

**MASTER AGREEMENT**

**BETWEEN**

**DEXTER COMMUNITY SCHOOL  
DISTRICT BOARD OF EDUCATION**

**AND**

**DEXTER EDUCATION ASSOCIATION  
WASHTENAW COUNTY EDUCATION  
ASSOCIATION**

**Effective July 1, 2019**

**to**

**June 30, 2022**

## TABLE OF CONTENTS

AGREEMENT .....	1
PREAMBLE .....	1
ARTICLE I – RECOGNITION, ASSOCIATION SECURITY, PAYROLL DEDUCTIONS .....	2
ARTICLE II – BOARD OF EDUCATION RIGHTS & RESPONSIBILITIES .....	3
ARTICLE III – TEACHERS’ RIGHTS & RESPONSIBILITIES .....	4
ARTICLE IV – TEACHING HOURS.....	5
ARTICLE V – TEACHING CONDITIONS.....	7
ARTICLE VI – TEACHING LOADS, ASSIGNMENTS, AND QUALIFICATIONS .....	10
ARTICLE VII – VACANCIES, TRANSFERS, AND REASSIGNMENTS .....	17
ARTICLE VIII – REDUCTION IN PERSONNEL.....	17
ARTICLE IX – LEAVES.....	18
ARTICLE X – ACCUMULATED LEAVE DAY PAYMENT.....	25
ARTICLE XI – WORK STOPPAGE .....	26
ARTICLE XII – MENTORS .....	27
ARTICLE XIII – PROTECTION OF TEACHERS .....	27
ARTICLE XIV – GRIEVANCE PROCEDURE .....	29
ARTICLE XV – CURRICULUM AND PROFESSIONAL DEVELOPMENT .....	32
ARTICLE XVI – PROFESSIONAL COMPENSATION .....	34
ARTICLE XVII – HEALTH BENEFITS .....	37
ARTICLE XVIII – MISCELLANEOUS PROVISIONS .....	41
ARTICLE XIX – DURATION OF AGREEMENT .....	43
ARTICLE XX – ASSOCIATION-BOARD COMMUNICATION .....	44
APPENDIX A – PROFESSIONAL COMPENSATION PLACEMENT SCHEDULE.....	45
APPENDIX B – EXTRA-CURRICULAR ASSIGNMENTS .....	48
APPENDIX C – CLASS SIZE LIMITS .....	50
APPENDIX D – SCHOOL CALENDAR.....	52
APPENDIX E – LETTER OF UNDERSTANDING - JOB SHARING .....	54
APPENDIX F – EVALUATIONS.....	56
APPENDIX G – VACANCIES, TRANSFERS, AND REASSIGNMENTS .....	58
APPENDIX H – REDUCTION IN PERSONNEL .....	61

# AGREEMENT

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

## PREAMBLE

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

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

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

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

## ARTICLE I – RECOGNITION, ASSOCIATION SECURITY, PAYROLL DEDUCTIONS

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379 Public Acts of 1965, for all certified personnel under contract and all personnel under contract employed (one-fifth time or more) as physical therapists, occupational therapists, school psychologists, instructional specialists, school social workers, instructional coaches, graduation coach(es) and other professional educational personnel, (one-fifth time or more) but excluding: superintendent, assistant superintendents, support program directors, and assistant directors, business manager, payroll and benefits manager, principals, assistant principals, and supervisors employed by the Board (whether or not assigned to a school building). The term "teacher" when used hereinafter in this Agreement shall refer to all employees represented by the Association in the bargaining unit as above defined. The term "non-teaching professional" includes those bargaining unit members who do not possess a Michigan teaching certificate and are outside the coverage of the Teachers' Tenure Act. Language which applies only to "non-teaching professionals" shall be shown in *italics*.
- B. The Board agrees not to negotiate with any teachers' organization other than that designated as the representative pursuant to Act 379, Public Acts of 1965, for the duration of this agreement.
- C. The Board shall also make lawful payroll deductions upon written authorization from teachers for annuities, financial institutions, savings bonds, charitable donations, or any other plans or programs jointly approved by the Association and the Board.
- D. Nothing herein contained shall be construed to deny or restrict any teacher rights s/he may have under Michigan Statutes. The rights granted to teachers hereunder shall be construed to be in addition to those therein provided.
- E. In the event that there is conflict between language in this contract and individual building handbooks, the language in this contract shall take precedence.
- F. If changes in state law require the consolidation or annexation of the District into a new or already existing school District, the Board and Association shall meet to determine mutually agreeable contract language to address the change.

## ARTICLE II – BOARD OF EDUCATION RIGHTS & RESPONSIBILITIES

- A. The Board hereby retains and reserves unto itself, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States, including, but not limited to, the rights to:
1. The executive management and administrative control of the school District, its properties, equipment, facilities and operations.
  2. Determine the services, supplies and equipment for its operation and to determine all methods and means of delivering its services, including the right to establish grade levels and courses of instruction, special programs and athletic, recreational and social events for students as deemed necessary or advisable by the Board.
  3. Direct the work force, hire employees, make assignments, appropriately discipline or discharge employees, and expand or reduce the work force.
  4. Establish or modify school business hours, days or schedules, except as specified in Article IV.
  5. Establish, continue, revise and adopt policies, bylaws and administrative regulations for the operation of the District. It is acknowledged that such policies, bylaws and regulations are limited only by the express terms of this Agreement with regard to the matters covered by this agreement.
- B. The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the laws of the State of Michigan and the Constitution and laws of the United States.
1. All Dexter Community Schools (District) Bylaws and Policies are included by reference and take precedence.

## **ARTICLE III – TEACHERS' RIGHTS & RESPONSIBILITIES**

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

## ARTICLE IV – TEACHING HOURS

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

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

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

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

B. Preparation Time:

1. Y5-4: The Board will strive to staff the elementary program in such a way that support/ancillary staff (which could include art teachers, music teachers, P.E. teachers or media specialists) will be in a ratio of five regular classroom teachers to one support/ ancillary staff member.
2. Y5-2: Each teacher shall receive not less than 600 minutes per two-week period for planning purposes. No daily preparation shall be less than two 30-minute blocks or one 40-minute block unless otherwise agreed to by the Association and the Board.
3. 3-4: Each teacher shall receive not less than 300 minutes per week for planning purposes. No daily preparation shall be less than two 30-minute blocks or one 40-minute block unless otherwise agreed to by the Association and the Board.
4. 5-6: Each teacher shall receive a continuous block of 60 minutes of preparation time per day.
5. 7-8: Each teacher shall receive 580 minutes each two-week period for planning purposes. No preparation shall be less than a thirty (30) minute block. Based on scheduling requirements, preparation may be 20 minutes greater or less than 580 each two weeks. (The schedule designed in 2001 for the 2001-2002 school year shall continue to be in place until a change is approved by a 2/3 vote of the building classroom teachers and counselor[s].)
6. 9-12: High school teachers shall provide no more than five (5) periods of instruction per day.
7. 9-12: High school teachers shall have one (1) preparation period per day equal in length to a normal teaching period.

8. 9-12: The high school may design a schedule which provides teachers with the same planning as teachers in grades 7-8. Such a plan will become effective if and only if 2/3 of the building classroom teachers and counselor(s) vote to approve it, and the Superintendent approves it.
- C. When teachers are required to travel between buildings that are not connected (i.e., Anchor-Beacon) during the school day, no less than twenty (20) minutes for such travel time shall be provided in lieu of other passing time. Administrators will work with affected personnel to create a schedule that minimizes inefficiencies caused by travel time.
- D. Elementary Art, Music, Physical Education, World Cultures and Media teachers shall be provided no less than five (5) minutes transition time between classes.
- E. No later than the first full week of school, the principal of each building shall designate one (1) day of the week which may be used for faculty meetings. Faculty meetings shall last no more than one (1) hour after pupil departure. Pupil departure is defined as 15 minutes after the end of the school day. Attendance at no more than two (2) faculty meetings per month may be required. Members teaching on a zero hour are expected to attend staff meetings, department meetings and all district provided Professional Development (PD). Any change in schedule for members who teach in a zero hour will require written administrator approval each year.
- F. Teachers will be required to attend one evening open house and one evening parent teacher conference session each year.
- G. Teachers who volunteer and are assigned to supervise students during bus loading or unloading will be paid at the Basic Teacher Hourly Pay rate with a half hour minimum.



## ARTICLE V – TEACHING CONDITIONS

- A. The Board will provide support personnel, for the purpose of assisting teachers with completing necessary clerical tasks. There is no requirement on the number of personnel District wide or by building. Rather, a defined level of service shall be provided.
- B. Teachers who have larger than normal equipment or supply inventories will receive voluntary/paid assistance with inventorying supplies/equipment arranged by the building principal. Teachers will receive assistance for duplication of teaching materials with a 24-hour turn-around time and similar support responsibilities. Requests for assistance with technology problems will be responded to within 24 hours. If the problem prevents a teacher from being able to perform his/her normal teaching duties, it will be resolved within twenty-four hours (not counting weekends and holidays). To ensure that these tasks are performed, each Spring building technology representatives will meet with the labor management committee to clarify procedures and as necessary during the school year to maintain the quality of this assistance. The DEA building representatives will explain procedures to building staff within the first week of school. Problems which are not resolved in a mutually agreeable manner will be brought to the attention of the technology director's supervisor.

Each building shall contain at least one teachers' room which shall be used exclusively by teachers or support personnel. The Board shall be responsible for equipping and maintaining these rooms in a comparable manner.

- C. Each classroom will be equipped with a telephone programmed in such a way as to provide all appropriate internal and external access.  
All facilities that accommodate after school activities shall have a telephone with a long-distance line for emergency calls.
- D. Adequate parking facilities shall be made available to teachers. The Board agrees to maintain the parking facilities, especially in regard to snow removal.
- E. The Board recognizes that appropriate texts, computer software, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, playground equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools and the Board will endeavor to implement all joint recommendations thereon made by its representative and the Association. The Board agrees to keep the schools reasonably equipped and maintained.
- F. Each teacher will be assigned a computer for personal, professional and instructional use. Personal use is to be consistent with Dexter Community Schools technology user agreement and acceptable use policy. Each building

will contain appropriate copying facilities for the preparation of instructional materials.

- G. A Labor Management Committee will meet monthly between representation from the Association and the District to discuss issues of concern.
- H. Each teacher shall be allowed to spend on his/her own judgment up to **\$52.50**. The Board agrees to reimburse the teacher for such expense on or about October 15th and May 15th, by check provided that the teacher keeps accurate records of such purchases.
- I. All requisitions will be processed within ten (10) days and, when approved, the requisitioner will be notified. If rejected, the requisitioner will be notified as to the reasons for the rejection.
- J. The temperature within each classroom shall be between 65° and 75°F.
- K. The Board will provide a classroom for each teacher whenever possible.
- L. Teachers shall be assigned to the same room all day whenever possible. If it is necessary for a teacher to travel to another room, s/he shall travel to the nearest most appropriate classroom.
- M. Use of school building facilities shall be prioritized as follows:
  - 1. Activities related to the delivery of the core Y5-12 academic program of the schools.
  - 2. Extra-curricular academic and athletic activities provided for Y5-12 students.
  - 3. Community Education and Child Care programs that are community focused.
  - 4. Programs external to the school community.

