

BRIDGMAN PUBLIC SCHOOLS

LETTER OF AGREEMENT

ARTICLE 14 - MISCELLANEOUS PROVISIONS

Section 1: This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed Letter of Agreement.

Section 2: Any individual contract between the Board and an individual teacher, heretofore executed, shall be subject to and consistent with the terms and conditions of this Agreement; and any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this Agreement and its amendments. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

Section 3: This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

Section 4: 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 of 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.

Section 5: Instructional Council

- (A) The Instructional Council shall be comprised of:
- Assistant Superintendent and/or designee
 - BHS Principal
 - RMS Principal
 - BES Principal
 - BHS Representative
 - RMS Representative
 - BES Representative
 - District Instructional Technologist

Qualifications:

- Candidates must be a tenured teacher at Bridgman Public Schools
- Candidates must have received an "Effective" or "Highly Effective" evaluation rating on their teacher evaluations or "exempt" from the evaluation process in accordance with MCL 380.1249 (2) (k)
- Candidates must have demonstrated district and building level leadership qualities
- Candidates must be able to effectively communicate with district and building administrators and district and building teachers
- Candidates must have a strong knowledge and background in curriculum and instruction

Duties and Responsibilities:

- Attend at least 80% of the Instructional Council meetings

- Attend at least 80% of Building Leadership meetings
- Take minutes at meetings
- Work with department specific Building Representatives to formulate professional development agendas
- Other duties and responsibilities as a result of being an Instructional Council member

Any member of the Instructional Council who is included in the recognition clause will be paid a stipend of \$1,000 per school year. These positions will be posted internally at the conclusion of each school year. The Superintendent will be responsible for the hiring of Instructional Council Members.

Section 6: Building Leadership Team shall be comprised of:

- (1) BHS Math Rep
- (1) RMS Math Rep
- (1) BES Math Rep
- (1) BHS ELA Rep
- (1) RMS ELA Rep
- (1) BES ELA Rep
- (1) BHS Social Studies Rep
- (1) RMS Social Studies Rep
- (1) BES Social Studies Rep
- (1) BHS Science Rep
- (1) RMS Science Rep
- (1) BES Science Rep
- (1) BHS VPAA Rep
- (1) RMS VPAA Rep
- (1) BES VPAA Rep
- (1) BHS Counseling Rep
- (1) RMS Counseling Rep
- (1) BES Counseling Rep
- (1) BHS Physical Ed/Health Rep
- (1) RMS Physical Ed/Health Rep
- (1) BES Physical Ed/Health Rep
- (1) District Foreign Language Rep
- (1) BHS Special Education Rep
- (1) RMS Special Education Rep
- (1) BES Special Education Rep
- (1) BHS Culture and Climate Rep
- (1) RMS Culture and Climate Rep
- (1) BES Culture and Climate Rep

Qualifications

- When possible, candidates will be a tenured teacher at Bridgman Public Schools
- Candidates will demonstrate district and building level leadership qualities
- Candidates must be able to effectively communicate with district and building administrators and district and building teachers

- Candidates must have a strong knowledge and background in specific content knowledge

Duties and Responsibilities:

- Building Leadership Team members must attend building department meetings and 80% of Building Leadership Team meetings
- Take minutes at meetings
- Work with other Building Leadership Team members to create vertical professional development agenda(s) and lead/facilitate vertical professional development opportunities
- Work with the subject area administrator on adoption of new curriculum during an adoption year (coordinating department meetings, site visits, organizing materials, arranging webinars/presentations with potential companies, etc.)
- Other duties and responsibilities as a result of being a Building Leadership Team member

Each of the Building Leadership Team members will be paid a stipend of \$1,000.00 per school year. These positions will be posted internally at the conclusion of each school year. The salary for the three (3) Culture and Climate Reps will be pro-rate for the 2023-2024 academic year. In future years, the Culture and Climate Reps will receive the \$1000.00 stipend like the other original members of the BLT team(s). Each building principal will be responsible for hiring their Building Leadership Team, and BES and RMS will, as possible, include one team member from each grade level. The High School Principal and Middle School Principal will be responsible for hiring of the district Foreign Language representative.

Note: No one can serve on the Instructional Council and be a Building Leadership Team member. No one can serve multiple roles on the Building Leadership Team.

Section 7: Any teacher who shall serve, or is serving, in a supervisory or executive or administrative position within the Bridgman Public Schools and who is later returned to teacher status in this District shall be entitled to retain all rights they may have had under this Agreement prior to such service in administrative position. Years spent in a supervisory or executive or administrative position shall be considered as years spent for computation of salary only.

Section 8: The undersigned parties hereby acknowledge the requirement of Section 1526 of the School Code for each teacher during the first three (3) years of employment be assigned a mentor or mentors. A mentor shall be a teacher, retired teacher or college professor. A mentor shall be available to provide professional support, instruction and guidance in a collegial relationship.

The Superintendent shall determine the mentor or mentors to be assigned. Assignment of a bargaining unit member to be a mentor shall be voluntary. A mentor teacher assigned from the bargaining unit:

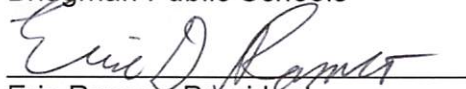
- (A) Shall be a tenured teacher
- (B) Whenever practical, shall work in the same building and have the same area of certification as the new teacher to whom they are assigned

- (C) Will not be responsible for the evaluation of the new teacher to whom they are assigned and will not be required to participate in it
- (D) Will not provide any documentation, any written or verbal statements or opinions or any other expressions of opinion or observation for the new teacher's personnel file or in any proceedings, hearing or meeting before the Board or its administration or in any grievance hearing or arbitration proceeding, regarding the instructional competency of the new teacher to whom they are assigned, unless allegations of misconduct of which the mentor teacher has knowledge are involved
- (E) The mentor teacher will receive a \$500 stipend at the end of the school year upon successful completion of mentoring responsibilities


Release time may be granted for the mentor teacher to conference with the new teacher to whom they are assigned.

Section 9: Those teachers who, prior to the last business day of January, submit a letter of intent to retire at the conclusion of the respective school year, will receive \$200 per year of Bridgman teaching experience added to their annual contracted salary, beginning with the first pay period in February and continuing to the end of their contract. Or the teacher may choose to sell back any unused leave days at \$50.00 per day to the maximum of 115 accumulated days. The teacher will receive the amount that is greater.

Bridgman Public Schools



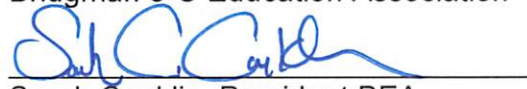
Eric Ramsø, President
Bridgman Public Schools Board of Ed.



Tishia Roberts, Secretary
Bridgman Public Schools Board of Ed.

11/27/23
Date

Bridgman 5-C Education Association



Sarah Conklin, President BEA



Amy Knowlton, Secretary BEA

11/29/23
Date