

Red for Ed

Please wear red on School Board

Mondays:

April 11th

May 9th

June 6th



The DFT681 will be offering Red for Ed t-shirts, please look for a flyer coming soon!

Thank you to Kristina Kalaj for her work on this project and Daniel Markiecki for his artwork/design.

April 1st Reminder!

Requests for transfer need to be submitted by April 1st. Members need to be tenured to apply. Please fill out a transfer request on the Human Resources website if interested.

Retirement bonus of \$1,000 is available for staff who plan on retiring, and send in notice by email to Human Resources, Amal Alcodray, by April 1st, with a retirement date of June 30th or July 30th if you applied to teach DPS Summer School.

In Memory

Ralph Hashoian, retired Art Teacher and strong Union supporter, passed away on February 21, 2022 at the age of 92. "Mr. Hash" was well loved and regarded by many of his peers as an excellent educator. He was the Green Sheet cartoonist for many years, continuing well into his retirement.

Contract Campaign

Please review Articles XIII-XVII, pages 44-63 (www.dft681.org) for the General Membership meeting on March 22nd.

Article XIII is on paid time off and many members have expressed ideas on this topic. We will be discussing the Articles before and after the General Membership meeting. Articles are attached below.



Article XIII – Paid Time and Unpaid Time off

ARTICLE XIII – PAID TIME AND UNPAID TIME OFF

A. Sick Bank Accumulation

1. All unit members hired prior to 7-1-13 shall earn one and three tenths-(1.3) days per month. Accumulated time shall be used for paid time off for: personal illness and incapacitation; religious observation; funeral leave; required personal court appearance; and to care for a family member as defined in B.5.
2. All unit members hired on or after 7-1-13 shall earn eight tenths (0.8) days per month for paid time off for: personal illness and incapacitation; religious observation; funeral leave; required personal court appearance; and to care for a family member as defined in B.5.
3. The district will credit sick banks for the full school year at the start of the year.
4. All earned but unused sick leave days shall be allowed to accrue from year to year; however, after one year of absence utilizing sick time, the unit member must apply for and accept long-term disability. (Sick bank pay will cease during LTD).
5. A part-time unit member on a written contract shall be allowed sick leave benefits on a proportionate basis. Part-time unit members shall not include substitute teachers.

- a. Prorations for accrual shall be based on the employees FTE. Employees working 0.6 FTE and above will receive ten 10 days per year. Employees working less than 0.6 FTE will receive five (5) per year.
- b. Prorations for use of a sick day shall be based on either a full or half day based on their Absence Management entry regardless of whether a sub is used or not. For example a 0.4 FTE working two full days per week is off for their work day they will be assessed 1 full day. A 0.4 FTE employee working 5 days per week is off they would be charged one half day. A 0.6 FTE employee working 5 days per week would be assessed a full day.

B. Sick Bank Usage

1. The unit member must contact their direct supervisor to provide information on any day that uses the sick bank.
2. All unit members, with available time in their sick bank, shall be allowed to be off on a scheduled work day and receive 100% of pay for any of the following reasons listed in items a through "g" below:
 - a. Personal illness or incapacitation that renders the employee unable to perform their normal work duties.
 - b. Quarantine of unit member or unit member's living quarters.

- c. Religious Observance as may be required by their religion for holy observance and abstention from work.
- d. A religious pilgrimage limited to 5 work days, if available in their sick bank, within the employee's career with Dearborn Schools. A 30 day advance notice and verifying documentation (letter from their religious leader and travel documents) is required for approval.
- e. Preparation and attendance in a funeral due to a death in the immediate family. (The immediate family shall be construed to include: husband, wife, children, father, mother, brother, sister, grandparents, grandchildren, aunt, uncle, niece, nephew, parent-in-law, sibling-in-law and members of the employee's household). Employees may be asked for verification of the time off used for preparation and attendance at the funeral. Any funeral leave greater than 5 days must be documented.
- f. Required court appearance, or required appearance before any other public agency having subpoena powers. These days shall not be deducted from the accumulated sick leave days if the unit member is requested by an agency of the court or subpoenaed to appear on behalf of a student with whom the unit member is or was associated.