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

Center for Performing Arts\*  
Copeland Auditorium\*  
Amphitheater\*  
DHS common area  
Mill Creek cafeteria  
Wylie swimming pool  
DHS gymnasium  
DHS media center

DHS swimming pool  
DHS Aerobics and Fitness area  
Mill Creek gymnasium  
Creekside cafeteria  
Creekside gymnasium  
Wylie cafeteria  
Beacon cafeteria  
Anchor cafeteria

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

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

- N. When appropriate a 504 Plan will be developed consistent with existing Federal law and guidelines.

## ARTICLE VI – TEACHING LOADS, ASSIGNMENTS, AND QUALIFICATIONS

- A. A Labor Management Committee will meet monthly between representation from the Association and the District to discuss issues of concern.
- B. The Board agrees to abide by the following class size limitations whenever possible. The Board and Association agree to meet annually to review and update Article VI, Section C.

### 1. Class Size Limits

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

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

#### Y5 – 6 Classes:

##### A. The development of class lists:

- 1. In the spring of the preceding school year the building principals and the Association will work together to devise the schedule and class lists as described in the master agreement. This task will be completed by June 1.
- 2. If given the planned staffing, it is determined that there are any overloads beyond the number listed below, the Association and the Board will meet to discuss possible solutions. Any mutually agreeable solution will be implemented.

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

##### B. Summer enrollment:

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

2. If it is determined that there are any expected overloads, the Association and the Board will meet to discuss possible solutions. Any mutually agreeable solution will be implemented.
  3. In the absence of a mutually agreeable solution, planning will begin for a new section to be formed to accommodate the number of students in an overloaded grade level, if the number of overloads equals or exceeds the number of sections for that level.
- C. The end of the first week of school:
1. By the end of the fourth day of school, the Board shall notify the Association of any overloads which might be expected due to increased enrollment.
  2. If it is determined that there are any expected overloads, the Association and the Board will meet to discuss possible solutions.
  3. Any mutually agreeable solution will be implemented.
  4. In the absence of a mutually agreeable solution, a new section shall be formed to accommodate the number of students in an overloaded grade level, if the number of overloads equals or exceeds the number of sections for that level.
  5. Individual class overloads for grades 9-12 shall be calculated using the scheduling cap size. For grades Y5-8, class overloads shall be calculated at 50% of the difference between the scheduling cap and late enrollment cap.
- D. During the school year:
1. If, during the school year, there are any overloads above the limits defined in the attached list, teachers with such overloads will be compensated at a rate of \$1011.71 per overload per semester, based on the student count on the 3rd Friday of the semester.

7th and 8th Grade Classes:

- A. The development of the schedule:
1. In the spring of the preceding school year the building principals and the Association will work together to devise the schedule and class lists as described in the master agreement. This task will be completed by June 1.
  2. If, given the planned staffing, it is determined that there are any overloads beyond the number in Appendix C, the Association and the Board will meet to discuss possible solutions.
  3. Any mutually agreeable solution will be implemented.
  4. In the absence of a mutually agreeable solution, a new section shall be formed to accommodate the number of students in an overloaded grade level, if the number of overloads equals or exceeds the number of sections for that level.

- B. Summer Enrollment:
1. By Thursday of the week before students are to report for the first day of school, the Board shall notify the Association of any overloads which might be expected due to increased enrollment.
  2. If it is determined that there are any expected overloads, the Association and the Board will meet to discuss possible solutions.
  3. Any mutually agreeable solution will be implemented.
  4. In the absence of a mutually agreeable solution, planning will begin for a new section to be formed to accommodate the number of students in an overloaded grade level, if the number of overloads equals or exceeds the number of sections for that level.
- C. The end of the first week of school:
1. By the end of the fourth day of school, the Board shall notify the Association of any overloads which might be expected due to increased enrollment.
  2. If it is determined that there are any expected overloads, the Association and the Board will meet to discuss possible solutions.
  3. Any mutually agreeable solution will be implemented.
  4. In the absence of a mutually agreeable solution, a new section shall be formed to accommodate the number of students in an overloaded grade level, if the number of overloads equals or exceeds the number of sections for that level.
- D. During the school year:
1. If, during the school year, there are any overloads above the limits defined in the attached list, teachers with such overloads will compensated at a rate of \$101.17 per overload per quarter, based on the student count on the 3rd Friday of the quarter.

High School Classes:

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

- A. The development of the schedule:
1. During the preceding school year, the building principal and the Association will work together to devise the teacher schedule by May 15. This schedule will be presented to the superintendent for review at that time.

2. Tentative class lists will be available to teachers by the third Friday of May, with class sizes presented to the superintendent for review at that time.

B. Summer Enrollment:

The administration of the high school and the association will meet within 10 calendar days before the start of the school year to discuss the status of the schedule for the coming school year. Student enrollment, staffing, and overloads will be topics of conversation. At that time any significant changes that have occurred will be presented to the superintendent for review.

C. If at any time during the school year a change necessitates a significant increase in overloads, the association and superintendent will be consulted.

Specials Areas Classes:

Definition of Specials Areas Classes—Specials Areas Classes are: Art, Media, Music (includes Music at all buildings, Y5-6), Physical Education, World Cultures/Languages.

Band, Orchestra, and Chorus student limit applies only to grades 5–12.

Teachers in grades 5–12 instrumental and vocal music classes may accept, but shall not be required to accept, more than 193 pupils and will receive compensation if they choose to. Each day the total overload will equal the  $(\text{total pupil load} - 193)/90$ . The total overload for the semester will equal the sum of the daily overloads.

2. The Board and teachers agree to provide services to students with identified special needs according to the terms developed through Individualized Educational Planning Teams (IEPT's). The document, Washtenaw Intermediate School District Special Education Plan, as published on the WISD website, provides general information and guidelines about definitions and processes.

Students with an IEP are distributed in accordance to the law in a least restrictive environment. Students with an IEP should have maximum appropriate exposure to non-disabled students per IDEA.

3. In grades Y5–6, when class lists are being developed, teacher input shall be solicited to ensure numerical balance of students. Before class lists become finalized and distributed, teachers shall be given five (5) working days to review the lists and, when appropriate, make recommendations for changes. Class lists shall be presented to teachers before the end of the preceding school year. Changes made after the end of the school year will be approved by affected teachers, recommending teachers, and the

Association Representative before the class lists are considered final. If at any time the classes are unbalanced by three or more students, there shall be a meeting of the principal and the teachers of that grade level to discuss possible solutions.

4. Advanced Placement & International Baccalaureate Courses:

A stipend for training for IB and for teachers new to AP will be \$100 per day for summer training and for each extended essay and/or CAS student supervised.

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

5. No teacher shall be required to undertake regular class assignments during scheduled preparation time.

C. In the event overloads in class sizes are scheduled, the administration will meet with representatives of the Association to explain the overload and explore alternatives. When overloads must occur, the affected teachers will be compensated as follows: (These numbers will be adjusted to the rate of salary increase for each year of the agreement).

- **Grades Y5 – 6:           \$1011.71 per semester**
- **Grades 7 – 8:           \$101.17 per quarter**
- **Grades 9 – 12:         \$202.34 per semester**

Notes:

1. Overloads for Grades 7–12 shall be defined as the total pupils assigned minus the total pupil limit, or the sum of individual class overloads, whichever is greater.
2. Individual class overloads for Grades 9-12 shall be calculated using the scheduling cap class size. For grades Y5-8, class overloads shall be calculated at 50% of the difference between the scheduling cap and late enrollment cap.
3. Total daily teacher pupil limit for Mill Creek – summation of class size limits for classes assigned or 180, excluding exempt classes, whichever is less.
4. Total daily teacher pupil limit for high school – summation of class size limits for classes assigned or 160, excluding exempt classes, whichever is less.
5. Overloads shall be calculated for each period, with certification for overload being the end of the third week of each above specified time period. Overload payments will be made on the next possible payday following the end of each third week.
6. Part-time teachers shall have a proportional TDTPL.



7. The rate of increase of overload payments shall be equal to the rate of overall salary increase.
8. For Grades 5-12, band/orchestra and chorus overloads will be calculated using the following method:  
     Each day the total overload will equal the (total pupil load - 193) ÷ 90. The total overload for the semester will equal the sum of the daily overloads.
9. With respect to overload compensation for teachers of Y5-6 specials, (Art, Music, Phys. Ed., and Media), the following calculation method will be used:

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

- D. There shall be at least two full-time licensed school counselors at grades 9–12, one full-time licensed school counselor at the grades 7–8, and one full-time licensed school counselor at grades 5–6. Every effort will be made to provide a licensed school counselor at grades Y5–4.

Because of the nature of the counselor's work at the high school, the Board agrees to have high school counselors on duty during regular office hours for one (1) week prior to the teachers' first report day and one (1) week after the scheduled closing of school. Throughout the summer, guidance counselors may work on a rotating basis, one day a week, after the five days worked at the end of the year and prior to the week at the start of the next school year. The day of the week will be determined in consultation between the guidance counselor and high school administration. The guidance counselor will submit a timesheet for all time worked beyond the teacher calendar school days and will be compensated on the next pay period. Each additional day is to be paid at the counselors' annual contract salary based on appendix A at a per diem rate. At least two counselors at the high school and two counselors in grades 5-8 shall be considered full time counselors and shall not be assigned regular duties in attendance, discipline, administration, or clerical duties and study hall or lunch room responsibilities.

- E. No teacher shall be assigned pupils who are enrolled in another Dexter Community School class which meets at the same time as the teacher's class. This does not, however, preclude the provision of enrichment opportunities for pupils with exceptional promise or remediation opportunities for pupils with special needs as may be educationally appropriate.
- F. The Board agrees to comply with State Law and Regulations regarding certification.
- G. When the teachers' work schedule is divided between the high school and the middle school, the Board recognizes that equity in the teachers' workload must

be maintained. Therefore, the academic year work load will equal full time.

H. Special Positions.

1. It is the goal of the district to have the following positions.
  - a. *In the event that an International Baccalaureate program is established at any building/level, a coordinator position will be established at the minimum level recommended by the IBO.*
2. In the event that special, unforeseen circumstances arise during the duration of this contract, the Board and the Association may, by mutual consent, agree to temporarily delete one or more of these positions for an agreed upon, specified period of time for the purpose of dealing with such crises.

## **ARTICLE VII – VACANCIES, TRANSFERS, AND REASSIGNMENTS**

See APPENDIX G – VACANCIES, TRANSFERS, AND REASSIGNMENTS for information on this subject regarding non-certified professionals (see Article I Section A. for definition of this term).

If by reason of involuntary transfer the affected teacher wishes to resign instead of taking the assigned position, the teacher may do so as soon as a satisfactory replacement can be appointed.

## **ARTICLE VIII – REDUCTION IN PERSONNEL**

See APPENDIX H – REDUCTION IN PERSONNEL for information regarding reduction in personnel that pertains to non-certified professionals (see Article I Section A. for definition of this term).

- A. Length of service or seniority is defined as service in the Dexter School System as a member of the bargaining unit. Leaves of absence, with or without pay and absence due to layoff are not to be considered a break in service, but service time shall continue to accrue during periods of paid leave, or periods of layoff only. The first day worked shall commence accrual of service time.
- B. A seniority list shall be maintained by the District. Teachers shall be ranked in order of seniority. Accompanying the name of each teacher shall be a listing of the teacher's certification endorsement. Said seniority list shall be presented to the Association annually during the month of October for review. Corrections shall be brought to the attention of the administration within three (3) weeks after its presentation to the Association. Ranking of teachers with the same length of service shall be determined by a drawing each year. The Association and teachers so affected shall be notified in writing of the date, place and time of the drawing.

