



East Lansing Board of Education

509 Burcham Drive, East Lansing, MI 48823

Regular Meeting
April 25, 2022 - 7:00 PM
Board Room
509 Burcham Drive
East Lansing, Michigan 48823



Agenda

I. Opening of Meeting

A. *Call to Order*

B. *Roll Call*

C. *Mission: Nurturing Each Child, Educating All Students, Building World Citizens*

D. *Approval of Agenda*

Motion: The Board of Education approve the agenda of the April 25, 2022 regular meeting, as presented.

E. *Approval of Minutes*

Motion: The Board of Education approve the minutes of the April 11, 2022 regular meeting and closed session minutes from April 11, 2022, as presented.

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II. Recognition

III. Student Representative Report

IV. Superintendent's Report

V. ELEF Check Presentation

K-5 Diverse Books Initiative

VI. Public Hearing

A. *Opening of Public Hearing*

Replacement of the Fifth Grade HIV and AIDS Lesson and Video and Replacement of the 7/8 Grade HIV and AIDS Video.

B. *Comments from Sara Smith, ELPS Director of Sexual Education and District Nurse*

C. *Public Comment*

Replacement of the Fifth Grade HIV and AIDS Lesson and Video and Replacement of the 7/8 Grade HIV and AIDS Video.

D. *Close of Public Hearing*

10

VII. Consent Agenda

12

Motion: The Board of Education approve the consent agenda to include the following leave of absences:

- A. An unpaid parental leave of absence for High School teacher, **Jacqui Carroll** for the 2022-23 school year.
- B. An unpaid leave of absence for High School teacher, **Nicole Heggelund** for the 2022-23 school year.
- C. An unpaid leave of absence for Robert L. Green Elementary teacher, **Katherine Fisher** for the 2022-23 school year.
- D. An unpaid leave of absence for Red Cedar Elementary teacher, **Melissa Sigh** for the 2022-23 school year.

VIII. Public Comment: This is the opportunity to address the Board. Speakers are to confine their remarks to five minutes. If a speaker requires more than five minutes, after all other persons who have requested to speak during this part of the meeting have spoken, that speaker will be allowed additional time. The Superintendent or other district staff may comment to clear up or avoid significant misunderstandings.

IX. Board Discussion

X. Action Items

A. Replacement of the Fifth Grade HIV and AIDS Lesson and Video and the Replacement of the 7/8 Grade HIV and AIDS Video **13**
Motion: The Board of Education approve the replacement of the Fifth Grade HIV and AIDS Lesson and Video and the replacement of the 7/8 Grade HIV and AIDS video, as presented.

B. Schools of Choice Resolution for 2022-23 **15**
Motion: The Board of Education adopt the Schools of Choice resolution for the 2022-23 school year, as presented.

C. Schools of Choice Openings for 2022-23 **16**
Motion: The Board of Education approves the following number of Schools of Choice (SOC) openings for the 2022-23 school year:

Young Fives/Kindergarten	22
1st Grade	18
2nd Grade	2
3rd Grade	7
4th Grade	19
5th Grade	24
6th Grade	1
7th Grade	1
8th Grade	1
9th - 12th Grades	<u>0</u>

TOTAL **95**

D. High School Germany Trip in the Summer of 2023 **19**

Motion: The Board of Education approves the trip request from Adam Orange and Robert Filter for a High School trip to Germany in the summer of 2023.

E. ELEA Collective Bargaining Agreement **45**

Motion: The Board of Education approves the changes to the agreement between the East Lansing Board of Education and the East Lansing Education Association, Ingham Clinton Education Association, MEA/NEA covering the period July 1, 2022 through June 30, 2025 as presented.

XI. Committee Reports

- A. Academic and Technology Committee
- B. Facilities Committee
- C. Finance Committee
- D. Intergovernmental Relations
- E. Personnel Committee
- F. Policy Committee

XII. Announcements

XIII. Adjournment

Respectfully Submitted,

***Dori Leyko
Superintendent***

Regular Meeting
Monday, April 11, 2022 7:00 PM Eastern

Board Room
509 Burcham Drive
East Lansing, Michigan 48823

I. Opening of Meeting

I.A. Call to Order

Board President Kate Powers called the meeting to order at 7:00 pm.

I.B. Roll Call

Dr. Terah Chambers:	Present
Dr. Kath Edsall:	Present
Ms. Monica Fink:	Present
Dr. Elizabeth Lyons:	Present
Mr. Chris Martin:	Present
Ms. Kate Powers:	Present
Ms. Debbie Walton:	Present
Student Representatives:	
Elisabeth Beer	Absent
Anne McIlhagga	Present
Ms. Dori Leyko	Present

Present: 9, Absent: 1

I.C. Mission: Nurturing Each Child, Educating All Students, Building World Citizens

I.D. Approval of Agenda

Motion 21-22/099: The Board of Education approves the agenda for April 11, 2022, regular meeting, as presented.

This motion, made by Dr. Kath Edsall and seconded by Dr. Elizabeth Lyons.

Amended Motion 21-22/100: The Board of Education amend the agenda for the April 11, 2022, regular meeting to reverse the order of Item X and Item IX.

This motion, made by Mr. Chris Martin and seconded by Dr. Kath Edsall, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye
Aye: 7, Nay: 0

I.E. Approval of Minutes

Motion: 21-22/101: The Board of Education approves the minutes of the March 14, 2022, regular meeting, as presented.

This motion, made by Dr. Kath Edsall and seconded by Mr. Chris Martin, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye
Aye: 7, Nay: 0

II. Recognition

- High School Science Olympiad team competed at the regional tournament at Haslett High School. The main team placed 1st overall with a record of 23 medals, and the two alternative teams medaled in two events. The main team will advance to the State Tournament in April. Shout out to the first place medalists: John Ahlin, Michael Barger, Iyla Blundell, Johnny Bonnell, Graham Flynn, Molly Ford, Skyler Hamlin, Jinyoung Jeong, Donald Keough, Shhzin Lodhi, Meera Schenker, Lie Mann, Conrad Craig, Josh Johnson, and Peter Ahlin. Thank you to our science teachers and Mr. Wells for your support over this phenomenal season.
- MacDonald Middle School Science Olympiad earned 3rd place at the regional event on Saturday, March 19th at Haslett High School. Our Olympians came home with over 70 medals in their events! Congratulations to all of our Olympians, but special note to our 8th Graders: Aya Howard (with a first place in Ornithology, 2nd in Write it Do it, 2nd in Experimental Design); Maggie Wheeler with a first place in Ornithology and 2nd in Write It do It; Adelina Schenker with a second in Rocks and Minerals and 3rd in Crimebusters. Other notable 1st places were Newman Liao and Joe Barger with Electric Write stuff and Isla McConnell and Charlotte Gowell in Anatomy and Physics. Our competing olympians were: Charlie Crowe, Joliena Phan, Margeaux LaLande, Zoe Van Dorn, Corissa Pittman, Keaton Smith, Lena Konett, James Morton, Jacob Drexler, Laila Naji, Safa Djomehri, Ember Bond, Eleanor Hamlin, Elizabeth Ahlin, Alia Djomehri. A special thanks to 7th grade teacher Ms. Konett and parent volunteer James Barger for all of their time, talent and dedication to providing this amazing opportunity for our middle school students!
- Congratulations to high school student, Matthew Zeleke with a new PR in the 3200.

III. Student Representative Report

- Spring sports have started;
- Prom will be held April 30 at the Huntington Club;
- Post-prom will be held at the high school until 3:30 am;
- State testing for the high school is this week;
- There is seven weeks left of school and high school students are making big decisions;

- Spoke on the mask mandate to become mask optional;
- Read the Senior class letter posted on Instagram regarding the frustration felt by people of color.

IV. Superintendent's Report

COVID Reporting Updates

As of today (4/11/22), ELPS is reporting the following COVID data for school-related cases:

School	Active cases (students and/or staff)	Number of individuals currently in quarantine as a result of school-related cases*	Cumulative cases for 2021-22
Donley Elementary	0	0	49
Glencairn Elementary	0	0	77
Marble Elementary	1	0	53
Red Cedar Elementary	2	0	30
Robert L. Green Elementary	0	0	51
Whitehills Elementary	0	0	41
MacDonald MS	0	0	101
East Lansing HS	1	0	155

State Testing Begins this Week - Reminder that Free Breakfast is Available for All

This week begins administration of our spring state tests - SAT, WorkKeys and M-STEP. This is just a reminder that every school has free breakfast available for ALL students. Breakfast is always important but is especially important on test days when sustained focus is required.

Summer School Programming 2022

We are actively planning for summer programming and will have information out to families later this month. With the available staffing we have for summer programming, summer school will be available on an invitation-only basis to target students who are below grade level in reading and/or math.

In-person elementary Summer Learning Camp will be held for rising 1st-6th grade students. Building principals will be contacting families whose students qualify for our Summer Learning Camp. Mrs. Ware and Mrs. Barton will be coordinating elementary summer programming.

The high school credit recovery program will run as usual, and we plan to offer a Middle School 101 and High School 101 two-week program in August. More information to come.

Summer programming for special education categorical classrooms will also be offered. More information will be coming from Mr. Hamilton and/or your student's teacher.

ELHS Principal & Director of Human Resources Update

After completing a series of interviews with multiple stakeholder groups, we elected to repost for the high school principal position. The position will be reposted tomorrow.

We have completed multiple interviews with candidates for the Director of Human Resources position and plan to have a recommendation to the Board at the 4/25 meeting.

Discussion followed.

V. Public Hearing

V.A. Opening of Public Hearing

Replacement of the Fifth Grade HIV and AIDS Lesson and Video and Replacement of the 7/8 Grade HIV and AIDS Video.

V.B. Comments from Sara Smith, ELPS Director of Sexual Education and District Nurse and Mary Ellen Vrbanac, former Director of Sexual Education

V.C. Public Comment

Replacement of the Fifth Grade HIV and AIDS Lesson and Video and Replacement of 7/8 Grade HIV and AIDS Video.

- No public comments.

V.D. Close of Public Hearing

- The Public Hearing closed at 7:28 pm.

VI. Consent Agenda

- No consent agenda.

VII. Public Comment: This is the opportunity to address the Board. Speakers are to confine their remarks to five minutes. If a speaker requires more than five minutes, after all other persons who have requested to speak during this part of the meeting have spoken, that speaker will be allowed additional time. The Superintendent or other district staff may comment to clear up or avoid significant misunderstandings.

- Mike Feldpausch - Public comment, back and forth discussion;
- Dr. Nichole Biber - Earth day celebration April 22 - Invest in our Planet; Climate Action;
- David Lee Lambert - Mask requirement and other COVID policies;
- Mark Cauley - Policy 5106 - Transgender policy;
- Grace Fitzgerald - Masks.

VIII. Board Discussion

- No Board Discussion.

IX. Action Items

IX.A. **Masking Policy and Resolution**

Motion 21-22/102: The Board of Education rescind the Resolution for Face Mask Mandate approved February 28, 2022 and make face masks optional for staff and students inside ELPS buildings and on district transportation effective Friday, April 15, 2022.

This motion was made by Dr. Terah Chambers and seconded by Dr. Kath Edsall.

Amended Motion 21-22/103: The Board of Education rescind the Resolution for Face Mask Mandate approved February 28, 2022 and make face masks optional for staff and students inside ELPS buildings and on district transportation effective Monday, April 18, 2022. Additionally, the Superintendent will be given board latitude to reinstate the mask mandate if CDC guidelines increase to medium or higher or if cases increase per building, classroom, or scenario.

This motion, made by Mr. Chris Martin and seconded by Ms. Debbie Walton, passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Nay, Ms. Monica Fink: Nay, Dr. Elizabeth Lyons: Nay, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye
Aye:4, Nay: 3

Discussion followed.

X. Closed Session

Motion 21-22/104: The Board of Education meet in closed session pursuant to Section 8(c) of the Open Meetings Act related to collective bargaining agreement.

This motion, made by Dr. Kath Edsall and seconded by Ms. Debbie Walton, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye
Aye: 7, Nay: 0

The Board returned to open session at 8:56 pm.

XI. Committee Reports

XI.A. Academic and Technology Committee

- No report.

XI.B. Facilities Committee

- Discussed big summer projects;
- Ideas for improving the grounds.

XI.C. Finance Committee

- Discussed the fund balance;
- Schools of Choice;
- Governors' per-pupil allowance;
- Additional at-risk funds;
- Very early look at the 22-23 fund estimates;
- Next meeting, Friday, April 15 at 9:30 am.

XI.D. Intergovernmental Relations

- No report.

XI.E. Personnel Committee

- Meeting will be on Thursday, April 14, at 9:00 am.

XI.F. Policy Committee

- No report;
- Next meeting on April 20, at 4:00 pm.

XII. Announcements

- No announcements.

XIII. Adjournment

The meeting was adjourned at 8:59 pm.

President

Secretary

Date: April 11,2022

To: East Lansing Public Schools Board of Education


From: Sex Education Advisory Board (SEAB)

Re: Recommendation for Approval of Replacement of the Fifth Grade HIV and AIDS Lesson and Video and Replacement of the 7/8th Grade HIV and AIDS Video.

Replacement of 5th Grade HIV/AIDS Lesson and Video:

Michigan Model has updated the HIV/AIDS lessons for use in 5th grade.

The current video for HIV/AIDS education for 5th grade is "AIDS: Facts for Kids". This video is outdated. The SEAB, along with guidance from the 5th grade teaching staff, have determined that given the high quality of the replacement lesson and video, student learning would be enhanced by using this updated material/media at the 5th grade level.

- MI Model Learning Objectives for HIV/AIDS: 5th Grade
 - Students will define HIV and AIDS
 - Identify how HIV is and is not transmitted
 - Identify ways people can protect themselves from infection from HIV and other blood-borne infections
 - Explain that it is safe to be a friend of someone who is living with HIV or AIDS
- "HIV and Me: Marissa's Story" (Redefine Positive Media) Running Time: 9 minutes, 30 seconds
This video "HIV and Me: Marissa's Story," is designed to educate 5th grade elementary school students about HIV and AIDS. The video tells the story of a 9-year old girl whose mother is HIV positive. All videos in the Redefine Positive series contain accurate medical and scientific information about transmission and prevention, address the emotional and social aspects of HIV and AIDS, and attempt to decrease the devastating stigma and discrimination still associated with the disease.
-  HIV and ME: Marissa's Story (Redefine Positive, 5th Grade)
- This curriculum meets state and national standards for HIV and other STI/s prevention education.

Replacement of 7/8th Grade HIV/AIDS Video:

Michigan Model has updated the HIV/AIDS video for use in the 7/8th grade HIV approved curriculum, *Michigan Model for Health Growing Up and Staying Healthy: Understanding HIV and Other STIs*.

The current video for HIV/AIDS education for 7/8th grade is “Understanding HIV and AIDS”. This video is also outdated and the SEAB feels that the updated video would greatly enhance student learning at the 7/8th grade level.

- “Understanding HIV/AIDS: Learn the Facts, Fight the Stigma, Stay Safe” (Redefine Positive Media) Running Time: 22 minutes, 47 seconds

This educational video is designed to teach 7/8th graders about HIV/AIDS. In this video, facts about HIV are presented by an engaging host, students will learn from two HIV + individuals who share their personal stories, and finally, students will learn about how to make good decisions to help them stay safe.

-  Understanding HIV/AIDS: Learn the Facts, Fight the Stigma, Stay Safe (Redefine Positiv...

Respectfully submitted by:

Sara Smith, RN
Sex Education Supervisor
East Lansing Public Schools
sara.smith@elps.us



East Lansing
Public Schools

MEMORANDUM

TO: Board of Education

FROM: Dori Leyko
Superintendent of Schools

SUBJECT: Human Resources Action Items

DATE: April 22, 2022

Leave of Absences

It is recommended that the Board approve the request for an unpaid parental leave of absence for High School teacher, **Jacqui Carroll** for the 2022-2023 school year.

It is recommended that the Board approve the request for an unpaid leave of absence for High School teacher, **Nicole Heggelund** for the 2022-2023 school year.

It is recommended that the Board approve the request for an unpaid leave of absence for Robert L. Green Elementary teacher, **Katherine Fisher** for the 2022-2023 school year.

It is recommended that the Board approve the request for an unpaid leave of absence for Red Cedar Elementary teacher, **Melissa Sigh** for the 2022-2023 school year.

Date: April 11,2022

To: East Lansing Public Schools Board of Education


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-  Understanding HIV/AIDS: Learn the Facts, Fight the Stigma, Stay Safe (Redefine Positiv...

Respectfully submitted by:

Sara Smith, RN
Sex Education Supervisor
East Lansing Public Schools
sara.smith@elps.us

SCHOOLS OF CHOICE 2022-23

**RESOLUTION FOR ADOPTION BY
THE EAST LANSING BOARD OF EDUCATION**

A regular meeting of the Board of Education (Board) of the District was held in the Board Room in the District at 509 Burcham Dr, East Lansing, Michigan on the _____ at _____ pm.

The meeting was called to order by President Kate Powers at _____pm.

Present:

Absent:

The following resolution was offered by Member _____ and supported by Member _____.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Education of the School District of the City of East Lansing, exercising the option permitted by Section 105 and Section 105c of the State Aid Act, will accept applications of nonresident students residing within the intermediate school district in which this district is a constituent district as well as in a contiguous intermediate school district for the 2022-23 school year and will operate a Schools of Choice program in our district in compliance with the statutory requirements of Sections 105 and 105c.

All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution by and the same are rescinded.

Aye:

Nay:

Abstain with conflict:

Motion declared _____.

Monica Fink
Secretary of the Board of Education



East Lansing
Public Schools

MEMORANDUM

TO: East Lansing Board of Education
FROM: Dori Leyko, Superintendent
SUBJECT: Schools of Choice openings for 2022-23
DATE: April 14, 2022

Recommendation:

The Board of Education approve the following number of Schools of Choice (SOC) openings for the 2022-23 school year:

Young Fives/Kindergarten	22
1 st grade	18
2 nd grade	2
3 rd grade	7
4 th grade	19
5 th grade	24
6 th grade	1
7 th grade	1
8 th grade	1
9 th -12 th grades	0
Total:	95

Background:

A detailed recommendation document was provided to the Board on April 14, 2022. Per the SOC lottery process, siblings of current students are given preference when slots are available.



Schools of Choice Slots Recommendation for 2022-23

Prepared for the Board of Education – April 14, 2022

Introduction – This document has been prepared to share the assumptions and background information that was considered in order to make a recommendation for Schools of Choice slots for the 2022-23 school year.

Process

- February 23, 2022
 - *Kindergarten Parent Information Night* was held via Zoom.
 - Online enrollment portal open for resident families. Information and timeline for applications were provided to prospective SOC families.
- March 11, 2022
 - Communicated deadline for kindergarten electronic enrollment.
- April 11, 2022
 - Dori & Rich reviewed current enrollment data, anticipated returnees, and anticipated additional kindergarten enrollment to determine SOC slots.

Assumptions

- For planning purposes, we typically use ‘two students below the class size limits’ as our target number of students per classroom. This year, due to the pandemic, we built in a bigger “buffer” in some grade levels to identify open seats. In some cases, class sizes are already at or above this target number, and we added no slots for those schools/classes.
 - Young Fives– two sections of 18 students per class (Class size limit is 22 per ELEA contract, but we try to keep the Young Fives section(s) at 18 or less.)
 - Kindergarten – plan to 18 students (class size limit = 22)
 - 1st grade – plan to 20 students (class size limit = 24)
 - 2nd grade – plan to 22 students (class size limit = 24)
 - 3rd grade – plan to 24 students (class size limit = 28)
 - 4th grade – plan to 23 students (class size limit = 28)
 - 5th grade – plan to 23 students (class size limit = 28 – pending ELEA contract update)
- Resident students (Permeable Boundary) and Employees’ Children get preference over a non-resident student for an available slot. Therefore, a Permeable Boundary request was approved if an SOC slot would be available at a specific grade level at the requested building (same for employee’s children after PB placements).
- This recommendation assumes two sections of kindergarten at each of the six elementary buildings and two sections of Young Fives.

Additional Information

- At this time of the year, we are really working with estimates at the kindergarten and Young Fives levels. We are uncertain whether or not we will welcome the typical number of young students of MSU International Students, so we are estimating slots very conservatively. As long as we advertise at least one SOC slot at a particular grade level, we have the ability to increase the number of students we accept at that

grade level but not until late August. We've exercised this option before because our enrollment data is much more stable by then.

- Recap of past SOC slots offered at K-12:
 - 2009-10 – 154 slots
 - 2010-11 – 112 slots
 - 2011-12 – 114 slots
 - 2012-13 – 114 slots
 - 2013-14 – 111 slots
 - 2014-15 – 122 slots
 - 2015-16 – 220 slots
 - 2016-17 – 128 slots
 - 2017-18 – 84 slots
 - 2018-19 – 82 slots
 - 2019-20 – 95 slots
 - 2020-21 – 59 slots
 - 2021-22 – 60 slots

SOC Slot Recommendations for 2022-23

- Based on current class sizes and grade level enrollment, we are recommending the following number of SOC slots for the 2022-23 school year:

Y5/Kindergarten	22 (includes addition of one section)
1 st grade	18 (includes addition of one section)
2 nd grade	2
3 rd grade	7
4 th grade	19 (unlikely that we will get this many apps)
5 th grade	24 (same as above)
6 th grade	1
7 th grade	1
8 th grade	1
9 th – 12 th grade	0
Total:	95

Our Schools of Choice lottery meeting will be held in late June 2022.

Action on Schools of Choice slot recommendations is scheduled for April 25, 2022.



East Lansing
Public Schools

MEMORANDUM

TO: East Lansing Board of Education

FROM: Glenn Mitcham

SUBJECT: Action Item: High School Germany Trip in the Summer of 2023

DATE: April 19, 2022

Recommendation:

It is recommended that the Board of Education approve the trip request from Adam Orange and Robert Filter for a High School trip to Germany in the summer of 2023.

Background:

In short, the trip to Germany will allow students to explore and experience the German language and culture outside of the classroom setting. It is intended to provide a wide range of learning experiences for students.

Per Board policy, bids from three tour companies as well as other required information was provided within the information packet to the Board.

April 13, 2022

To the ELPS School Board:

This is a formal request to the East Lansing Board of Education to approve next summer's German Exchange Program. As you may know, East Lansing High School has participated in an exchange program with Siebold Gymnasium, (German secondary school) in Würzburg, Germany for over 35 years. The 2017 summer trip to Germany and Switzerland was an incredible experience for the students who participated. Due to the CoronaVirus Pandemic, we have had to adjust the ways in which we are approaching this trip's planning. Over the course of the last year, we have had approximately 20 students and families express their interest in participating in this exchange. On approval from the Board, we will have our first set of meetings in May to register the students.

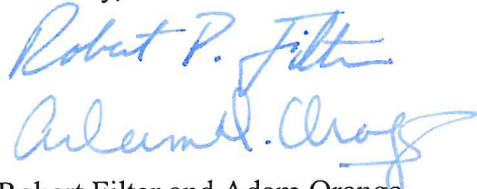
The goals of the exchange are to provide the students who have been studying German the ability to use and improve their German, to experience German culture and geography and understand German history outside the classroom experience. This experience also creates world citizens and fosters friendships and lifelong ties with families in other countries.

We have contacted 3 companies and asked them to provide comparison bids for this trip. We are including these bids in the extended field trip packet. We will be traveling from June 23 - July 13, 2023. Since this is an exchange and not merely a trip, students will have the opportunity to spend almost two weeks in a home stay, resulting in a 3 week in-country experience. We then happily anticipate hosting our friends from Germany in September and October 2023 to complete the reciprocal exchange.

We are responsible for the planning of this trip. We anticipate 3 adult chaperones, (one for every 6 students) depending on the size of the group. We are currently looking into fundraising activities or scholarship opportunities for students, as well as encouraging students and families to apply for financial aid and other scholarships available through WorldStrides, our travel company of choice.

We thank you in advance for your consideration.

Sincerely,

The image shows two handwritten signatures in blue ink. The first signature is "Robert P. Filter" and the second is "Adam Orange".

Robert Filter and Adam Orange

German Teachers

ELHS and MMS

PERMISSION

We (I) understand that our (my) child is going to participate in a three week trip to Europe. We (I) understand that our (my) child will spend nine days traveling on a tour conducted by WorldStrides through Germany and Austria, in addition to spending two weeks living with German families in Würzburg, Germany.