- g. Medical tests and appointments that cannot possibly be scheduled during non-work hours. Administration has the right to request documentation to substantiate the need for the absence.
- 3. All unit members, with available time in their sick bank, shall be allowed to be off on a scheduled work day for up to ten (10) days per school year and receive 100% of pay to provide care for a member of the immediate family, who requires direct care due to incapacitation including FMLA, or when no other arrangements are possible. (The immediate family shall be construed to include: husband, wife, children, father, mother, and members of the employee's household.).
- 4. All unit members with available time in their sick bank shall be allowed an additional 15 days beyond the ten (10) days allowed in paragraph 4 and receive 100% of pay to provide care for a member of the immediate family for reasons provided for by the Family Medical Leave Act. Proper documentation for the FMLA leave must be provided to the Human Resources office in accordance with the FMLA leave requirements – 30 days prior to leave or as soon as practicable if not known 30 days prior.
- 5. A unit member who has run out of sick leave whether on FMLA or not, and has a personal illness or incapacitation that renders the employee unable to perform their normal work duties and who is temporarily separated from work shall be considered to be on a temporary medical absence for a period not to exceed two

(2) months during which time the district shall continue payment of hospital/surgical/medical benefits and life insurance benefits. A unit member who returns to work cannot exercise this option again during the same school year. A unit member must provide information verifying the illness or incapacitation.

6. Upon retirement a unit member may donate their unused sick bank to the catastrophic sick bank.
7. A unit member who is absent due to an FMLA qualifying serious health condition for fifteen (15) or more consecutive work days will furnish the Human Resources Department with a physician's statement certifying the unit member's physical capability to return to work.
8. If classes are canceled in accordance with Article XIII.E., and a unit member had already requested to use a sick day, that day will not be counted against the unit member's sick bank.
9. When a unit member is injured on the job requiring medical assessment(s)/ appointment(s), the unit member must complete the District injury form available in the building's main office. If medical assessment is required, the unit member must receive treatment by the District's approved medical provider aligned with the Worker's Compensation Law. Failure to follow this procedure may result in denial of the workers comp claim and cost assessed to the employee. The initial

appointment will not be deducted from the unit member's sick leave accumulation. If subsequent appointments cannot be scheduled after work hours no deduction from the unit member's sick leave will occur. Administration reserves the right to verify such appointments cannot be made outside of work hours.

10. Under Article XXIII-Workers Compensation, employees are allowed to use accrued sick bank time on a 1:3 ratio to supplement their workers compensation pay.

11. Holidays recognized by the contract between the Union and the Board shall not be deducted from the unit member's sick leave accumulation.

C. Personal Business (PB)

Each regularly employed full time unit member will be granted two (2) days per year for Personal Business. Part time employees working 0.5 FTE and above shall be granted 1 (one) day per year. These days are provided for the unit member to take care of important personal matters that cannot be taken care of outside of the regular school day. Use of a PB day requires that whenever possible, unit members will inform the building administrator at least three days in advance. Unit members under an attendance improvement plan as designated by Human Resources through the absence

verification process in Article 13.I.2.b require building administrator approval to use PB days.

The Personal Business Day is not to be the first or last day of a school semester or the day preceding or following a break of more than three calendar days, unless approved by the Director of Human Resources or designee.

Up to two unused personal business days shall be allowed to roll over to the next school year's personal business bank. This will allow staff the ability to have and use up to 4 personal business days in a school year. If there are 4 personal business days in a unit members bank at the end of the school year, any additional unused personal business days shall be added to the employee's accumulated sick days. Use of three or more personal business days in a row requires the approval of the Director of Human Resources.

The example below will demonstrate some possible scenarios:

Example	2017-18 PB Bank	2018-19 PB Bank
Employee A	Starts with 4 days uses 0	2 PB days roll into the sick bank, carry over 2 plus 2 new PB for a starting bank of 4 PB days
Employee B	Starts with 4 uses 2	0 PB days roll into the sick bank, carry over 2 plus 2 new for a starting bank of 4 PB days

Employee C	Starts with 4 uses 4	0 PB days roll into the sick bank, add 2 for a PB Bank of 2
Employee D	Starts with 4 uses 3	Carry over 1 plus 2 new for a starting PB Bank of 3
Employee E	Starts with 2 uses 0	0 PB days roll into the sick bank, Carry over 2 plus 2 new for a starting bank of 4 PB Days
Employee F	Starts with 2 uses 1	0 PB days roll into the sick bank, Carry over 1 plus 2 new for a starting bank of 3 PB Days

D. Jury Duty

Unit members serving on juries during the regular school year shall suffer no financial penalty, except that it be the understanding that whatever amount is earned in such capacity be returned to the Board and that such unit members be paid their regular salary by the Board. A unit member may be requested but not required to seek being excused from such duty. Such days shall not be deducted from the accumulated sick leave days.