## ARTICLE IX – LEAVES

### A. PAID LEAVE

1. Teachers shall receive three (3) paid leave days at the beginning of each school year, and shall earn one (1) day of paid leave for each month of work to a maximum of thirteen (13) days per year. The yearly allotment of thirteen (13) days shall be credited for available use at the beginning of each year, and may be used at the teacher's discretion, subject to the following guidelines:
  - a. Except in the case of unforeseeable and/or extenuating circumstances, these days cannot be used the first or last week of school or the day before or the day after a holiday.
  - b. If a teacher plans to use three (3) or more consecutive school days for leave (other than for illness), the request must be approved in advance by the Labor-Management Committee.
  - c. A teacher who is aware of an impending period of physical disability or illness shall notify the administration of such as soon as possible. A statement from the attending physician giving the anticipated commencement date and anticipated duration of the disability or illness shall be provided to the building principal if requested.
  - d. A teacher who is unable to report for duty shall notify the building principal or his/her designated representative at least 90 minutes prior to the start of the school day.
  - e. Teachers experiencing extenuating circumstances, outside the above described conditions, may apply to the Superintendent for short-term, paid or unpaid leaves of absence.
  - f. Adjustments may be made in a case of an extended leave. Leave day accumulation and earnings will be reimbursed at the end of the school year (June 30) if the member on leave returns to work that same school year.
  - g. Both parties share the goal of reducing the average number of substitute teacher days by one day in order to reallocate that money to teacher salaries. The Labor-Management Committee will study attendance data each school year and mutually agree on any solutions to district-wide leave day use as a result of the data review.
2. All earned but unused leave days shall accumulate without limitation. At the beginning of the school year each teacher shall be provided with a statement of their accumulated leave days as of the end of the previous school year. The following conditions and requirements apply to the use of accumulated leave days:
  - a. Accumulated paid leave may be used for personal injury, illness, quarantine, disabilities of the employee related to pregnancy or personal recovery therefrom. The Board reserves the right to require a physician's statement in writing.
  - b. A teacher who is unable to report for duty shall notify the building

principal or his/her designated representative at least 90 minutes prior to the start of the school day.

- c. A teacher who is aware of an impending period of physical disability or illness shall notify the administration of such as soon as possible. A statement from the attending physician giving the anticipated commencement date and anticipated duration of the disability or illness shall be provided to the building principal if requested
  - d. For each half (1/2) day or fraction thereof that any teacher is absent in excess of his/her accumulated leave, his/her final compensation for the year will be reduced in an amount according to his/her per diem rate. This also applies in event of an absence for which leave cannot be used or is forfeited. Said teacher may also be subject to disciplinary action.
  - e. Any teacher who is absent because of an injury or disease compensable under the Michigan Worker's Compensation Law shall receive from the Board the difference between the allowance under the Worker's Compensation Law and his/her regular salary until such time as an amount of money equal to the accumulated leave value is reached. The accumulated leave value is to be determined by dividing the teacher's base salary by the annual contracted days and multiplying by the number of accumulated leave days as of the day of leaving work because of injury or disease compensable under Worker's Compensation Law.
  - f. Accumulated leave days may also be used to attend to the illness of the teacher's immediate family (spouse, life partner, children, parents, siblings and others approved by the Superintendent) which requires the teacher's presence. Up to twenty (20) days of leave per year may be used for illness of immediate family.
  - g. An expectant mother or adopting parent may use up to 10 accumulated leave days immediately before or after her due date or the arrival of the adopted child. Up to 35 accumulated leave days may be used following the birth or arrival of an adopted child. The use of these leave days will not come under the guidelines of part (a.) of this section.
  - h. Members may use up to three (3) accumulated leave days per year to participate in the observation of major recognized religious holidays.
  - i. Teachers experiencing extenuating circumstances, outside the above described conditions, may apply to the Superintendent for short-term, paid or unpaid leaves of absence.
3. Teachers will be allowed a maximum of three (3) days per funeral not charged to paid leave days (A.1.), for the purpose of attending the funeral of a close friend or relative of the teacher. Teachers shall also be allowed to use up to three (3) additional paid leave days from their accumulated leave days per funeral for the purpose of assisting in settling the affairs of the deceased. The use of additional days beyond these six (6) days may be approved by the Superintendent. (Teachers shall use appropriate discretion in the use of these days.)

4. Approved professional development days are not charged to leave or personal days.
5. For teachers on an extended leave, leave days will be charged to teachers on force majeure days. The force majeure leave days may be reinstated at the member's request, unless the teacher affected is involved in a long-term disability as specified in ARTICLE XVII – HEALTH BENEFITS Section A(4). Such requests must be made in writing and submitted to the Payroll office by the end of the school year.
6. A teacher subpoenaed to give testimony before any judicial or administrative tribunal in a matter related to his/her employment with the school district or serve as a member of a jury, shall be compensated for the difference between his teaching pay and the pay received for the performance of such obligation. Such teacher has a responsibility to turn in a copy of the pay stub for the compensation received within ten (10) workdays of its receipt. Such teacher also has a responsibility to inform the court that s/he is under contract with the Dexter Board of Education for the period of September 1 to June 15. Such teacher must also return to school during school hours if released for the day by the court.
7. Sabbatical Leave.  
Pursuant to the terms of the School Code, teachers who have been employed by the Dexter Community Schools for the required minimum period of time may be granted a sabbatical leave. A teacher may apply for one of the following:
  - a. A sabbatical for a full year and paid half (1/2) salary.
  - b. A sabbatical for one (1) semester and paid half (1/2) salary during the semester on leave or three-quarters (3/4) salary on an annualized basis.
  - c. A sabbatical for one-half (1/2) day each day for a full year and paid full salary.

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

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

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

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

- a. Date of filing application.
- b. Purpose of leave.
- c. Length of service in school system.
- d. Professional growth of staff member.

- e. Potential benefit to school system.
- f. Demonstrated dedicated service to the school system.

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

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

- 8. The President/Unit Director or Vice President/ Assistant Unit Director of the D.E.A. shall be permitted to use his/her preparation period to contact other teachers as long as it does not interfere with the educational process of the school.
- 9. In the beginning of every school year, the Association shall be credited with twenty (20) days to be used by the teachers who are officers of the Association. By the end of the first full week of each school year, or whenever a change is made, the Association shall provide the Superintendent with a list of all current officers and Association representatives. Any corrections made to the list shall be presented to the administration within three (3) weeks after such changes are made. The Association agrees to notify the Board in an appropriate amount of time in advance of the date for intended use of said leave. Such days may also be used by the Association to cover members' absences that arise out of special circumstances deemed legitimate by the Association but not specifically covered by other language relative to leaves.
- 10. The D.E.A. President/Unit Director will be released two (2) days per year and the equivalent of one quarter to one half time (at the discretion of the Association) during the school year from his/her regular teaching duties to perform the activities of the Association, to facilitate the resolution of problems arising out of the interpretation of the contract and to work with the Superintendent to improve relations with the Association, with the objective of improving the educational opportunities for children. These days are in addition to the twenty (20) Association days. The Association agrees to pay a portion of MPSERS equivalent to the portion of release time allocated for the President/Unit Director.

11. The Association may also be granted an additional 450 minutes per week release time for Association officer(s) under the following conditions:
  - a. Arrangements for such release time must be made at a time agreeable to both parties.
  - b. If the Association wishes to provide additional release time for officer(s) in amounts up to 450 minutes per week, they may do so, if that is agreeable to the Board. Such an agreement may result in compensation to the Board by the Association at a rate of \$1,750 for 60 minutes per week for a year, or may be used to work on a mutually agreeable project(s). The Association agrees to pay a portion of MPSERS equivalent to the portion of release time allocated for such officer(s)

## B. UNPAID LEAVE OF ABSENCE

1. Upon the submission of a request by a teacher, the Board shall grant a leave of absence for the reasons and under the conditions as follows:
  - a. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as s/he would have had s/he taught in the District during such period. This clause shall apply to teaching for the period of induction or for his/her first enlistment.
  - b. A tenured teacher shall be granted a leave of absence without pay to perform duties of the local state or national Association, provided that written notification is given to the Board a minimum of thirty (30) days prior to said leave. This leave shall be for at least one (1) semester and not more than one (1) school year, and may be considered to be professional experience. An additional semester or year shall be granted provided the request is made by March 1 or November 1, prior to the end of the leave.
  - c. A tenured teacher with four (4) years of continuous service to the District shall be granted a leave without pay or other benefits for the purpose of engaging in study at an accredited college or university. The length of the leave may be for one (1) semester or one (1) school year. A teacher granted such a leave is guaranteed the same position or an equivalent position upon return from such leave. The time on such leave of absence shall not count as experience on the salary schedule. The time limits that apply to sabbatical leaves for application shall apply for educational leaves.
  - d. Parental/Child Care Leave.
    - i. Tenured Teachers.

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

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



ii. Probationary Teachers.

Probationary teachers may request maternity / child care leave on the same basis as tenured teachers in d.i. above.

The Board will consider reasonable requests for leaves of absence for adoptive parents and provisions of such leaves, if granted, shall be similar to Article IX, d.i. above. The prospective father shall notify the Board of his decision if he decides to take an unpaid leave, sixty (60) days before the leave is to begin. Paternity leaves may be granted for a period of time up to the remainder of the semester in which the leave begins plus two (2) additional semesters. Should an emergency arise, a father may apply for a leave outside the timelines.

Employees on parental / child care leave shall have their insurance benefit paid for by the District for the first twelve (12) weeks of the leave, according to the terms of the Family Medical Leave Act.

- e. A tenured teacher who will complete step 1 at the time the leave begins shall be granted a general leave of absence without pay for a period of up to one (1) year, upon his/her request. Such leaves must begin at the beginning of a semester and must end at the conclusion of a semester. Requests for such leave must be made by April 1 for leaves to begin the following September and by October 1 for leaves to begin at the start of the second semester.

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

2. Extenuating circumstances falling outside the guidelines for general leaves of absence may be considered by the Board.
3. All leaves in 1 and 2 shall be subject to the following conditions unless specifically stated otherwise in this agreement:
- a. Except in emergencies which preclude such notice, the Board shall be provided notice of request for a foreseeable leave thirty (30) days in advance. In emergency cases, notice should be provided as soon as practicable under the facts and circumstances of a particular case.
  - b. All leaves of absences shall be for the remainder of a semester or school year, or full semester or school year at the option of the teacher, unless otherwise arranged with and approved by the Board.
  - c. Prior to returning from a leave related to a disability condition the Board may request a physician's statement regarding the teacher's physical fitness for employment.
  - d. A teacher shall not accrue salary schedule advancement credit during the time on leave. A teacher shall not accrue paid leave or personal days or health benefits during the time on leave.
  - e. All leaves of absence may be extended upon request by the teacher and approval by the Board of Education.

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

## ARTICLE X – ACCUMULATED LEAVE DAY PAYMENT

- A. In appreciation for services to the school District, a Terminal leave payment of 100% of the number of accumulated paid leave days, per ARTICLE IX – LEAVES, A1, times the following rate: **\$94.84** will be paid, provided this teacher shall have been employed in the Dexter School District for ten (10) years and upon retiring (defined as receiving retirement benefits from the State of Michigan or after completing thirty (30) years of teaching in Dexter Community Schools) from the teaching profession while a teacher at Dexter.
- B. In appreciation for services to the school District, a Terminal leave payment of 50% of the number of accumulated paid leave days, per ARTICLE IX – LEAVES, A1, times the following rate: **\$94.84** will be paid to any teacher who is voluntarily leaving the District and who does not qualify for the terminal leave payment delineated in ARTICLE X – ACCUMULATED LEAVE DAY PAYMENT, Section A.
- C. Financial Management:  
The district agrees to pursue establishing a fund to ensure that funding is available to pay members for their accumulated leave days per the terminal leave payment defined above.