We (I) give permission for our (my) son/daughter

_____ to go on a trip to German and Austria with Mr. Robert Filter, Mr. Adam Orange, and _____ from July 2nd – July 22nd, 2019.

We also give permission to Mr. Robert Filter, Mr. Adam Orange, and _____ to obtain emergency medical care for our son/daughter _____ for the duration of the trip.

We also understand that Mr. Robert Filter, Mr. Adam Orange, and _____ will accompany and co-chaperone the group July 2nd – July 22nd, 2019. On arrival in Würzburg on July 6th – 17th, the students will live with host families. Mr. Robert Filter, Mr. Adam Orange, and _____ will rejoin the group for the WorldStrides portion of the trip on July 17th and accompany them home on July 22nd.²¹

Parent or Guardian Signatures:

(Father)

(Date)

(Mother)

(Date)

PLEASE HAVE THIS NOTARIZED BY A PUBLIC NOTARY

RELEASE FORM

In conducting the trip to Germany and Austria this summer, Mr. Robert Filter, Mr. Adam Orange, and _____ will make every effort to protect the welfare and safety of each participant. However, Mr. Robert Filter, Ms. Elise Millard, and Ms. Jacqueline Carroll, nor East Lansing Public Schools is able to assume responsibility for damage, destruction, or loss of property, personal illness, or injury, or death while a participant is in the program. The program begins at such time when the parents or guardians drop their children off, and are accounted for under our supervision at the Detroit Metropolitan Airport, until such time when each participant is picked up by his or her parent or guardian at the Detroit Metropolitan Airport (July 2nd- July 22nd, 2019). We require each participant, and his/her parents or guardians to sign and have notarized the following statement as an indication that this position is understood, accepted and is a binding waiver as to any claim or cause of action of any kind in connection with said trip against Mr. Robert Filter, Mr. Adam Orange, and _____ and/or East Lansing Public Schools.

I hereby release Mr. Robert Filter, Mr. Adam Orange, _____, and East Lansing Public Schools from any and all claims, and causes of action for damages of any kind or destruction of property, personal illness or injury, or death arising out of any event, incident, travel activity, recreation activity, or any act of God, or any kind, arising out of the program (see above) conducted by or under the care of Mr. 22 Robert Filter, Mr. Adam Orange, and _____.

Parent or Guardian Signatures

Date

Participant's (student's) Signature

PLEASE HAVE THIS NOTARIZED BY A PUBLIC NOTARY

POLICY ON DRIVING, DRINKING AND DRUGS

I. Driving

There shall be no driving of any motor vehicle (including motorcycles, boats, and mopeds) by student participants in the German Exchange Program. This policy is designed to comply with insurance restrictions, and strict adherence is therefore essential.

II. Drugs

The use, sale, or possession of illegal drugs, including marijuana, by any program participant is forbidden. Using, selling, or possessing illegal drugs will trigger the participant to be sent home immediately at the expense of the student's family. Participants should be aware that they are subject to the laws of the country which they are visiting and may be prosecuted by the local authorities for the use, sale, or possession of illegal drugs, including marijuana.

III. Alcohol

The drinking age in Germany is 16, therefore, students may find themselves in situations where others their age are consuming alcohol. You need to speak with your child about this. While traveling with the World Strides program and while under the direct supervision of Mr. Robert Filter, Mr. Adam Orange, _____ a student MAY NOT consume any alcohol.

We do not have control of your children once they are living with their German families. In Germany it is quite common to have wine or beer served with a meal. German teenagers also have many more freedoms than their American counterparts do. It is not uncommon for German teens to go to establishments where alcohol is served. Because alcohol is not prohibited, most Germans take it for granted and do not abuse it. American teenagers who are not accustomed to this freedom have been known to abuse this privilege. We expect our students to handle themselves with the utmost care and we will not tolerate any drunkenness or excessive drinking. Anyone who has been drinking excessively or is drunk will be sent home at his/her family's expense.

I have spoken with my son/daughter about the drinking age and he/she understands and agrees that they will not abuse alcohol during their three week stay in Europe. He/she also understands that Mr. Robert Filter, Ms. Elise Millard, and Ms. Jacqueline Carroll may determine what "alcohol abuse" is and that they have the power to send him/her home at his/her family's expense if they deem he/she has abused alcohol or has broken any of the above mentioned rules.

Parent Signatures:

Date

Student Signature:

Date

PLEASE HAVE THIS NOTARIZED BY A PUBLIC NOTARY



CERTIFICATE OF LIABILITY INSURANCE

9/30/2022

DATE (MM/DD/YYYY)

3/18/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:		FAX (A/C, No):	
	INSURER(S) AFFORDING COVERAGE		NAIC #	
INSURED 1437003 WORLDSTRIDES 218 WEST WATER STREET, SUITE 400 CHARLOTTESVILLE VA 22902	INSURER A: Arch Insurance Company		11150	
	INSURER B: Zurich American Insurance Company		16535	
	INSURER C: *** SEE ATTACHMENT ***			
	INSURER D:			
	INSURER E:			
INSURER F:				

COVERAGES **CERTIFICATE NUMBER:** 18357616 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	TAP0198147	9/30/2021	9/30/2022	EACH OCCURRENCE \$ 10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 10,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 10,000,000 \$
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	PRA1071630	9/30/2021	9/30/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$	N	N	SEE ATTACHMENT	9/30/2021	9/30/2022	EACH OCCURRENCE \$ 40,000,000 AGGREGATE \$ 40,000,000 \$ XXXXXXXX
B B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC1071628 WC0797564	9/30/2021 9/30/2021	9/30/2022 9/30/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	PROFESSIONAL LIABILITY & ABUSIVE ACTS	N	N	TAP0196147	9/30/2021	9/30/2022	EACH CLAIM: \$10M AGGREGATE: \$10M ABUSIVE ACTS: \$2M OCC./\$2M AGG.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 JUNE/JULY 2023 EAST LANSING HIGH SCHOOL IS ADDITIONAL INSURED ON GENERAL LIABILITY COVERAGE, AS REQUIRED BY WRITTEN CONTRACT AND SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

CERTIFICATE HOLDER**CANCELLATION** See Attachment

18357616
 EAST LANSING HIGH SCHOOL
 509 BURCHAM DR
 EAST LANSING MI 48823

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Excess Program Structure

Effective Date	Carrier	Policy Number	Limit	Layer
9/30/21 to 9/30/22	Illinois Union Insurance Company	G7254514A001	\$5,000,000	\$5M xs Primary
9/30/21 to 9/30/22	Ascot Specialty Insurance Company	ESXS2110000470	\$5,000,000	\$5M xs \$5M
9/30/21 to 9/30/22	Mercer Insurance Company	20000000212	\$5,000,000	\$5M xs \$10M
9/30/21 to 9/30/22	Lexington Insurance Company	080878105	\$10,000,000	\$10M xs \$15M
9/30/21 to 9/30/22	Federal Insurance Company	93652069	\$15,000,000	\$15M xs \$25M
Total Limits			\$40,000,000	

25

Underlying schedule of insuring agreements included under Excess tower (subject to policy limits, deductibles, terms, conditions, and applicable statutes and regulations):

- General Liability
- Employee Benefits Liability
- Automobile Liability
- Employer's Liability
- Foreign General Liability
- Foreign Contingent Automobile Liability
- Foreign Employer's Liability

Printable options: Basic Itinerary (?p=1&tourCenterCode=EastLansingGerman-2023&view=basic) | **Detailed Itinerary**



Berlin and Bavaria

GROUP INFORMATION

Trip ID:

EastLansingGerman-2023

ELHS teachers Adam Orange & Bob Filter are the co-leaders of this travel program.

Please don't select any optional excursions or flights or rooming when enrolling —those can all be addressed later in the process.

If you have any questions, you may also reach out to our WorldStrides representative Michael Edelstein.

MichaelE@WorldStrides.com
800-946-8143, or 415-902-5413 calls or texts.

Departing:

June 22, 2023

Returning:

July 13, 2023

Sign Up Deadline

April 28, 2022

Total Fee:* \$4,290.00

Program Quote Breakdown

The following fees apply to your full-paying participants:

Program Fee*	\$4,638.00
LEAP Guten Appetit*	\$52.00
Welcome Scholarship	\$-100.00
** Early Enrollment Savings	\$ -300.00

Total Fee* \$4,290.00

OR 12 monthly payments of \$349.25
After initial payment of \$99.00

* Last day for this Program Fee is Apr 28, 2022.

** Only valid with voucher code Travel4Z

Additional Adult Fees

The following additional fees apply only to full-paying participants 23 and older and are not included in the total price listed above.

Adult Supplement	\$125.00
Twin Room Upgrade	\$315.00
Additional Adult Fee	\$440.00

Free Chaperones

6 Travelers = 1 Free Chaperone

Your free place ratio is such that your group will fully contribute towards 4 free place(s), and partially contribute to an additional free place. We reimburse this

Printable options: Basic Itinerary (?p=1&qd=371300&view=basic) | **Detailed Itinerary**



Germany: WWII History

GROUP INFORMATION

Departing:
June 22, 2023

Returning:
July 13, 2023

TOUR ITINERARY (DETAILED)

Day 1 Start tour

Day 2 Guten Tag Berlin

Meet your tour director and check into hotel
Berlin City Walk
Alexanderplatz, Bebelplatz, Hackesche Höfe, Nikolai Quarter, Museum Island

Day 3 Berlin landmarks

Berlin guided sightseeing tour
Checkpoint Charlie, Potsdamer Platz, Berlin Wall, Brandenburg Gate, Reichstag, Victory Column
The Story of Berlin visit
DDR Museum visit

Details: Berlin guided sightseeing tour

Join a professional, licensed tour guide as you discover one of the most historical cities in Germany. Although nothing remains of the mortar and cement-block barrier between East and West Berlin, the Berlin Wall (built in 1961; destroyed in 1989) is still a main "site" in Berlin. View the well-known Brandenburg Gate, once a main gate hidden behind a 10-foot barrier and now known for celebratory dancing on its flat top during the reunification. Travel to the Checkpoint Charlie Museum, the most famous border crossing point. Checkpoint Charlie, once a wooden guard hut, was the most (in)famous border-crossing point between East and West Berlin from 1961 to 1989. All that remains of the checkpoint itself is a skeletal watchtower and a memorial of attempted escapees. Follow your guide as they lead you through the museum's accounts of the most ingenious of these escape attempts— even a few by hot air balloon.

Details: Berlin Wall

BEST PRICE guaranteed

Total Fee: * \$3,764.00

Tour Quote Breakdown

The following fees apply to your full-paying participants:

Tour Fee*	\$3,596.00
Private Group Fee	\$168.00

Total Fee* \$3,764.00

OR 12 monthly payments of \$309.50

After initial payment of \$50.00

* Last day for this Tour Fee is Apr 28, 2022.

Additional Adult Fees

The following additional fees apply only to full-paying participants 23 and older and are not included in the total price listed above.

Adult Supplement	\$125.00
Twin Room Upgrade	\$315.00
Additional Adult Fee	\$440.00

Free Chaperones

6 Travelers = 1 Free Chaperone

Your free place ratio is such that your group will fully contribute towards 3 free place(s), and partially contribute to an additional free place. We reimburse this partial contribution to you as a Cash Stipend.

3 Free Chaperones

Explorica Extra Rewards

Days on Germany: WWII History Itinerary	9
Paying Participants	x 22
Travel Points	198
For signups before July 1, 2022	x 2

Total Travel Points 396

Private Group Fees:

Your Tour is a Private Group Tour

Follow the route of the Berlin Wall viewing numerous crosses and wreaths to remind us of the tragedies which occurred after the wall was built in 1961.

Details: Brandenburg Gate

Spend time at the Brandenburg Gate, a triumphal arch, which stood in "no man's land" between East and West Berlin during the Cold War and became a symbol of a divided Germany. Enter the Room of Silence, built into one of the guardhouses, where visitors gather to meditate and reflect on Germany's past.

Details: DDR Museum visit

The interactive DDR Museum gives you a chance to experience what life was like in Communist-controlled East Berlin. Focusing on the material history of how objects inflected an East Berliner's daily life, the museum houses many of the most commonly-used objects. Explore a typical residential apartment, a standard-issue East Berlin automobile, and a hidden 'bugging' station that gives visitors a sense of what it must have been like for so many common citizens 'under surveillance'.

Day 4 Berlin--Dresden

Travel to Dresden via Leipzig
Leipzig guided sightseeing tour
Augustus Square, Old Town Hall, St. Thomas Church
Museum of Military History visit

Details: Leipzig guided sightseeing tour

Take a guided sightseeing tour of Leipzig, and admire the Renaissance and Baroque-era architecture along the way. Visit Augustus Square, one of the largest squares in Europe; the 16th-century Old Town Hall; and St. Thomas Church, where Johann Sebastian Bach worked as a music director for 27 years and where his tomb currently resides.

Day 5 Dresden--Nuremberg

Dresden guided sightseeing tour
Frauenkirche, Bruhlsche Terrasse, Furstenzug
Travel to Nuremberg
Nuremberg city walk

Details: Dresden guided sightseeing tour

Take a guided sightseeing tour of Dresden, a town that was mostly leveled during Allied air raids in 1945. See Frauenkirche, the Lutheran church that was destroyed during the air raids but now stands as a symbol of unity. Then, walk along Brühlsche Terrasse, or "The Balcony of Europe," to admire the architecture and do some people-watching, and see the incredible Fürstenzug, a 19th-century mural made up entirely of porcelain tiles.

Details: Nuremberg city walk

Nuremberg (Nürnberg) is a vibrant Bavarian city with a visible history of almost 1,000 years. In the Middle Ages it was the preferred residence of German emperors. It later became burdened with the legacy of the Nazis, but although it was bombed to rubble during World War II, the medieval

As a Private Group, the cost of your tour will be based on the final group size. The Private Group amount in bold below has been included in the total cost of the trip quoted above and this is based on your estimated group size. If the final group size is smaller or larger than estimated, the Private Group amount will be updated on each participant's account the day after the final enrollment deadline.

15-19 Travelers \$413

20-24 Travelers \$263

25-29 Travelers \$168

30-34 Travelers \$103

35-39 Travelers \$55

40+ Travelers \$0

TOUR FEE INCLUDES:

- Round-trip airfare
- 7 overnight stays (9 with extension) in hotels with private bathrooms
- Full European breakfast daily
- Dinner daily
- Full-time services of a professional tour director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Tour Diary™
- Local Guide and Local Bus Driver tips; see note regarding other important tips
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Optional excursions, optional pre-paid Tour Director and multi-day bus driver tipping, among other individual and group customizations will be listed as separate line items in the total trip cost, if included.

city center has undergone significant reconstruction, using the original stone.

Day 6 Nuremberg

War Crimes Trial Museum visit
Nazi Party Rally Grounds visit
Documentation Centre visit

Details: War Crimes Trial Museum visit

Post-World War II, Nazi leaders were forced to answer for their crimes before the International Military Tribunal in Courthouse 600. Sit in the courtroom where history was rewritten at the Palace of Justice, then learn more about the Nuremberg Trials and how they influenced international criminal law. *Courtroom 600 is still an active courtroom and can only be viewed on days when court is not in session.

Day 7 Nuremberg--Munich

Travel to Munich
Dachau Concentration Camp & Memorial visit
Bavarian bratwurst dinner

Details: Dachau Concentration Camp & Memorial visit

A grim glimpse into the past, Dachau was the first of Nazi Germany's camps and a model for the 3,000 work and concentration camps to come. A chilling memorial to the 206,000 prisoners who were interned in the camp from 1933 to 1945, the museum examines pre-1930 anti-Semitism, the rise of the Nazi party, and the documented lives of prisoners.

Details: Bavarian bratwurst dinner

Enjoy Bavarian- or Berlin-style sausage with traditional sides, made from veal and pork back bacon (Bavarian-style), or fried pork (Berlin style).

Day 8 Munich landmarks

Munich guided sightseeing tour
Residenz, Nymphenburg Palace Gardens visit, Alte Pinakothek, Deutsches Museum, BMW Headquarters visit, Olympic site of 1972, Frauenkirche, Neues Rathaus, Marienplatz, Hofbräuhaus

Details: Munich guided sightseeing tour

Join a professional licensed tour guide for a whirlwind look at Munich. Founded in the 12th century by Henry the Lion, Munich now roars with the hustle and bustle of modern German life. As you pass by Marienplatz (named after the square's gilded Virgin Mary and Child statue), mechanical knights joust and coopers dance to the folk-music chimes of the Neues Rathaus's Glockenspiel. The twin onion-bulb towers of the Frauenkirche Cathedral frame this whimsical display, while the scents, sounds and colors of the nearby food market attempt to draw your attention elsewhere. Resist temptation and continue on to Olympiapark, a new suburb built for the 1972 Olympic Games. Pass by several museums, such as the BMW Museum, Alte Pinakothek

(home to Munich's most precious art collections), and the Deutsches Museum of science and technology.

Details: Olympic site of 1972

Visit Olympia Park, site of the 1972 Olympics. Buildings include the Olympic Stadium, Olympic Hall, and the Aquatic Center. Many cultural events are still held at Olympia Park.

Details: Marienplatz

Discover the area of Munich around Marienplatz, which is dedicated to the patron of the city. See the Neues Rathaus and observe the Glockenspiel on its facade. This is the fourth largest chiming clock in Europe, and stages an elaborate performance twice a day.

Day 9 End tour

Day 10 Group stay behind

Day 11 Group stay behind

Day 12 Group stay behind

Day 13 Group stay behind

Day 14 Group stay behind

Day 15 Group stay behind

Day 16 Group stay behind

Day 17 Group stay behind

Day 18 Group stay behind

Day 19 Group stay behind

Day 20 Group stay behind

Day 21 Group stay behind

Day 22 Group stay behind

30

Tour Price Quote

Germany in Depth

Prepared For
Adam Orange

Prepared On
March 11, 2022

Tour Page
www.ef-tours.com/GID

Alternate Tour Choice
2nd Choice: Germany and the Alps (21 Days)

Lowest Price

Price valid for travelers enrolled March 11, 2022 - March 31, 2022*

Student
\$4,265

or \$298 / 14 mos

Adult
\$4,715

or \$330 / 14 mos

Price Breakdown

Program Price	\$3,995
Global Travel Protection	\$165
12 Day Stay Behind (Flights Only)	\$95
Neuschwanstein	\$70
Early Enrollment Discount	-\$200
Munich by Bike (pre-book only)	\$30
Single Departure Date Request	\$110

*Adult supplement required for travelers age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at ef-tours.com/baggage. All prices subject to verification by an EF Tour Consultant. Program price validity excludes special discounts. To view EF's Booking Conditions, visit ef-tours.com/bc.



Your travel details

Total Length
21 days

Departing From
Detroit (MI)

Requested Travel Dates
Friday, June 23, 2023 - Thursday, July 13, 2023

Your experience includes

An All-Inclusive Tour

Round trip airfare, hotels with private baths, regional-style meals, on-tour transportation and sightseeing activities are covered. Discover all of your itinerary details at www.ef-tours.com/GID.

Full-time Tour Director

Your culturally connected Tour Director is with your group 24/7, providing deep local insight while handling all on-tour logistics.

Expert Local Guides

Your expert local guides are natural historians, adding cultural insight and global perspective on your sightseeing tours.

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Personalized Learning Support

Our personalized learning experience engages students before, during and after tour, with the option to create a final, reflective project for academic credit.

Continuous Support

Your dedicated EF team helps you every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

Worldwide Presence

EF has over 500 schools and offices in more than 50 countries worldwide so wherever you go, we're there too.

24-hour Emergency Service

Travelers and their families can count on EF's dedicated emergency service team.

Peace of Mind Program

Feel secure knowing your group can change their destination or travel dates due to unforeseen circumstances. Learn more about your flexible options at ef-tours.com/peaceofmind.

Your Tour Consultant



Amanda Cox
617-619-2290
Amanda.Cox@ef.com



Educational Tours

Watch videos, read
reviews, and enroll on your
teacher's Tour Website

eftours.com/

This is also your tour number









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GERMANY IN DEPTH

9 or 11 days | Germany | Extension to Strasbourg

The powerful forces of history come into focus in every part of Germany. Remains of the Berlin Wall recall the Cold War. Dresden is proudly rebuilt from the total devastation of Allied bombing raids during WWII. And at Dachau, the concentration camp serves as a stark reminder of the darkest chapter in this country's long story.

EVERYTHING YOU GET:

-  **Full-time Tour Director**
-  **Sightseeing:** 4 sightseeing tours led by expert, licensed local guides; 1 sightseeing tour led by your Tour Director (3 with extension); 2 walking tours
-  **Entrances:** Topography of Terror Museum; DDR Museum; Zwinger Museum; Documentation Center; Dachau; Heidelberg Castle wine barrel; with extension: Ecomuseum, Strasbourg Cathedral, boat tour
-  **weShare:** Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project for academic credit.
-   **All of the details are covered:** Round-trip flights on major carriers; comfortable motorcoach; 7 overnight stays in hotels with private bathrooms (9 with extension); European breakfast and dinner daily
-  



Anyone can see the world.

YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

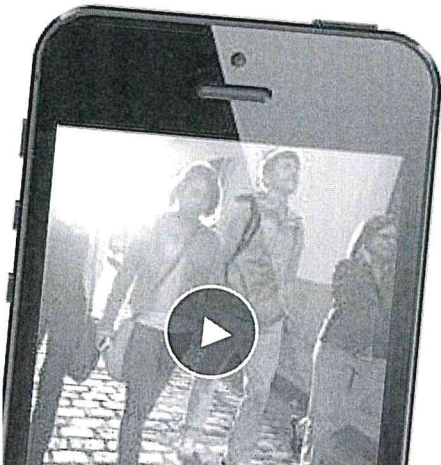
And the experience begins long before you get your passport stamped and meet your **Tour Director** in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, **weShare**, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. **Expert local guides** will lead your group on sightseeing tours, providing detailed views of history, art, architecture, or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

@EFTours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday

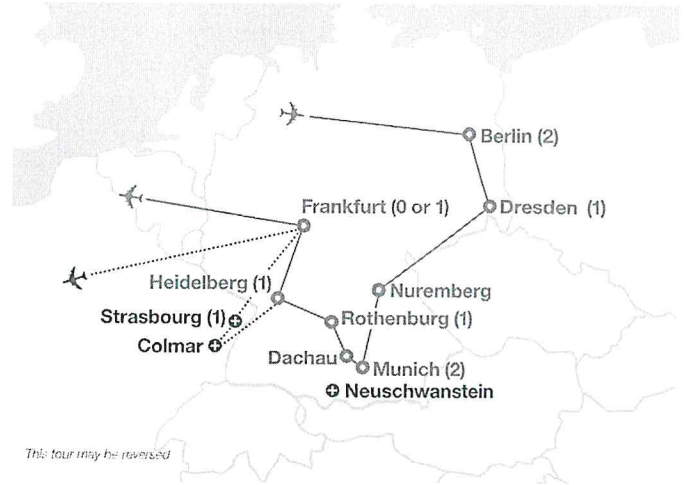
— MELISSA, TRAVELER



CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at eftours.com/

Your teacher's Tour Website



What you'll experience on your tour

Day 1: Fly overnight to Germany

Day 2: Berlin

- Meet your Tour Director at the airport in Berlin, the vibrant capital of reunified Germany. The city has been transformed since the Berlin Wall fell in 1989 and now plays a vital role in the European Union.
- Take a walking tour of Berlin.

Day 3: Berlin

- Take an expert-led tour of Berlin: Brandenburg Gate; Kurfürstendamm; remains of Berlin Wall.
- Visit the DDR Museum.
- Make a photo stop at Checkpoint Charlie.
- Visit the Topography of Terror Museum, which was built on the grounds of the Gestapo and SS headquarters. Here you can revisit the Nazi regime and discover the documentation center.


Day 4: Dresden

- Travel to Dresden where, against all odds, the city's striking beauty endures. Trace the history of the Saxon capital during your stay, and gain insight into the effects of the devastating firebombing of World War II and the city's subsequent reconstruction.
- On your guided walking tour of Dresden, you'll pass the stately Semper Opera House, which debuted many of Wagner's operas. You'll also see the statue of Martin Luther, initiator of the Protestant Reformation and translator of the Bible into the language of the people.
- Visit the Zwinger Museum. With its dramatic spires and vaulted eaves, this Eastern European treasure is a stunning exemplar of Baroque architecture.

Day 5: Munich

- Travel to Nuremberg.
- Visit the Documentation Center.
- Continue on to Munich, where you'll experience the medieval to the modern.
- Take a walking tour of Munich.