E. Catastrophes

No unit member will suffer loss of pay or deduction from leave days in the event a general catastrophe (such as extremely severe snowstorm) makes it impossible to report. Existence of catastrophe will be determined by the Superintendent.

F. Adult Education Program

A maximum of one (1) evening, non-cumulative, per Adult Education semester shall be granted for personal illness, emergencies, or religious observance.

G. Family Medical Leave

The Board, the Union and unit members will comply with all provisions of the Family Medical Leave Act and district policies related to the act.

H. Unpaid Absence

A unit member who is ineligible for paid leave due to an exhausted sick leave bank or circumstances that do not qualify for paid time off, and who does not qualify for a temporary medical absence under paragraph B-6 above, may be granted a short term unpaid leave of absence. Approval for the unpaid leave is at the sole discretion of the Superintendent or their designee and shall not be subject to the grievance procedure.

I. Absence Verification Procedure

1. In the course of executing supervisory responsibilities it may be necessary to examine the use of time off by employees. When a supervisor has cause to suspect abuse or misuse of absences (i.e. time off is used for purposes other than outlined in the employee's contract), the supervisor shall employ the following procedures:
 - a. The supervisor shall notify the employee in writing that they have a concern with the employee's absences and provide specific reasons for that concern. At this point in the procedure any documentation will be maintained at the building or department level. Reasons may include the following, but are not limited to:
 - i. A pattern of absences adjacent to weekends, breaks, or on the same day of the week.
 - ii. The employee does not provide notice, information, and/or verification of serious health condition.

- iii. A high frequency of absences unsupported by any supporting documentation or verification from a health care provider. The high frequency may be over a short or long period of time.
 - iv. Credible information obtained by the supervisor of misuse or abuse.
 - b. The supervisor will supplement the written notice with a copy of the district attendance policy and the paid and unpaid leave contract language.
 - c. The employee, upon receiving the written notice, may request a meeting with the administrator, HR, and a union representative to and resolve the administrator's concerns.
 - d. The employee may request that HR review and confirm that the administrator's information is credible.
2. Should the supervisor suspect abuse or misuse again, in the same school year, after following section I.1 above, the documentation provided the employee along with new information shall be forwarded to the HR department. The HR Director will review the materials and investigate the employee's attendance use and determine appropriate actions. HR actions may include the following:
- a. Referral back to the supervisor for further informal building/departmental monitoring
 - b. Creation of an attendance improvement plan requiring the employee to support any additional sick time usage.
 - c. Issuing or disciplinary charges and a formal disciplinary hearing.

3. The absence verification procedure is to resolve matters of suspected abuse or misuse. It does not preclude the district from investigating and taking formal disciplinary action for willful abuse of paid time off.

Article XIV – Conferences, Workshops, Conventions, In-Service and Visitation Days

ARTICLE XIV - CONFERENCES, WORKSHOPS, CONVENTIONS, IN-SERVICE AND VISITATION DAYS

Conferences, workshops, conventions, in-service, and visitations days offer valuable in-service opportunities to unit members; therefore, a reasonable number of unit members, within the limitations of budget appropriations, should be encouraged to attend same provided that qualified substitutes are available. Attendance at such conferences shall be rotated among those applying within a building or within those system wide departments with specifically allocated funds on as equitable a basis as possible.

A. Educational and Professional Meetings

1. Unit member requests to attend meetings are to be submitted on the proper forms at least seven (7) days prior to the meeting. Late requests will be considered on their merits.
2. Requests must be submitted to the designated administrator for approval to attend.
3. Upon approval, full expenses may be allowed as follows:
 - a. Transportation

- (1) The current mileage rate will be paid for trips up to 200 miles round trip.
- (2) If more than one employee is making the same trip by automobile, rides shall be pooled if requested by the Administration. However, consideration will be given to requests for exceptions to this rule.
- (3) The full cost of the nearest route by air coach will be paid for trips of more than 200 miles.

b. Lodging, Meals, Registration Fees, etc.

- (1) Full reimbursement shall be allowed for rooms with reasonable judgment exercised in type and cost.
- (2) Full reimbursement shall be allowed for meals with reasonable judgment exercised in cost.
- (3) Unit members will be reimbursed for program registration fees, local transportation, and reasonable incidental expenses.

c. A copy of the amounts expended in these areas by unit member(s) in each building shall be sent to the Union Office at the end of each school year.

