>	10 <sup>*</sup>	11
15	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
							29	<del>30</del>	<del>31</del>					26	27 <sup>ER-MD</sup>	28	29	30		
	0	0	16	15	15	5625		1	1	18	19	20	6945		0	2	17	19	19	6785
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min		FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min		FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min
May							June							<div style="display: flex; flex-direction: column; gap: 5px;"> <div><span style="background-color: yellow; border: 1px solid black; padding: 2px;">X</span> No School/No Report</div> <div><span style="background-color: #cccccc; border: 1px solid black; padding: 2px;">ER</span> Early Release - 11am Dismissal</div> <div><span style="background-color: black; border: 1px solid black; padding: 2px;"> </span> No School for students</div> <div><span style="background-color: #cccccc; border: 1px solid black; padding: 2px;">M</span> Midterms, Full Day of School</div> <div><span style="background-color: #cccccc; border: 1px solid black; padding: 2px;">*</span> End of Quarter</div> <div><span style="border: 1px solid black; padding: 2px;">👷</span> Seniors Last Day</div> <div>PD: Professional Development</div> <div>TW: Teacher Workday</div> <div>MD: Management Day</div> <div>CF: Conferences</div> <div>CC: Conference Compensation</div> <div>D3: All-staff D3</div> </div>						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S							
					1	2		1	2	3	4	5	6							
3	4	5	6	7	8	9	7	8	9 <sup>ER-TW</sup>	10 <sup>ER-TW</sup>	11	12	13							
10	11	12	13	14	15	16	14	15	16	17	18	19	20							
17	18	19	20	21	22	23	21	22	23	24	25	26	27							
24	<del>25</del>	26	27	28	29	30	28	29	30											
31	0	0	20	20	20	7500		0	2	6	8	8	2640							
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min		FD CC	HD T/S	Full SD	Tot SD	Tot TD	St Min							

# International Academy 2026-2027 Calendar

August						
Su	M	Tu	W	Th	F	S
	3	4	5	6	7	8
9	40	44	42	43	44	15
16	17 PD	18 TW	19	20	21	22
23	24	25	26	27	28	29
30	31					
	2	0	9	9	11	3375
	FD PD+TW	HD T/S	Full SD	Tot SD	Tot TD	St Min

September						
Su	M	Tu	W	Th	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 ER-PD	24	25	26
27	28	29	30			
	0	1	19	20	20	7320
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min

October						
Su	M	Tu	W	Th	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* ER-TW	24
25	26	27	28	28 ER-CF	30 CC	31
	1	2	19	21	22	7515
	FD CC	HD T/S	Full SD	Tot SD	Tot TD	St Min

November						
Su	M	Tu	W	Th	F	S
1	2 PD	3 D3	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					
	2	0	16	16	18	6000
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min

December						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15M	16M	17M	18M	19
20	21	22	23	24	25	26
27	28	29	30	31		
	0	0	14	14	14	6250
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min

January						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15* ER-TW	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	0	1	18	19	19	6945
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min







February						
Su	M	Tu	W	Th	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						
	0	0	15	15	15	5625
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min

March						
Su	M	Tu	W	Th	F	S
	1 ER-MD	2	3	4	5	6
7	8 D3	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
	1	1	17	18	19	6570
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min

April						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8 ER-TW	9*	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 ER-MD	27	28	29	30	
	0	2	16	20	20	7140
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min

May						
Su	M	Tu	W	Th	F	S
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					
	0	0	20	20	20	7500
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min

June						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9 ER-TW	10 ER-TW	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
	0	2	0	8	8	2640
	FD CC	HD T/S	Full SD	Tot SD	Tot TD	St Min

-  No School/No Report
-  Early Release - 11am Dismissal
-  No School for students
-  Midterms, Full Day of School
-  End of Quarter
-  Seniors Last Day
- PD: Professional Development
- TW: Teacher Workday
- MD: Management Day
- CF: Conferences
- CC: Conference Compensation
- D3: All-staff D3

# International Academy 2027-2028 Calendar

August						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 PD	17 TW	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
	2	0	10	10	12	3750
	FD PD+TW	HD T/S	Full SD	Tot SD	Tot TD	St Min

September						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 ER-PD	23	24	25
26	27	28	29	30		
	0	1	19	20	20	7320
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min

October						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22+ ER-TW	23
24	25	26	27	28 ER-CF	29 CC	30
31	1	2	18	20	21	7140
	FD CC	HD T/S	Full SD	Tot SD	Tot TD	St Min

November						
Su	M	Tu	W	Th	F	S
	1 PD	2 D3	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				
	2	0	17	17	19	6375
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min

December						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14M	15M	16M	17M	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
	0	0	13	13	13	4875
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min

January						
Su	M	Tu	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14+ ER-TW	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
	0	1	19	20	20	7320
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min