Day 6: Munich

- Take an expert-led tour of Munich: Olympic Stadium; Residenz; Marienplatz.
- Time to explore on your own or  visit Neuschwanstein Castle.

Day 7: Dachau | Rothenburg

- Visit Dachau, a WWII Nazi concentration camp built in 1933 and liberated by the Allies in 1945. It now serves as a memorial museum.
- Travel to Rothenburg ob der Tauber.
- Take a tour of Rothenburg.

Day 8: Heidelberg

- Travel along the Romantic Road to Heidelberg.
- Take an expert-led tour of Heidelberg.
- Visit the Heidelberg Castle wine barrel.

Day 9: Depart for home

2-DAY TOUR EXTENSION

Day 9: Colmar | Strasbourg

- Travel to Colmar.
- Visit the Ecomuseum in Alsace.
- Take a tour of Colmar.
- Continue on to Strasbourg.

Day 10: Strasbourg | Frankfurt

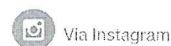
- Take a tour of Strasbourg: Strasbourg Cathedral, Petit France.
- Enjoy a boat tour through the city.
- Continue on to Frankfurt.

Day 11: Depart for home



*#nofilter #fromaheight
#lookingout #lookingdown
#valley #pretty #shadows
#Heidelberg #germany
#europe #castle #exploring
#adventures #travel
#travelclub #eftours*

– ALYSSA, TRAVELER



34



*Munich town hall #gorgeous
#germany #travel #eftours
#munich*

– STEPHANIE, TRAVELER



TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. _____
2. _____
3. _____

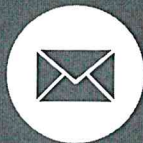
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800-665-5364



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EF Educational Tours
Two Education Circle
Cambridge, MA 02141

Our child came home a citizen of a global community with a greater understanding of their part in the world. Now, they understand that there is so much more out there than our everyday.

—CHARLOTTE, PARENT OF TRAVELER

“ Tour review

THE WORLD LEADER IN INTERNATIONAL EDUCATION

35

For over 50 years EF has been working toward one global mission: Opening the World Through Education. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence. What's more:

- We always offer the lowest prices, guaranteed so more students can travel.
- We're fully accredited, just like your school, so you can earn credit while on tour.
- All of our educational tours feature experiential learning activities and visits to the best sites.
- We're completely committed to your safety. We have more than 500 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- Your full-time Tour Director is with your group every step of the way on tour, providing insight about your destinations as well as great local tips.



**EAST LANSING PUBLIC SCHOOLS
EXTENDED EDUCATIONAL FIELD TRIP REQUEST FORM**

IMPORTANT: all out-of-state and overnight field trips require the approval of the East Lansing Board of Education. Per Board Policy 2340.01, "The Board may approve extended educational field trips for student groups under school sponsorship. Each trip requires separate approval and must be approved annually. An extended educational field trip exceeds one (1) school day and is directly related to the subject matter being taught in the district." For further details, please refer to ELPS BOE Policy 2340.01, included in the Field Trip Application Packet. All requirements must be satisfied before the Board will act on Extended Educational Field Trip requests.

Required documents must be attached to this request form:

1. Letter to ELPS Board of Education, requesting approval of this trip
2. Detailed itinerary
3. 3 tour company bids, if a commercial carrier is providing service
4. Certificate of liability insurance, if a commercial carrier is providing service
5. Copy of parent consent form (customize using provided template)

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Name and position of staff person requesting trip:

Adam Orange + Robert Filter, MMS German ELPS Teachers

Trip destination and dates: (please attach detailed itinerary to this form)

Germany Summer 2023 - see dates attached

Purpose for trip and relationship to district curriculum:

40 year standing exchange w/ Siebold Gymnasium in Würzburg, Germany. Host family stay and additional language/culture activities

Grade level of student participants, and number expected to participate:

9-12 grades 15-25

Cost to students and fundraising/scholarship plans:

see attached company bids ~ chocolate calendar sales, fundraising w/ MSU concessions, + additional scholarships to family via financial aid from travel companies

Names of chaperones, plus total number committed:

Adam Orange, Robert Filter, + 2 ELPS employees, TBD

**EAST LANSING PUBLIC SCHOOLS
EXTENDED EDUCATIONAL FIELD TRIP REQUEST FORM**

Method of transportation: (Important: please note 3 tour company bids must be obtained and attached to this paperwork. One bid must be from a local company.)

Bus/Car to Detroit Airport. Plane / flights to Germany

Liability insurance: if using a private tour group or transportation company, a certificate of insurance from the outside company with a minimum of \$2,000,000 liability coverage naming East Lansing Public Schools as "additional insured" is required. Liability insurance form must be attached to this request.

Name of liability insurance company and amount of coverage:

Acord / Lakeland Tours DBA World Strides
#10 million +

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Signature of staff person requesting trip:

- I acknowledge responsibility for the accuracy of all submitted information.
- I acknowledge responsibility for holding an orientation session with students and chaperones, including expectations for chaperones, students, and staff. Session will include review of rules and procedures with parents.
- I acknowledge responsibility for appointing a second trip leader, and agree to familiarize him/her with all trip management details.
- I recognize it is my responsibility to ensure all student participants and their parents provide required documentation, including:
 - Field trip consent form with parent and student signatures
 - Rules acknowledgement form, with parent and student signatures
 - Medical authorization forms
- I acknowledge responsibility for leaving copies of all required documentation and forms with the building principal before leaving on the trip.

I have read and agree to all responsibilities listed above.

<u>Aelam L. Orange</u>	<u>3/17/22</u>
<u>Robert P. Filler</u>	<u>3/12/22</u>
Staff Member Signature	Date

I have discussed these plans with the staff member planning this trip. I believe the trip meets ELPS Board Policy requirements for Extended Educational Field Trips.

<u>Andrew Wells</u>	<u>3-21-22</u>
Building Principal Signature	Date

**EAST LANSING PUBLIC SCHOOLS
EXTENDED EDUCATIONAL FIELD TRIP CONSENT FORM**

Directions for use: type in all required information to customize this consent form for the planned field trip. Make copies for student participants and parents. Consent forms **MUST** be signed by both student participants and parents at least 10 days prior to the trip. A copy of all signed consent forms must be provided to the building principal at least a week before departure.

Destination and dates for field trip: insert information below.

Transportation arrangements:

Trip leader and co-leader:

This is to certify that _____ has my permission
(print student name)
to participate in all activities and related travel for the extended educational field trip outlined above. I have had an opportunity to discuss plans with the trip leader, and understand the risks involved.

I release and hold harmless East Lansing Public Schools and its employees and officers from all liability with reference to this extended educational field trip.

Signature of Student

Date

Signature of Parent or Legal Guardian

Date

EAST LANSING PUBLIC SCHOOLS
Extended Educational Field Trip Rules Acknowledgment Form

Both student participants and parents **MUST** sign Rules Acknowledgment forms at least 10 days prior to the trip. A copy of all signed consent forms must be provided to the building principal at least a week before departure.

PRINTED NAME OF STUDENT: _____

STUDENT PARTICIPANTS: your signature below indicates understanding and agreement with the following:

- I have received a copy of Extended Field Trip Rules.
- I have had an opportunity to ask questions about these rules.
- I acknowledge my responsibility for following all rules at all times.
- I understand that if I violate these rules, I may be sent home at my parents' expense.

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Signature of Student

Date

PARENTS/LEGAL GUARDIANS: your signature below indicates understanding and agreement with the following:

- I have received a copy of Extended Field Trip Rules.
- I have had an opportunity to ask questions about these rules.
- I acknowledge my student's responsibility for following all rules at all times.
- I understand that if my student violates these rules, he/she may be sent home at my expense.

Signature of Parent or Legal Guardian

Date

**EAST LANSING PUBLIC SCHOOLS
EMERGENCY MEDICAL FORM**

Student Name: _____ Date of Birth: _____

Address: _____

Parent/Guardian Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone _____

Fax Number _____ E-Mail Address: _____

Emergency Contact Person if Parent is Unavailable: _____ Phone: _____

Doctor Name: _____ Doctor Phone: _____ 40

Doctor Address: _____

Insurance Company: _____

Name of Policy Holder: _____ Policy Number: _____

I give permission to designee trip leader to dispense all non-prescription and prescription medication to _____ in accordance with the given schedule. I understand that my child is not to take any medication on his/her own while on the trip.

I give permission to any hospital, doctor or emergency medical technician to treat my child in case of illness or injury. I authorize _____ to sign consent forms for treatment.

Parent/Guardian Signature _____
Date

Please make sure that your child has a copy of his/her medical card.

If you plan to be away on business or vacation, please leave your contact numbers. We must be able to reach you in case of emergency.

List any special conditions to be watched for such as ALLERGIC REACTIONS to food, penicillin, bee stings, medications and other drugs, fainting, sleep walking etc. Also list any and all allergies.

Is the student having any problems listed below	Yes	No		Yes	No
1. Hay Fever, Asthma, or wheezing			6. Frequent colds, sore throats, earaches		
2. Eczema or frequent skin rashes			7. Shortness of breath		
3. Convulsions/seizures			8. Dental problems		
4. Heart trouble			9. Others		
5. Diabetes					
Please explain any problems areas identified including any current illnesses:					

According to State Law and East Lansing Public Schools, prescription medications and over-the-counter medications must be in the original container. Unless student is authorized to self-medicate, medications will be kept in the possession of the sponsor or the sponsor's designee during the entirety of the trip and will be dispensed in the presence of two adults. Authorization for administration of Medication form must be completed.

Medications needed or used (including over-the-counter). Over-the-counter drugs include: aspirin, vitamins, acetaminophen, Midol, ibuprofen, etc. These items must be in their original containers.

Kind	Frequency	Dosage	Currently being given		Self Medicate	
			Yes	No	Yes	No
			Yes	No	Yes	No
			Yes	No	Yes	No
			Yes	No	Yes	No
			Yes	No	Yes	No

Date of Most Recent Tetanus Shot: _____

List any Special Dietary Needs: _____

EAST LANSING PUBLIC SCHOOLS EXTENDED EDUCATIONAL FIELD TRIP RULES

All students of the East Lansing Public Schools are responsible for following all rules outlined in their school handbooks, distributed at the beginning of each school year. It is expected these rules will also be followed during Board-approved Extended Educational Field Trips.

Students are also responsible for following the additional rules outlined below:

- Regardless of the laws and rules unique to the places students will be visiting during an Extended Educational Field Trip, ELPS students are responsible for following school rules and United States and Michigan laws.
- Possession or use of alcohol and use of non-prescription drugs by students is specifically prohibited, at all times and in all settings. This is true regardless of the laws and customs in field trip locales.
- As representatives of East Lansing Public Schools, the state of Michigan, and the United States, it is expected students will be courteous and respectful at all times.
- Serious incidents involving violation of rules may result in the student's return home at parents' expense.

Series 5000: Students, Curriculum, and Academic Matters

5500 School Sponsored and Extracurricular Activities

5506-F Field Trip Permission Form

On [date], your student's class, team, or school group is participating in a field trip to [field trip location/name]. The field trip is optional. Students not participating must report to school. A student will not be permitted to attend the field trip unless a parent/guardian signs and submits this form.

By signing this form, I give permission for the student listed below to participate in the field trip and I agree to the following terms:

1. My student and I understand that the student will be expected to follow all directives given by the teacher, field-trip leader, or chaperone as well as all Board policies and school rules. Failure to follow a directive, policy, or rule may result in discipline.
2. I understand that all field trips include risks of harm that are beyond the District's control.
3. I agree to reimburse the District and hold it harmless for any damages or injuries that my student sustains during the field trip.
4. I agree to reimburse the District and hold it harmless for any damages or injuries that my student causes during the field trip.
5. I understand that if I have questions about the field trip or about the risks associated with the field trip, I may contact those individuals responsible for organizing the field trip.
6. I authorize teachers, field-trip leaders, and chaperones to seek medical treatment for my student if, in their opinion, medical treatment is warranted. I agree that I will be financially responsible for any medical treatment provided to my student.

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Student's Name: _____

Emergency Contact Name

Emergency Contact Phone Number

By signing below, I assert that I am the parent/guardian of the above-listed student, that I give permission for the above-listed student to attend the field trip, and that I agree to all of the terms described above.

Parent's/Guardian's Signature

Printed Name

Date

Series 5000: Students, Curriculum, and Academic Matters

5500 School Sponsored and Extracurricular Activities

5506 Field Trips

Field trips should generally be conducted during the school day.

A. General Conditions

All field trips must be pre-approved by the building principal or designee. Out-of-state and overnight trips require pre-approval from the Board or its designee. Field trips should be primarily academic in nature and related to the curriculum. The Superintendent or building principal(s) will develop procedures for approval of trips and communicate those procedures to instructional staff.

B. Parent/guardian Permission

Each student must submit a completed permission form signed by the student's parent/guardian before being allowed to attend a field trip.

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C. Supervision

Teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. All chaperones must be at least age 21. A chaperone who drives students must possess a valid driver's license. A chaperone who drives students in a private vehicle must possess adequate insurance coverage. A chaperone is prohibited from drinking alcoholic beverages or using non-prescribed controlled substances at any time during the field trip. A chaperone must adhere to all District and building volunteer requirements, including Policy 3105.

The District may deny or terminate a chaperone assignment for any lawful reason.

The District will not prohibit an eligible student from participating in a field trip solely because the student's parent/guardian does not chaperone.

D. Student Conduct

A student's failure to comply with Board Policy, the student code of conduct, and any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip.

Date adopted: December 13, 2021

Date revised:



MEMORANDUM

TO: ELPS Board of Education, Dori Leyko, Superintendent

FROM: Richard Pugh, Director of Finance & Operations

SUBJECT: Action Item – ELEA (teachers) CBA TA

DATE: April 21, 2022

Recommendation:

It is recommended that the Board of Education approve the changes to the agreement between the East Lansing Board of Education and the East Lansing Education Association, Ingham Clinton Education Association, MEA/NEA covering the period July 1, 2022 through June 30, 2025 as presented.

Background:

The ELEA ratified the TA on April 20, 2022. One correction to the highlights below is that teacher sub rate increase will be valid for all three years (including FY 2024-25).

From BOE packet on 4-11-2021:

The ELEA CBA expires June 30, 2022. On April 4, 2022, a TA was reached on a new three-year agreement with the ELEA. The negotiating teams of the Board and ELEA began meeting on 1-6-2022. Over the last three month the teams collectively met 12 times.

Below are the major highlights of the TA (the red-lined CBA is attached for your review):

- New three-year agreement from 7-1-2022 to 6-30-2025.
- Class size limits for 5th grade reduced from 30 to 28.
- The Association is allowed 10 exceptions to the snapshot used to determine class size overload stipends.
- Elementary recess coverage time increased from 60 minutes every two weeks to 100 minutes every two weeks.
- Terminal leave payouts increased from \$55/day to \$65/day. Maximum payout increased from \$7,500 to \$8,500.
- Added 10 curriculum chair positions and increased all stipends by 3%.
- Teacher sub rate increased from \$40/hr for 30 minutes or more to \$60/hr. The rate for less than 30 minutes was increased from \$25/hr to \$35/hr. Both increases are for FY 2022-23 and FY 2023-24 only.
- Added eight schedule C positions and increased all stipends by 3%.

- Three-year calendar includes two full day staff PD days prior to the first day of school and five full day staff PD days during the school year.
- 2022-23 Schedule B - Salary:
 - Full step advancement (BA average 4.7%, MA average 5%)
 - New starting wage is step 3 (BA \$43,038)
 - Salary schedule adjusted to provide more consistent percentage increases between steps, condensed to reduce the number of total steps (24 to 15), and eliminate several steps (8) with no percentage increase.
- 2023-24 Schedule B - Salary:
 - Full step advancement (BA average 4.7%, MA average 5%)
 - Salary scale increased 1%
- 2024-25 Schedule B – Salary:
 - Full step advancement (BA average 4.7%, MA average 5%)
 - Salary scale increased 2%

The estimated total cost of this three-year TA is as follows:

- Schedule B – \$6,549,000
- Curriculum chairperson – \$133,000
- Schedule C – \$127,000
- Class size 5th grade – \$5,000 using the last three years of data for reducing 5th grade limit
- Class size snapshot – \$5,000 to \$13,000 for exceptions to the snapshot
- Sick payout – potentially \$1,100 per retiree
- Sub rate – this is a decrease in the teacher hourly sub rate from the current LOA
- Starting after 2nd semester – approximately \$3,000 per teacher that starts working after the start of 2nd semester

If the Board would like to discuss the new contract I would suggest a closed session pursuant to Section 8(C) of the Michigan Open Meeting Act for discussion related to collective bargaining strategy.

AGREEMENT

between the

EAST LANSING BOARD OF EDUCATION

and the

EAST LANSING EDUCATION ASSOCIATION,
INGHAM CLINTON EDUCATION ASSOCIATION,
MEA/NEA

Covering the period

July 1, 2022 through June 30, 2025

April 4, 2022

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PROFESSIONAL AGREEMENT

This Agreement is entered into April 25, 2022 by and between the Board of Education of the School District of the City of East Lansing, Ingham and Clinton Counties, Michigan (the “Board”) and the East Lansing Education Association, Ingham Clinton Education Association, MEA/NEA (the “Association”).

The Board and the Association recognize and declare that providing a quality education for the children of East Lansing is their responsibility and mutual aim, and that the character of such education depends significantly upon the quality and morale of the teaching personnel, and that the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve educational standards.

The Board has a statutory obligation, pursuant to the Michigan Public Employment Relations Act, MCL 423.201 et seq., to bargain with the Association as the representative of its teaching personnel as to wages, hours, and other terms and conditions of employment.

The parties following extended and deliberate professional negotiations have reached certain understandings which they desire to memorialize and reduce to writing.

Therefore, in consideration of the following mutual covenants, the parties agree as follows:

Article 1 **Recognition**

- A. The Board recognizes the Association as the exclusive bargaining representative, as identified in Section 11 of the Michigan Public Employment Relations Act, MCL 423.211, for all professional personnel, including personnel on tenure and probation, classroom teachers, elementary and middle school special area teachers in art, music and physical education, teacher coaches, department chairpersons, guidance counselors, secondary librarians, teacher consultants, speech therapists, school social workers, school nurses, school psychologists employed by the Board (whether or not assigned to a public school building) but excluding the Superintendent, Deputy Superintendent(s), directors, administrative assistants, principals, assistant principals, reading coordinators, coordinator of student activities, supervisors, administrative interns, office and clerical employees, substitute teachers and temporary teachers, except as provided in Article 1.E. and Article 23.B., custodians, maintenance, and food service employees, aides, monitors, staff personnel, bus drivers, and all others.
- B. Definitions – When used in this Agreement, the term:
1. “Teacher” shall refer to all employees represented by the Association in the bargaining unit as above defined.
 2. “Substitute teacher” shall refer to an individual working in a bargaining unit position for which a teacher has a contractual right to return.

3. "Temporary teacher" shall refer to an individual working in a bargaining unit position which is unfilled and for which there is no teacher with a contractual right to return.
 4. The term "professional staff members working in a non-teaching position" shall refer to those members of the Association's bargaining unit whose employment is not regulated by the Michigan Teachers' Tenure Act.
- C. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement.
 - D. This Agreement shall not be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without the intervention of the Association provided the adjustment is not inconsistent with the terms of this Agreement and provided the Association has been given an opportunity to be present at such adjustment.
 - E. Whenever a substitute or temporary teacher continues to be employed for more than sixty (60) consecutive school days for one (1) teacher in the same school, said substitute or temporary teacher will be entitled to the salary and fringe benefits provided in this Agreement to the extent permitted under the applicable Revised School Code provision(s) and except for any restrictions imposed by insurance carrier(s). Individuals who serve as substitute or temporary teachers shall not earn seniority credit on the salary schedule or be considered in any way a part of the teaching staff for the purpose of vacancies, promotions, and transfers under this Agreement.
 - F. For the purpose of Article 1.E., a "day" shall be counted on each occasion that a substitute or temporary teacher performs and is paid for services during the working day of the regular teacher for whom the substitute or temporary teacher is filling in for and is subject to pro-ration per Section 1236(5) of the Revised School Code.
 - G. No administrator shall be assigned teaching duties.

Article 2

Association and Teacher Rights

- A. Pursuant to the Michigan Public Employment Relations Act, MCL 423.201 et seq., the Board agrees that every employee of the Board as defined in Article 1.A. shall have the right freely to organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly-elected body exercising governmental power under the laws of the State of Michigan, the Board agrees that it will neither directly nor indirectly discourage, deprive, or coerce any teacher in the enjoyment of any rights conferred by the Public Employment Relations Act or other Michigan law or the Constitutions of Michigan and the United States; that it will not discriminate against any teacher as to wages, hours, and other terms and conditions of employment by reason of membership in the Association, participation in any activities of the Association or collective professional negotiations with the Board, or the institution of any grievance, complaint, or proceeding under this Agreement or otherwise as to any terms and conditions of employment.

- B. The Association agrees that it will neither directly nor indirectly coerce nor intimidate any teacher to join the Association.
- C. The Board and Association specifically recognize the mutual right to invoke the assistance of the Michigan Employment Relations Commission, or a mediator from such a public agency, or an arbitrator appointed pursuant to the terms of this Agreement, and both parties agree to be bound by any lawful order or award thereof.
- D. The Association shall have the right to use school building facilities for meetings at all reasonable hours and the equipment normally available for teachers' use at all reasonable hours without cost for Association business. The Association shall pay for the reasonable cost of all materials and supplies incident to the use of said equipment. Use of facilities and equipment shall not interfere with the instructional program.
- E. Bulletin boards and other established means of communication shall be made available to the Association and its members.
- F. The Association agrees to reimburse the Board for any damages to school equipment entrusted to its use or care for Association-related events upon competent proof that the Association or one of its members intentionally caused any damage to said equipment. Any dispute which may arise as to liability or damages shall be subject to the grievance and arbitration provisions set forth in Article 19 of this Agreement.
- G. The second and fourth Monday of every month shall be reserved for Association meetings after school hours, and the Board agrees that mutually-acceptable meeting rooms, when not previously scheduled, shall be made available to the Association without cost.
- H. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the District, including, but not limited to: annual financial reports and audits, a register of certificated personnel, tentative budgetary requirements and allocations, agenda and minutes of all Board meetings, treasurer's reports, and membership data, names and addresses of all teachers, and such other information as will assist the Association in developing intelligent, accurate, informed, and constructive programs on behalf of the teachers, community and students, together with information which may be necessary for the Association to process any grievance or complaint.
- I. This Agreement and the policies and practices of the District shall be applied in a manner which is not arbitrary, capricious, or discriminatory and without regard to race, color, national origin, religious beliefs, sexual orientation, residence, qualifying disability, political activities, professional association activity, age, marital status, or gender.
- J. The Board and the Association pledge themselves to seek to extend the advantages of public education to every student without discrimination in the same manner as stated in the above paragraph and to seek to achieve full equality of educational opportunity for all students.

- K. This Agreement shall not be construed to deny or restrict to any teacher those rights granted under the Michigan Revised School Code. The rights granted the teachers in this Agreement shall be deemed to be in addition to those provided elsewhere.
- L. Information regarding a teacher's performance in extracurricular activities shall be included in his/her personnel file if the information relates to those professional and personal characteristics associated with his/her regular assignment. Information which relates only to those skills necessary for performance in extracurricular assignments shall be kept in a separate file.
- M. Each bargaining unit employee shall have the right upon request to review the contents of his/her personnel file.
1. A representative of the Association may, at the teacher's request, accompany the teacher in this review. The teacher and the representative of the Association, if any, shall review said file in the office of the administrator responsible for the safekeeping of said confidential credentials.
 2. Letters of reference from universities, individuals, or previous employers are specifically exempt from review unless the Board or any of its agents, supervisors, or administrators rest any decision or discipline in any form on the contents of such confidential credentials or said letters of reference. Under those circumstances said teacher shall have full opportunity to examine such documents and offer such explanation as said teacher deems necessary or warranted.
 3. The administrator in charge of the personnel file shall, in the presence of the teacher or the representative of the Association, if any, remove the confidential credentials, letters of reference from universities, individuals, or previous employers from the file prior to a review of same by the teacher and the Association representative, if any, except when said confidential credentials or letters of reference are utilized or made the basis of any administrative decision or discipline in any form.
 4. All communications, including evaluations by East Lansing Public Schools administrators, commendations, or validated complaints directed toward the teacher which are included in the personnel file shall be called to the teacher's attention. The teacher shall have an opportunity to review same at or prior to the time of inclusion in the personnel file.
 5. If the administration receives a complaint regarding a teacher from someone other than a school official, the administration shall notify the teacher of the complaint and investigate its validity. If the administration determines that the complaint is substantiated, the teacher shall be notified in writing of the administrative action taken. If a grievance is filed over a disciplinary action taken against a professional staff member working in a non-teaching position which results from a complaint from someone other than a school official, it shall be deemed to be at Level Two of the Grievance Procedures.