4. The principal or appropriate administrator is encouraged to administer conference and convention accounts in the following manner.

- a. Appoint a union representative committee to work with the principal or appropriate administrator in deciding who attends conferences or conventions.
- b. Post a list of the names of unit members who are selected to attend conferences or conventions, where they are being held and their dates.
- c. Inform unit members, whenever possible, of various conferences and conventions.

Special problems and needs are to be referred to the appropriate central staff administrator.

B. Conferences Related to Civic Participation

Unit members serving as active members of civic or charitable committees and organizations shall be granted reasonable opportunity to attend a related convention. No expense incurred shall be reimbursed in such instances by the Board; however, there will be no loss of pay to the unit member.

C. Professional Organization Meetings

Unit members serving as delegates to professional organizational meetings and conventions concerned primarily with internal affairs of the professional organization shall be permitted to attend such conventions without loss of pay to the unit member, but no expense incurred shall be reimbursed in such instances by the Board.

Extensions of interpretation of "professional organizational meetings and conventions concerned primarily with internal affairs of the professional organization" shall be subject to the approval of the Superintendent or designee based on justification of need by the Union.

D. Visitation / Observation Days

1. Upon approval of the administrator and/or Central Office Director visitation **days** for unit members to observe other educators or education institutions may be granted during the year.

2. Current transportation allowance will be paid.

E. Full tuition will be paid by the Board for required in-service classes.

Article XV – Department Chairpersons

ARTICLE XV - DEPARTMENT CHAIRPERSONS

A. Selection

1. Any department that wishes to do so may hold an election in order to determine the preferences of the unit members involved. The department may indicate to the building administrator the results of the election as their preferences. Such preferences shall have great weight with the building administrator who selects the department chairperson. If the principal does not concur with the preference of the department before selecting a department chairperson, the principal will meet with the department concerned to discuss the basis for their differences. No unit member will be appointed department chairperson without the consent of the unit member involved.
2. Department chairpersons shall be selected from within the building personnel of the department concerned, and whenever possible will be selected by May 1 of each school year for the following year. If there is a department system wide curriculum committee, the departmental chairperson shall be a member of the committee. Departments that do not have a system wide curriculum committee will meet as needed.
3. Due to no system-wide curriculum committee for counseling, or class sections

aligned with the description provided in letter B below, the high school counseling department chairperson will be annually compensated \$250.

4. Department Chair Stipends will be paid one time at the end of the school year. Partial year service will be prorated.

B. Compensation for Department Chairpersons (Senior High)

1-5	class sections	No Department Chairperson.
6-10	class sections	Release from homeroom or extra duties plus \$250 stipend
11-25	class sections	Release from both homeroom and extra duties plus \$500 stipend.
26-49	class sections	One hour assigned to departmental responsibilities per semester.
50-74	class sections	One hour each semester assigned to departmental responsibilities plus \$1500 stipend per year.
75 or more	class sections	One hour each semester assigned to

departmental responsibilities plus \$2000
stipend per year.

C. Compensation for Department Chairpersons (Middle School)

1-5	class sections	No Department Chairperson.
6-10	class sections	Release from advisor / advisee (AA) or extra duties.
11-25	class sections	Release from both advisor / advisee (AA) and extra duties.
26-49	class sections	\$150 per year stipend.
50-74	class sections	\$250 per year stipend.
75 or more	class sections	\$350 per year stipend.

Conferences, workshops, conventions, in-service, and visitations days offer valuable in-service opportunities to unit members; therefore, a reasonable number of unit members, within the limitations of budget appropriations, should be encouraged to attend same provided that qualified

substitutes are available. Attendance at such conferences shall be rotated among those applying within a building or within those system wide departments with specifically allocated funds on as equitable a basis as possible.

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 - (3) The full cost of the nearest route by air coach will be paid for trips of more than 200 miles.

- b. Lodging, Meals, Registration Fees, etc.
 - (1) Full reimbursement shall be allowed for rooms with reasonable judgment exercised in type and cost.
 - (2) Full reimbursement shall be allowed for meals with reasonable judgment exercised in cost.
 - (3) Unit members will be reimbursed for program registration fees, local transportation, and reasonable incidental expenses.
 - c. A copy of the amounts expended in these areas by unit member(s) in each building shall be sent to the Union Office at the end of each school year.
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to the approval of the Superintendent or designee based on justification of need by the Union.