This fund will have joint oversight by the district and the association, with the district allowed full access to the funds for cash flow uses.

- D. Early Payout of Accumulated Leave Days:  
Teachers who are currently eligible to retire in the MPSERS system may choose to receive an early payout for accumulated paid leave days at full value, \$94.84.
- Teachers who have at least five (5) years of service in the District and who are not currently eligible to retire in the MPSERS system may choose to receive early payout for accumulated paid leave days at half value, per Article X, B.
- Teachers who have less than five years of service in the District may not receive early payout for accumulated paid leave days.

A maximum of 50 days can be returned by one teacher per year. The number of accumulated paid leave days remaining in the teacher's bank shall be reduced by the number of days returned for early payout. The number of remaining accumulated paid leave days shall not be less than 65.

Teachers interested in early payout of accumulated paid leave days should submit the request form to the Payroll Office by March 15 of the school year prior to payout. Payouts are in September of each school year.

The District shall be liable for payments of up to 650 total returned days per year. Applications for early payout of accumulated leave days shall be honored in order of seniority in the District.

- E. If a member has a 403(b) or 457 account with The Standard, all lump sum payments upon retirement from the school district may be paid as direct employer contributions to the employee's 403(b) or 457 account through The Standard at the employee's request.

## **ARTICLE XI – WORK STOPPAGE**

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

## ARTICLE XII – MENTORS

The District will assign mentors for probationary teachers. Any tenured teacher who wishes to serve as a mentor may seek to do so through a uniform application process. These mentors will receive training from mentor coordinators before they hold a position as a mentor. The pay for these mentoring positions is defined in the extra duty schedule.

## ARTICLE XIII – PROTECTION OF TEACHERS

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

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

- B. Teachers shall promptly report to the Board or its designated representative any incident of assault upon the teacher or malicious destruction of the teachers' property directly related to the teacher's performance of his/her duty. The Board will assist the teacher in contacting the appropriate prosecuting officer and in the filing of charges, if appropriate.
- C. The Board shall assist a teacher who is called as witness or signs a complaint in any criminal proceedings relating to an act observed by the teacher while on duty, in dealing with the procedures involved in discharging their responsibility. When requested in writing, the Superintendent shall provide a representative of the District to accompany the teacher in these proceedings.
- D. If any teacher is complained against or sued for disciplinary action taken by the teacher against a student, the Board will provide legal counsel and render necessary assistance to the teacher in his/her defense, provided that such teacher has acted within the terms of this agreement, state and federal laws, and adopted Board policies in regard to discipline.
- E. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher provided that the teacher has not acted in violation of the terms of this agreement, state and federal laws, and adopted Board policies in regard to discipline.

- F. Each teacher shall have the right, upon request, to review the contents of his/her own personnel file, excluding restricted placement credentials. A representative of the Association may, at the request of the teacher, accompany the teacher in this review. Each teacher's official personnel file, located in the central administrative office, shall contain the following minimum items of information:
- All teacher evaluation reports.
  - Copies of annual contracts
  - Teaching certificate or photo copies thereof.
  - Transcript of academic records.
  - Tenure recommendation for all applicable teachers.

Please refer to: MCLA 423.505 (Section 5 of the Bullard-Plawecki Employee Right to Know Act, Michigan Public Act 397 of 1978).

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

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

## ARTICLE XIV – GRIEVANCE PROCEDURE

### A. Definitions.

A "grievance" is a claim:

1. Based upon an event or condition which affects the conditions of employment of a teacher (or non-teaching professional) or a group of teachers (or non-teaching professionals). Italicized portions of the contract are only subject to grievance by non-teaching professionals.
2. Based upon the interpretation of this Agreement.
3. Based upon an alleged breach thereof; or
4. Based upon any combination of the foregoing.

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

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

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

### D. Procedure.

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

#### Level One

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

### Level Two

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

### Level Three

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

### Level Four

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

### Level Four A

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

### Level Four B

If the Association is not satisfied with the disposition at Level Three or if no disposition has been made within the period provided above and Level Four A was not used, the grievance may be submitted by filing a demand for arbitration with the American Arbitration Association within thirty (30) days from the date of the receipt of the Superintendent's decision, or Board's decision not to hold a hearing, or the deadline for the decision. If the parties cannot agree as to the arbitrators, s/he shall be selected by the American Arbitration Association in accordance with its rules which shall likewise



govern the arbitration proceedings. Arbitrations shall conform to the requirements of the Michigan Uniform Arbitration Act. The Board and Association shall not be permitted to assert in such arbitration proceedings any grounds or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to or subtract from the terms of this agreement.

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

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

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

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

E. *Exclusions.*

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

1. *The termination of services or failure to re-employ any probationary non-teaching professional*
2. *Any matter involving the contents of written non-teaching professional evaluations as long as the adopted evaluation procedure has been followed.*

F. *Rights to Representation.*

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

G. *Miscellaneous.*

1. Necessary forms will be made available by the Board in each school building.
2. Nothing contained therein shall be construed to prevent any teacher from presenting a grievance and having the grievance adjusted without intervention of the Association if the adjustment is not inconsistent with the terms of this Agreement.

## ARTICLE XV – CURRICULUM AND PROFESSIONAL DEVELOPMENT

- A. Curriculum shall be reviewed continuously, and all curriculum initiatives and/or changes to curriculum will be recorded in a shared document between the District and Association.
- B. Decisions regarding curriculum will be made collaboratively between the administration and the Association at the district level.
- C. Curriculum is DEFINED AS the expectations for what will be taught and what students will do in a program of study. It includes district-provided materials, textbooks, and national and state standards.
- D. Curriculum change will be implemented using an established process. The process and essential forms will be shared with teachers and placed on the district website.
- E. Work on curriculum projects may be compensated at the basic hourly teacher pay rate, when approved in advance by the Superintendent.
- F. Each school year, the appropriate number of hours defined by state requirements will be designated as Planning and Professional Development (PPD) days, as defined by the Michigan Department of Education.
  - 1. The purpose of PPD is to provide staff and administration with time and resources that will foster communication and growth for each school building. The following activities shall be completed during PPD time:
    - a. Professional development.
    - b. Curriculum alignment.
    - c. Inter- and Intra-building meetings.
  - 2. PPD day activities shall be planned within the following guidelines:
    - a. The Board and the Association shall agree to a schedule of which activities will be inter-building and which will be intra-building in nature.
    - b. This schedule may be adjusted as is mutually agreeable to the Board and the Association.
    - c. Building staff will develop and prioritize activities within the schedule guidelines.
    - d. District-wide, inter-building activities shall be coordinated by the Superintendent.
    - e. Intra-building activities shall be planned by the buildings (teaching staffs and principals working cooperatively).

- f. The DEA and administration recognize that quality professional development activities should be aligned with District goals, along with the needs of individual buildings and educators. A Professional Development Advisory Committee of Association and District representatives will be formed and meet regularly to provide input into the development of district professional development activities. (Please see school calendar for the schedule of professional development.) Teachers facilitating/leading professional development will be paid at the basic hourly teacher pay rate for planning. 1 hour of PD = 1 hour of planning.
- g. All district planned PD should be applicable to teacher certification. Detailed records will be kept by the Human Resources Department detailing professional development time for the district to aid teachers in documenting professional development.

## ARTICLE XVI – PROFESSIONAL COMPENSATION

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

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

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

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

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

Completion of the University of Michigan Micromasters Program in Leading Education Innovation and Improvement will be accepted for a ten-credit lane change on the salary schedule.

B. Experience Credit.

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

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

Teachers with vocational certification hired after June 30, 2007, will be placed on the salary schedule at a step/lane mutually agreed upon between the Association and the Superintendent. All teachers hired prior to this date and who have received credit for vocational certification shall retain such credit.

4. Teachers shall be advanced one (1) step on the salary schedule for each year spent in the Peace or Job Corps.

C. Payday.

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

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

- Extra-duty assignments that are completed by December 31 will be paid on November 15th.
- Extra-duty assignments that are completed January 1 through the end of school year will be paid on the last pay in May.
- Extra-duty assignments that run for an entire year will be paid one-half on November 15<sup>th</sup> and one-half on the last pay in May.
- Overloads, terminal leave pay, and basic teacher hourly pay rate will be paid as worked during the year based on the beginning of the year salary schedule.

D. One-Time Payment.

The district agrees to distribute a one time, off the schedule payment to association members in June of each year, if the district experiences a positive revenue over expense for that school year. The amount of the payment is to be mutually agreeable.

E. Professional Growth.

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

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

F. Travel Reimbursement.

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

G. There shall be a Basic Teacher Hourly Pay Rate of **\$41** for the length of this agreement.

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

## ARTICLE XVII – HEALTH BENEFITS

A. The Board of Education agrees to make medical benefit plan cost contributions and premium payments, to the extent specified below, for the plans and products identified below for all eligible bargaining unit members and their eligible dependents. The benefits referred to below are defined in plans and products named, which cannot be changed without mutual consent. It is expected that these benefits will be examined and may, upon mutual agreement, be renegotiated during the term of this Agreement. The medical benefit plan cost contributions and premium payments made by the Board may also change, if that is mutually agreeable.

1. Medical/Health (including Prescription Drugs) - Medical/Health benefit plans and products will be made available through the Board's participation in the Health Plan Purchasing Consortium. The medical/health benefit plans, specifications and products available to bargaining unit members will be as designated by the Washtenaw Health Insurance Consortium.

The Board's contribution for medical/health benefit plan costs will not exceed the lesser of the actual medical/health benefit plan costs or:

Starting 1/1/2019

- single \$ 475.01/month
- two-person \$ 1077.12/month
- family \$ 1333.99/month

Starting 1/1/2020 (assumes 3% increase)

- single \$ 485.41/month
- two-person \$ 1098.66/month
- family \$ 1360.67/month

Starting 1/1/2021

- single \$ 499.04/month
- two-person \$ 1131.62/month
- family \$ 1401.49/month

Starting 1/1/2022

- single \$ 514.01/month
- two-person \$ 1165.57/month
- family \$ 1443.54/month

Effective July 1, 2017, and on each ensuing medical benefit plan coverage year thereafter (unless prevented by Public Act 54 of 2011), the above Board maximum contribution levels shall be increased by the percentage increase factor specified by the State Treasurer for medical benefit plans in the applicable year, as is set forth in Section 3(1) of the Publicly Funded Health Insurance Contribution Act. Provided, in no event shall the resulting adjusted maximum Board contribution level amount exceed three percent (3%) more than the amount of the Board's monthly maximum contribution levels that became effective at the beginning of the previous medical benefit plan coverage year.

No further or additional adjustments in the Board's medical benefit plan cost contributions, beyond those stated above at the times designated above, shall be made as a result of this formula.

For employees not electing medical coverage, a cash in lieu of medical benefit payment of \$1,200 (annual amount) will be paid. This amount will be pro-rated for partial year service at \$100 per month. In order to be eligible for this option, the employee must: (a) voluntarily and in writing opt out of medical/health coverage; and (b) provide documentation to the Board that he/she has other health coverage that meets the minimum value and coverage requirements of the Affordable Care Act.