- N. A professional staff member working in a non-teaching position is entitled, and may request, to have an Association Representative present when said professional staff member working in a non-teaching position is being warned, reprimanded, or disciplined for any reason. When a request for said representative is made by the professional staff member working in a non-teaching position, disciplinary action shall be suspended for a period not to exceed one (1) school day to provide an opportunity to arrange to have an Association Representative present.

Further, the Board acknowledges that only authorized Association members may act in a representational capacity on behalf of bargaining unit employees. Not later than October 1st of each year, the Association President shall provide to the Superintendent a written list of those authorized Association members who may act in a representational capacity on behalf of bargaining unit employees for that school year.

1. Any warning, reprimand, or disciplinary action made verbally to a professional staff member working in a non-teaching position may be reduced to writing and shall become formal.
 2. All written material which is to be inserted into the personnel file, shall be called to the teacher's attention.
 - a. A bargaining unit member shall be given the opportunity to review and sign such material(s) at or prior to the time of its inclusion in the personnel file. A copy of the material(s) shall be provided to the bargaining unit member and shall include a notation that a copy is to be inserted into the personnel file.
 - b. The bargaining unit member's signature shall not be interpreted to mean agreement with the content of said material(s), but shall be interpreted to mean that the bargaining unit member has reviewed the same.
 - c. If a bargaining unit member refuses to sign material(s) intended to be inserted into the personnel file of that member, the material(s) may be inserted into the personnel file without the bargaining unit member's signature provided that it is accompanied by written notation that the bargaining unit member refused to sign and, provided further, that the Association President is notified of the employer's action at the time the material is inserted into the personnel file.
- O. When in the teacher's opinion, inaccurate or misleading documentation is to be inserted into said teacher's personnel file, the teacher shall have the option to submit a written notation which specifically identifies and addresses briefly the statement believed to be inaccurate or misleading. Such notation shall be submitted within seven (7) calendar days of receipt of said documentation and shall be inserted into the personnel file.

Letters of direction, formal warning, reprimand, or disciplinary action may be used in any future matters.

- P. No teacher shall be required to submit to a polygraph or lie detector device in any investigation without his/her consent.
- Q. For the duration of this Agreement, the Board agrees to pay the cost of any physical examination required of new teachers coming into the system. The Board will pay the cost of Board-provided tuberculin skin tests. Teachers electing any x-ray in lieu of such tests shall be reimbursed at the level of the Board's cost for Board-administered tests.

Article 3
Board Rights

- A. There is exclusively reserved to the Board all responsibilities, powers, rights, and authority vested in it by the laws and constitutions of the State of Michigan and the United States except where expressly limited by the provisions of this Agreement.
- B. The Board retains the rights, among others, to the executive management and administration of its properties and facilities, to establish and equitably enforce reasonable rules and personnel policies relating to the hiring, duties and responsibilities of teachers and matters of curriculum and educational policies which are not inconsistent with the provisions of this Agreement or violate the law. It is further recognized that the Board, in meeting such responsibilities and in exercising its powers and rights, acts through its administrative staff.
- C. The determination of class schedules, the hours of instruction, and the assignments of teachers shall be made by the administration.

Article 4
Strike Prohibition

The Association shall at no time direct, instigate, participate in, encourage, or support any strike, work stoppage, or sanction of any type against the Board or the school district by any teacher or group of teachers. Any withholding of services or work stoppage encouraged, authorized, or supported by the Association while grievance procedures are in the process shall constitute the basis for immediate discontinuance of the grievance process.

Article 5
Payroll Deductions

- A. Requests for payroll deductions or reductions other than Association dues and service fees shall be in writing. The Board assumes only the responsibility for the remittance of the amount specified by the employee. The Board shall be held harmless from violations of the Tax Code relating to tax-deferred annuity limitations.
- B. The Board agrees to deduct twice each month tax-deferred 403(b) employee contributions and to remit such contributions to a single Board approved 403(b) vendor or third-party administrator within one (1) week following the deduction, subject to the following conditions:

1. The Board approved 403(b)/457(b) vendor shall be selected from a list of vendors established by the Michigan Retirement Investment Consortium and the Board.
 2. The third-party administrator shall be determined by the Michigan Retirement Investment Consortium and currently is TSA Consulting Group.
 3. Any failure by the 403(b) vendor promptly to credit employee contributions transmitted according to the provisions of this Article, shall be pursued by the employee directly with the 403(b) vendor and/or the third-party administrator.
- C. The Board agrees to make deductions for the United Way, commencing with the first pay period in January and continuing through the last pay in June, provided that the amount of the contribution to the United Way is \$10.00 or more.

Article 6

Professional Hours

- A. The teachers' professional day shall be considered as those hours and activities required to perform their professional duties as they occur before, during, and/or after the student day. Normally, the teachers' responsibility for being in their assigned building(s) shall not exceed thirty-one (31) hours a week. It is recognized by the Association that each teacher is expected to be punctual and regular in attendance for all assignments indicated in this Article.
- B. Teachers shall be present in their assigned buildings before, during, or after the student day at times scheduled for student contact, other scheduled student activities, office hours, consulting, advising, counseling, meeting with parents, consultants and other resource personnel, and team planning. No teacher shall be required to accept a regular schedule which allows for an uninterrupted lunch period of less than twenty-five (25) minutes. Lunch periods shall be scheduled within the period from thirty (30) minutes before the beginning to thirty (30) minutes after the end of the student lunch period unless agreed otherwise between the teacher and administration. No teacher shall be required to perform any breakfast, lunch, or food supervision duties.
1. Teachers who elect to leave their assigned building during their unscheduled hours shall give proper notice to the school office before their departure and immediately upon their return.
 2. Teachers will be in their assigned building ten (10) minutes prior to their initial daily assignment and ten (10) minutes after their culminating assignment of the day. Teachers will be punctual and in all cases involving student groups will arrive appropriately before and depart appropriately after the students.
 3. All teachers agree to attend IEP Team meetings, open house/curriculum night, parent/teacher conferences, and parent meetings. In all but emergency situations, teachers are to receive no less than seventy-two (72) hours notice of meetings.

4. At all levels, Tuesdays will be reserved for building staff meetings. Except in emergencies, no more than four (4) hours per month will be scheduled for these meetings. For months when parent conferences are scheduled the number of hours will be limited to two (2) hours. Examples of these meetings to be included in the four (4) hours per month are staff meetings, department/grade level meetings, Kindergarten roundup, Professional Learning Communities/Communities of Practice, on-line professional development, Spring IRIPS (Individual Reading Improvement Plans), and reproductive health. Teachers who travel between buildings shall be assigned to one (1) building for the purpose of attending staff meetings. Administrators will confer periodically with the traveling teachers.
- C. The Association recognizes the valuable contribution made to the educational program by the parent-teacher organizations and/or associations of East Lansing. All teachers, therefore, will make a reasonable effort to attend meetings as scheduled by these organizations or associations.
- D. The normal weekly student contact teaching load in the high school shall not exceed twenty-five (25) hours and twenty-five (25) minutes and all specially called group meetings, homeroom periods, and assemblies shall be within that time.

The normal weekly student contact teaching load in the middle school shall not exceed twenty-five (25) hours and twenty-five (25) minutes.

The normal weekly student contact teaching load in the elementary schools shall not exceed twenty-five (25) hours and twenty-five (25) minutes. See Article 7(E).

The criteria used to determine full-time equivalent (FTE) for special area teachers shall be based on the chart listed below as follows:

Minimum Number of Student Contact Hours (any fraction of an hour .5 and above shall be rounded up to the next full hour)	FTE
A minimum of 21 hours to a maximum of 22 hours	1.00
20 hours	.95
19 hours	.90
18 hours	.85
17 hours	.80
16 hours	.75
15 hours	.70
14 hours	.65
13 hours	.60
12 hours	.55
11 hours	.50
10 hours	.45
9 hours	.40
8 hours	.35
7 hours	.30
6 hours	.25
5 hours	.20
4 hours	.15

3 hours	.10
2 hours	.05

The scheduling of special area teachers will take into account that those teachers may have multiple buildings within their assignment. Whenever special area teachers travel between assigned buildings within the work day, their travel time shall be determined cooperatively between the involved teacher and the administration, but shall not be less than fifteen (15) minutes. Travel time shall be included in determining FTE. However, if travel time causes the teacher's student contact hours to exceed 22 (i.e., 1.0 FTE), that travel time shall not be a basis for overload or additional compensation unless the teacher's student contact hours otherwise exceed 25 hours and 25 minutes per week.

- E. To assure adequate teacher-parent/guardian communication, the parties have designated dates for teacher-parent/guardian conferences on the calendar. The scheduling of teacher-parent/guardian conferences may require that the professional hour's limitation be exceeded during the weeks designated for said conferences.
1. The Board agrees to hire a substitute for a minimum of one (1) additional day each semester during the spring and fall parent/guardian conference schedule for all full-time kindergarten teachers.
 - a. If the teacher(s) cannot reasonably schedule parent conferences for all of the students assigned to him/her, the teacher may, at his/her option, arrange for additional released time through the building principal. The building principal shall not unreasonably withhold approval of said additional released time.
 2. At the elementary level, parent conferences will be scheduled on the dates designated for that purpose. When parents/guardians or teachers are unable to meet the specified conference dates, teachers will confer no later than December 16 of the first semester and April 16 of the second semester.
 3. At the middle school and high school levels, parent/guardian conferences will be scheduled on the dates designated for that purpose, with the scheduled conference time not to exceed nine (9) hours per semester. When parent/guardians or teachers are unable to meet during the specified conference dates, teachers will provide an opportunity to confer during non-school hours up to one week before the completion of the grading period in which the specified conference dates occur.
- F. Full-time elementary teachers shall receive one hundred ninety (190) minutes of unscheduled time per week in blocks of not less than twenty (20) minutes.
1. Such unscheduled time shall be provided subsequent to the beginning of the students' instructional day and prior to student dismissal.
 2. Classroom teachers will not be required to supervise another teacher's classroom in order to provide such time.

3. On weekdays when school is not in session, in whole or in part, unscheduled time need not be provided.
 4. The Board and Association recognize elementary schedules may be infrequently altered to accommodate special activities which may cause the interruption of unscheduled time. Whenever reasonably possible, said unscheduled time will be provided at a later time. The administration and staff will work together to keep such cancellations at a minimum.
 5. Staff and administration may, by mutual consent, schedule meetings during unscheduled time.
 6. Elementary teachers employed one-half time or more will have unscheduled planning time prorated. Elementary teachers employed less than one-half time shall have no unscheduled planning time guaranteed.
 7. Special area teachers shall receive one hundred ninety (190) minutes of unscheduled planning time per week in blocks of not less than twenty (20) minutes. Special area teachers employed less than full time will be accorded unassigned planning time.
 8. Special area teachers who travel between levels during the day shall be granted one-half ($\frac{1}{2}$) day per semester release time to be used for records. Scheduling of the half day shall be done by mutual agreement between the building principal and the affected teacher. If necessary, additional days may be granted at the discretion of the Superintendent or designee.
- G. Teacher Professional Development time is included under Article 21.

Article 7
Teaching Conditions and Class Loads

- A. The parties recognize that the availability of optimum school facilities for both students and teachers is desirable to ensure the high quality of education that is the goal of the Association, its members and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed toward ensuring that the energy of the teacher is primarily utilized to this end.
- B. Class Size and Combined Student Load
1. Grades K-5 (Elementary)

For the following class size overload conditions, an elementary teacher shall receive four hundred dollars (\$400) per student per semester for the student(s):
 - a. For Pre-K and K, if a regular education elementary classroom teacher has more than twenty-two (22) students;

- b. For grades 1-2, if a regular education elementary classroom teacher has more than twenty-four (24) students;
 - c. For grades 3-5, if a regular education elementary classroom teacher has more than twenty-eight (28) students;
2. Grades K-5 (Elementary) Special Areas
- If the average class size for a K-5 special areas teacher exceeds twenty-eight (28) students, then the special area teacher shall receive five hundred dollars (\$500) per semester.
3. Grades 6-12 (Secondary)
- If any of the following class size overload conditions are met, a secondary teacher shall receive one hundred fifty dollars (\$150) per student per semester for the student(s).
- a. The combined student load is one hundred fifty (150) students or more per semester for the secondary teacher, or
 - b. The secondary teacher has more than thirty (30) students in an individual class.
 - c. This overage payout is limited to either condition (a) or condition (b) and shall not be paid for both. If both conditions exist, then payment is based on the greater amount of 7.B.3.a. or 7.B.3.b.
4. Physical Education Grades 6-12 (Secondary)
- If any of the following class size overload conditions are met, a secondary physical education teacher shall receive one hundred fifty dollars (\$150) per student per semester for the student(s).
- a. The combined student load exceeds either of the following:
 - i. one hundred sixty (160) students or more per semester for the secondary teacher who teaches five (5) physical education classes, or
 - ii. the total based on five (5) classes using the formula of thirty-two (32) for each physical education class and thirty (30) for each non-physical education class.
 - b. The secondary teacher has more than thirty-two (32) students in an individual class.
 - c. This coverage payout is limited to either condition (a) or condition (b) and shall not be paid by both. If both conditions exist, then payment is based on the greater amount of 7.B.3.a. or 7.B.3.b.

5. Class size leveling shall be implemented so that there is not a variance of more than three (3) students per grade level at an elementary building or per like course and class hour at the Middle School or High School. If an imbalance exists for more than thirty (30) calendar days in any one semester then the teacher with the larger class shall receive payment as specified in 7.B.1 (elementary) and 7.B.3 (secondary for each student over the three (3) student variance. This payment would be in addition to payment, if any, that may be part of class size language as specified in 7.B.1 and 7.B.3.
 6. Any class size overload beyond two (2) students beyond the class size limits as assigned to teachers at all levels shall have the stipends identified in this Article doubled for each student who exceeds the allowable two variance.
 7. This above class size overload language (Sections 1-6) does not apply to sections of performing arts, special education, or English language learners (“ELL”).
 8. The Board shall provide up to a maximum of two hundred thousand dollars (\$200,000), which includes FICA and MPERS costs, annually to remedy all overload issues. This amount shall not be used for the hiring of additional teachers.
 9. Approximately one (1) week after the October and February student count days the Board agrees it will provide to the Association a compilation of the number of students assigned to each teacher. An elementary, middle school, and high school representative from the Association along with a central office administrator will use these class size reports to calculate class size and combined student overloads. Class size and combined student overload stipends, if any, will be paid as soon as possible after the Association and central office representatives agree on the overload calculations. The Association may request up to ten (10) exceptions to the “snapshots” used to calculate teacher class size overages. The request must be submitted in writing, by the ELEA President, to the Director of Finance and Operations no later than one (1) month after the original “snapshot” date used to run class size reports.
- C. The following language applies only to those support staff positions which provide direct assistance for teacher needs and does not apply to those support staff positions that provide general building or program support (e.g., library aides, science aides, security aides).
1. The number of support staff work hours at each of the elementary levels shall include general aides assigned to each elementary building and will be determined at a minimum of 1.25 hours per FTE elementary general education classroom teacher per week.
 2. There will be a 1.0 FTE support staff position at the High School and a 1.0 FTE support staff position at the Middle School.

3. The primary function of these support staff positions is to assist teachers with the instructional programs and clerical needs, as well as to supervise students (including recess).
 4. The specific duties of the support staff shall be established by the building principal, after consultation with building teachers.
 5. Once the building support staff schedule for the school year is established, that schedule shall be distributed to building teachers.
 6. If available, substitute aides will be hired when building aides are absent from work.
- D. The Board recognizes that appropriate texts, library reference materials, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession, and timely provision thereof is absolutely essential for good teaching. The Board or its representatives agree to meet with the duly designated representatives of the Association from time to time for the purpose of improving the selection and use of such educational tools, and the Board agrees promptly to implement all joint decisions made by its representatives and the Association, consistent with its financial ability to do so. The Board agrees at all times to keep the schools reasonably and properly equipped and maintained.
- E. The Board agrees that no teacher will be required to supervise elementary recess for more than one hundred (100) minutes every two (2) weeks. Student contact limits shall not exceed a two-week average of twenty-five (25) hours and twenty-five (25) minutes. Classroom teachers will supervise both grade-level classes for their assigned recess time. Special area teachers will be required to supervise recess for no more than sixty (60) minutes per week in order to remain at or under their weekly student contact hours as listed in Article 6.D.
- F. On those days designated as records and conference days at the elementary level, there shall be no administrative meetings scheduled which require the attendance of elementary teachers and/or consultants. On said days teachers and consultants shall be free to meet for the purpose of curriculum coordination and planning.
- G. The Board recognizes that new curriculum and/or the implementation of major curriculum changes require appropriate in-service training. To this end, the Association agrees that teachers who will be required to deliver new or changed curriculum to students will participate in appropriate in-service in advance of the implementation of same.
1. These in-services may be scheduled through released time or within the limits of the thirty-one (31) hours as specified under Article 6.A. Under such circumstances compensation will not be granted.
 2. When an in-service for the purpose of addressing new or major changed curriculum is offered other than through released time or outside the limits of Article 6.A., teachers will be paid under Article 23.D. The scheduling of such

in-service shall be limited to the days for which the teacher is contracted to work (as designated on the school calendar), except when bargaining unit members elect to participate.

3. It is agreed that some staff may be excluded from the requirement of in-service for new or major restructured curriculum for reasons of expertise in the area or because of involvement in the development of the new or changed curriculum. Such exceptions may be made by the Superintendent or designee.
 4. This in-service training is not intended as a substitute for the in-service which is scheduled throughout the school year at the discretion of the administration.
 5. Bargaining unit members who are employed to develop and/or improve curriculum shall be compensated at the rate found in Article 23.C.
- H. Telephone facilities providing a reasonable degree of privacy shall be made available for teacher use.
- I. The Board shall make available in each school lunchroom, lounge, and lavatory facilities. Further, the Board agrees that in any new or remodeled school facilities it will furnish lunchroom, lounge, and lavatory facilities exclusively for adult use.
- J. Traveling teachers shall be provided parking at each building. The Board shall make every effort to see that areas assigned to teachers are available for exclusive teacher use. Parking areas and schools will provide appropriate access as required by law for persons with disabilities.
- K. To ensure a free and appropriate public education in the least restrictive environment, the parties agree that the continuum of programs and services for identified special education students will be determined by an Individualized Education Program Team (IEP Team).

In addition, a process will be developed in each building to provide for notification to a teacher when special education students will be placed in his/her general education classroom. Each process will address means for providing teacher input into the special education student's program, reviewing student placement, and providing support necessary for a successful classroom environment for both general education and special education students.

To ensure proper program implementation and as required by law, teachers will attend IEP Team meetings.

- L. Teachers who are assigned to more than one (1) building shall have adequate storage space for instructional materials provided in each building to which he/she is assigned.
- M. The Board agrees to hire substitute teachers for the regularly-assigned physical education teachers who conduct and participate in the annual track and field days at the elementary level, provided alternative scheduling is not possible.

Article 8
Vacancies and Promotions Of Non-Teaching Positions

- A. A vacancy shall be defined as a bargaining unit position which is unfilled and for which there is no teacher with a contractual right to return. If a vacancy is to be filled through the recall of a bargaining unit member on layoff, the employer shall not be required to post such vacancy.

Whenever a vacancy for a non-teaching position occurs within the bargaining unit, or a new non-teaching position is created within the bargaining unit, and said non-teaching position or vacancy is to be filled on a permanent basis, the Board shall give written notice thereof to the Association President or designee. The Personnel Office will provide for appropriate posting of said notice in every school building on a bulletin board used for posting vacancies and on the District's website. During the summer months when school is not in session, vacancies for a non-teaching position shall be posted on the bulletin board in the reception area of the Board of Education Office, on the District's website, and written notice of such vacancies will be forwarded to those bargaining unit members who have filed a written request for same with the Superintendent or designee during the last week of school.

- B. Any teacher may apply for a vacancy or new position by submitting a letter to the Personnel Office. For a professional staff member working in a non-teaching position the Board agrees to fill such vacancy or new position on the basis of qualifications, certification, and seniority as set forth in Article 24. In such circumstances, an applicant with less service in the system shall not be awarded the vacancy or new position unless the applicant's qualifications are superior to applicants with greater service. The Board declares its support of a policy of promotion from within its own teaching staff; however, the Association recognizes that the Board shall not be limited in the selection of personnel to fill vacancies or new positions to applicants from within the unit, or to the person temporarily assigned to the vacancy or new position before the termination of the school year in which the vacancy occurs or the new position is created. Service shall be defined as the seniority determinants specified in Article 11.B.
1. No permanent appointment to such position or vacancy shall be made until fifteen (15) calendar days have elapsed following the posting and said notice to the Association President or designee. For the months of July and August, the requirement shall be seven (7) calendar days.
 2. Nothing herein shall prevent the Board from making temporary assignments of personnel (temporary teachers) to fill a vacant position during the school year. For a professional staff member working in a non-teaching position, said temporary assignments shall not extend beyond the end of the semester in which the temporary assignment occurs in a given school year unless it is mutually agreed in writing by the parties. A professional staff member working in a non-teaching position who is temporarily appointed to fill such vacancy or position shall not be given preference for permanent appointment over any applicant from within the unit.

- C. No professional staff member working in a non-teaching position shall be involuntarily transferred to a part-time position. A professional staff member working in a non-teaching position who was previously full-time and who is subsequently voluntarily assigned to a part-time position shall have the right to return to a full-time position when a vacancy occurs for which said professional staff member working in a non-teaching position is certified and qualified and for which he/she possess sufficient seniority. Reinstatement is contingent on the professional staff member working in a non-teaching position providing written notice of his/her desire to return to full-time teaching at the next semester.

Full-time probationary professional staff members working in a non-teaching position who are voluntarily assigned to a part-time position shall have the right to return to a full-time vacancy for which they are certified and qualified. Provided, that the professional staff member working in a non-teaching position and more senior probationary professional staff member working in a non-teaching position on layoff shall be recalled to a vacancy for which they are certified and qualified in preference to a part-time probationary professional staff member working in a non-teaching position, as described above.

Article 9

Promotion to Vacancies or New Positions Outside the Bargaining Unit

- A. Whenever a vacancy occurs in any supervisory or administrative position outside of the bargaining unit, or when a new position of like nature is created outside of the bargaining unit, and said vacancy or position is to be filled on a permanent basis, the Board shall give written notice thereof to the Association President or designee.
1. The Superintendent or designee will provide for appropriate posting of such vacancies as set forth in Article 8.C. No permanent appointment to such vacancy or position shall be made until fifteen (15) calendar days have elapsed following the posting and notice to the Association President or designee. For the months of July and August, the requirement shall be seven (7) calendar days.
 2. Nothing herein shall prevent the Board from making temporary assignments of personnel to fill a position, but said temporary assignment shall not extend beyond the balance of the school year.
- B. Teachers who desire to apply for a position shall file their applications in writing with the Superintendent. The Board shall consider all applications and shall make the permanent appointment as soon as is practical. It is recognized that the right of selection of personnel to fill said vacancy or position remains within the discretion of the Board, but the Board further agrees and recognizes support of a policy of promotion from within its own teaching staff to vacancies and new positions under this Article.