D. Visitation / Observation Days

1. Upon approval of the administrator and/or Central Office Director visitation **days** for unit members to observe other educators or education institutions may be granted during the year.

2. Current transportation allowance will be paid.

E. Full tuition will be paid by the Board for required in-service classes.

Article XVI – School Calendar

ARTICLE XVI - SCHOOL CALENDAR

- A. The calendars for 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 are included in the master agreement and follow later in this article. Days when pupil instruction is not provided wherein unit member attendance is not required (because of conditions not within the control of school authorities, such as heavy snowfall, severe storms, fires, epidemics, or health conditions as defined by city, county, township, or state health authorities) shall be treated in the following manner:
- a. 1st day - Will not be rescheduled.
 - b. 2nd and subsequent days - May be rescheduled at the end of the school year at the discretion of the Superintendent. Such rescheduling shall not affect, or otherwise require, an adjustment of salary, compensation, or other benefits provided within this collective bargaining agreement.
- B. Because scheduled duty days have been reduced in order to add additional school days, the Board and DFT agrees that the buildings and classrooms will be available to teachers starting the first day that administrators report, and that teachers will not be required to completely tear down their rooms and remove materials from their bulletin boards in June unless planned maintenance in the classroom necessitates the protection of materials.

- C. The School calendar shall consist of 183 paid work days, 180 with students in session plus three additional professional development days as necessary and required. Proration of salaries for staff that do not work the entire school year shall be based on the employee's salary divided by the number of scheduled work days.
- D. The calendar shall include designated professional development in accordance with Section 1527 of the Revised School Code.
- E. Probationary staff may be scheduled to work additional days or after hours to provide orientation and training in compliance with state law. In accordance with Section 1526 of the Revised School Code, newly hired teachers are to be provided 15 days of professional development in their first three years. This additional PD may be designated as unpaid.
- F. The district reserves the right to make adjustments to the school calendar to accommodate for holidays that may impact student and staff attendance. This may extend the last day of the school year in order to assure compliance with the state law on mandatory school days. Such adjustment would be through mutual agreement of the District and the Union.

2018-19 Calendar

August 23, 2018	No school for students- Professional Development Day
August 24	No school for students- Professional Development Day

August 27	First Day of School - All students - Half Day - a.m.; Teacher Duty - p.m.
August 31	No school - Pre-Labor Day Friday
September 3	No school - Labor Day
September 14	Half Day – All Students - a.m.; Teachers Professional Development Day - p.m.
October 12	Half Day – All Students - a.m.; Teachers Professional Development Day - p.m.
November 2	Elementary - Half Day - a.m.; Teacher Duty Day - p.m. Secondary - Full Day - Teachers and Students
November 6	All teachers - Professional Development Day – No school for students
November 21	No school - Conference Release Day
November 22-23	No school - Thanksgiving
December 24- January 4, 2019	Winter Break-School closes at the end of the day December 21, 2018.
January 7, 2019	Schools reopens
January 18	Half Day – All Students - a.m.; Teacher Duty - p.m.
January 21	No school - Reverend Martin Luther King Jr. Day
January 22	Half Day - All Students – a.m.; Elementary Teachers- Professional Development Day -p.m.; Secondary- Teachers- Teachers Duty - p.m.
January 23	Elementary - Full Day - Teachers and Students Secondary - Half Day Students- a.m.; Professional Development Day - p.m.
February 14	Half Day – All Students - a.m.; Teachers Professional Development Day - p.m.
February 15-18	No school - Mid-Winter Break
April 1 - 5	No school - Spring Break
April 19	No school - Good Friday
May 24	No School - Conference Release Day
May 27	No school - Memorial Day
June 3-5	No school - Eid Holiday
June 14	Last day of school for students 1/2 day a.m.; Teacher Duty Day p.m.
Late Start Days (7)	9/19/18, 10/17/18, 12/12/18, 2/6/19, 3/13/19, 4/24/19, 5/15/19