2. Dental – Medical/Health benefit plans and products will be made available through the Board's participation in the Health Plan Purchasing Consortium. The medical/health benefit plans, specifications and products available to bargaining unit members will be as designated by the Washtenaw Health Insurance Consortium.

The Board will pay an annual plan year amount of: \$421 (single); \$945 (two-person); and \$1,169 (family), or eighty percent (80 %) of the representative rates of the dental benefit plan costs, whichever amount is less. \*\*The annual amount will be prorated for partial year service at 1/12 per month.

3. Vision – Medical/Health benefit plans and products will be made available through the Board's participation in the Health Plan Purchasing Consortium. The medical/health benefit plans, specifications and products available to bargaining unit members will be as designated by the Washtenaw Health Insurance Consortium.

The Board will pay annual plan year amount of: \$60 (single); \$118 (two person); and \$139 (family), or eighty percent (80%) of the representative rates of the vision benefit plan costs, whichever amount is less.

4. Group Term Long-Term Disability (LTD) – Medical/Health benefit plans and products will be made available through the Board's participation in the Health Plan Purchasing Consortium. The medical/health benefit plans, specifications and products available to bargaining unit members will be as designated by the Washtenaw Health Insurance Consortium.



The Board's monthly contribution toward the premium for the LTD plan shall not exceed the lesser of the actual LTD plan costs or \$24.89/month. The District may alternatively self-fund all or a portion of LTD coverage.

5. Group Term Life Insurance – Medical/Health benefit plans and products will be made available through the Board's participation in the Health Plan Purchasing Consortium. The medical/health benefit plans, specifications and products available to bargaining unit members will be as designated by the Washtenaw Health Insurance Consortium, subject to the terms and conditions as described in the policy by the carrier. The Board's monthly contribution for this plan, toward the premium for the life plan, shall not exceed the lesser of the actual life plan costs or \$6.00/month.
  6. Cafeteria Plan/Section 125/HSA –The Section 125 plan will include an employee funded medical care reimbursement account and employee-funded dependent care assistance account.
- B. "Full time" Association bargaining unit members are eligible for participation in the benefit program described in this Article. "Full time" is defined as an employee assigned 0.75 FTE or more. Employees assigned more than 0.25 FTE, but less than 0.75 FTE, are eligible for one half of the Board's contribution for benefits for a full-time employee as described in this Article. (For example, the Board will pay one half of the above amounts of the representative rates for employees electing coverage). Employees assigned 0.25 FTE or less are not eligible to participate in any benefits under this Article or for any Board- contributed amounts for such benefits.
- C. Any representative rates, premium amounts, and other medical benefit plan costs exceeding the amount of the Board contributions specified in this Article are the responsibility of the enrolled employee and will be deducted from the wages of the employee. Where the representative rate and any other medical benefit plan costs for a self-funded plan exceed the amount designated for the Board contribution toward that representative rate, the difference will be payroll deducted from the wages of the enrolled employee. For an insured program, where the premium and any other medical benefit plan costs exceed the amount designated for the Board contribution toward that premium, the difference will be payroll deducted from the wages of the enrolled employee.
- D. The medical benefit plan coverage year, and the other self-funded and insured plans described in this Article, shall be subject to the terms of the policy. An annual open enrollment period will be during the month of November.
- E. The enrolled employee shall notify the District of eligibility or dependent status changes as described in the Summary Plan Description. Failure to notify that results in the overpayment of any claims, representative rates, or representative premiums shall become the employee's responsibility.

- F. If an employee does not remain in service during the entire benefit plan year (i.e. unpaid leave of absence, retires, or terminates his/her employment with the school district) the health benefit coverages will terminate at the end of the calendar month and the Board's annual contribution will be prorated for the months of service.

Health benefits will continue for employees on a Family and Medical Leave Act (FMLA), for up to 12 weeks, in accordance with the Federal law. The employee and/or his/her eligible dependents may continue the group health plan benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA).

If an employee is approved for a long-term disability by the LTD carrier, the health benefit coverages shall be allowed to continue based on the terms and conditions of the Health Plan Purchasing Consortium.

An employee who retires from the District shall elect retirement health benefits on his/her retirement effective date.

An employee who terminates from the District at the end of a school year, other than retirement, shall be allowed to continue coverage through August 31, provided any applicable employee contributions for July and August are paid.

- G. Dexter Community Schools is the policyholder on all health benefits provided to its employees. The determination of the carrier and funding arrangements for all benefits are the right of the Board.
- H. There will be at least one meeting per year between representatives of the Association, the Board, and the benefit providers in order to discuss plan results, plan renewal, coverages, cost effective alternatives, and problem resolution.

## ARTICLE XVIII – MISCELLANEOUS PROVISIONS

- A. Individual teachers' contracts shall be made expressly subject to the terms of this Agreement, and Board Policy related to layoff/recall, evaluation and teacher discipline.
- B. There shall be three signed copies of this Professional Negotiated Agreement for purposes of record: one retained by the Board, one by the Association, and one by the Superintendent.
- C. Upon the request of either party, representatives of the Board, the Administration, and the Association shall meet to discuss the Board-Association relationship under the Master Agreement. The Board and Association Representatives shall mutually agree to establish meeting date, place and time.
- D. The Association shall designate teachers in each school building as Association Representatives. The principal and his/her designees and Association Representatives shall meet at least once each month for the purpose of reviewing the administration of the contract and to resolve problems which may arise. These meetings are not intended to bypass the grievance procedure.
- E. The parties recognize the need for close cooperation between home and school and agree to grant two (2) half-days in the fall for parent-teacher conferences in grades Y5 through 12. These conferences shall be planned and scheduled for the individual buildings by the building principal and the teaching staff, provided that all buildings are scheduled on the same half-days. Each building shall schedule a mutually agreed upon afternoon and one (1) evening session to occur on a non-Friday half day totaling five (5) hours for teachers that do not arrange individual conferences.
- The buildings may schedule their conference times to occur on different days from each other provided that both parties agree to such schedule.
- Beginning on or near November 1, Y5 through grade 6 spring conferences shall be arranged by individual teachers on as needed basis, utilizing non--instructional time.
- No building meetings will be held on conference week.
- F. If any specific provision of the Agreement or any specific application of this Agreement to any employee or group of employees shall be found contrary to law, then such specific provision or specific application shall be deemed null and void but all other provisions or applications shall continue in full force and effect.
- The parties will meet and confer, upon request, to bring the provisions in question into compliance.

G. School Improvement.

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

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

Any school improvement work or curriculum work which the administration approves, may be completed during the summer at \$100 per day stipend by staff who volunteer to do so. If an activity includes an overnight stay at a site that is more than 80-mile radius from the district, the rate shall be an additional \$100 per night. Stipends will not be offered during the school work week.

H. An Emergency Manager appointed under the Local Financial Stability and Choice Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Financial Stability and Choice Act, 2012 Public Act 436.

## ARTICLE XIX – DURATION OF AGREEMENT

This Agreement shall be in effect from the date of execution until the 30th day of June, 2022. At least ninety (90) days prior to the expiration of this Agreement, the parties will begin negotiations for a new Agreement covering wages, hours, terms and conditions of employment, at which time ground rules for negotiations will be drafted.

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

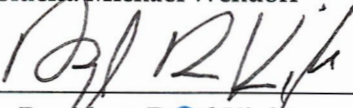
This agreement may be amended but only in writing with the consent of all parties.

All parties to this Agreement have duly authorized representatives to negotiate and execute this Agreement on their behalf. By executing this Agreement, all parties represent that they are authorized to do so.

Date of Execution **July 1, 2019.**

### BOARD OF EDUCATION DEXTER COMMUNITY SCHOOLS


  
\_\_\_\_\_  
President: Michael Wendorf

  
\_\_\_\_\_  
Vice President: Daryl Kiple


  
\_\_\_\_\_  
Secretary: Ron Darr

### WASHTENAW COUNTY EDUCATION ASSOCIATION

  
\_\_\_\_\_  
Pres./Unit Director: Jessica Baese

  
\_\_\_\_\_  
Vice President: John Heuser

  
\_\_\_\_\_  
Negotiator:

  
\_\_\_\_\_  
Negotiator:

  
\_\_\_\_\_  
Negotiator:

\_\_\_\_\_  
Negotiator:

## ARTICLE XX – ASSOCIATION-BOARD COMMUNICATION

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

- A. "Meet and Confer" sessions shall be held as mutually agreed upon. Although this is not an additional step in the grievance procedure, grieved issues may be brought to the committee for discussion.
  - 1. These sessions shall be attended by the following: at least two Board members, the Superintendent, the President/Unit Director, and at least two other representatives of the local chapter of the Association.
  - 2. Operating Procedures.
    - a. The agenda shall be established and distributed to the permanent committee at least one week prior to the meeting. The agenda shall include all items as requested by either party. Issues of concern which arise during a meeting may be discussed if mutually agreed upon.
    - b. The framework for examining issues shall follow the Four Basic Steps in Inventing Options as described in Getting to Yes by Roger Fisher, when appropriate.
- B. The Unit Director shall be allowed to address any issue at Board meetings at the time the item is discussed.
- C. The Association shall have two seats on the Board of Education Finance Committee and shall participate in its decisions.