Article 10 **Transfers**

The Board and the Association recognize that frequent transfers of teachers are disruptive of the educational process, but may be necessary and beneficial to the teacher, student, and education program; and therefore, it is agreed as follows:

A. Involuntary Transfers

1. To the extent possible, no probationary professional staff member working in a non-teaching position shall be involuntarily transferred.
2. Subject to the provisions of Section 1, above, when such involuntary transfers are necessary, an effort shall be made to transfer professional staff members working in a non-teaching position with lesser service in the District.
3. When large numbers of transfers are involved in staffing a new facility, it may be necessary to transfer more experienced professional staff members working in a non-teaching position to provide a balance of experienced and relatively inexperienced professional staff members working in a non-teaching position on the new staff and the staff from which the transfers were made.
4. Professional staff member working in a non-teaching position involuntarily transferred will be transferred only to comparable positions. The Association will be notified of the need for such transfers and shall be given the opportunity to offer information before any reassignment of teachers.
5. An involuntary assignment or transfer shall be made only after a meeting between the affected professional staff member working in a non-teaching position, his/her supervisor and/or his/her Association Representative, and the Superintendent or designee, at which time the professional staff member working in a non-teaching position shall be apprised in writing of the reason(s) for the assignment or transfer. If the professional staff member working in a non-teaching position objects to the assignment or transfer the teacher and/or his/her Association Representative shall have the right to appeal the assignment or transfer to the Superintendent or designee.
6. In the determination of assignments and transfers, the convenience and wishes of the professional staff member working in a non-teaching position will be honored to the extent that these considerations do not conflict with the instructional requirements and best interests of the school system and students.
7. Any teacher who shall be transferred or assigned by the employer to a position or vacancy outside of the bargaining unit and shall later return to a position within the bargaining unit shall be entitled to retain such rights as the teacher may have had under this Agreement before such transfer or assignment to a position outside of the bargaining unit.

8. It is agreed that in the event of an involuntary transfer the professional staff member working in a non-teaching position aggrieved by said action has the right to file a grievance commencing at Step 2.
- B. Voluntary Transfers
1. It is the policy of the Board to consider the request of teachers who desire transfers to teaching vacancies which occur in buildings other than the one in which the teacher is teaching.
 2. Whenever a vacancy, other than temporary, exists, the Board agrees such vacancies shall be filled by a professional staff member working in a non-teaching position on the basis of qualification, certification and seniority; and further, that preference will be given to a professional staff member working in a non-teaching position with a request for transfer on file with the Superintendent or designee. Should more than one (1) request for transfer be on file for the same position, the more senior unit member shall be awarded the position.
 3. Transfer requests shall be filed annually by April 15 and shall remain in force for one (1) year. Transfer requests filed after April 15 may still be considered, but only after all other transfer requests and call-backs have been considered.
 4. Where voluntary assignments are made to positions of special purposes or for growth or to meet specific needs, it is permissible for the Superintendent or designee, the Association President, and the teacher to enter into a letter of understanding that would protect the teacher's original position for a two (2) year period with the same limitations that are applied to compensated professional leaves in terms of the teacher's return to his/her original assignment.
- C. If the Board of Education implements a grade-level reorganization, either party may request to invoke the consultation procedures of Article 20.

Article 11

Reduction of Professional Staff Member Working in a Non-Teaching Position

- A. Before official action on reduction of professional staff members working in a non-teaching position is taken by the Board, it will give notice of the contemplated action to the Association and afford the Association an opportunity to discuss it. As soon as the layoff incentives are known, a list shall be provided to the Association. In any year where there are layoffs, the Association will be given notice of layoffs, assignments, transfers, and call-backs in a time frame agreed to by both parties.
- B. If it becomes necessary to reduce the number of professional staff members working in a non-teaching position employed by the Board of Education, such reduction shall be based upon the qualifications as specified in Article 24 (Qualifications and Assignment).

1. For purposes of this Agreement, seniority shall be defined as the amount of unbroken service accumulated in a position of teacher in the East Lansing Public Schools as based on the teacher's earliest date of hire into a bargaining unit position. Date of hire shall be the first day a teacher reports to work and receives pay according to the negotiated work year calendar.
 - a. Leaves of absence, with or without pay, and absences due to layoff are not considered as a break in service.
 - b. Time spent in an administrative position in the District shall not be considered a break in service, but seniority shall not accumulate while in an administrative position.
 - c. Days worked in any extracurricular position shall neither accrue seniority nor establish a date of hire.
 2. Certification shall be defined as holding a valid teaching certificate as recognized by the State of Michigan.
- C. The last bargaining unit members laid off shall be those certified and qualified professional staff members working in a non-teaching position who have the greatest seniority in the East Lansing Public Schools. The Board shall provide at least thirty (30) calendar days' notice of layoff to the Association and the affected employees.

The order in which layoffs will occur is:

1. Probationary professional staff members working in a non-teaching position with the least amount of seniority in the East Lansing Public Schools shall be laid off first, provided there are more senior certified and qualified professional staff members working in a non-teaching position for available positions.
2. Professional staff members working in a non-teaching position with the least amount of seniority in the East Lansing Public Schools shall be laid off in accordance with Section B, above, provided there are more senior certified and qualified professional staff members working in a non-teaching position for available positions.
3. No new professional staff members working in a non-teaching position shall be employed by the Board while there are professional staff members working in a non-teaching position of the East Lansing Public Schools who are laid off, unless none of the East Lansing professional staff members working in a non-teaching position on layoff is qualified and certified to fill the vacancy.
4. In order for a less senior professional staff member working in a non-teaching position to be retained in a position, that professional staff member working in a non-teaching position shall have qualifications and certification in the assigned area which the more senior professional staff member working in a non-teaching position lacks. When such an occasion should

arise, the Association President will be advised in advance of the number and category of such professional staff members working in a non-teaching position. The discretion vested in the Board shall not be abused. Complaints that the Board has abused its discretion in this respect may be taken up through the grievance and arbitration procedures provided in this Agreement.

5. When the decision to reduce the work force for the upcoming school year occurs before noon on the 6th business day before returning professional staff members working in a non-teaching position are to report for the start of the upcoming school year, the Board agrees to reassign more senior professional staff members working in a non-teaching position to ensure that the least senior professional staff member working in a non-teaching position is laid off, provided there are more senior certified and qualified professional staff members working in a non-teaching position for available positions. After that time and during the school year, any layoffs will be implemented by identifying the position which is to be eliminated and placing the affected professional staff member working in a non-teaching position in a position for which they are certified and qualified which is held by a less senior professional staff member working in a non-teaching position. If there is no position held by a less senior professional staff member working in a non-teaching position for which they are certified and qualified, they will be laid off.
 6. When the decision to recall a professional staff member working in a non-teaching position for the upcoming school year occurs before noon on the 6th business day before returning professional staff members working in a non-teaching position are to report for the start of the upcoming school year, the Board agrees to reassign more senior staff to ensure that the most senior professional staff member working in a non-teaching position on the layoff list is recalled, provided such reassignment allows for a position for which the most senior professional staff member working in a non-teaching position on the layoff list is certified and qualified for. After that time and during the school year, professional staff members working in a non-teaching position shall be recalled, on a seniority basis, to available positions provided they are certified and qualified for the open position without any reassignment of staff. Recall procedures for professional staff members working in a non-teaching position shall be implemented before voluntary transfers are considered.
 7. The reassignment of professional staff members working in a non-teaching position outlined in C.5. and C.6. above, shall not occur during the school year, unless mutually agreed otherwise.
- D. The Employer shall develop a seniority list and make the appropriate revisions as they occur. The seniority list shall be posted in all buildings by October 30 and April 15 each year. Upon request, the Association President will be provided with the current revised copy of the seniority list.
1. The placement of all individuals on the seniority list as of August 15, 2003 shall be recognized as fixed upon certification by the Association.

2. In the case of more than one (1) teacher having the same date of hire after August 15, 2003, a meeting of the teachers affected, the Superintendent or designee, and the Association President shall be held to determine the teachers ranking on the seniority list. Teachers will draw lots to determine their placement. For teachers who are unable or unwilling to participate in the drawing, the Association President will draw on their behalf.
 3. The Superintendent or designee, in consultation with the Association President, shall be responsible for sending out notice of the seniority placement meeting within thirty (30) days after ratification of this Agreement and as necessary thereafter.
- E. All seniority is lost if the teacher or administrator:
1. Resigns.
 2. Retires.
 3. Is discharged and the discharge is not reversed through the grievance procedure.
 4. Does not return to work when recalled after a layoff as specified within the provisions of this Article, Paragraph H.
 5. Does not return to work on the required date for return from an approved leave of absence. Exceptions due to extenuating circumstances may be made by the Superintendent or designee.
 6. Has probationary status and is laid off for two (2) consecutive years without being recalled.
- F. The Board and Association recognize that on occasion alterations in program or vagaries in enrollment can endanger an individual tenure teacher's employment. Should such a condition occur, the tenured teacher may enter a program to equip the teacher for an alternative assignment with Board encouragement and support.
1. The tenured teacher will submit a written proposal to the Superintendent or designee.
 2. The Superintendent or designee and the Association President will confer. If they agree that the tenured teacher's continuing employment is imperiled, the Board will pay the cost of tuition, books, and normal fees for up to fifteen (15) semester or twenty (20) quarter hours credit specifically chosen to provide an assignment alternative.
 3. To protect against undue budgetary stress, the Board and Association agree that the total semester-hour commitment for the year will not exceed sixty (60); the total quarter-hour, eighty (80).

- G. Any professional staff member working in a non-teaching position on layoff shall be recalled in inverse order of layoff, provided the professional staff member working in a non-teaching position is certified and qualified for the vacancy.
 - 1. Should the Board recall out of line of inverse order of layoff, the Association President will be advised in advance of the number and category of such professional staff members working in a non-teaching position.
 - 2. The discretion vested in the Board shall not be abused. Complaints that the Board has abused its discretion in this respect may be taken up by a professional staff member working in a non-teaching position only through the grievance and arbitration procedure provided in this Agreement.
- H. The Board shall give written notice of recall from layoff by sending a certified letter to the last-known address of the professional staff member working in a non-teaching position.
- I. A laid-off professional staff member working in a non-teaching position shall lose the right of recall when said professional staff member working in a non-teaching position refuses a position of at least the same full-time equivalency held when laid off.
- J. It shall be the responsibility of each bargaining unit employee to notify the Board of any change of address. The employee's address as it appears on the Board's records shall be conclusive when used in connection with recall or other notice to the teacher. If a bargaining unit employee fails to respond to the call-back notice within fifteen (15) calendar days from the date of sending of the recall notice, said employee shall be considered as a voluntary quit and shall terminate his/her employment relationship with the Board.

Article 12
Leave Pay

- A. Any bargaining unit employee absent from duty because of personal illness or injury shall be paid the person's full salary for the period of time off, not to exceed the total number of unused accumulated sick leave days in his/her personal account. Sick leave days shall accrue effective the first day of school at the rate of ten (10) days per school year. Part-time teachers will receive sick leave days on a pro-rata basis. Teachers who are employed after the beginning of a given school year shall be granted, for the balance of that school year, as many sick leave days as there are months remaining in the school year. During any school year, a teacher earns sick leave days only to the limit of what he/she actually works.

Where teachers leave before earning the number of sick days used in a school year, they will reimburse the Board for the difference.

- B. At the beginning of each school year, each teacher shall retain the number of sick days with the number of days of sick leave not used during the prior school year. Unused sick leave days shall accumulate from year to year without limitation.

- C. If, at the beginning of any school year, a teacher is ill and unable to resume teaching duties in the school system, and such teacher has unused accumulated sick leave days at the end of the prior school year, the teacher will be allowed to use such previously accumulated sick leave days while the teacher remains ill and unable to work, provided the teacher is not otherwise employed. For the period the teacher is unable to resume teaching duties under this paragraph, the teacher shall not accumulate any further sick leave days until the time the teacher has returned to teaching, but shall be compensated according to Article 27.D.
- D. If a teacher's illness extends beyond five (5) work days, the Board may require an examination by a physician of the teacher's choice. The Board may require a second opinion by a physician chosen by the teacher from three (3) names submitted by the Board. The second opinion shall be at the Board's expense. The teacher may select an examination by only one (1) of the Board's doctors at the Board's expense.
- E. Any teacher absent because of injury or disease compensable under the Michigan Worker's Compensation Law shall be entitled to use previously accumulated sick leave in one-third (1/3) day increments to make up the difference between the allowance under the Worker's Compensation Law and the regular salary during the period of disability compensable under Michigan Worker's Compensation Law, with or without interruption in consecutive days, attributable to the same accident.
- F. In addition to personal illness or injury, sick leave may also be used for medical, dental, or optical examinations or treatments. No less than one-half (½) sick day will be charged unless otherwise arranged with the supervisor.
- G. A teacher shall be released from regular duties without loss of salary at least one (1) day each school year for the purpose of participating in area or regional meetings of the Michigan Education Association, when lawfully scheduled.
- H. Teachers who exhaust sick days may send a written request to the ELEA Executive Board to borrow up to five (5) future sick days for medically verifiable illness/disability of the individual, spouse, father, mother, sibling, child, and grandchild. Use for other than personal illness and/or disability shall be in addition to the ten (10) day maximum use of sick days under Article 13.B.1.

The maximum borrowed each year by the entire ELEA bargaining unit will be capped at forty (40) days. The ELEA Executive Board shall provide the number of borrowed sick days for each individual to the Human Resources Department.

After returning to work and earning additional sick days, teachers who borrowed from their future sick days agree to repay such days at the rate of two and one-half (2.5) days per year. Teachers may not borrow additional days until all five (5) days are repaid.

If the teacher does not return to work, his/her final pay will be reduced by an amount equivalent to the remaining borrowed sick days. Should an employee leave without repaying the borrowed sick days, the bargaining unit members will be docked one-half (0.5) sick day starting with the most senior and continuing down the seniority list until all days have been repaid. Docking will only be taken from

bargaining unit members with twenty (20) or more sick days. Subsequent docking shall start where the previous repayment stopped.

This Article is subject to reopening each year of this contract by either party.

Article 13
Leaves of Absence

- A. Any teacher whose illness or accident requires absence for days beyond the amount of earned and accumulated sick leave provided in Article 12 and is not covered by family and medical leave provided in this Article shall be granted a leave of absence for such time as shall be necessary for a complete recovery from such illness, and shall be compensated while on such leave of absence in accordance with Article 12 or the appropriate section of Article 26 or 27. Full insurance benefits will be continued by the Board during the period of illness leave through the month following the month in which the teacher began the leave of absence. Upon return from any such leave, a teacher shall be restored to a position for which he/she is certified, qualified, and sufficiently senior with restoration of fringe benefits, seniority, and all other rights provided by this Agreement.
- B. Leaves of absence with pay chargeable against the teacher's sick leave allowance shall be granted for the following reasons:
1. Up to ten (10) days each school year shall be granted for illness in the immediate family, short-term emergency care and medical care, child care or elder care arrangements. Certification by the attending physician or doctor may be required.
 2. When a critical illness in the immediate family requires the attendance of the teacher, the Superintendent or designee may grant use of sick leave allowance up to the amount accumulated by the teacher. For purposes of these subparagraphs, "immediate family" shall include the teacher's mother or father, father-in-law or mother-in-law, spouse and children, or person whose relationship to the teacher warrants such care.
 3. Time necessary for attendance at the funeral service of persons whose relationship to the teacher warrants such attendance.
- C. Leaves of absence with pay not chargeable against the teacher's sick leave allowance shall be granted for the following reasons:
1. A maximum of five (5) days per school year for each death in the family, defined to include spouse, children, mother, father, sister, brother, corresponding in-laws, grandparents, and, with approval of the Superintendent or designee, a person whose relationship to the teacher warrants such absence.
 2. Absence when a teacher is called for jury service except that the compensation for jury service in combination with the Board pay shall not exceed the teacher's regular rate of pay.

3. Court appearance as a witness in any case connected with the teacher's employment or the school, or whenever the teacher is subpoenaed to attend any proceedings during which the teacher is required to provide information on behalf of the District, other than proceedings initiated by the teacher or the Association against the Board or the District (unless subpoenaed by the Board).
4. Up to five (5) days in addition to the Professional Development days in the School Calendar for attending educational conferences or conventions and with a request for such leave having been submitted to the teacher's building administrator at least fifteen (15) work days before the leave date.
5. One (1) day per school year for visitation to other schools when approved by the Superintendent or designee.
6. Time necessary to take the selective service physical examination.
7. Personal Business Days
 - a. The Building Principal shall approve an absence not to exceed two (2) days per year for personal business which by its nature cannot be scheduled outside of school hours, upon application in writing by the teacher, provided that in the event the teacher does not use the personal days provided for, such days shall be converted to additional sick leave days. Personal business days will not be used for the purpose of extending breaks or holiday periods except as follows:
 - (1) With the exception of the first and last day of school, members may use one personal business day per fiscal year in conjunction with a scheduled break through the established approval process. The use of personal business days on these days will be limited per eligible scheduled break day to five (5) members at the high school, four (4) members at the middle school, and two (2) members at each elementary school.
 - (2) The first submission for application to extend a break with a personal business day is due by September 30 of the school year. Forms may not be submitted prior to the start of school and will only be considered for the current school year.
 - (3) If the number of applications exceeds the above member limits, a lottery will be conducted by the Superintendent, or designee, with a union representative present.
 - (4) If additional openings remain, a second and final submission for application to extend a break is due by January 15, with a second lottery held if needed.
 - b. A bargaining unit member may use one (1) sick day as an additional personal business day if he/she has seventy-five (75) sick leave days accumulated as of the end of the previous school year.
8. The bargaining unit member shall give as much notice as possible in connection with any leave provided under this Article.

- D. Maternity leave will be treated as any other disability.
- E. Parental leave without pay shall be granted to any teacher requesting such following the birth or adoption of a child and shall be taken continuously, not to exceed a two (2) year period. The termination of said leave shall coincide with the end of a school year.
1. A teacher returning from a parental leave shall be placed on the position of the salary schedule commensurate with prior teaching experience and shall return to the same or substantially equivalent position held by the teacher immediately before commencement of the leave as required by the Family and Medical Leave Act.
 2. A bargaining unit member shall provide written notice of intent to return to work to the Superintendent or designee at least sixty (60) calendar days before the expiration of the leave.
- F. A teacher who is not eligible for Family and Medical Leave provided in this Article and does not select a parental leave for the child may select an unpaid child-care leave.
1. The purpose of the child-care leave shall be expressly for the care of a child. A teacher who accepts employment outside the home while on such leave and who turns over care of the child to a person other than the child's parent shall be considered a voluntary quit.
 2. The leave will begin no sooner than the school year which follows the birth of the child and no later than four (4) years after the birth of the child.
 3. The leave will be given for one (1) school year or two (2) school years. Such leaves shall commence at the beginning of a school year and terminate at the end of a school year. Application for such leave shall be submitted to the Superintendent or designee by May 1st.
 4. A teacher returning from a child-care leave shall be placed on the position of the salary schedule commensurate with prior teaching experience and shall return to the same or substantially equivalent position held by the teacher immediately before commencement of the leave as required by the Family and Medical Leave Act.
 5. A teacher desiring to return from a child-care leave shall give written notice of such intention to the Superintendent or designee not later than sixty (60) days before the end of the preceding school year.
 6. A teacher who has had a child-care leave will not be eligible for another such leave until three (3) years have elapsed since the prior child care leave.
- G. Teachers who are elected to the office of President or Vice President of the MEA or NEA shall be given a leave of absence not to exceed two (2) years, without pay. A teacher given such a leave of absence without pay shall receive credit for the annual salary increments on a schedule during such absence and unused

accumulated, sick leave provided for under this Agreement shall be frozen during such leave of absence and restored upon return.

- H. Any teacher who has left or leaves a teaching position other than a temporary teaching position in the District, in order to serve in any branch of the uniformed services of the United States, shall have any and all benefits and rights and be subject to any limitations imposed by the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 and any other federal or state law which governs or has any application to the re-employment rights.
- I. The Board shall grant a leave of absence not to exceed two (2) years, without pay, to any teacher who joins the Peace Corps or VISTA, or is campaigning as an active candidate, or is elected to serve in any public office at the state or national level, or any local office which would require the full time of the teacher.
- J. The Association President shall have release time off during the President's term of office for up to the equivalent of one-fifth (1/5) or twenty percent (20%) of the President's normal teaching duties. Based on the Association President's annual teaching assignment, the Association President and the District's Chief Financial will determine by October 1 of each school year the actual percentage of the President's release time for that school year.

The Board agrees to pay the cost of a substitute when the Association President is not performing normal teaching duties during this release time. The Board agrees to pay the full salary of the Association President or designee to attend professional meetings, legislative hearings, or to conduct Association business, not to exceed five (5) days in any one (1) school year. Time off for teachers to conduct Association business shall be granted by the Board not to exceed fifteen (15) days in any one (1) school year. The Association shall reimburse the Board for the retirement (MPERS) costs associated with the Association President's actual released time calculated by the agreed-upon percentage referenced above.

- K. Leaves of absence for up to one (1) year, without pay, may be granted upon application for professional enrichment. The regular salary increment accruing during such periods shall be allowed, provided the teacher securing a leave of absence for professional enrichment returns to the school system at the end of one (1) year.
- L. Notice of intent to return from leave. It shall be the responsibility of the teacher on leave, no later than April 15, to state his/her intent to return or not return the following school year. The personnel office shall send a notice of reminder to the teacher's last known address on or before April 1 of each year. If the teacher fails to report on or before April 15, the teacher shall be considered as a voluntary quit and shall terminate his/her employment relationship with the Board. All leaves for which a teacher is not compensated are covered by this paragraph.
- M. The Board may grant teachers an unpaid leave of absence, without salary, or fringe benefits, for up to a maximum of one (1) year. Denial of leaves of absence under this section shall not be subject to the grievance procedure.

The Superintendent may grant teachers an unpaid leave of sixty (60) or fewer days.

N. A leave of absence without pay for up to twelve (12) weeks during a twelve (12) month period shall be granted to any employee who has been employed by the District a minimum of twelve (12) months and at least 1,250 hours in the preceding twelve (12) months in conformity with the Family and Medical Leave Act of 1993 (FMLA). FMLA leaves may be granted for the following purposes:

1. Childbirth and to care for the employee's newborn child after birth;
2. Placement with the employee of a child for adoption or foster care;
3. To care for the employee's spouse, child, or parent who has a serious health condition; or
4. For a serious health condition that renders the employee incapable of performing the functions of the employee's job duties.

The Board has the responsibility to develop, approve, and implement policies on family and medical leave which satisfy and comply with the requirements of the FMLA. The Board will not develop, approve, or implement any policy, rule, or regulation that denies any member the use of any benefit provided under this Agreement. It is agreed that the benefits extended to a bargaining unit employee under FMLA and those provided under this Agreement may be applicable concurrently.

Article 14
Compensated Professional Leaves

A. There shall be three types of compensated professional leaves:

- | | | |
|----|-----------|--------------------------------|
| 1. | Class I | School District Needs |
| 2. | Class II | Personal Enrichment and Skills |
| 3. | Class III | Summer Compensation Grants |

B. Tenure teachers who have been employed for seven (7) years by the Board and possess a Michigan life, permanent, 30-hour continuing, 18-hour continuing or professional teacher certificate without a prior sabbatical or other compensated professional leave of absence during the six (6) years of employment immediately preceding the proposed leave may be granted a Class I, Class II, or Class III leave. Any teacher with three (3) years of seniority may be granted a Class III leave.

C. Class I leaves shall be granted for either of the following purposes:

1. Assessing needs of a particular instructional area, developing program, and/or evaluating program.
2. Improving skills and knowledge in an area of District need. District need shall be confirmed by the Board, the Superintendent, or the Curriculum Council.

D. Class II leaves shall be granted for any one (1) of the following purposes:

1. Improving skills and knowledge in one's present area of responsibility.

2. Training to broaden or redirect one's professional preparation.
 3. Working in a graduate program leading to a higher degree.
- E. Class III leaves shall be granted for either of the following purposes:
1. Professional enrichment, excluding courses taken for credit.
 2. Curriculum development projects recommended by the Superintendent or designee.
- F. The compensated professional leave year shall be divided into five (5) units, with Unit One beginning during the first week after the current school year and extending to the week preceding the beginning of the next school year. Units Two (2), Three (3), Four (4), and Five (5) shall coincide with the secondary schools' reporting periods. Four (4) leave units are equivalent to one (1) full-time leave. Class I leaves may be granted for one (1), two (2), three (3), or four (4) of the five (5) units, provided that the leave units are consecutive. Class II leaves may be granted for up to a maximum of four (4) units, provided that the leave units are taken during the regular school year and in sequential order. Class III leaves may be granted for a maximum of nine (9) weeks but only during the period of Unit One. A teacher may apply for a professional compensated leave in combination with a teaching assignment; provided, however, that the Board need not provide a combined allotment of teaching assignment and professional compensated leave greater than the teaching assignment during the year of application for the leave.
- G. The Professional Leave Committee shall be composed of eleven (11) members. Seven (7) of the members shall be chosen by the Association in a manner to be determined by it; except that of the seven (7) members to be selected by the Association, there shall be three (3) from the elementary staff, two (2) from the middle school staff, and two (2) from the high school staff. Four (4) of the members thereof shall be appointed by the Board and shall be from the administrative staff of the District and shall include the Superintendent or designee. The members of the Committee first selected shall serve for the term determined by the body appointing new members, but in any event thereafter shall be selected in such a manner as to result in staggered terms for the members of said committee.
- H. Any teacher desiring a compensated professional leave shall file an application with the Professional Leave Committee on a schedule and forms provided by said Committee and shall furnish the information requested fully to complete said form. Individual teachers may submit proposals to the Professional Leave Committee for teacher professional leave programs. The Professional Leave Committee shall review all Class I, Class II, and Class III leave applications and make recommendations to the Board of Education based on the merits of the respective proposals regardless of class of leave or length of leave. The Committee shall vote by secret ballot on each application. A minimum of eight (8) votes is needed for an applicant to qualify. In no case shall the combination of compensated professional leaves exceed two (2) full-time equivalencies of the bargaining unit nor shall more than that number be submitted to the Board of Education by the Professional Leave Committee.