February						
Su	M	Tu	W	Th	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				
	0	0	16	16	16	6000
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min

March						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6 ER-MD	7	8	9	10	11
12	13 D3	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
	1	1	16	17	18	6195
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min

April						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6 ER-TW	7*	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 ER-MD	25	26	27	28	29
30		2	17	19	19	6765
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min

May						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	22
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
	0	0	22	22	22	8250
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min

June						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7 ER-TW	8 ER-TW	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
	0	2	4	6	6	1890
	FD CC	HD T/S	Full SD	Tot SD	Tot TD	St Min

	No School/No Report
	Early Release - 11am Dismissal
	No School for students
	Midterms, Full Day of School
	End of Quarter
	Seniors Last Day
	PD: Professional Development
	TW: Teacher Workday
	MD: Management Day
	CF: Conferences
	CC: Conference Compensation
	D3: All-staff D3

# International Academy 2028-2029 Calendar

August							September							October						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		4	2	3	4	5						X	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	X	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21 PD	22 TW	23	24	25	26	17	18	19 <sup>20</sup> ER-PD	21	22	23	22	23	24	25	26	27* ER-TW	28	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
	2	0	7	7	9	2625		0	1	18	19	19	6945		0	1	21	22	22	8070
	FD PD+TW	HD T/S	Full SD	Tot SD	Tot TD	St Min		FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min		FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min
November							December							January						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
			1	2 <sup>ER-CF</sup>	3 <sup>CC</sup>	4						1	2		X	X	X	X	X	6
5	6 <sup>PD</sup>	7 <sup>D3</sup>	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12* ER-TW	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	X <sup>15</sup>	16	17	18	19	20
19	20	21	X <sup>22</sup>	X <sup>23</sup>	X <sup>24</sup>	25	17	18	19 <sup>M</sup>	20 <sup>M</sup>	21 <sup>M</sup>	22 <sup>M</sup>	23	21	23	23	24	25	26	27
26	27	28	29	30			24	X <sup>25</sup>	X <sup>26</sup>	X <sup>27</sup>	X <sup>28</sup>	X <sup>29</sup>	30	28	29	30	31			
	3	1	15	16	19	5820	31	0	0	16	16	16	6000		0	1	16	17	17	6195
	FD PD+CC	HD T/S	Full SD	Tot SD	Tot TD	St Min		FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min		FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min
February							March							April						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
				1	2	3					1	2	3	1	2	3	4	5 <sup>ER-TW</sup>	6*	7
4	5	6	7	8	9	10	4	5 <sup>ER-MD</sup>	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	11	12 <sup>D3</sup>	13	14	15	16	17	15	16	17	18	19	20	21
18	X <sup>19</sup>	X <sup>20</sup>	X <sup>21</sup>	X <sup>22</sup>	X <sup>23</sup>	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28				25	X <sup>26</sup>	X <sup>27</sup>	X <sup>28</sup>	X <sup>29</sup>	X <sup>30</sup>	31	29	30 <sup>ER-MD</sup>					
	0	0	16	15	15	5625		1	1	16	16	17	5820		0	2	19	21	21	7515
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min		FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min		FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min
May							June							<div style="border: 1px solid black; padding: 5px;"> <p> No School/No Report</p> <p><sup>ER</sup> Early Release - 11am Dismissal</p> <p> No School for students</p> <p><sup>M</sup> Midterms, Full Day of School</p> <p>★ End of Quarter</p> <p> Seniors Last Day</p> <p>PD: Professional Development TW: Teacher Workday MD: Management Day CF: Conferences CC: Conference Compensation D3: All-staff D3</p> </div>						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S							
		1	2	3	4	5						1	2							
6	7	8	9	10	11	12	3	4	5	6	7	8	9							
13	14	15	16	17	18	19	10	11	12 <sup>ER-TW</sup>	13 <sup>ER-TW</sup>	14	15	16							
20	21	22	23	24	25	26	17	18	19	20	21	22	23							
27	X <sup>28</sup>	29	30	31			24	25	26	27	28	29	30							
	0	0	22	22	22	8250		0	2	7	9	9	3015							
	FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min		FD PD	HD T/S	Full SD	Tot SD	Tot TD	St Min							

**APPENDIX D**  
**Daily Schedules**

**D-1**

**Daily Schedules – Central 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

**APPENDIX D**

Daily Schedule

D-2

# Daily Schedules – East Campus

## Regular Daily Schedule

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

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

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

## Half-day Schedules

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

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

## Morning Passport Schedule

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

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

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

## Afternoon Passport Schedule

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

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

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

## APPENDIX D

### Daily Schedules

D-3

# Daily Schedules – West Campus

## Regular Daily Schedule

### Noon Dismissal

	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 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 THE LETTER OF UNDERSTANDING

## **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.

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

NOT PART OF LETTER OF UNDERSTANDING