

2/18/2020

LETTER OF AGREEMENT BETWEEN PORTAGE PUBLIC SCHOOLS BOARD OF EDUCATION AND THE PORTAGE EDUCATION ASSOCIATION, MEA/NEA

At the time of execution of this letter of agreement, the Portage Public Schools and the Portage Education Association, MEA/NEA wish to amend the calendar originally negotiated for the 2020-2021 school year in order to start prior to Labor Day following the Kalamazoo County Common Calendar. The new calendar is included with the previous letter as Attachment A.

The parties agree to amend Article VI Section 2 Paragraph 1 to the following:

Section 2: It is recognized that in order to operate an effective organization, the Administration may find it necessary to deviate from the normal working schedule. In addition to the hours specified in Sections 1 and 2, Teachers may be required to attend meetings called by the Administration, with 48 hours' notice (except in case of emergency), for not more than **240 minutes per month, not to exceed one meeting weekly and ninety minutes per meeting.**

These meetings may include any combination of all building staff and/or building departments as deemed necessary by the building Administration. One 90 minute District-wide departmental/grade level meeting may be assigned five (5) times per year (no more than one per month). These District-wide meetings shall adjourn no more than 120 minutes after student dismissal time except on shortened student days where Teachers are working a full day, on which adjournment must occur prior to the regularly scheduled student dismissal time. If a scheduled meeting is cancelled and rescheduled, the Administration will provide three (3) working days' notice.

New teachers (defined as those in their 1st three (3) years of teaching) may be asked to attend an additional 120 minutes per month in order to meet state professional development requirements.

The parties agree to change Article 7, Section 2 (D) to the following language: Principals will consult with specials subjects Teachers assigned to their building in determining the scheduling of special subjects within the building. Specials Teachers shall have a **minimum of four (4) planning periods of which a minimum of three (3) shall be assigned on separate days of the week.**

The parties agree to change Article VII Section 2 (D) to the following language:

It is agreed that the deadline for report card submission at the end of each grading period will be the Friday of the week following the end of the grading period. Teachers are not obligated to provide comments on report cards for elementary students.

In addition, the parties to this Letter of Agreement agree to establish a sub-committee and begin meeting no later than 30 days after signing this Letter of Agreement to evaluate Schedule B and Schedule C positions and explore changes to the Negotiations Agreement for the 2020-2021 school year. Any changes will be subject to the ratification by the Association Membership through a special general membership vote as stipulated in the bylaws of the Association.

TA
2-4-2020
Bob
5:24 pm
KH 2-4-2020
5:24

DRAFT CALENDAR D
PORTAGE PUBLIC SCHOOLS, 2020-2021 Teachers Instructional Calendar

August 2020

19-20 New Teachers Report
25-26 District/Building Meetings/Professional Development (12 hours)
27 Teacher Work Day 6-hours to work in room
31 First Day of School- ½ day students am, pm work in rooms, staff meeting if needed
Reminder no meetings weeks of open house or P.T. conferences or 3rd Monday of every month
Open House TBD, with HS on a Wednesday, elementary on a Thursday

September

4 Labor Day Recess
7 Labor Day Recess
25 ½ day for all

October

9 NO students Teacher Professional Development*
30 End Q1: ½ day students a.m., p.m. Professional Hours

November

9&11 H S Conferences - 3:30pm – 7:15pm - School all day
10&12 MS Conferences - 3:30pm – 7:15pm - School all day
17&19 Elem. Conferences*** 4:15pm – 8:00pm – School all day
25 No School for all
26-27 Thanksgiving Recess

December

21-31 No School—Winter Recess

January 2021

1 No School—Winter Recess
4 School Resumes
18-20 HS Exams a.m.-p.m. no HS students
21 HS Exams a.m. – ½ day ALL students a.m., p.m. Professional Hours
22 End of 1st Semester – No School for Students/Teachers

February

26 No School Mid-Winter Break

March

1 No School Mid-Winter Break
8&10 HS Conferences – 3:30pm – 7:15pm - School all day
9&11 MS Conferences – 3:30pm – 7:15pm - School all day
12 NO students; Teacher Professional Development*
16&18 Elem. Conferences***- 4:15pm – 8:00pm -School all day
25 End of 3rd quarter ½ day Students a.m., p.m. Professional Hours
26 No School – Spring Recess
29-31 No School—Spring Recess

April

1-2 No School—Spring Recess
5 School Resumes
13-14 SAT/MME (unless moved by state of Michigan) (full count days)

May

7 NO students Teacher Professional Development*
26-28 High School Graduations
31 No School—Memorial Day

June

8-10 HS Exams a.m, no HS students pm
11 HS Exams a.m. – ½ day ALL students a.m., p.m. Records day for all Student Days: 177 Staff Days: 186

*Cancellations beyond what the law allows will extend the final one-half day of school (and exams) beyond Friday June 11, 2021 if needed to receive full funding from the state.

**186 Teacher days include 177-Student Days, 5-PD days & 1 -work day before the first student day, 2.5-days for 4-evening conferences at 3-hrs 45-minutes each, 0.5 days for one evening open house, not more than 2-hours in length.

***Elementary Teachers are free to leave or not attend the session(s) if 100% of conferences are completed

All High School exam days have a.m. students only, and no meetings or PD in afternoon for High School Teachers (Bargaining Unit Members). A teacher may be involved with a meeting (up to 90-minutes) or PD (up to 3 hours) if they have not administered or proctored an exam on that day.

177
2-4-2020
PD
5:24
K/K PM
2-4-2020
5:24