- I. A teacher whose leave has not been approved by the Board of Education may submit the leave proposal to the D.S.I.T. (District School Improvement Team) for review. After such review, the D.S.I.T. shall either inform the Board of Education of its concurrence of the Board's action or recommend approval with or without modifications. This process shall not be subject to the grievance procedure.
- J. Class I leaves shall be compensated at full salary for each approved unit. Class II leaves shall be compensated at one-half ($\frac{1}{2}$) salary for each approved unit. Class III leaves shall be compensated at .0277 of salary for each approved week. Teachers may choose under Class III leaves to forego compensation and instead accept reimbursement of expenses incurred up to the amount of their compensation.
- K. The full-time equivalency of compensated professional leaves shall be computed as follows:
 - 1. Class I leaves shall equate to .25 full-time equivalency per unit for a full-time person and will be prorated for a portion thereof for a part-time person.
 - 2. Class II leaves shall equate to a .125 full-time equivalency per unit for a full-time person and will be prorated for a portion thereof for a part-time person.
 - 3. Class III leaves shall equate to a .0277 full-time equivalency per week for a full-time person and will be prorated for a portion thereof for a part-time person.
- L. A teacher granted a compensated professional leave shall be obligated to return to the school system for one (1) year of employment. If any teacher does not return to the system after such leave, the teacher must repay the school system the leave salary prorated over the period of unfulfilled obligation and, in this connection, the Board may require the execution of a promissory note as evidence of the obligation. The death of a teacher while on such leave shall cancel any obligation to repay under this Article. Upon completion of the professional leave, the teacher shall prepare and forward a report to the Professional Leave Committee for transmittal to the Superintendent and to the Board of Education and for distribution to the staff. The report shall provide sufficient information for making a determination as to whether the leave accomplished its immediate and stated purpose and also to assist in the evaluation of the entire program.
- M. A professional staff member working in a non-teaching position, upon return from a compensated professional leave, shall be restored to the same position that the professional staff member working in a non-teaching position left, if the position exists; if the position does not exist, to a substantially equivalent position and shall be placed on the salary schedule as if the professional staff member working in a non-teaching position had taught in the District during such period.
- N. While on compensated professional leave, a teacher shall have the full protection of the disability income provisions of this Agreement, shall be entitled to use accumulated sick-leave benefits, but shall not accumulate sick-leave benefits, and shall retain all tenure and retirement rights and benefits.

- O. The costs of conferences and workshops, including supplies and the purchase of educational materials, under the leave classes specified in Paragraph J. of this Article are part of the recommending functions of the Professional Leave Committee.
- P. If a teacher who has been granted a Compensated Professional Leave believes that his/her studies and/or project resulted in a program that would benefit the District if implemented, he/she shall reapply to the Professional Leave Committee prior to January 15 of the year the leave expires, outlining the project he/she wishes to implement in the District. The Professional Leave Committee shall review the application of the teacher (as per sections G., H., and I. above) to extend the leave. Extensions of leaves for this purpose shall not be in excess of 0.4 to 0.6 full time equivalencies. If such an extension is granted, the extension will count toward the two (2) full-time equivalencies of Section H. above.
- Q. Any teacher who volunteers to participate in an exchange program that the Board may enter into with another school system for purposes of curricular or cultural diversity shall, during the time volunteered in the other district, be compensated at not less than the salary and benefits then entitled to in accordance with this Agreement. Time out of the District shall be deemed time with the District for purposes of any time computation under this Agreement or for advancement on the salary schedule or any other right, benefit, or privilege provided by this Agreement.

Article 15
Terminal Leave

- A. A teacher who retires in accordance with the provisions of the Michigan Public School Employees Retirement Act shall receive either \$65/day for each day of accumulated sick leave or \$100/year for each year of service to the East Lansing School District. The maximum amount payable shall not exceed \$8,500. Proof of retirement application is required under this section. This payment shall be made on a lump-sum basis in the fiscal year immediately following the retirement. The teacher may elect to receive that payment in either July or January.
- B. In the event of the death of a teacher who has given notice of retirement and who is eligible to receive terminal leave under ¶ A of this Article, the benefit will be paid to the beneficiary designated, in writing, by the teacher. If there is no written beneficiary designation on file with the District at the time of the teacher's death, the benefit will be paid according to the priorities specified in MCL 408.480.

Article 16
Evaluation of Professional Staff Member Working in a Non-Teaching Position

- A. The Association and its members recognize the necessity of a program for the evaluation of the professional staff members working in a non-teaching position performance of professional duties. Correspondingly, the Board recognizes the interest and concern of the Association and its members in such a program. Accordingly, the Board agrees that all monitoring and/or observation of the work performance of the professional staff member working in a non-teaching position shall be conducted openly and with the full knowledge of the professional staff member working in a non-teaching position. Should the methods of observing the

professional staff member working in a non-teaching position include electronic equipment, its use shall be agreed upon between the professional staff member working in a non-teaching position and the evaluator in advance of any observation. Evaluation material gathered as a result of the use of electronic equipment may be referenced in the evaluation document and/or used for determining prescriptions and professional staff member working in a non-teaching position success in meeting such prescriptions.

- B. In evaluations, it is recognized that the person primarily responsible for the evaluation of a professional staff member working in a non-teaching position shall be the building principal for the professional staff member working in a non-teaching position; however, other administrative personnel may participate in the evaluative process upon the request of either the professional staff member working in a non-teaching position or the building principal. Other persons possessing expertise in the assignment area may participate in the evaluative process when agreed to by the professional staff member working in a non-teaching position and the evaluator in advance of any observation.
1. The evaluation of a professional staff member working in a non-teaching position shall be directed toward the improvement of performance and toward assisting the individual to correct and improve in the areas identified as needing improvement in the written evaluation.
 2. An administrator-initiated evaluation of the professional staff member working in a non-teaching position shall not be deemed valid nor shall it be placed in the personnel file unless the following conditions have been met:
 - a. The evaluator shall notify the professional staff member working in a non-teaching position in advance that an evaluation will be conducted. In addition, the professional staff member working in a non-teaching position may submit supplementary evaluation criteria which in his/her professional judgment should be used in the evaluation process.
 - b. The professional staff member working in a non-teaching position shall be observed in the classroom or work environment, as appropriate, at least once before the formulation of any evaluative conclusions. Following each observation, the professional staff member working in a non-teaching position shall have the right to request, and shall receive within seven (7) calendar days of said request, a review of the observation.
 - c. The professional staff member working in a non-teaching position and the administrator will meet at least once outside of the classroom during the observation process to discuss the evaluator's initial impressions. At such interview, the professional staff member working in a non-teaching position shall have full opportunity to comment upon the criteria used on the validity of the evaluator's initial impressions.
 - d. After the interview, the evaluator shall prepare a formal written evaluation report which shall include the criteria used in the evaluation, the findings of the evaluator based upon the observation

and the interview, and any other facts which were relied upon in developing the final evaluation conclusions.

- e. A copy of the final written evaluation report shall be given to the professional staff member working in a non-teaching position who shall acknowledge receipt of said evaluation report in writing. The professional staff member working in a non-teaching position shall have seven (7) school days after receipt of the report to object thereon. Any objection filed by the professional staff member working in a non-teaching position shall be in writing and shall be attached to the evaluation document. The professional staff member working in a non-teaching position shall specify the portions of the evaluation report that he/she finds objectionable. At the request of the professional staff member working in a non-teaching position, the objection filed under this Article may be processed as a grievance and filed at Step 1 of the grievance process.
 - f. Professional staff members working in a non-teaching position shall be evaluated at least once in each three (3) year period.
- 3. Professional staff members working in a non-teaching position will be told the reason(s) the supervisor finds it necessary to perform an evaluation outside of the normal evaluation cycle.
 - 4. Existing evaluation forms for a professional staff member working in a non-teaching position will be modified to reflect "highly effective," "effective," "minimally effective," or "ineffective" performance ratings.
- C. No professional staff member working in a non-teaching position shall be reprimanded, disciplined, reduced in rank or compensation, or deprived of any professional advantage without just cause. Any such reprimand, discipline, or reduction in rank, compensation, or advantage, including an adverse evaluation of performance or violation of professional ethics asserted by the Board or any agent or representative thereof shall be subject to the professional grievance procedure hereinafter set forth. The "just cause" standard shall not apply to the non-renewal or termination of a probationary professional staff member working in a non-teaching position.

Article 17

Protection of Teachers

- A. Since the teacher's authority and effectiveness are undermined when students discover that there is insufficient administrative backing and support of a teacher, the Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline. Whenever student behavior is disruptive to the learning process or endangers the welfare of other students, the Board at the request of the teacher, and after consultation with the building principal, will take reasonable steps, if necessary, to relieve the teacher of the responsibility for such student(s), including the removal of the student(s) from the classroom according to Board policy governing suspension and expulsion.

- B. The Board agrees to provide in each classroom a locked file cabinet or desk for the storage and safekeeping of valuables and items of personal property essential to the discharge of teaching duties, including clothing and personal property of the teacher. Such facilities shall be provided for teachers who do not have a permanent teaching station. Teachers who are assigned to more than one building shall have such facilities in each building to which they are assigned.
- C. Complaints directed toward the teacher which are to be deemed valid shall be processed in accordance with Article 2.
- D. Teachers shall be expected to exercise reasonable care as to the safety of the students and property, but shall not be individually liable except in the case of gross negligence or gross neglect of duty for any damage or loss to person or property.
- E. Time lost by any teacher in connection with any proceeding, including legal, arising out of an assault upon the teacher or disciplinary action taken by a teacher shall be without loss of pay unless it is ultimately determined the teacher was at fault.

Article 18
Negotiations Procedures

- A. The Board agrees it will not alter, change, revise, modify, or eliminate any present Board policy, not expressly covered by this Agreement, affecting rates of pay, wages, hours of employment, or other conditions or duties and responsibilities of teachers and their working conditions, without giving prior written notice of such proposed action and affording the Association an opportunity to be heard on such proposed action. No such action taken by the Board under this Article shall be inconsistent with this Agreement or a violation of law. The Board agrees to follow the same procedure as to any new policy to be adopted by the Board during the life of this Agreement which would affect the rates of pay, wages, hours of employment, or other conditions, including the duties and responsibilities of teachers and their working conditions. Further, the Board agrees it will not adopt any new policy under this Article which is inconsistent with this Agreement or violates law.
- B. The Association shall be duly advised by the Superintendent of fiscal, budgetary, and tax programs affecting the District and shall, whenever feasible, have the opportunity to consult with the Board with respect thereto prior to general publication.
- C. This Agreement shall supersede any rules, regulations, or practices of the Board which are contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- D. If any actions required by the Board under the Every Student Succeeds Act (ESSA) result in a duty to bargain under the Public Employees Relation Act, bargaining shall be initiated by the parties in a time frame sufficient to allow completion of bargaining prior to the deadlines specified in the ESSA.

- E. Copies of this Agreement shall be printed at the sole expense of the Board and presented to all teachers now employed or hereafter employed by the Board. Copies of a successor Agreement shall be made available within one (1) month after ratification or by the first day of work in the school year, whichever is applicable.
- F. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- G. An emergency manager appointed under the Local Government and School District Fiscal Accountability Act, MCL 141.1501 et seq., shall have the authority to reject, modify, or terminate this Agreement as provided in that Act.

Article 19
Grievance Procedures

A. Definitions

1. A claim by a teacher or the Association of a violation, misinterpretation, or misapplication of any provision of this Agreement when pursuant to wages, hours, or conditions of employment may be processed as provided in this Article.
2. An Association grievance is when the Association's Executive Board alleges a violation. It will commence in writing at Level Two.
3. The number of days indicated at each step of the Grievance Procedure is calendar days unless school is not in session in which case the deadline is automatically extended until/unless the other party insists in writing that an answer or moving the grievance to the next level must occur within fourteen (14) calendar days. Time limits may be extended by mutual consent or either party may issue a unilateral one (1) calendar week extension on one (1) occasion for each separate grievance.
4. A grievance over which the building principal has no jurisdiction shall be initiated at Level Two. When Level One is bypassed, the grievant shall deliver a copy of the grievance to the building principal at the same time such grievance is submitted at Level Two.
5. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.

B. Procedure

1. Level One – INFORMAL THEN WRITTEN

A teacher shall first discuss the alleged grievance with the principal personally or accompanied by the teacher's Association Representative. If the grievance is not resolved, the teacher may invoke the formal grievance procedure through the Association on the proper form, furnished by the Board, within thirty (30) calendar days. Extensions of the time to file will be freely granted upon the first request.

The grievant shall deliver one (1) copy of the grievance to the principal and a second copy to the Association President. Within one (1) calendar week of receipt of the written grievance, the principal shall meet with a designated representative of the Association. The principal shall indicate his/her disposition in writing within one (1) calendar week of such meeting.

2. Level Two - SUPERINTENDENT

If the Association is not satisfied with the disposition, or if no disposition has been made within two (2) calendar weeks, from the date the written grievance was filed or thirty (30) days after the alleged violation, whichever is later, the grievance shall be transmitted to the Superintendent.

If the grievance is not forwarded to the Superintendent within thirty (30) calendar days after the teacher or Association knew or should have known of the act or condition on which the grievance is based, then the grievance shall be considered as waived.

Within one (1) calendar week from receipt, the Superintendent or designee shall meet with the Association to hear the grievance. If school is not in session, the time lines will automatically be extended to either two (s) calendar weeks or, at either party's choice, extended until school days are back in session. During the School year, disposition to the Association in writing will be within one (1) calendar week following the meeting.

If the Association is not satisfied with the Superintendent's or Designee's answer, or no answer is received within two (2) calendar weeks from the date of filing with the Superintendent/Designee, the grievance may be submitted to the next level within two (2) additional calendar weeks.

3. Level Three - MERC MEDIATION

If either party requests, the services of MERC mediator will be sought and used in an attempt to resolve the grievance short of arbitration. If the MERC mediator cannot meet within 3 weeks, the moving party may insist that MERC mediation step is skipped and file for arbitration. Level 4 timelines begin after Mediation is concluded or skipped.

4. Level Four – ARBITRATION

If the Association elects to submit the grievance to arbitration, it shall notify the Superintendent in writing within three (3) calendar weeks following the disposition at Level Two or Level Three, if applicable.

- a. An Arbitrator shall be selected by the American Arbitration Association in accord with its rules, which shall likewise govern the arbitration proceeding.
- b. The Arbitrator so selected shall confer with representatives of the Board and Association; shall hold hearings promptly; and shall issue a

decision not later than Thirty (30) calendar days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs are submitted to the Arbitrator. The Arbitrator's decision shall be in writing and shall set forth findings of fact, reasoning, and conclusions on the issues submitted. The Arbitrator shall be without power and authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this Agreement.

- c. The parties shall usually not be permitted to assert in such arbitration proceeding any ground, or to rely on any evidence, not previously disclosed to the other party. If however, such ground or evidence is asserted or relied upon, the other party may elect to postpone the hearing in order to have time to investigate and submit a rebuttal to that new evidence or ground.
- d. The Arbitrator shall have no power to alter, add, to or subtract from the terms of this Agreement.
- e. Both parties agree to be bound by the Arbitrator's award and agree that judgment thereon may be entered in any court of competent jurisdiction for the enforcement of the Arbitrator's award.
- f. The fees and expenses of the Arbitrator shall be shared equally by the parties.

Article 20

Consultation Procedure

- A. The purpose of the consultation procedure shall be to address matters which are outside of the scope of this Agreement and/or issues related to the implementation of this Agreement.
 - 1. If a proposal is initiated by the Association, it shall be submitted in writing with the request for a meeting to the Superintendent or designee, who shall acknowledge receipt within three (3) school days thereafter and meet with the Association to discuss the proposal within fifteen (15) days thereafter. If, as a result of this meeting or subsequent meetings arranged to the mutual satisfaction of the Association and the Superintendent or designee, agreement is reached on the proposal, it shall be presented to the Board as a joint recommendation of the Superintendent and the Association. If such discussions do not result in agreement, or if the Association is dissatisfied with the course of discussion with the Superintendent, the Association may so notify the Board in writing and shall have the right to present its proposal directly to the Board in a working session not more than one (1) month thereafter.
 - 2. If a proposal is initiated by the Board or the Superintendent, the Superintendent or designee may submit the same in writing to the Association, which shall acknowledge receipt within three (3) school days thereafter and meet with the Superintendent or designee to discuss the proposal within fifteen (15) school days. Thereafter the procedure shall be as set forth in paragraph 1., above.

3. Any proposal adopted by the Board and initiated or approved by the Association shall be reduced to writing, signed by the Board and the Association, and shall become an addendum to this Agreement. The Board or the Association may utilize the services of outside consultants and may call upon professional and lay representatives to participate in the consultation procedure.
- B. The provisions of this Article are in no way intended to replace or supplant the existing organization for curriculum improvement.

Article 21
Calendar/Professional Development

- A. The school calendar(s) for the term of this Agreement is set forth in Schedule A, which is attached to and incorporated into this Agreement.
- B. Should more than thirty (30) hours of student instruction be canceled due to conditions not within the control of school authorities, the canceled hours which are in excess of thirty (30) shall be rescheduled at the end of the negotiated school calendar so as to provide the requisite hours of student instruction in accordance with state statute.
- C. The program content on professional development days shall be planned by the Assistant Superintendent in coordination with the Staff Development Committee and the Building Administrator.
- D. All levels of instruction (elementary, middle and high school) will meet the required minimum student instruction time as specified in the State School Aid Act or its successor statute.
- E. A middle school teacher who is responsible for administering and grading a semester final exam that correlates directly to high school credit may be excused from his/her middle school assignment in a manner that is consistent with a high school teacher who is giving the same final exam.
- F. Bargaining unit employees shall complete the minimal number of hours of annual professional development as required by the Revised School Code, State School Aid Act, and Michigan Department of Education regulations and shall attend a minimum of fifteen (15) hours of District-provided professional development as scheduled by the District. Bargaining unit employees may use their own time to complete the remaining hours of required professional development at the employee's cost, but must comply with State standards for that professional development.
- G. During the contracted professional development days at the beginning and/or end of the teacher work year, teachers are required to be in attendance from 8:00 a.m. until 4:00 p.m.
- H. The start times for buildings will be reevaluated after all 2017 Bond Construction projects are completed or if other Ingham County public schools consider later high school start times.

Article 22
Curriculum Chairpersons

- A. The Administration will appoint Curriculum Chairpersons for a one-year term. Curriculum Chairpersons shall be members of the bargaining unit and shall have obtained tenure before their appointment.

The Curriculum Chairperson positions are established to provide input to the Board of Education as the Board makes curriculum decisions. Grade level or department members will be given an opportunity to provide input to administration when curriculum chair appointments are needed.

1. The following departments at the High School level shall have chairpersons:

English, Mathematics, Social Studies, Science, Special Education

Curriculum Chairpersons at the 9-12 level shall receive the following stipend:

- a. An annual stipend using a base of \$40,000 multiplied by the applicable percentage as follows:

(1)	First year	6.5% = \$2,600
(2)	Second year	7.5% = \$3,000
(3)	Third year	8.5% = \$3,400

2. The following departments at the 6-12 level shall have chairpersons:

Applied Technology, Performing Arts, Visual Arts, Foreign Language,
P.E., Student Services

Curriculum Chairpersons at the 6-12 level shall receive the following benefits:

- a. An annual stipend using a base of \$40,000 multiplied by the applicable percentage as follows:

(1)	First year	6.5% = \$2,600
(2)	Second year	7.5% = \$3,000
(3)	Third year	8.5% = \$3,400

3. At the Middle School level the following departments shall have chairpersons: Language Arts, Mathematics, Social Studies, Science, and Special Education.

Curriculum Chairpersons at the Middle School level shall receive the following stipend:

- a. An annual stipend using a base of \$40,000 multiplied by the applicable percentage as follows:

- (1) First year 6.5% = \$2,600
- (2) Second year 7.5% = \$3,000
- (3) Third year 8.5% = \$3,400

4. At the Elementary School level the following grade levels, special areas and special education department shall have chairpersons:

- Kindergarten 1 person
- Special Areas 3 persons (Music, Art, Physical Education)
- Grades 1 1 person
- Grade 2 1 person
- Grades 3 1 person
- Grade 4 1 person
- Grades 5 1 person
- preK-5 SE 1 person

Curriculum Chairpersons at the Elementary School level shall receive the following stipend:

a. An annual stipend using a base of \$40,000 multiplied by the applicable percentage as follows:

- (1) First year 6.5% = \$2,600
- (2) Second year 7.5% = \$3,000
- (3) Third year 8.5% = \$3,400

5. Each school building will have one (1) Social Justice Team Leader and shall receive the following stipend:

a. An annual stipend using a base of \$40,000 multiplied by the applicable percentage as follows:

- (1) First year 6.5% = \$2,600
- (2) Second year 7.5% = \$3,000
- (3) Third year 8.5% = \$3,400

B. Elementary Curriculum Chairpersons shall meet a minimum of five (5) times annually with the chairperson at the grade level above and/or below them.

C. Secondary Curriculum Chairpersons shall meet a minimum of five (5) times annually with the chairperson at the level above and/or below them who is in the same subject area.

D. Co-chairpersons in any area or level may be appointed, provided the two persons sharing the position mutually agree. If Co-chairpersons are appointed they shall share the benefits.

Article 23
Special Teaching Assignments

- A. Summer School Teachers / Extended Day / Homebound / Home-Based
1. A bargaining unit member who teaches summer school, extended day, homebound, or home-based shall be compensated at an hourly rate of \$45 per hour.
 2. Non-bargaining unit members who teach summer school, extended day, homebound, or home-based shall be compensated at an hourly rate of \$30 per hour.
 3. For each hour of instruction, teachers will be paid one quarter (1/4) hour for prep time.
 4. No other terms of the Agreement shall apply to summer school teachers.
- B. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall be advised of a telephone number they may call as early as possible, but not later than 6:45 a.m. for the High School and 7:00 a.m. at the Middle Schools and Elementary schools, to report unavailability for work. At the High School, teachers shall make every effort to call by 6:30 a.m. Once a teacher has reported unavailability, it shall be the responsibility of the Board or its agents to arrange for a substitute teacher.

The substitute rate shall be \$40 per class period for periods of 30 minutes or more and \$25 per class period for periods less than 30 minutes. If subbing for a non-ELEA position, the hourly rate of the person needing the sub shall be the rate of pay unless approved by administration or the position is required by the IEP, in which case the sub will be paid either \$40 or \$25 per class period as indicated above. For fiscal years 2022-23, 2023-24 and 2024-25 only, the substitute rate shall be \$60 per class period for periods of 30 minutes or more and \$35 per class period for periods less than 30 minutes.

C. CURRICULUM DEVELOPMENT AND IMPROVEMENT

Bargaining unit members who are employed to develop and/or improve curriculum shall be compensated at an hourly rate of \$25.

D. IN-SERVICE

When an in-service for the purpose of addressing new or major changed curriculum is offered other than through released time or outside the limits of article 6.a., teachers will be paid at the hourly rate of \$20.

Article 24
Qualifications and Assignments

- A. Students are entitled to be taught by teachers who hold positions for which they have been certified and are qualified. For assignment and recall, the professional

staff member working in a non-teaching position shall meet the qualifications as defined below.