# APPENDIX A – PROFESSIONAL COMPENSATION PLACEMENT SCHEDULE

## DEA Salary Schedule 2019-20

2019-20	BA	BA+10	BA+20	MA	MA+10	MA+20	MA+30/SPEC	PHD/DR
1	\$ 39,643	\$ 39,988	\$ 40,520	\$ 43,762	\$ 45,043	\$ 46,257	\$ 47,848	\$ 50,797
1.5	\$ 40,613	\$ 40,967	\$ 41,513	\$ 44,833	\$ 46,146	\$ 47,389	\$ 49,020	\$ 52,041
2	\$ 41,221	\$ 41,565	\$ 42,005	\$ 45,543	\$ 46,860	\$ 48,117	\$ 49,744	\$ 52,914
2.5	\$ 42,231	\$ 42,583	\$ 43,034	\$ 46,658	\$ 48,007	\$ 49,295	\$ 50,962	\$ 54,210
3	\$ 43,293	\$ 43,726	\$ 44,075	\$ 47,970	\$ 49,347	\$ 50,658	\$ 52,339	\$ 55,790
3.5	\$ 44,354	\$ 44,708	\$ 45,065	\$ 49,048	\$ 50,455	\$ 51,796	\$ 53,514	\$ 57,042
4	\$ 46,208	\$ 46,561	\$ 47,941	\$ 52,669	\$ 53,937	\$ 55,351	\$ 57,161	\$ 61,110
5	\$ 49,574	\$ 49,932	\$ 50,338	\$ 55,302	\$ 56,822	\$ 58,322	\$ 60,164	\$ 64,470
6	\$ 52,159	\$ 52,518	\$ 52,880	\$ 58,437	\$ 60,031	\$ 61,600	\$ 63,509	\$ 68,236
7	\$ 54,735	\$ 55,094	\$ 55,454	\$ 61,729	\$ 63,389	\$ 65,062	\$ 66,999	\$ 72,143
8	\$ 58,087	\$ 58,542	\$ 58,743	\$ 65,050	\$ 66,848	\$ 68,623	\$ 70,844	\$ 74,280
9	\$ 60,817	\$ 61,294	\$ 61,504	\$ 68,628	\$ 70,658	\$ 72,535	\$ 74,882	\$ 80,234
10	\$ 63,797	\$ 64,297	\$ 64,517	\$ 71,991	\$ 74,050	\$ 76,017	\$ 78,476	\$ 84,486
11	\$ 63,924	\$ 64,327	\$ 64,582	\$ 72,336	\$ 74,383	\$ 76,359	\$ 78,712	\$ 84,697
12	\$ 64,052	\$ 64,426	\$ 64,711	\$ 72,568	\$ 74,599	\$ 76,488	\$ 78,767	\$ 84,951
13	\$ 64,136	\$ 64,456	\$ 64,741	\$ 72,662	\$ 74,674	\$ 76,565	\$ 78,845	\$ 85,291
14	\$ 64,213	\$ 64,503	\$ 64,789	\$ 72,698	\$ 74,763	\$ 76,657	\$ 78,940	\$ 85,547
15	\$ 64,640	\$ 64,998	\$ 65,367	\$ 73,199	\$ 75,250	\$ 77,136	\$ 79,334	\$ 85,888
16	\$ 64,679	\$ 65,037	\$ 65,406	\$ 73,353	\$ 75,296	\$ 77,182	\$ 79,382	\$ 85,940
17	\$ 64,744	\$ 65,102	\$ 65,436	\$ 73,384	\$ 75,328	\$ 77,259	\$ 79,412	\$ 86,026
18	\$ 64,808	\$ 65,168	\$ 65,438	\$ 73,384	\$ 75,328	\$ 77,337	\$ 79,412	\$ 86,112
19	\$ 64,873	\$ 65,233	\$ 65,434	\$ 73,385	\$ 75,328	\$ 77,414	\$ 79,416	\$ 86,198
20	\$ 65,936	\$ 66,301	\$ 66,677	\$ 74,778	\$ 76,759	\$ 78,681	\$ 80,924	\$ 87,610
21	\$ 65,966	\$ 66,331	\$ 66,707	\$ 74,808	\$ 76,789	\$ 78,711	\$ 80,954	\$ 87,640
22	\$ 65,967	\$ 66,332	\$ 66,708	\$ 74,821	\$ 76,790	\$ 78,727	\$ 80,971	\$ 87,660
23	\$ 66,037	\$ 66,403	\$ 66,779	\$ 74,893	\$ 76,877	\$ 78,802	\$ 81,048	\$ 87,745
24	\$ 66,072	\$ 66,438	\$ 66,815	\$ 74,932	\$ 76,917	\$ 78,844	\$ 81,091	\$ 87,790
25	\$ 67,886	\$ 68,261	\$ 68,649	\$ 76,990	\$ 79,028	\$ 81,009	\$ 83,317	\$ 90,200
26	\$ 67,968	\$ 68,344	\$ 68,732	\$ 77,083	\$ 79,124	\$ 81,106	\$ 83,418	\$ 90,309

## DEA Salary Schedule 2020-21

Old Steps	New Steps									
2019-20	2020-21	BA	BA+10	BA+20	MA	MA+10	MA+20	MA+30/SPEC	PHD/DR	
1	1	\$ 39,643	\$ 39,988	\$ 40,520	\$ 43,762	\$ 45,043	\$ 46,257	\$ 47,848	\$ 50,797	
1.5	2	\$ 40,767	\$ 41,122	\$ 41,669	\$ 45,003	\$ 46,320	\$ 47,568	\$ 49,204	\$ 52,237	
2	3	\$ 41,922	\$ 42,287	\$ 42,850	\$ 46,278	\$ 47,633	\$ 48,917	\$ 50,599	\$ 53,718	
2.5	4	\$ 43,111	\$ 43,486	\$ 44,064	\$ 47,590	\$ 48,983	\$ 50,303	\$ 52,033	\$ 55,240	
3	5	\$ 44,333	\$ 44,719	\$ 45,314	\$ 48,939	\$ 50,372	\$ 51,729	\$ 53,508	\$ 56,806	
3.5	6	\$ 45,589	\$ 45,986	\$ 46,598	\$ 50,326	\$ 51,799	\$ 53,196	\$ 55,025	\$ 58,417	
4	7	\$ 48,104	\$ 48,522	\$ 49,168	\$ 53,102	\$ 54,656	\$ 56,129	\$ 58,060	\$ 61,638	
5	8	\$ 50,756	\$ 51,198	\$ 51,879	\$ 56,030	\$ 57,670	\$ 59,225	\$ 61,262	\$ 65,037	
6	9	\$ 53,555	\$ 54,022	\$ 54,740	\$ 59,120	\$ 60,851	\$ 62,491	\$ 64,640	\$ 68,624	
7	10	\$ 56,509	\$ 57,001	\$ 57,759	\$ 62,380	\$ 64,206	\$ 65,937	\$ 68,205	\$ 72,408	
8	11	\$ 59,625	\$ 60,144	\$ 60,944	\$ 65,820	\$ 67,747	\$ 69,573	\$ 71,966	\$ 76,401	
9	12	\$ 62,913	\$ 63,461	\$ 64,305	\$ 69,450	\$ 71,483	\$ 73,410	\$ 75,935	\$ 80,615	
10	13	\$ 66,383	\$ 66,961	\$ 67,852	\$ 73,280	\$ 75,425	\$ 77,458	\$ 80,122	\$ 85,061	
11	14	\$ 66,491	\$ 67,069	\$ 67,962	\$ 73,399	\$ 75,548	\$ 77,584	\$ 80,252	\$ 85,198	
12	15	\$ 66,598	\$ 67,178	\$ 68,072	\$ 73,518	\$ 75,670	\$ 77,710	\$ 80,382	\$ 85,337	
13	16	\$ 66,706	\$ 67,287	\$ 68,182	\$ 73,637	\$ 75,793	\$ 77,836	\$ 80,513	\$ 85,475	
14	17	\$ 66,814	\$ 67,396	\$ 68,293	\$ 73,757	\$ 75,916	\$ 77,962	\$ 80,643	\$ 85,613	
15	18	\$ 66,923	\$ 67,505	\$ 68,403	\$ 73,876	\$ 76,039	\$ 78,088	\$ 80,774	\$ 85,752	
16	19	\$ 67,114	\$ 67,698	\$ 68,599	\$ 74,088	\$ 76,256	\$ 78,312	\$ 81,005	\$ 85,998	
17	20	\$ 67,306	\$ 67,892	\$ 68,795	\$ 74,300	\$ 76,475	\$ 78,536	\$ 81,237	\$ 86,244	
18	21	\$ 67,499	\$ 68,087	\$ 68,992	\$ 74,512	\$ 76,694	\$ 78,761	\$ 81,470	\$ 86,491	
19	22	\$ 67,692	\$ 68,281	\$ 69,190	\$ 74,726	\$ 76,913	\$ 78,986	\$ 81,703	\$ 86,738	
20	23	\$ 67,886	\$ 68,477	\$ 69,388	\$ 74,940	\$ 77,133	\$ 79,212	\$ 81,937	\$ 86,987	
21	24	\$ 68,265	\$ 68,859	\$ 69,775	\$ 75,358	\$ 77,564	\$ 79,654	\$ 82,394	\$ 87,472	
22	25	\$ 68,646	\$ 69,243	\$ 70,164	\$ 75,778	\$ 77,996	\$ 80,098	\$ 82,853	\$ 87,960	
23	26	\$ 69,029	\$ 69,629	\$ 70,556	\$ 76,201	\$ 78,431	\$ 80,545	\$ 83,316	\$ 88,450	
24	27	\$ 69,414	\$ 70,018	\$ 70,949	\$ 76,626	\$ 78,869	\$ 80,994	\$ 83,780	\$ 88,944	
25	28	\$ 69,801	\$ 70,408	\$ 71,345	\$ 77,053	\$ 79,309	\$ 81,446	\$ 84,248	\$ 89,440	
26	29	\$ 70,429	\$ 71,042	\$ 71,987	\$ 77,747	\$ 80,023	\$ 82,179	\$ 85,006	\$ 90,245	



## DEA Salary Schedule 2021-22

2021-22	BA	BA+10	BA+20	MA	MA+10	MA+20	MA+30/SPEC	PHD/DR
1	\$ 40,039	\$ 40,388	\$ 40,925	\$ 44,200	\$ 45,493	\$ 46,720	\$ 48,326	\$ 51,305
2	\$ 41,175	\$ 41,533	\$ 42,086	\$ 45,453	\$ 46,783	\$ 48,044	\$ 49,696	\$ 52,759
3	\$ 42,341	\$ 42,710	\$ 43,279	\$ 46,741	\$ 48,109	\$ 49,406	\$ 51,105	\$ 54,255
4	\$ 43,542	\$ 43,921	\$ 44,505	\$ 48,066	\$ 49,473	\$ 50,806	\$ 52,553	\$ 55,792
5	\$ 44,776	\$ 45,166	\$ 45,767	\$ 49,428	\$ 50,876	\$ 52,246	\$ 54,043	\$ 57,374
6	\$ 46,045	\$ 46,446	\$ 47,064	\$ 50,829	\$ 52,317	\$ 53,728	\$ 55,575	\$ 59,001
7	\$ 48,585	\$ 49,007	\$ 49,660	\$ 53,633	\$ 55,203	\$ 56,690	\$ 58,641	\$ 62,254
8	\$ 51,264	\$ 51,710	\$ 52,398	\$ 56,590	\$ 58,247	\$ 59,817	\$ 61,875	\$ 65,687
9	\$ 54,091	\$ 54,562	\$ 55,287	\$ 59,711	\$ 61,460	\$ 63,116	\$ 65,286	\$ 69,310
10	\$ 57,074	\$ 57,571	\$ 58,337	\$ 63,004	\$ 64,848	\$ 66,596	\$ 68,887	\$ 73,132
11	\$ 60,221	\$ 60,745	\$ 61,553	\$ 66,478	\$ 68,424	\$ 70,269	\$ 72,686	\$ 77,165
12	\$ 63,542	\$ 64,096	\$ 64,948	\$ 70,145	\$ 72,198	\$ 74,144	\$ 76,694	\$ 81,421
13	\$ 67,047	\$ 67,631	\$ 68,531	\$ 74,013	\$ 76,179	\$ 78,233	\$ 80,923	\$ 85,912
14	\$ 67,156	\$ 67,740	\$ 68,642	\$ 74,133	\$ 76,303	\$ 78,360	\$ 81,055	\$ 86,050
15	\$ 67,264	\$ 67,850	\$ 68,753	\$ 74,253	\$ 76,427	\$ 78,487	\$ 81,186	\$ 86,190
16	\$ 67,373	\$ 67,960	\$ 68,864	\$ 74,373	\$ 76,551	\$ 78,614	\$ 81,318	\$ 86,330
17	\$ 67,482	\$ 68,070	\$ 68,976	\$ 74,495	\$ 76,675	\$ 78,742	\$ 81,449	\$ 86,469
18	\$ 67,592	\$ 68,180	\$ 69,087	\$ 74,615	\$ 76,799	\$ 78,869	\$ 81,582	\$ 86,610
19	\$ 67,785	\$ 68,375	\$ 69,285	\$ 74,829	\$ 77,019	\$ 79,095	\$ 81,815	\$ 86,858
20	\$ 67,979	\$ 68,571	\$ 69,483	\$ 75,043	\$ 77,240	\$ 79,321	\$ 82,049	\$ 87,106
21	\$ 68,174	\$ 68,768	\$ 69,682	\$ 75,257	\$ 77,461	\$ 79,549	\$ 82,285	\$ 87,356
22	\$ 68,369	\$ 68,964	\$ 69,882	\$ 75,473	\$ 77,682	\$ 79,776	\$ 82,520	\$ 87,605
23	\$ 68,565	\$ 69,162	\$ 70,082	\$ 75,689	\$ 77,904	\$ 80,004	\$ 82,756	\$ 87,857
24	\$ 68,948	\$ 69,548	\$ 70,473	\$ 76,112	\$ 78,340	\$ 80,451	\$ 83,218	\$ 88,347
25	\$ 69,332	\$ 69,935	\$ 70,866	\$ 76,536	\$ 78,776	\$ 80,899	\$ 83,682	\$ 88,840
26	\$ 69,719	\$ 70,325	\$ 71,262	\$ 76,963	\$ 79,215	\$ 81,350	\$ 84,149	\$ 89,335
27	\$ 70,108	\$ 70,718	\$ 71,658	\$ 77,392	\$ 79,658	\$ 81,804	\$ 84,618	\$ 89,833
28	\$ 70,499	\$ 71,112	\$ 72,058	\$ 77,824	\$ 80,102	\$ 82,260	\$ 85,090	\$ 90,334
29	\$ 71,133	\$ 71,752	\$ 72,707	\$ 78,524	\$ 80,823	\$ 83,001	\$ 85,856	\$ 91,147