Staff Meeting PD 11/12/18, 1/14/19, 2/11/19, 3/11/19, 4/8/19, 5/13/19

2019-20 Calendar

August 22, 2018	No school for students- Professional Development Day
August 23	No school for students- Professional Development Day
August 26	First Day of School - All students - Half Day - a.m.; Teacher Duty - p.m.
August 30	No school - Pre-Labor Day Friday
September 2	No school - Labor Day
September 20	Half Day – All Students - a.m.; Teachers Professional Development Day - p.m.
October 11	Half Day – All Students - a.m.; Teachers Professional Development Day - p.m.
November 1	Elementary - Half Day - a.m.; Teacher Duty Day - p.m. Secondary - Full Day - Teachers and Students
November 5	All teachers - Professional Development Day – No school for students
November 27	No school - Conference Release Day
November 28-29	No school - Thanksgiving
December 23-	
January 3, 2020	Winter Break-School closes at the end of the day December 20, 2019.
January 6, 2020	Schools reopens
January 17	Half Day – All Students - a.m.; Teacher Duty - p.m.
January 20	No school - Reverend Martin Luther King Jr. Day
January 21	Half Day - All Students – a.m.; Elementary Teachers- Professional Development Day -p.m.; Secondary- Teachers- Teachers Duty - p.m.
January 22	Elementary - Full Day - Teachers and Students Secondary - Half Day Students- a.m.; Professional Development Day - p.m.
February 17-21	No school - Mid-Winter Break
March 13	Half Day – All Students - a.m.; Teachers Professional Development Day - p.m.
April 6 - 13	No school - Spring Break

May 22	No School - Conference Release Day
May 25	No school - Memorial Day
June 12	Last day of school for students 1/2 day a.m.; Teacher Duty Day p.m.
Late Start Days (7)	9/25/19, 10/16/19, 12/18/19, 2/5/20, 3/18/20, 4/22/20, 5/13/20
Staff Meeting PD	11/11/19, 1/13/20, 2/10/20, 3/9/20, 4/27/20, 5/11/20

2020-21 Calendar

August 27, 2020	No school for students- Professional Development Day
August 28	No school for students- Professional Development Day
August 31	First Day of School - All students - Half Day - a.m.; Teacher Duty - p.m.
September 4-7	No school - Labor Day
September 18	Half Day – All Students - a.m.; Teachers Professional Development Day - p.m.
October 9	Half Day – All Students - a.m.; Teachers Professional Development Day - p.m.
November 3	All teachers - Professional Development Day – No school for students
November 6	Elementary - Half Day - a.m.; Teacher Duty Day - p.m. Secondary - Full Day - Teachers and Students
November 25	No school - Conference Release Day
November 26-27	No school - Thanksgiving
December 21-	
January 1, 2021	Winter Break-School closes at the end of the day December 18, 2020.
January 4, 2021	Schools reopens
January 18	No school - Reverend Martin Luther King Jr. Day
January 22	All students - Half Day - a.m.; Teacher Duty - p.m.
January 25	Half Day - All Students – a.m.; Elementary Teachers- Professional Development Day -p.m.; Secondary- Teachers- Teachers Duty - p.m.
January 26	Elementary - Full Day - Teachers and Students Secondary - Half Day Students- a.m.; Professional Development Day -

p.m.

February 12-15	No school - Mid-Winter Break
March 19	Half Day – All Students - a.m.; Teachers Professional Development Day - p.m
April 2 - 9	No school - Spring Break
May 12-14	No School- Eid Holiday
May 28	No School - Conference Release Day
May 31	No school - Memorial Day
June 18	Last day of school for students 1/2 day a.m.; Teacher Duty Day p.m.
Late Start Days (7)	9/23/20, 10/14/20, 12/9/20, 2/10/21, 3/10/21, 4/21/21, 5/5/21
Staff Meeting PD	11/9/20, 1/11/21, 2/8/21, 3/8/21, 4/12/21, 5/10/21

2021-22 Calendar

August 26, 2021	No school for students- Professional Development Day
August 27	No school for students- Professional Development Day
August 30	First Day of School - All students - Half Day - a.m.; Teacher Duty - p.m.
September 3-6	No school - Labor Day
September 17	Half Day – All Students - a.m.; Teachers Professional Development Day - p.m.
October 8	Half Day – All Students - a.m.; Teachers Professional Development Day - p.m.
November 2	All teachers - Professional Development Day – No school for students
November 5	Elementary - Half Day - a.m.; Teacher Duty Day - p.m. Secondary - Full Day - Teachers and Students
November 24	No school - Conference Release Day
November 25-26	No school - Thanksgiving
December 20- 31	Winter Break-School closes at the end of the day December 17, 2021.
January 3, 2022	Schools reopens