- B. Teachers employed by the Board for a regular teaching assignment shall at a minimum have a Bachelor's degree from an accredited college or university, and a Michigan Teacher's Certificate with the required endorsements for the position held by the teacher. In addition, the teacher assigned to teach at the high school level shall have a major or minor and be in accordance with North Central standards.
- C. The employment of teachers with special certificates is to be permitted only in cases where no properly certified teacher is available and in conformity with Michigan law. The Association shall be notified in each instance of a temporary certification being requested and granted by the State.
- D. A professional staff member working in a non-teaching position shall not be assigned, except temporarily and for good cause, to a position for which he/she is not certificated, credentialed, or licensed (as appropriate), and qualified.
- E. Should a teacher be assigned to a position for which he/she is not qualified, other than those specified in Paragraph F. of this Article, he/she shall be provided with written notification that he/she is not qualified under the provisions of this Article. In addition, the notice shall specify what the teacher must do to become qualified.
- F. Teachers will usually be given written notice of their proposed schedules, percentage of time and building assignments by June 30 each year. In the event changes in such schedules are proposed, all teachers affected shall be notified promptly and consulted. In no event will changes to a professional staff member working in a non-teaching position's schedule be made later than sixty (60) calendar days before the commencement of the school year except under extenuating circumstances. If a change to a schedule or assignment is made during the months of August or September, up to fourteen (14) hours of preparation time at the teacher's hourly rate will be provided. In addition, support services needs may be provided as mutually agreed between the teacher and the principal.
- G. Teachers who may be assigned to more than one (1) building and who want their preference as to the next year's assignment known by the Superintendent shall submit such information in writing to the Superintendent or designee before May 15.

Teachers assigned to more than one building shall be given their schedules as specified in Article 24.H. Schedules shall be defined as proposed building and level assignments including the percentage of time. After traveling teachers receive their schedules, they may request and shall be given a conference with the Superintendent or designee to discuss their schedules and suggest alternate schedules.
- H. The Board will attempt to make assignments at the high-school level which will limit to three (3) the number of individual preparations a teacher must make for different courses. If a teacher is assigned to more than three (3) preparations, that teacher will be allowed fifteen (15) calendar days from the date of the assignment notification to provide information to the administration concerning dissatisfaction with the assignment and possible alternatives for assignments.

- I. Co-teaching assignments for Special Education and General Education teaching teams shall be made after affected teachers have had an opportunity for input. Before the end of the first semester, all teachers affected by co-teaching will be given an opportunity to attend an annual review meeting.
- J. Whenever it is necessary, in the judgment of the Board, Superintendent, or principal, to appoint a teacher to a District-level committee, the appointing agency shall consult with the Association President before making such appointment.

Article 25
Paid Extra-Curricular Assignments

A. Annual Appointments

- 1. All appointments to be reimbursed as extra-curricular assignments are annual appointments automatically renewed for teachers unless there is just cause for non-renewal. Such appointments become binding to the Board and the employee at the time the position is authorized.
- 2. At the time the assignment is made such assignment will be accompanied with a written statement which shall name the employee, the assignment, responsibilities, the duration of the assignment, and the compensation to be paid.
- 3. The building principal shall maintain the right to recommend to the Superintendent the candidate who has the best qualifications for the assignment. An employee is not required to accept the assignment against his/her will.

B. Appointment Procedure

Each principal shall annually recommend employees for appointment to each paid extra-curricular assignment authorized for the school year.

A. Coaches

The principal or designee shall notify the coach in writing, not later than sixty (60) days following the end of the season, stating his/her intention as to whether the principal will recommend reappointment, dismissal, or placement on probation for the forthcoming year.

2. Other Positions

The principal or designee shall annually recommend employees for appointment to each paid extra-curricular assignment authorized for the school year.

C. Evaluations

Evaluations of all extra-curricular assignments are to be done no less than once every three (3) years, and the responsibility for same will be carried out as follows:

1. The principal or designee is required to evaluate all coaches.
2. Head coaches may provide information to be used in the evaluation of the assistant coaches.
3. The principal or designee will evaluate all other extra-curricular positions, and shall follow a standard format to be mutually agreed upon by the Board and the Association.

D. Termination

1. The principal or designee, after showing in writing due cause, may release or place on probation any employee at any time.
2. Termination from an extra-curricular assignment may be appealed to an impartial third party mutually acceptable to the Association and Board.

Article 26
Professional Compensation

A. The basic salaries of teachers covered by this Agreement are set forth in Schedule B, which is attached to and incorporated into this Agreement. Such salary schedule(s) shall remain in effect for the period of this Agreement.

B. To comply with section 380.1250 of the Revised School Code, a bargaining unit member's evaluation rating shall impact their eligibility for steps and/or any off-schedule payments as follows:

1. If a bargaining unit member's evaluation rating is Highly Effective, Effective, or Minimally Effective, the bargaining unit member shall receive the subsequent school year's compensation increase, if any increase was agreed upon.
2. If a bargaining unit member's evaluation rating is Minimally Effective for two (2) consecutive years, the bargaining unit member shall not receive the subsequent school year's steps and/or any off-schedule payments.
3. If a bargaining unit member's evaluation rating is Ineffective, the bargaining unit member shall not receive the subsequent school year's steps and/or any off-schedule payments.

C. Schedule B changes for are as follows:

1. For 2022-2023 bargaining unit members shall advance a full step and lane, if applicable. The salary schedule has been adjusted to provide more consistent percentage increases between steps and condensed to reduce the number of total steps and eliminate steps that had no percentage

increases. The new starting step is step 3. Ed Specialist shall receive \$2,000 above MA. PhD or EdD shall receive \$4,000 above MA.

2. For 2023-2024 the salary schedule shall increase 1% and bargaining unit members shall advance a full step and lane, if applicable.
 3. For 2024-2025 the salary schedule shall increase 2% and bargaining members shall advance a full step and lane, if applicable.
- D. Upon employment with the District, bargaining unit members shall receive up to 1 year credit on the salary schedule for each year of previous teaching experience provided that the member has had K-12 teaching experience and has taught under a recognized State or Continuing teaching certificate.
- E. A teacher must work and/or receive pay for at least the number of days in a semester during a given school year to qualify for the next step on the salary schedule for the succeeding year with the following exceptions:
1. If a teacher begins teaching after the start of second semester then they will receive a half step the following school year if the CBA granted full step advancement.
 2. If a teacher begins teaching after the start of second semester then they will receive a half step the second semester of the following school year if the CBA granted half step advancement
- F. The extracurricular salaries are set forth in Schedule C, which is attached to and incorporated into this Agreement.
1. For the purpose of determining eligibility for experience on Schedule C, persons serving in head coaching positions will receive credit for years served as assistant to the position. Similarly, experience in a Schedule C position at the middle school will apply toward experience credit for the same sport/activity at the high school and vice versa. Likewise, class advisors will receive experience credit for years served as advisor to any class at the high school. (See Appendix for examples.)
 2. The Board reserves the right to place new staff on Years 1-5 of Schedule C as it deems appropriate, but the Board will pay only for actual experience in Schedule C positions in the East Lansing Public Schools for years 6-10 and year 11 plus placement.
- G. All teachers shall be compensated in accordance with this Article and the annexed schedules without deviation. Salary is based upon the regular school calendar adopted by the Board in accordance with this Agreement and the normal teaching load as defined in this Agreement.
- H. A teacher's hourly rate may be calculated by dividing the basic salary by the number of contracted days as provided in the attached calendar as Schedule A and by the number of hours of the teacher's full-time assignment. A full-time assignment shall be defined as seven (7) hours per day for the purpose of this calculation.

I. Teachers required in the course of their work to drive personal vehicles are eligible to receive the mileage reimbursement rate as established by the Internal Revenue Service (IRS) (the IRS rate in effect at the time of travel) for travel within and outside the District under the following criteria:

- 1) All travel for assignments to more than one (1) building.
- 2) Travel for conferences that are administrator initiated. Option of teacher to wave mileage reimbursement for teacher initiated conference.
- 3) Approved travel to perform professional responsibilities (Approved by immediate supervisor).
- 4) Application for reimbursement will use actual mileage or current mileage chart for inter and/or intra District travel.
- 5) Electronic mileage reimbursement forms will be used for standardization.
- 6) Individuals may submit at time of travel or at end of semester, but NOT LATER THAN the end of school year which is June 30th.

J. Salaries are paid on the basis of twenty-one (21) pay periods.

Teachers shall have the option of receiving salary payments in twenty-one (21) or twenty-six (26) installments. Requests for salary in twenty-six (26) pay periods shall be submitted before August 15 in any year. Those who choose the option of twenty-six (26) installments may elect to receive the balance of their contract salary on the first pay day following the final teacher contract day by submitting a written request to the payroll office before April 15 in any year.

If a pay date falls on a national holiday in which the district's banking partner is closed payroll will be processed on the first business day prior to the national holiday.

Any teachers in any year after becoming eligible for retirement under the Michigan Public School Employees Retirement Act may request, and the Board agrees to comply with such requests, that they be paid their full salaries not later than the end of the contract teaching year.

K. See Appendices B for Salary Schedule and C for Extracurricular and Coaching Pay.

L. Any teacher who volunteers to participate in an exchange program that the Board may enter into with another school system for purposes of curricular or cultural diversity shall, during the time volunteered in the other district, be compensated at not less than the salary and benefits then entitled to in accordance with this Agreement. Time out of the District shall be deemed time with the District for purposes of any time computation under this Agreement or for advancement on the salary schedule or any other right, benefit, or privilege provided by this Agreement.

M. Individual contracts shall be issued by October 1 or within thirty (30) calendar days of the ratification of this Agreement, whichever is later. Any teacher employed after

the ratification of this Agreement shall be issued an individual contract within thirty (30) days of employment.

- N. To be eligible for reimbursement, employee receipts for out-of-pocket expenses shall be submitted to the business office no later than June 30 of the fiscal year of the transaction. Receipts for out-of-pocket expenses incurred in June shall be submitted by July 31 of the same calendar year.

Article 27
Employee Earned Benefits

- A. LIFE - The Board shall provide without cost to the teacher group life insurance protection in the amount of \$50,000 AD&D during the life of this Agreement. Said insurance policy is payable to the teacher's designated beneficiary with provisions for double indemnity in the event of accidental death.
- B. DENTAL - The Board shall provide, without cost during the life of this Agreement, a dental insurance program at one hundred percent (100%) of Class I benefits, eighty percent (80%) of Class II benefits, and eighty percent (80%) of Class III benefits with a One Thousand Five Hundred Dollars (\$1,500) annual maximum, and 80% orthodontics benefit with a one thousand five hundred dollar (\$1,500) lifetime maximum as provided by Delta Dental Insurance.
- C. CIL - Those employees who elect not to enroll in the health insurance program offered shall receive Two Hundred Dollars (\$200) each month in cash under a valid IRS Section 125 plan established by the Board. The monthly amount will increase to three hundred dollars (\$300) if the number of employees not enrolling in health insurance increases to 73 or above. The number of employees not taking health will be done once a year on January 1.
- D. STD & LTD - The Board agrees to provide without cost to each teacher an insured income continuation plan for disability extending beyond the teacher's accumulated sick leave. The Board will guarantee sixty percent (60%) of the employee's income from Schedule B beginning from the tenth (10th) working day following the exhaustion of sick days and continuing to ninety (90) days at which time the long term disability (LTD) policy will activate. The benefits of this plan are summarized in the attached document entitled MESSA "Negotiated LTD Plan Highlights."
- E. HEALTH - The Board shall make premium payments for the medical benefit plan costs, to the extent described below, on behalf of a teacher and his/her eligible dependents for MESSA Choices 2 (PAK) with: Saver RX; \$500/\$1,000 in-network deductible; \$20 OV, \$20 UR, \$50 ER or MESSA ABC Plan1. The Board shall contribute the following amounts to a bargaining unit member's health savings account for calendar year 2021: \$650 for single subscribers and \$1,300 for two-person or family subscribers. The Board shall contribute the following amounts to a bargaining unit member's health savings account for calendar year 2022: \$1,000 for single subscribers and \$2,000 for two-person or family subscribers.

Teachers will be responsible, through payroll deduction for payment of twenty percent (20%) of the medical benefit plan costs attributable to their enrollment

category (i.e., single subscriber, two-person, family). Bargaining unit members that elect MESSA Choices 2, rather than MESSA ABC Plan 1, shall additionally pay 100% of the difference in medical benefit costs (including any Board paid H.S.A. contribution) between MESSA Choices 2 and MESSA ABC Plan 1.

Coverage will be for a full twelve (12) months' coverage. It is expressly understood that full twelve (12) months' coverage depends on completion of the teacher's contract for the total school year.

- F. VISION - The Board shall provide without cost to the bargaining unit member MESSA Vision Services Plan 3 (VSP-3).
- G. The Board agrees to deduct premiums for variable tax-deferred annuities which are paid solely by the teacher and further agrees to remit such premiums to the designated insurance company, subject to the limitations set forth in Article 5.
- H. The Board agrees to offer to all teachers employed at 20% time or more the fringe-benefit package available to full-time teaching staff as provided in this contract. The Board will bear the amount of the cost represented by the teacher's contract time. The remaining portion of the cost shall be paid by the employee through payroll deduction.

Part-time employees desiring this option shall arrange for this pro-rated coverage with the business office on or before September 15 of any school year or within twenty-five (25) days following employment, if that occurs after the school year's beginning.

- I. In each year of this Agreement, the Board will pay the employer required contributory retirement amount to the Michigan Public School Employees' Retirement Fund. The rate of contribution will be set by the State.
- J. The Board shall make payment of insurance premiums for each employee to provide insurance coverage for the full twelve (12) month period commencing September 1 and ending August 31. When necessary, premiums on behalf of the teacher shall be made retroactively or prospectively to assure uninterrupted participation in coverage.
- K. General Provisions Related to Insurance Coverage
 - 1. The insurance coverage benefit year shall be a twelve (12) month period starting September 1 through the following August 31 each year of the Agreement.
 - 2. If a teacher resigns or is terminated during the school year, the insurance shall terminate at the end of the month of resignation or effective date in an executed termination agreement.
 - 3. If a teacher resigns from employment after the end of a school year and before the start of the next school year, the insurance shall be continued through August 31 of that year, unless the teacher becomes employed elsewhere prior to August 31. Provided, that a teacher who resigns and

waives insurance for the months of July-August shall receive \$500. The waiver must be in writing and furnished to the District by May 15.

4. There shall be a 30-day open enrollment period each year from November 1 through November 30, or any other time mutually agreed to by the parties and the insurance carrier.
5. If a teacher begins employment after the start of the open enrollment period, the teacher shall be eligible for insurance benefits effective on the first day of service that the insurance carrier permits for such coverage.
6. If a teacher dies during the school year, and providing the policy permits continued coverage, the Board shall continue payments of the applicable premiums for the teacher's dependents for the balance of that school year (i.e., June 30). If the teacher dies after the completion of the school year, and providing the policy permits continued coverage, the Board shall continue payments of the applicable premiums for the teacher's dependents through August 31 of that year.

Article 28 **Teacher Incapacity**

- A. Whenever the Board claims that a bargaining unit member is physically or mentally incapable of performing his/her normal responsibilities, it shall notify the Association and the affected bargaining unit member in writing. Said notice shall specify the reason(s) for the alleged incapacity and, further, shall request the appointment of appropriate medical personnel to examine the teacher.
1. The Board, the Association, and the bargaining unit member each shall be entitled to appoint a doctor as specified in Sections 2 and 3, below, to conduct the appropriate examination(s).
 2. Should the Board claim that the bargaining unit member's incapacity is due to physical reasons, the parties' appointees shall be licensed in the State of Michigan as either Medical Doctors, or Doctors of Osteopathic Medicine.
 3. Should the Board claim that the bargaining unit member's incapacity is due to mental reasons, the parties' appointees shall be licensed in the State of Michigan as Clinical Psychologists, Medical Doctors, or Doctors of Osteopathic Medicine.
 4. Each of the parties shall notify the others of its appointee in writing within fourteen (14) calendar days of receipt of the Board's written request as referenced in Section A, above.
 5. Once written notice of the appointee(s) has been served upon the other parties, the appointees shall not be changed without mutual consent among all three (3) parties except as may be necessary due to death, incapacity, legal restrictions or an appointee's refusal to serve.

6. The bargaining unit member shall arrange for an examination and a written medical evaluation by each of the appointees within twenty (20) business days of the Board's initial request as referenced in Section A, above, or as soon thereafter as possible.
 7. The appointees' examinations and written medical evaluations shall be conducted and completed independently of one another.
 8. Each of the parties shall provide the others with a copy of the written report submitted by its appointee within (5) calendar days of receipt of the same.
 9. Upon receipt of the written reports of all of the appointees, the Board shall, within fourteen (14) school days, determine the bargaining unit member's status.
 10. Should the Board determine that the bargaining unit member is incapacitated, it shall notify the Association and the bargaining unit member in writing. Said notice shall specify the reasons for such a determination and, further, shall specify the commencement of a leave of absence and the length of the period of leave.
 11. In any event, the period of leave shall not extend beyond the close of the following school year.
 12. A bargaining unit member who is determined to be incapacitated shall be eligible for benefits in accordance with the disability provisions of Article 27.
- B. Except as provided in Section F. of this Article, the decision of the Board shall be final unless the Association submits the matter for arbitration.
1. Should the Association determine to submit the matter for arbitration, it shall notify the Board in writing within ten (10) school days after receipt of the Board's written decision.
 2. Should a demand for arbitration be filed, the arbitration proceeding shall be governed by Article 19.B.4.
- C. Not more than sixty (60) days prior to the end of the period of leave, the Board may request that the appointees reconvene to examine the bargaining unit member and report their findings to the Board, provided that the Association and the bargaining unit member are notified in writing. Any allegation of continuing disability shall be subject to the provisions set forth herein, including the right of arbitration.
- D. Once the Board has determined that a bargaining unit member is incapacitated, its sole remedy is to place the unit member on disability with disability benefits as provided in Article 27.
- E. During the pendency of any proceeding under this Article, the Board shall have the right to remove or reassign the bargaining unit member from his/her normal responsibilities provided that said bargaining unit member is compensated at his/her regular salary during such removal or reassignment.

- F. After the first thirty (30) calendar days of a Board designated period of incapacity, the bargaining unit member, the Association, or both may submit written evidence that the bargaining unit member is no longer incapacitated.
1. The bargaining unit member, the Association, or both may request that the period of disability be terminated and that the bargaining unit member be reinstated to his/her regular and normal responsibilities at the then applicable rate of pay.
 2. Should the Board refuse to reinstate the bargaining unit member to his/her regular and normal responsibilities, such refusal shall be in writing and subject to arbitration as provided herein.
 3. Should the Association determine to submit the matter for arbitration, it shall notify the Board in writing within ten (10) school days after receipt of the Board's written decision.
 4. The bargaining unit member may make no more than one (1) request for reinstatement during a Board-designated period of incapacity.
 5. The bargaining unit member may make no more than one (1) request for reinstatement during any subsequent Board-designated period of continuing incapacity.
- G. Upon return from disability, the bargaining unit member shall return to the same or substantially equivalent position held by the teacher immediately before commencement of the leave as required by the Family and Medical Leave Act.
- H. The expenses and fees of the parties' appointees, from whom the Board receives a written report, shall be borne by the Board.

Article 29
Mentor Teachers

- A. A mentor teacher shall perform the duties specified in Section 1526 of the School Code. A mentor teacher shall be a bargaining unit member with four (4) or more years of service with the District.
- B. Each bargaining unit member who is new to the teaching profession shall be assigned up to two (2) mentor teachers for the first three (3) years of employment in classroom. The mentor teacher shall be available to provide collegial professional support, guidance, and consultation, assist in accessing needed District resources, and reacting to District provided information.
- C. The mentor teacher/mentee assignment shall be subject to the following conditions:
1. Participation as a mentor shall be voluntary. If there are not sufficient bargaining unit volunteers, the District may appoint mentor teachers from any source permitted by Section 1526 of the School Code.

2. An attempt will be made to match mentor teachers and mentees from the same building who have the same area of certification or work assignment.
 3. The mentor teacher assignment shall be subject to renewal on a year-to-year basis based on a review by the administration, the mentor teacher and the mentee at the end of the year.
 4. The mentor/mentee relationship shall be confidential and shall not in any fashion be a matter included in the evaluation of the mentor teacher or mentee.
 5. The District shall notify the Association of all mentor teacher/mentee assignments.
 6. Upon request of the mentor and mentee and with the approval of the building supervisor, the District will make available reasonable release time for the mentor teacher and mentee for the purpose of conducting observations, model teaching, and other support activities during the regular work day.
- D. Mentor teachers shall be compensated at the rate of thirty dollars (\$30.00) an hour for up to thirty (30) hours per year for performing mentoring duties.
- E. If the law requiring mentor teachers is repealed or amended during the life of this Agreement, the provisions of this Article that are affected by such change shall be suspended from operation.

Article 30
Duration of Agreement

This Agreement shall become effective upon mutual ratification by the parties and shall continue in effect until June 30, 2025.

This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, whether or not any notice of termination has been served on either party by the other.

BOARD OF EDUCATION OF THE CITY
OF EAST LANSING, INGHAM AND
CLINTON COUNTIES, MICHIGAN

EAST LANSING EDUCATION
ASSOCIATION/INGHAM CLINTON
EDUCATION ASSOCIATION

By: _____
Its President

By: _____
Its President

By: _____
Its Secretary

By: _____
Its Secretary

Date Ratified:

Date Approved:

SCHEDULE A 2022-23 SCHOOL YEAR CALENDAR

Common Dates for All Levels

August 22 & 23	Teacher Work Day and Professional Development No Classes K-12
September 2	No Classes K-12
September 5	Labor Day Holiday No Classes K-12
October 11 & 13	No classes in p.m. K - 12
October 14	No School Teacher PD
November 11	No School Teacher PD
November 23 - 25	Thanksgiving Holiday Break No Classes K-12
Dec. 19 – Jan. 2	Winter Holiday Break No Classes K-12
January 3	Classes Resume
January 16	Martin Luther King Jr. Holiday No Classes K-12
February 10	No School – Teacher PD
February 20	President's Day Holiday No Classes K-12
March 7 & 9	Parent Conferences No Classes in p.m. K-12
March 10	No School – Teacher PD
March 24 – March 31	Spring Break No Classes K-12
April 28	No School – Teacher PD
May 29	Memorial Day Holiday No Classes K-12
June 2	Last Student Day No Classes p.m. K-12
June 2	Last Teacher Day

Other Dates Specific to Grade Levels

Elementary

August 24	First Day of School - No Classes in p.m.
October 11, 13 & 18	Parent Conferences – No Classes in p.m.
March 7, 9 & 14	Parent Conferences – No Classes in p.m.

Middle School

August 24	First Day of School - Full Day
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High School

August 24	First Day of School – Full Day
January 11 - 13	Final Exams - No Classes in p.m.
May 31 – June 2	Final Exams - No Classes in p.m.

School Hours

Elementary	Full Day - 8:45 a.m. - 3:37 p.m. Half Day - 8:45 a.m. - 12:10 p.m.
Middle School	Full Day – 8:05 a.m. - 2:53 p.m. Half Day - 8:05 a.m. - 11:20 a.m. Last day - 8:05 a.m. – 11:10 a.m.
High School	Full Day – 7:45 a.m. - 2:35 p.m. Half Day - 7:45 a.m. - 11:00 a.m. Exam Day 7:45 a.m. - 11:20 a.m.

Elementary Half Days (PM schedule) = 10/11/22, 10/18/22, 3/9/23, 6/2/23
Elementary Half Days (AM schedule) = 8/24/22, 10/13/22, 3/7/23, 3/14/23

Ingham ISD Common calendar dates include Winter Break - December 19 – January 2, 2023; and Spring Break –March 27 – March 31, 2023

Note: conference and exam dates are subject to adjustment.

SCHEDULE A 2023-24 SCHOOL YEAR CALENDAR

Common Dates for All Levels

August 21 & 22	Teacher Work Day and Professional Development No Classes K-12
September 1	No Classes K-12
September 4	Labor Day Holiday No Classes K-12
October 10 & 12	No classes in p.m. K - 12
October 13	No School Teacher PD
November 10	No School Teacher PD
November 22 - 24	Thanksgiving Holiday Break No Classes K-12
Dec. 25 – Jan. 5	Winter Holiday Break No Classes K-12
January 8	Classes Resume
January 15	Martin Luther King Jr. Holiday No Classes K-12
February 9	No School – Teacher PD
February 19	President's Day Holiday No Classes K-12
March 5 & 7	Parent Conferences No Classes in p.m. K-12
March 8	No School – Teacher PD
March 22 – April 1	Spring Break No Classes K-12
April 26	No School – Teacher PD
May 27	Memorial Day Holiday No Classes K-12
May 31	Last Student Day No Classes p.m. K-12
May 31	Last Teacher Day

Other Dates Specific to Grade Levels

Elementary

August 23	First Day of School - No Classes in p.m.
October 10, 12 & 17	Parent Conferences – No Classes in p.m.
March 5, 7 & 12	Parent Conferences – No Classes in p.m.