## APPENDIX B – EXTRA-CURRICULAR ASSIGNMENTS

1. The parties recognize the value of extra-curricular activities and their importance to the educational program and as a representation of the Dexter Community Schools. They also recognize that extra-curricular activities create benefits and opportunities for students. Therefore, the parties shall continue to encourage extra-curricular activities.
2. Extra-curricular assignment compensation shall be calculated based on the percentages on the accompanying pages at \$50,000 (\$500 = 1%).
  - a. The exception will be the Music Extra Duty positions, which will be compensated based on the B.A. Base Salary Schedule (90% version) moving up through Step 10 located in the 2013-2016 Master Agreement.
  - b. A committee will be formed during the final year of this agreement with the task of evaluating the Music portion of the extra duty schedule. This committee will consist of, at minimum, one DEA representative, one administrator and one music director from each of the four music areas (choir, band, orchestra, general music).
3. In the job specifications for extra-curricular assignments for Band Directors, the phrase "summer band experience" shall have exclusive reference to a summer practice session in/at the Dexter School District prior to the opening of school as may be required to properly prepare the band students for the first football game, but said session shall not commence prior to August 25 in any given year unless deemed necessary by the band director(s).
4. An ad hoc committee shall be formed annually in January, which shall review and recommend changes in each of the areas of extra duty positions (Student Activities and Staff Activities). This committee will consist of three (3) members appointed by the Superintendent, and three (3) members appointed by the Association. The joint Negotiations committee, consisting of Board and Association negotiators, will consider the recommendations made by this committee. A tentative agreement, made by this committee, must be approved by the Association membership and by the Board of Education or its designee. This committee will be responsible for developing an evaluation tool to be used for extra duty positions.
6. Team leaders at grades 7-8 will have additional time made available to attend to their responsibilities as a team leader if the schedule allows for such additional time. If the schedule does not allow for such time, the rate for team leaders in the extra duty compensation list will be doubled.
7. Teachers serving as coaches for District athletic teams as of June 30, 2016 will be continue to be covered by the terms of this master agreement.

## EXTRA DUTY SCHEDULE FOR STUDENT ACTIVITIES

Student Activities				Extra Duty Schedule			
Tier 1 1% up to 25 hrs/year	Tier 2 2% 26-50 hrs/year	Tier 3 3% 51-100 hrs/year	Tier 4 4% 100+ hrs/year	Music*		Department Head/ Level Chairs and School Improvement	Mentor Program
				High School	Drama		
Kindergarten/YS picnic, screening, Meet and Greet (split up to 10% total between Anchor & Beacon, max 1% each)	Art (6 buildings)	Wylie Student Council	MC Anti-Bullying	Symphonic band 3.5% (Director-2.5%, Asst.-1%)	Non-Musical Head 5%	All Bldgs @ 20%	Program coordinator 3%
Creekside Project Fair	Wylie Safety Patrol	Creekside Kitchen to Garden Club	MC 7th Grade Camp Coordinator	Concert band 3.5% (Director-2.5%, Asst.-1%)	Non-Musical Assistant 2%	Cornerstone 1% x 2	4 building coordinators (1% each)
Creekside Quiz Bowl	Creekside Flex Coordinator	Creekside Student Council	HS Debate	Varsity band 3.5% (Director-2.5%, Asst.-1%)	Musical Director 6%	Bates 1% x 2	1st year mentor 2%
Creekside Spelling Bee	5th grade RTI Coordinator	Creekside Yearbook	HS Forensics	Marching band director 6.5%	Musical Assistant 4%	Wylie 1% x 2	2nd year mentor 1%
MC Class Advisors (2)	6th grade RTI Coordinator	MC DC Trip Coordinator	HS NHS	Marching band assistant 5.5%	Chorus 4%	Creekside 1% x 2	3rd year mentor 1%
MC Chaperones for 7th grade camp (split up to 15%, max 1% each)	Creekside Safety Patrol	MC Yearbook	HS Ocean Bowl	Pep band 2%	Orchestra 3%	MC 1% x 2	
MC DC Trip - (split up to 12%, max 1% each) must be MC 8th grade classroom teacher	MC Cedar Pt Trip Coordinator	HS Newspaper	HS Student Council	Symphonic orchestra 2.5%	Mill Creek 3%	HS 1% x 3	
MC Spelling Bee	MC CSL Junior Advisors (3)	HS S.P.A.C.E.	HS Yearbook	Concert orchestra 2.5%	Mill Creek Drama Vocal Director 3%		
MC Quiz Bowl	HS DOE Science Quiz Bowl	HS Women in Science		Concert choir 2.5%	Drama Club Producer 2%		
HS Class Advisors (no more than 4, max 1% each)	HS Drama Club			Chamber choir 2.5%			
HS Link Crew (2)	HS Interact Club			<b>Mill Creek</b>			
HS Starboard Literary Club	HS Leo's Club			8th grade band 3.5% (Director-2.5%, Asst.-1%)			
HS World Cultures Club (no more than 3, max 1% each)	HS S.N.A.P.			7th grade band 3.5% (Director-2.5%, Asst.-1%)			
HS Culture Crew Coordinator	HS Spectrum Alliance			8th grade orchestra 2.5%			
HS and MC Move-Up Day Coordinators (1 per school)	HS Model UN			7th grade orchestra 2.5%			
	HS Prom Coordinator			8th grade chorus 2.5%			
	HS Key Club			7th grade chorus 2.5%			
				<b>Creekside</b>			
				6th grade band 2.5% (Director-1.75%, Asst.-0.75%)			
				5th grade band 2.5% (Director-1.75%, Asst.-0.75%)			
				6th grade orchestra 1.5%			
				5th grade orchestra 1.5%			
				Orchestra assistant 1%			
				Vocal/General Music 2.5%			
				<b>Wylie</b>			
				Music teacher 2.5%			
				<b>Anchor/Beacon combined</b>			
				Music teacher 3%			

**\*Please Note:**  
 Extra-curricular assignment compensation shall be calculated based on the percentages on the accompanying pages applied to the B.A. base salary schedule moving up through step 10. at \$50,000 (\$500 = 1%).  
 a. The exception will be the Music Extra Duty positions, which will be compensated based on the B.A. Base Salary Schedule (90% version) moving up through Step 10 located in the 2013- 2016 Master Agreement.  
 b. A committee will be formed during the final year of this agreement with the task of evaluating the Music portion of the extra duty schedule. This committee will consist of, at minimum, one DEA representative, one administrator and one music director from each of the four music areas (choir, band, orchestra, general music).

## APPENDIX C – CLASS SIZE LIMITS

Scheduling cap will be defined as the maximum number of students placed into classes when building schedules are created in the Spring.

Late enrollment cap will be defined as the maximum number of students to be added into classes after the schedule has been finalized, including new students enrolled in the district over the summer.

High School	Scheduling Cap	Late Enrollment Cap
Science (AP/IB)	30	30
Aquatics	27	27
PE/Health	35	35
Academic Labs (Read/Write)	17	17
Art	30	30
Computers	30	32
Graphic Arts	30	30
Nutrition/Food Service	30	30
Photo Journalism	30	32
AP	30	32
IB	30	32
AP and IB English Courses	30	30
Creative Writing	30	30
Intro to Journalism	30	30
Newspaper	30	30
World Language	30	32
World Literature and Comp/Speech	30	30
Upper Level Lit and Comp	30	30
World History	30	32
Newspaper/Yearbook	30	32
Humanities	30	32
American Studies (English 9/American History 9)	30	32
All others	34	34
<b>5-12 Music TDTP = 193</b>		
<b>9-12 TDTP = 160</b>		

<b>Mill Creek</b>	<b>Scheduling Cap</b>	<b>Late Enrollment Cap</b>
Ceramics	29	29
Studio Art	29	29
Foods	29	29
Sewing	29	29
Computers	29	29
All other Electives	34	34
8 <sup>th</sup> Grade Core	28	32
7 <sup>th</sup> Grade Core	28	32
<b>7-8 TDTPL = 180</b>		
<b>K-6 Classes</b>	<b>Scheduling Cap</b>	<b>Late Enrollment Cap</b>
6 <sup>th</sup> Grade	27	31
5 <sup>th</sup> Grade	27	31
4 <sup>th</sup> Grade	25	29
3 <sup>rd</sup> Grade	25	29
2 <sup>nd</sup> Grade	23	27
1 <sup>st</sup> Grade	23	27
Kindergarten	22	26
Young Five	18	21

## APPENDIX D – SCHOOL CALENDAR

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

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

## TEACHER CALENDAR 2019-2020

### SEPTEMBER

September 3	First Day of School	Half Day
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### OCTOBER

October 9	Teacher Training	Half Day for Students
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### NOVEMBER

November 1	Teacher Training	No School for Students
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November 7	Parent-Teacher Conferences	Half Day for Students
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November 8	Half Day for Students	
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November 27	Half Day	
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November 28, 29	Thanksgiving Break	No School
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### DECEMBER

December 11	Teacher Training	Half Day for Students
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December 21-31	Winter Break	No School
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### JANUARY

January 1-5	Winter Break	No School
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January 16-17	High School Exams	Half Days for All Students
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January 20	Martin Luther King, Jr. Day	No School for Students
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### FEBRUARY

February 14	Teacher Training	Half Day for Students
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February 17	Presidents' Day	No School
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### MARCH

March 13	Teacher Training	Half Day for Students
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March 28-April 5	Spring Break	No School
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### APRIL

April 6	Teacher Training	No School for Students
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### MAY

May 22	Teacher Training	No School for Students
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May 25	Memorial Day	No School
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May 31	Commencement	
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### JUNE

June 11	High School Exams	Half Day for All Students
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June 12	High School Exams & Last Day	Half Day for All Students
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## APPENDIX E – LETTER OF UNDERSTANDING - JOB SHARING

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

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

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

**Benefits:** Personal Leave/Sick Days/Term Insurance

Each pair shall receive 100% of the current full-time benefits, divided in a manner agreeable to both.

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

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

### **Staff Meetings/In-service/Opening Day**

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

### **Commitment Agreement**

A written agreement will be signed by both job sharers that clearly defines their commitment to cooperation, academic teaching subjects, communication to parents, general communication in buildings, classroom rules, discipline and classroom management and continuity, equal sharing of developing curriculum, outlining of responsibilities for ordering supplies, making out purchase orders, inventorying equipment and materials. This agreement shall specify the division of benefits.