January 17	No school - Reverend Martin Luther King Jr. Day
January 21	Half Day – All Students - a.m.; Teacher Duty - p.m.
January 24	Half Day - All Students – a.m.; Elementary Teachers- Professional Development Day -p.m.;
January 25	Secondary- Teachers- Teachers Duty - p.m. Elementary - Full Day - Teachers and Students Secondary - Half Day Students- a.m.; Professional Development Day - p.m.
February 18-22	No school - Mid-Winter Break
March 18	Half Day – All Students - a.m.; Teachers Professional Development Day - p.m
April 4 - 8	No school - Spring Break
April 15	No school - Good Friday
May 2	No School - Eid Holiday
May 27	No School - Conference Release Day
May 30	No school - Memorial Day
June 16	Last day of school for students 1/2 day a.m.; Teacher Duty Day p.m.
Late Start Days (7)	9/15/21, 10/13/21, 12/8/21, 2/9/22, 3/9/22, 4/13/22, 5/11/22
Staff Meeting PD	11/8/21, 1/10/22, 2/14/22, 3/14/22, 4/11/22, 5/9/22

2022-23 Calendar

August 25, 2022	No school for students- Professional Development Day
August 26	No school for students- Professional Development Day
August 29	First Day of School - All students - Half Day - a.m.; Teacher Duty - p.m.
September 2-5	No school - Labor Day
September 16	Half Day – All Students - a.m.; Teachers Professional Development Day - p.m.
October 7	Half Day – All Students - a.m.; Teachers Professional Development Day - p.m.
November 4	Elementary - Half Day - a.m.; Teacher Duty Day - p.m.

	Secondary - Full Day - Teachers and Students
November 8	All teachers - Professional Development Day – No school for students
November 23	No school - Conference Release Day
November 24-25	No school - Thanksgiving
December 26-	
January 6, 2023	Winter Break-School closes at the end of the day December 23, 2022.
January 9, 2023	Schools reopens
January 16	No school - Reverend Martin Luther King Jr. Day
January 20	Half Day – All Students - a.m.; Teacher Duty - p.m.
January 23	Half Day - All Students – a.m.; Elementary Teachers- Professional Development Day -p.m.;
	Secondary- Teachers- Teachers Duty - p.m.
January 24	Elementary - Full Day - Teachers and Students Secondary - Half Day Students- a.m.; Professional Development Day - p.m.
February 17-20	No school - Mid-Winter Break
March 17	Half Day – All Students - a.m.; Teachers Professional Development Day - p.m
April 3 - 7	No school - Spring Break & Good Friday
April 20 - 21	No school - Eid Holiday
May 26	No School - Conference Release Day
May 29	No school - Memorial Day
June 14	Last day of school for students 1/2 day a.m.; Teacher Duty Day p.m.
Late Start Days (7)	9/21/22, 10/12/22, 12/7/22, 2/8/23, 3/8/23, 4/26/23, 5/17/23
Staff Meeting PD	11/14/22, 1/9/23, 2/13/23, 3/13/23, 4/10/23, 5/8/23

Article XVII – Teaching Load

ARTICLE XVII - TEACHING LOAD

The class size for all levels will be as defined below. In the event a court decision and/or legislative action significantly change(s) the level of funding per pupil an equivalent change in the class size may occur, provided that negotiations have taken place with the Union regarding the necessary adjustments in addition to and/or alternate to the change in class size which must take place, within the jurisdiction of the Union, in order to function within the strictures that may be imposed.

All classes of the same course and/or grade level scheduled for the same time/hour shall whenever possible, be balanced as to student load except in situations where the best interests of students (students with IEPs, English Learners, co-teaching, or class size reduction) would prevent equalizing class sizes. This shall be done prior to the first class meeting or as soon thereafter as possible.

A. Secondary Class Sizes will be based upon the following numbers:

No teacher of an academic (core) class shall be responsible for teaching more than 30 students per class except as provided below. Daily block-scheduled courses that result in a single extended period requiring two time period allotments (80 minutes or more per session) shall receive a stipend equivalent to two periods.

Extended core class size will be as follows:

Vocational classes: 30 students

or the number of stations whichever is less.

Physical Education classes: 36 students

with support in the pool with substitute or

itinerant teacher at 33 students.

Capped at 42 students

Co-op/Work Experience: 36 students

per class period/or 30 contacts per class period,

whichever allows for the most student participation.

Choral/Instrumental Music Classes: 75 Students

B. Determination of Roster

The date for determining the official class roster shall be the end of the official count period, in each semester, as defined by the State, but no longer than 30 calendar days after the official count day. Any additional students added to a class after that date will not be counted in this calculation.