Middle School

August 23	First Day of School - Full Day
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High School

August 23	First Day of School – Full Day
January 10 - 12	Final Exams - No Classes in p.m.
May 29 – May 31	Final Exams - No Classes in p.m.

School Hours

Elementary	Full Day - 8:45 a.m. - 3:37 p.m. Half Day - 8:45 a.m. - 12:10 p.m.
Middle School	Full Day – 8:05 a.m. - 2:53 p.m. Half Day - 8:05 a.m. - 11:20 a.m. Last day - 8:05 a.m. – 11:10 a.m.
High School	Full Day – 7:45 a.m. - 2:35 p.m. Half Day - 7:45 a.m. - 11:00 a.m. Exam Day 7:45 a.m. - 11:20 a.m.

Elementary Half Days (PM schedule) = 10/10/23, 10/17/23, 3/7/24, 5/31/24
Elementary Half Days (AM schedule) = 8/23/23, 10/12/23, 3/5/24, 3/12/24

Ingham ISD Common calendar dates include Winter Break - December 25, 2023 – January 5, 2024; and Spring Break – March 25 – March 29, 2024

Note: conference and exam dates are subject to adjustment.

SCHEDULE A 2024-25 SCHOOL YEAR CALENDAR

Common Dates for All Levels

August 26 & 27	Teacher Work Day and Professional Development No Classes K-12
August 30	No Classes K-12
September 2	Labor Day Holiday No Classes K-12
October 8 & 10	No classes in p.m. K - 12
October 11	No School Teacher PD
November 8	No School Teacher PD
November 27 - 29	Thanksgiving Holiday Break No Classes K-12
Dec. 23 – Jan. 3	Winter Holiday Break No Classes K-12
January 6	Classes Resume
January 20	Martin Luther King Jr. Holiday No Classes K-12
February 14	No School – Teacher PD
February 17	President's Day Holiday No Classes K-12
March 4 & 6	Parent Conferences No Classes in p.m. K-12
March 7	No School – Teacher PD
March 21 – March 28	Spring Break No Classes K-12
April 25	No School – Teacher PD
May 26	Memorial Day Holiday No Classes K-12
June 6	Last Student Day No Classes p.m. K-12
June 6	Last Teacher Day

Other Dates Specific to Grade Levels

Elementary

August 28	First Day of School - No Classes in p.m.
October 8, 10, & 15	Parent Conferences – No Classes in p.m.
March 4, 6, & 11	Parent Conferences – No Classes in p.m.

Middle School

August 28	First Day of School - Full Day
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High School

August 28	First Day of School – Full Day
January 15 - 17	Final Exams - No Classes in p.m.
June 4 - 6	Final Exams - No Classes in p.m.

School Hours

Elementary	Full Day - 8:45 a.m. - 3:37 p.m. Half Day - 8:45 a.m. - 12:10 p.m.
Middle School	Full Day – 8:05 a.m. - 2:53 p.m. Half Day - 8:05 a.m. - 11:20 a.m. Last day - 8:05 a.m. – 11:10 a.m.
High School	Full Day – 7:45 a.m. - 2:35 p.m. Half Day - 7:45 a.m. - 11:00 a.m. Exam Day 7:45 a.m. - 11:20 a.m.

Elementary Half Days (PM schedule) = 10/8/24, 10/15/24, 3/6/25, 6/6/25
Elementary Half Days (AM schedule) = 8/28/24, 10/10/24, 3/4/25, 3/11/25

Ingham ISD Common calendar dates include Winter Break - December 23, 2024 – January 3, 2025; and Spring Break – March 24 – March 28, 2025

Note: conference and exam dates are subject to adjustment.

SCHEDULE B - SALARY SCHEDULE

2022-2023

STEP	BA	MA
1	N/A	N/A
1.5	N/A	N/A
2	N/A	N/A
2.5	N/A	N/A
3	\$ 43,038	\$ 45,533
3.5	\$ 44,110	\$ 46,667
4	\$ 45,208	\$ 47,829
4.5	\$ 46,334	\$ 49,020
5	\$ 47,488	\$ 50,241
5.5	\$ 48,670	\$ 51,492
6	\$ 49,882	\$ 52,774
6.5	\$ 51,124	\$ 54,088
7	\$ 52,397	\$ 55,435
7.5	\$ 53,702	\$ 56,815
8	\$ 55,039	\$ 58,230
8.5	\$ 56,409	\$ 59,680
9	\$ 57,814	\$ 61,166
9.5	\$ 59,254	\$ 62,689
10	\$ 60,729	\$ 64,250
10.5	\$ 62,241	\$ 65,850
11	\$ 63,791	\$ 67,490
11.5	\$ 65,379	\$ 69,171
12	\$ 66,687	\$ 70,893
12.5	\$ 68,021	\$ 72,658
13	\$ 69,381	\$ 74,467
13.5	\$ 70,769	\$ 76,321
14	\$ 72,184	\$ 78,221
14.5	\$ 73,628	\$ 80,169
15	\$ 75,101	\$ 82,165
15.5	\$ 76,603	\$ 84,211
16	\$ 78,135	\$ 86,308
16.5	\$ 80,081	\$ 88,457
17	\$ 81,683	\$ 90,660

Bargaining unit members with an Ed Specialist shall receive \$2,000 over MA.
Bargaining unit members with a PhD or EdD shall receive \$4,000 over MA.

SCHEDULE B - SALARY SCHEDULE

2023-2024

<u>STEP</u>	<u>BA</u>	<u>MA</u>
1	N/A	N/A
1.5	N/A	N/A
2	N/A	N/A
2.5	N/A	N/A
3	\$ 43,468	\$ 45,988
3.5	\$ 44,551	\$ 47,134
4	\$ 45,660	\$ 48,307
4.5	\$ 46,797	\$ 49,510
5	\$ 47,963	\$ 50,743
5.5	\$ 49,157	\$ 52,007
6	\$ 50,381	\$ 53,302
6.5	\$ 51,635	\$ 54,629
7	\$ 52,921	\$ 55,989
7.5	\$ 54,239	\$ 57,383
8	\$ 55,589	\$ 58,812
8.5	\$ 56,973	\$ 60,277
9	\$ 58,392	\$ 61,778
9.5	\$ 59,847	\$ 63,316
10	\$ 61,336	\$ 64,893
10.5	\$ 62,863	\$ 66,509
11	\$ 64,429	\$ 68,165
11.5	\$ 66,033	\$ 69,863
12	\$ 67,354	\$ 71,602
12.5	\$ 68,701	\$ 73,385
13	\$ 70,075	\$ 75,212
13.5	\$ 71,477	\$ 77,084
14	\$ 72,906	\$ 79,003
14.5	\$ 74,364	\$ 80,971
15	\$ 75,852	\$ 82,987
15.5	\$ 77,369	\$ 85,053
16	\$ 78,916	\$ 87,171
16.5	\$ 80,882	\$ 89,342
17	\$ 82,500	\$ 91,567

Bargaining unit members with an Ed Specialist shall receive \$2,000 over MA.
 Bargaining unit members with a PhD or EdD shall receive \$4,000 over MA.

SCHEDULE B - SALARY SCHEDULE

2024-2025

STEP	BA	MA
1	N/A	N/A
1.5	N/A	N/A
2	N/A	N/A
2.5	N/A	N/A
3	\$ 44,337	\$ 46,908
3.5	\$ 45,442	\$ 48,077
4	\$ 46,573	\$ 49,273
4.5	\$ 47,733	\$ 50,500
5	\$ 48,922	\$ 51,758
5.5	\$ 50,140	\$ 53,047
6	\$ 51,389	\$ 54,368
6.5	\$ 52,668	\$ 55,722
7	\$ 53,979	\$ 57,109
7.5	\$ 55,324	\$ 58,531
8	\$ 56,701	\$ 59,988
8.5	\$ 58,112	\$ 61,483
9	\$ 59,560	\$ 63,014
9.5	\$ 61,044	\$ 64,582
10	\$ 62,563	\$ 66,191
10.5	\$ 64,120	\$ 67,839
11	\$ 65,718	\$ 69,528
11.5	\$ 67,354	\$ 71,260
12	\$ 68,701	\$ 73,034
12.5	\$ 70,075	\$ 74,853
13	\$ 71,477	\$ 76,716
13.5	\$ 72,907	\$ 78,626
14	\$ 74,364	\$ 80,583
14.5	\$ 75,851	\$ 82,590
15	\$ 77,369	\$ 84,647
15.5	\$ 78,916	\$ 86,754
16	\$ 80,494	\$ 88,914
16.5	\$ 82,500	\$ 91,129
17	\$ 84,150	\$ 93,398

Bargaining unit members with an Ed Specialist shall receive \$2,000 over MA.
Bargaining unit members with a PhD or EdD shall receive \$4,000 over MA.

SCHEDULE C
EXTRA and CO-CURRICULAR POSITIONS and SALARY SCHEDULES

The appropriate percentage factors shall be based upon one hundred percent (100%) of a \$40,000 base. If hired in a position not related to previous Schedule C experience in the District after January 1, 2011, the appropriate percentage factor will be applied to ninety percent (90%) of the \$40,000 base (\$40,000 x 90% = \$36,000).

ATHLETIC VARSITY COACHES

POSITION(S)	SALARY FORMULA PERCENTAGES		
	Years 1 – 5	Years 6 – 10	Years 11+
Basketball	20%	21%	22%
100%	\$8,000	\$8,400	\$8,800
90%	\$7,200	\$7,560	\$7,920
Football	20%	21%	22%
100%	\$8,000	\$8,400	\$8,800
90%	\$7,200	\$7,560	\$7,920
Track	18% (22% if both B&G)	19% (23% if both B&G)	20% (24% if both B&G)
100%	\$7,200	\$7,600	\$8,000
100% if B&G	\$8,800	\$9,200	\$9,600
90%	\$6,480	\$6,840	\$7,200
90% if B&G	\$7,920	\$8,280	\$8,640
Soccer	18%	19%	20%
100%	\$7,200	\$7,600	\$8,000
90%	\$6,480	\$6,840	\$7,200
Baseball	17%	18%	19%
100%	\$6,800	\$7,200	\$7,600
90%	\$6,120	\$6,480	\$6,840
Softball	17%	18%	19%
100%	\$6,800	\$7,200	\$7,600
90%	\$6,120	\$6,480	\$6,840
Swimming	17%	18%	19%
100%	\$6,800	\$7,200	\$7,600
90%	\$6,120	\$6,480	\$6,840
Wrestling	17%	18%	19%
100%	\$6,800	\$7,200	\$7,600
90%	\$6,120	\$6,480	\$6,840
Volleyball	17%	18%	19%
100%	\$6,800	\$7,200	\$7,600
90%	\$6,120	\$6,480	\$6,840
Gymnastics	15%	16%	17%
100%	\$6,000	\$6,400	\$6,800
90%	\$5,400	\$5,760	\$6,120
Cross Country	15% (19% if both B&G)	16% (20% if both B&G)	17% (21% if both B&G)
100%	\$6,000	\$6,400	\$6,800
100% if B&G	\$7,600	\$8,000	\$8,400
90%	\$5,400	\$5,760	\$6,120
90% if B&G	\$6,840	\$7,200	\$7,560

Golf*	13%	14%	15%
100%	\$5,200	\$5,600	\$6,000
100% if no assist	\$6,000	\$6,400	\$6,800
90%	\$4,680	\$5,040	\$5,400
90% if no assist	\$5,400	\$5,760	\$6,120
Cheerleading*	13%	14%	15%
100%	\$5,200	\$5,600	\$6,000
100% if no assist	\$6,000	\$6,400	\$6,800
90%	\$4,680	\$5,040	\$5,400
90% if no assist	\$5,400	\$5,760	\$6,120
Tennis*	13%	14%	15%
100%	\$5,200	\$5,600	\$6,000
100% if no assist	\$6,000	\$6,400	\$6,800
90%	\$4,680	\$5,040	\$5,400
90% if no assist	\$5,400	\$5,760	\$6,120
Lacrosse*	13%	14%	15%
100%	\$5,200	\$5,600	\$6,000
100% if no assist	\$6,000	\$6,400	\$6,800
90%	\$4,680	\$5,040	\$5,400
90% if no assist	\$5,400	\$5,760	\$6,120

*If golf, cheerleading, tennis, and/or lacrosse do not have assistant coaches, they shall be paid at the 15%, 16%, 17% level.

ATHLETIC JV/FRESHMAN COACHES

POSITION(S)	SALARY FORMULA PERCENTAGES		
	Years 1 – 5	Years 6 – 10	Years 11+
Basketball	12%	13%	14%
100%	\$4,800	\$5,200	\$5,600
90%	\$4,320	\$4,680	\$5,040
Football	12%	13%	14%
100%	\$4,800	\$5,200	\$5,600
90%	\$4,320	\$4,680	\$5,040
Track	10%	11%	12%
100%	\$4,000	\$4,400	\$4,800
90%	\$3,600	\$3,960	\$4,320
Soccer	10%	11%	12%
100%	\$4,000	\$4,400	\$4,800
90%	\$3,600	\$3,960	\$4,320
Baseball	9%	10%	11%
100%	\$3,600	\$4,000	\$4,400
90%	\$3,240	\$3,600	\$3,960
Softball	9%	10%	11%
100%	\$3,600	\$4,000	\$4,400
90%	\$3,240	\$3,600	\$3,960
Diving	9%	10%	11%
100%	\$3,600	\$4,000	\$4,400
90%	\$3,240	\$3,600	\$3,960

Wrestling		9%	10%	11%
	100%	\$3,600	\$4,000	\$4,400
	90%	\$3,240	\$3,600	\$3,960
Volleyball		9%	10%	11%
	100%	\$3,600	\$4,000	\$4,400
	90%	\$3,240	\$3,600	\$3,960
Gymnastic		9%	10%	11%
	100%	\$3,600	\$4,000	\$4,400
	90%	\$3,240	\$3,600	\$3,960
Cross Country		9%	10%	11%
	100%	\$3,600	\$4,000	\$4,400
	90%	\$3,240	\$3,600	\$3,960
Golf		5%	6%	7%
	100%	\$2,000	\$2,400	\$2,800
	90%	\$1,800	\$2,160	\$2,520
Cheerleading		5%	6%	7%
	100%	\$2,000	\$2,400	\$2,800
	90%	\$1,800	\$2,160	\$2,520
Tennis		5%	6%	7%
	100%	\$2,000	\$2,400	\$2,800
	90%	\$1,800	\$2,160	\$2,520
Lacrosse		5%	6%	7%
	100%	\$2,000	\$2,400	\$2,800
	90%	\$1,800	\$2,160	\$2,520

INTRAMURALS, CLASS, CLUB, AND SAFETY ADVISORS

POSITION(S)	SALARY FORMULA PERCENTAGES			
	Years 1 – 5	Years 6 – 10	Years 11+	
Intramural	14%	15%	16%	
	100%	\$5,600	\$6,000	\$6,400
	90%	\$5,040	\$5,400	\$5,760
Archery Club	7%	8%	9%	
	100%	\$2,800	\$3,200	\$3,600
	90%	\$2,520	\$2,880	\$3,240
Senior Advisor	6%	7%	8%	
	100%	\$2,400	\$2,800	\$3,200
	90%	\$2,160	\$2,520	\$2,880
Junior Advisor	6%	7%	8%	
	100%	\$2,400	\$2,800	\$3,200
	90%	\$2,160	\$2,520	\$2,880
Sophomore Advisor	6%	7%	8%	
	100%	\$2,400	\$2,800	\$3,200
	90%	\$2,160	\$2,520	\$2,880
Freshman Advisor	6%	7%	8%	
	100%	\$2,400	\$2,800	\$3,200
	90%	\$2,160	\$2,520	\$2,880
NHS	6%	7%	8%	
	100%	\$2,400	\$2,800	\$3,200

	90%	\$2,160	\$2,520	\$2,880
Safeties		5%	6%	7%
	100%	\$2,000	\$2,400	\$2,800
	90%	\$1,800	\$2,160	\$2,520
Art Club		5%	6%	7%
	100%	\$2,000	\$2,400	\$2,800
	90%	\$1,800	\$2,160	\$2,520
Alliance		4%	5%	6%
	100%	\$1,600	\$2,000	\$2,400
	90%	\$1,440	\$1,800	\$2,160
BSU		4%	5%	6%
	100%	\$1,600	\$2,000	\$2,400
	90%	\$1,440	\$1,800	\$2,160
APAC		4%	5%	6%
	100%	\$1,600	\$2,000	\$2,400
	90%	\$1,440	\$1,800	\$2,160
Latinx Club		4%	5%	6%
	100%	\$1,600	\$2,000	\$2,400
	90%	\$1,440	\$1,800	\$2,160
HS Student Congress		4%	5%	6%
	100%	\$1,600	\$2,000	\$2,400
	90%	\$1,440	\$1,800	\$2,160
SADD		4%	5%	6%
	100%	\$1,600	\$2,000	\$2,400
	90%	\$1,440	\$1,800	\$2,160
HS World Language		4%	5%	6%
	100%	\$1,600	\$2,000	\$2,400
	90%	\$1,440	\$1,800	\$2,160
MS World Language		4%	5%	6%
	100%	\$1,600	\$2,000	\$2,400
	90%	\$1,440	\$1,800	\$2,160
HS PALS		3%	4%	5%
	100%	\$1,200	\$1,600	\$2,000
	90%	\$1,080	\$1,440	\$1,800
MS Student Congress		3%	4%	5%
	100%	\$1,200	\$1,600	\$2,000
	90%	\$1,080	\$1,440	\$1,800
MS PALS		2%	3%	4%
	100%	\$800	\$1,200	\$1,600
	90%	\$720	\$1,080	\$1,440

ACADEMIC COACHES

POSITION (S)	SALARY FORMULA PERCENTAGES		
	Years 1 – 5	Years 6 – 10	Years 11+
Debate	7%	8%	9%
	100%	\$2,800	\$3,200
	90%	\$2,520	\$2,880
Quiz Bowl	7%	8%	9%

100%	\$2,800	\$3,200	\$3,600
90%	\$2,520	\$2,880	\$3,240
HS Science Olympiad	7%	8%	9%
100%	\$2,800	\$3,200	\$3,600
90%	\$2,520	\$2,880	\$3,240
MS Science Olympiad	7%	8%	9%
100%	\$2,800	\$3,200	\$3,600
90%	\$2,520	\$2,880	\$3,240
HS Robotics	7%	8%	9%
100%	\$2,800	\$3,200	\$3,600
90%	\$2,520	\$2,880	\$3,240
MS Robotics	7%	8%	9%
100%	\$2,800	\$3,200	\$3,600
90%	\$2,520	\$2,880	\$3,240
U.N. Club	7%	8%	9%
100%	\$2,800	\$3,200	\$3,600
90%	\$2,520	\$2,880	\$3,240

HIGH SCHOOL MUSIC/DRAMA

POSITION(S)	SALARY FORMULA PERCENTAGES		
	Years 1 – 5	Years 6 – 10	Years 11+
HS Band Director (Marching Band, Concert Band, & Symphonic Band)	21%	22%	23%
100%	\$8,400	\$8,800	\$9,200
90%	\$7,560	\$7,920	\$8,280
HS Band Director (If Jazz Band Included)	23%	24%	25%
100%	\$9,200	\$9,600	\$10,000
90%	\$8,280	\$8,640	\$9,000
Director of Theatre	19%	20%	21%
100%	\$7,600	\$8,000	\$8,400
90%	\$6,840	\$7,200	\$7,560
Orchestra HS	15%	16%	17%
100%	\$6,000	\$6,400	\$6,800
90%	\$5,400	\$5,760	\$6,120
Orchestra (Both MS & HS)	18%	19%	20%
100%	\$7,200	\$7,600	\$8,000
90%	\$6,480	\$6,840	\$7,200
Vocal Music HS	14%	15%	16%
100%	\$5,600	\$6,000	\$6,400
90%	\$5,040	\$5,400	\$5,760
Vocal Music (Both HS & MS)	17%	18%	19%
100%	\$6,800	\$7,200	\$7,600
90%	\$6,120	\$6,480	\$6,840
Auditorium Manager (K-12)	10%	11%	12%
100%	\$4,000	\$4,400	\$4,800

	90%	\$3,600	\$3,960	\$4,320
Drama Assistant		6%	7%	8%
	100%	\$2,400	\$2,800	\$3,200
	90%	\$2,160	\$2,520	\$2,880
Color Guard		5%	6%	7%
	100%	\$2,000	\$2,400	\$2,800
	90%	\$1,800	\$2,160	\$2,520
Percussion Instructor		5%	6%	7%
	100%	\$2,000	\$2,400	\$2,800
	90%	\$1,800	\$2,160	\$2,520

MIDDLE SCHOOL INTRAMURALS

POSITION	SALARY FORMULA PERCENTAGES
MS Supervisor	\$1,200/season (prorated for season of less than 12 weeks)
Special Olympics Coach	\$600/sport - \$2,400 maximum for year

ELEMENTARY MUSIC

POSITION	SALARY FORMULA PERCENTAGES		
	Years 1-5	Years 6-10	Years 11+
Elementary Choir	4%	5%	6%
	100%	\$1,600	\$2,000
	90%	\$1,440	\$1,800

MIDDLE SCHOOL MUSIC/DRAMA

POSITION (S)	SALARY FORMULA PERCENTAGES		
	Years 1 – 5	Years 6 – 10	Years 11+
MS Band Director	6%	7%	8%
	100%	\$2,400	\$2,800
	90%	\$2,160	\$2,520
MS Orchestra	6%	7%	8%
	100%	\$2,400	\$2,800
	90%	\$2,160	\$2,520
MS Vocal Music	6%	7%	8%
	100%	\$2,400	\$2,800
	90%	\$2,160	\$2,520
MS Band or Orchestra Assistant Dir.	4%	5%	6%
	100%	\$1,600	\$2,000
	90%	\$1,440	\$1,800
MS DRAMA	4%	5%	6%
	100%	\$1,600	\$2,000
	90%	\$1,440	\$1,800
MS Ovation Strings	4%	5%	6%
	100%	\$1,600	\$2,000
	90%	\$1,440	\$1,800
MS Jazz Band	4%	5%	6%
	100%	\$1,600	\$2,000

90%	\$1,440	\$1,800	\$2,160
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CURRICULUM EXTENSION: PUBLICATIONS

POSITION (S)	SALARY FORMULA PERCENTAGES		
	Years 1 – 5	Years 6 – 10	Years 11+
HS Newspaper	8%	9%	10%
100%	\$3,200	\$3,600	\$4,000
90%	\$2,880	\$3,240	\$3,600
100% if part of class	\$1,600	\$1,800	\$2,000
90% if part of class	\$1,440	\$1,620	\$1,800
Ceniad Advisor	7%	8%	9%
100%	\$2,800	\$3,200	\$3,600
90%	\$2,520	\$2,880	\$3,240
100% if part of class	\$1,400	\$1,600	\$1,800
90% if part of class	\$1,260	\$1,440	\$1,620
Soliloquy	4%	5%	6%
100%	\$1,600	\$2,000	\$2,400
90%	\$1,440	\$1,800	\$2,160
100% if part of class	\$800	\$1,000	\$1,200
90% if part of class	\$720	\$900	\$1,080
HS Yearbook Bus. Mgr.	3%	4%	5%
100%	\$1,200	\$1,600	\$2,000
90%	\$1,080	\$1,440	\$1,800
100% if part of class	\$600	\$800	\$1,000
90% if part of class	\$540	\$720	\$900
MS Yearbook	3%	4%	5%
100%	\$1,200	\$1,600	\$2,000
90%	\$1,080	\$1,440	\$1,800
100% if part of class	\$600	\$800	\$1,000
90% if part of class	\$540	\$720	\$900

The above Publications stipends will be paid at 50% if the position is associated with a class.

Schedule C:

When the Board determines to create a new Schedule C position, it shall negotiate an agreement of the percentage factor for that position with the Association.

Changes in any part of the Schedule C pay formula shall take place upon the mutual consent of the Association and the Board of Education.