The job sharers will be responsible to examine and evaluate the legal implications regarding tenure, retirement, seniority, disability, or other matters not specified herein. If at the completion of this agreement a job sharer wishes to resume a full-time position, he/she shall have the right to do so within the parameters of his/her seniority.

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Dexter Superintendent Date

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Dexter Education Association Date

## APPENDIX F – EVALUATIONS

All language in this appendix applies to non-certified professionals (see Article I Section A. for definition of this term).

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

B. *Teachers*

1. *All Teachers.*

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

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

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

- a. *The initial evaluation of a teacher shall not take place during the first twenty (20) days of school for all teachers, but must take place within the first forty-five (45) days of school for probationary teachers.*
  - o *Evaluation cycles for probationary teachers shall be a minimum of twenty (20) work days apart.*
  - o *Other in-classroom observations may take place at any time.*
- b. *Each evaluation shall include an in-classroom observation period of a minimum of thirty (30) minutes, twenty (20) of which must be consecutive.*
- c. *All monitoring or observations of the performance of a teacher shall be conducted openly and with full knowledge of the teacher. Only direct observations made by the evaluator shall be used in evaluations.*
- d. *The teacher shall attach his/her signature to all evaluations to acknowledge receipt of the evaluation, and the teacher retains the right to attach his/her comments to the evaluation, provided these written comments are submitted within ten (10) work days of the receipt of the evaluation. Any further response shall be separate from the evaluation.*
- e. *Testing results shall not be used as a sole criterion in teacher evaluations.*
- f. *If a teacher receives an unsatisfactory rating in a specific criterion of an evaluation, the evaluator shall state in specific terms the reasons for his/her belief, and indicate specific ways in which the teacher is to improve. If, in*

*subsequent evaluations the criterion of evaluation that was rated as unsatisfactory is not so noted again, it shall mean that adequate improvement has taken place.*

2. *Probationary Teachers.*

- a. *Two (2) evaluations cycles shall be completed annually by the evaluator. Only the person conducting the observations shall fill out and/or sign the evaluation form.*
- b. *The evaluator and the probationary teacher will work together to develop an Individual Development Plan (IDP).*
- c. *The first evaluation cycle shall be completed by December 15. The second evaluation cycle shall be completed by April 1.*
- d. *All evaluations citing deficiencies shall include recommendations as to how the teaching performance of the probationary teacher may be improved. The subsequent evaluation shall state whether or not this area has shown improvement, if the area of deficiency is observed in the subsequent evaluation.*
- e. *In the event a probationary teacher is not continued in employment, the Board shall advise the probationary teacher that his/her work is not satisfactory and provide written notice of the right to appeal to the Tenure Commission.  
At any grievance or tenure proceedings, all evaluations and responses thereto shall be admissible. Failure to perform non-required activities outside of the school day shall not contribute to a recommendation for non-renewal of a probationary teacher's contract.*

3. *Tenured Teachers.*

- a. *Observations shall not take place within the last fifteen (15) calendar days of the school year.*
- b. *The Charlotte Danielson evaluation tool will be used for a tenured teacher who receives an evaluation that notes sufficient concerns to warrant the need for an improvement plan.*

## APPENDIX G – VACANCIES, TRANSFERS, AND REASSIGNMENTS

All language in this appendix applies to non-certified professionals (see Article I Section A. for definition of this term).

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

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

- C. *Whenever vacancies occur during the summer vacation period the following procedure will apply in lieu of the posting.*
- 1. Teachers with specific interests in possible vacancies will notify the Superintendent of their interest in writing before the last day of the school year and shall include the address where they can be contacted during the summer.*
  - 2. Should such vacancy occur, the teachers who have expressed interest for the position shall be notified via certified letter.*
  - 3. It shall be the responsibility of the contacted teacher to notify the Superintendent in writing, via certified letter, of continued interest within seven (7) calendar days after notification via certified letter.*
  - 4. Vacancies shall be filled in a manner which facilitates the recall of the most senior qualified teacher on layoff.*
- D. *The Association recognizes that when vacancies occur during the school year it may be difficult to fill them from within the District without undue disruption to the existing educational program. When vacancies occur during the school year, and the Superintendent in his/her reasonable judgment determines not to fill the vacancy from within the District, the Board will either recall qualified laid-off personnel immediately, in order of seniority, or hire a permanent bargaining unit replacement no later than the beginning of the following school year. Vacancies which occur during the school year as a result of leaves of absence for less than a school year may be filled with temporary substitute personnel.*

- E. *Any teacher may apply for a vacancy. Application shall be made in writing to the principal responsible for supervising the position. An interview will be granted by the supervising principal to each bargaining unit member who has made formal application within the seven-calendar-day posting period. In the event an interviewed bargaining unit member is not assigned to the vacancy for which s/he has applied, the bargaining unit member may request from the supervising principal and shall be granted a written statement indicating the reasons the assignment was denied. Reasons given shall be based on past evaluations, results of the interview, input from the committee interviewing, and why or why not the candidate meets the expectations and job description of the position or relates to the philosophy and mission of the building. No vacancy will be posted outside the school District until all bargaining unit candidates making application within the seven (7) day posting period have been interviewed and it has been determined that no bargaining unit candidate will be assigned to the position.*
- F. *When said position has been filled, the applicant and the Association will be promptly notified of this action and if rejected for such position the applicant has the right to a conference with the Superintendent or his/her designee to discuss the reasons for rejection.*
- G. *Transfers and changes in assignments will be made on a voluntary basis whenever possible. Involuntary transfers will only be made in situations described below.*
1. *Involuntary transfers or reassignments must occur when the layoff of an Association member would be the result of another Association member refusing a transfer. If a member has not taught in an area of certification within the last seven years, that member will not be involuntarily assigned to a position which requires such certification.*
  2. *Involuntary transfers or reassignments may occur when the administration determines a situation can only be remedied by invoking an involuntary transfer. The teacher with the lowest District seniority will be transferred or reassigned in this situation. In this case, a teacher at another building may be required to take an involuntary transfer to resolve the situation.*
- The Association may file a grievance if the Association believes there are other reasonable remedies.*
- H. *Upon written application and prior approval of the Superintendent, bargaining unit members who have been involuntarily transferred to positions in levels where they have not taught for a period of five (5) years or to positions requiring the exercise of certification acquired more than five (5) years previously and not used within the past five (5) years will be reimbursed for reasonable educational expenses necessary to upgrade skills required for successful performance in the position.*
- I. *If a teacher (either probationary or tenured) has been evaluated according to the criteria established (see APPENDIX F – , Section B.2 A-E) for probationary teachers and the teacher has been given an unsatisfactory evaluation, involuntary transfer may be invoked.*

- J. *When a teacher on layoff is qualified for a vacancy which occurs during the school year, said vacancy need not be opened for application by other currently assigned personnel. When said vacancies occur during the summer months the vacancy shall be open for application by other currently assigned personnel in accordance with APPENDIX G – VACANCIES, TRANSFERS, AND REASSIGNMENTS, Section B.*
  
- K. *See APPENDIX H – REDUCTION IN PERSONNEL, Sections M for a description of how vacant positions will be filled.*

## APPENDIX H – REDUCTION IN PERSONNEL

All language in this appendix applies to non-certified professionals (see Article I Section A. for definition of this term).

- A. *In the event of a general cutback or reduction of teaching staff through layoff from employment, the following procedures will be utilized.*
  1. *Teachers not holding a valid Michigan teaching certificate will be laid off first, provided there are certified and qualified teachers to replace and perform all of the needed duties of the laid-off teacher.*
  2. *If reduction is still necessary, then probationary teachers with the least number of continuous years of teaching in the Dexter School System will be laid off first, provided there are remaining certified and qualified teachers to replace and perform all of the needed duties of the laid-off teachers.*
  3. *If further reduction is still necessary, then tenured teachers with the least number of years of continuous teaching experience in the Dexter School System will be laid off first, provided there are certified and qualified teachers to replace and perform all of the needed duties of the laid-off teachers.*
- B. *Certified teachers shall be defined as teachers who hold a valid Michigan teaching certificate.*
- C. *Qualified teachers shall be defined as teachers who possess a major or minor or have previous teaching experience in the District in the subject matter area to be taught.*
- D. *Before official action on a reduction of teachers is taken by the Board of Education, it will give notice to the Association of the contemplated reduction and afford the Association opportunity to discuss it with the employer. As soon as the names of the teachers to be laid off are known, a list of such names shall be given to the Association.*
- E. *All probationary teachers to be laid off shall be given at least forty-five (45) calendar days written notice, and tenured teachers shall be given at least sixty (60) calendar days written notice.*
- F. *Teachers on layoff shall be recalled to available positions for which they are certified and qualified on the basis of greatest seniority. Teachers on layoff who acquire additional credentials which expand the scope of their certification and/or qualifications shall have those credentials considered for the purpose of determining their recall to available positions; except such additional certification and/or qualifications may not be utilized to displace any teacher who has not been placed on layoff. No new teacher shall be hired in a position until all laid off teachers certified to perform the position have been given an opportunity to return to active duty in that position.*
- G. *The Board shall give written notice of recall from layoff by sending a certified letter, return receipt requested, signed by addressee, to said teacher at his/her last known address. The teacher shall notify the Board of acceptance or rejection of recall within fifteen (15) calendar days of the receipt of the notice by certified mail. It shall be the responsibility of each teacher to notify the Board of any changes of address. The teacher's address as it appears in the Board records shall be conclusive in connection with layoff, recall or other notice to the teacher.*

- H. *A laid-off teacher shall retain his/her right to recall for at least five (5) years. During this time a teacher shall forfeit his/her right to recall unless s/he shall annually provide to the Board during the month of June a written notification of his/her continued interest in the teaching position. Likewise, it shall be the responsibility of the teacher to inform the Board of any change in permanent address. The teacher shall forfeit continuing rights to recall if s/he does not accept recall to a comparable position when offered. This language is subject to allowable extensions of recall to be stipulated by State law or the Tenure Commission. A teacher who refuses recall and who is granted extension rights by the State Board or Tenure Commission shall not accrue seniority in the bargaining unit during the period of time for which recall is refused.*
- I. *Recalled teachers shall be informed of their recall by certified mail and shall have fifteen (15) days to respond to the recall notification. Failure to respond to a recall notification shall constitute forfeiture of all recall rights.*
- J. *Laid-off teachers will have the first opportunity to become substitutes. Teachers on layoff shall advise the Board in writing of their availability and willingness and shall provide the Board with a current address and phone number.*
- K. *Laid-off teachers, during the time they are subject to recall, shall be allowed to maintain at their expense the group insurance benefits consistent with COBRA regulations which are being provided to Dexter teachers, within the limitations of the insurance carrier. If direct payment is not possible, premiums shall be paid one (1) month in advance through the Dexter Schools.*
- L. *The following principles shall apply to all members when changes in assignment are being considered:*
  - 1. *Involuntary transfers will be made only when it is necessary to avoid a lay-off.*
  - 2. *Changes in assignment must create the least disruption to the building schedule.*
- M. *If there are teachers returning from leave and/or teachers whose positions have been eliminated within the last five years and who are still laid off, then the principles below shall apply to this group:*
  - 1. *After the above goals have been met, teachers with the greatest seniority will be allowed to choose a position from among the open positions for which they are qualified.*
  - 2. *Any open position will be filled by a qualified member whose position has been eliminated before considering an involuntary transfer.*