Both the Union and the Administration agree that class size plays an important role in meeting the needs of our students. It is the intention of both parties to keep all class sizes within the agreed upon guidelines. In the event that it becomes necessary to go above the negotiated limits, either by financial constraints, available or required classroom space, staff availability or other such major influencing factors change so as to preclude the Board from complying with this Article, the Union and the Board agree to meet to discuss ways to resolve these circumstances. Potential solutions may include, but are not limited to;

1. Adjusting teacher assignment(s),
2. Balance classrooms/sections
3. Hire additional teachers,
4. Pay affected teacher \$100 per student, per semester. If classes are co-taught the stipend will be split between co-teachers equally.
5. Other solutions that may be acceptable to the Union, the teacher and administration.

Once a mutually agreeable solution is reached, it will be implemented within 14 calendar days.

C. Elementary Class Size will be based upon the following numbers:

1. Elementary class sizes, including special area classes in Music, Art, Physical Education, Media and Enrichment will be based upon the following numbers:

Y5s	19 students per class
K	24 students per class
1 – 3	26 students per class
4 – 5	28 students per class

Elementary class sizes with split grades, excluding Montessori classrooms, will be based on the following numbers:

K-1 & 1-2	20 students per class
2-3	22 students per class
3-4	23 students per class
4-5	24 students per class.

If the size of the Kindergarten, 1st, 2nd grade or special area (K-2) class reaches thirty (30) per class for all sections in that grade level then another class section will be created or staff may be realigned to decrease / balance student numbers. If the size of the 3rd, 4th, 5th grade or special area (3-5) class reaches thirty-one (31) then another class section will be created or staff may be realigned to decrease / balance student numbers. Special education students who are mainstreamed for more than fifty percent (50%) of the student's instructional day will be counted in calculating class

size for purposes of this provision.

2. If the SE department is notified in advance, every effort will be made to contract a substitute for ancillary staff that is consecutively absent for 15 or more school days.
3. Whenever possible, multi-age groupings will be rotated each year among the qualified teachers available in the building, and, any other article of this contract notwithstanding. However, an individual teacher teaching a multi-age grouping may waive being rotated.

D. Determination of Roster

The date for determining the official class roster shall be the end of the official count period, in each semester, as defined by the State, but no longer than 30 calendar days after the official count day. Any additional students added to a class after that date will not be counted in this calculation.

Both the Union and the Administration agree that class size plays an important role in meeting the needs of our students. It is the intention of both parties to keep all class size within the agreed upon guidelines. In the event that it becomes necessary to go above the negotiated limits, either by financial constraints, available or required classroom space, staff availability or other such major influencing factors change so as to preclude the Board from complying with this

Article, the Union and the Board agree to meet to discuss ways to resolve these circumstances.

Potential solutions may include, but are not limited to;

1. Adjust teacher assignment(s),
2. Balance classrooms/sections,
3. Create multi-age (split) classrooms,
4. Hire additional teachers,
5. Pay affected teacher \$300 per student, per semester,
6. Payments to special area teachers in Music, Art and Physical Education will be prorated according to student contact time. The unit member will submit a Stipend Payment Form to Human Resources based on the determination of the official class roster.
7. Other solutions that may be acceptable to the Union, the teacher and administration.

Once a mutually agreeable solution is reached, it will be implemented within 14 calendar days.

E. Special Education

1. If the size of any special education class exceeds state recommendations, the coordinator in Special Education will explain the reason to the teacher concerned. If the teacher is not satisfied, the teacher may request that the

Administration explore with the Union the possibilities of reducing the size of the class. In such event a meeting between appropriate representatives of the Administration and the Union will be held within ten (10) days of the request.

2. Students who are mainstreamed will be dispersed as evenly as possible consistent with the needs of the individual students.

Whenever possible, teachers who are assigned mainstreamed students shall be notified at least one (1) day in advance of such assignment and may receive administrative consultation and assistance as requested.

The school administration shall try to place mainstreamed students in smaller classes in an attempt to lessen the workload for a teacher who is receiving mainstreamed students.

3. When a teacher has difficulty fulfilling his/her professional responsibilities due to the number of special education and/or English Learner students in the classroom, the teacher may explore avenues of assistance with the building administrator. After meeting with the teacher, if the concerns remain unresolved, the building administrator will further explore ways to address the issues with the appropriate director and report back to the teacher.