



**Letter of Agreement
Between the
Bay Arenac Intermediate School District (BA ISD)
And
Bay Arenac Education Association (BAEA)**

The Bay-Arenac Intermediate School District and the Bay Arenac Education Association are parties to the Collective Bargaining Agreement (CBA) covering the 2021-24 school year. It has been agreed that a Letter of Agreement would be created in relation to BAEA employees who voluntarily elect to fill Department Chair and School Improvement Committee (mandated by the State) positions specific to Article VI Working Conditions and Article XIV Employee Compensation.

Department Chair and School Improvement Committee members will be chosen on a strictly voluntary basis and will not be considered supervisory personnel. Further, employees who volunteer for this role will not be evaluated on their performance while conducting duties related to these positions.

A maximum of 1 Department Chair will be appointed for the following departments: speech language pathologist, school psychologist, physical therapist, occupational therapist, and school social worker. School Improvement Committee members will be appointed for the following departments to include at a minimum 2 representatives from: a MOCI classroom, an EI classroom, an ASD classroom and an SCI classroom for a total of 10 representatives. Representatives must be knowledgeable about center based curriculum and assistive technology. Age ranges of the classrooms the teacher teaches may also be a consideration when choosing interested candidates. Team members can include curriculum specialists and assistive technology specialists. A maximum of 10 School Improvement Committee members will be chosen to serve on this committee.

Each staff member chosen to be a Department Head or to participate on the School Improvement Committee will serve 1 year at a time. Each year a new representative will be appointed. If the current Department Head or School Improvement Committee members are interested the following year, without interest from new participants, they may serve more than one year.

Article VI Working Conditions for Department Chair:

1. Meets with Director, Monitor, and/or MICIP team to examine department progress on state and ISD improvement goals
2. Works with the Director and/or Monitor to develop departmental meeting agenda items related to work related to general and state monitoring and data
3. Presents information from general and state monitoring discussions and MICIP meetings to departments/staff, as needed
4. Facilitates department meetings, including managing sign ins, room reservations, and invitations
5. Supports the vision of the ISD in a way that motivates staff to be innovative and positive agents of change
6. Assists in development of procedural changes/updates, and the communication and training plan for those changes
7. Supports and takes on an active role in professional development and regular collaboration with other educational entities and departments
8. Submits collective purchase order needs such as testing protocols and equipment
9. Participate in MICIP (school improvement) curriculum meetings, data collection, and improvement planning.
10. Applies federal and state special education laws and regulations to professional decision-making
11. Assists ISD administration with input on larger scale discussions when needed
12. Work related to these tasks is completed outside of regular calendar hours

Article XIV Employee Compensation for Department Chair:

- Employees will work 25 additional hours outside the regular school year contractual hours.
- Compensation will be provided on hours worked outside the regular school year contractual hours. A portion of the time allotted may be completed over the summer.
- Employees compensation will be \$2500 for working all 25 hours and will be paid out in June of each year. Employees' compensation will be prorated by \$100 for any hour not worked toward the 25 hours. **This compensation will be subject to all normal payroll withholdings (MPSERS, FICA, etc).**
- Employees will be required to keep a log of date, time, and activity worked on. Each log must be signed by the Director of Special Education prior to payment. The signed log will be kept on file in the special education department.
- The Director of Special Education will communicate with the Business Office to identify who will be paid.

Article VI Working Conditions School Improvement Committee Members will actively assist in:

1. Preparation and evaluation of the school improvement plan
2. Developing, overseeing, and evaluating the effectiveness and impact of the plan each year.
3. Setting clear and achievable goals and targets
4. Collaborating on ways to achieve the goals and needs of the school.
5. Monitoring and adjusting action plans to better address student needs
6. Evaluating and reviewing the effectiveness of the action plans
7. Reporting information to parents and central office

Article XIV Employee Compensation School Improvement Committee member:

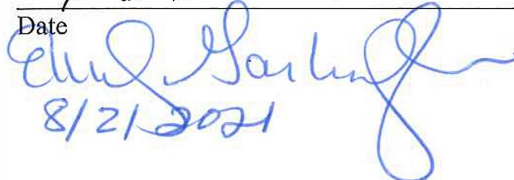
- Employees will attend 10 additional hours outside the regular school year contractual hours.
- Compensation will be provided on hours worked outside the regular school year contractual hours. Employees compensation will be \$1000 for working all 10 hours and will be paid out in June of each year. Employees' compensation will be prorated by \$100 for any missed meeting. **This compensation will be subject to all normal payroll withholdings (MPSERS, FICA, etc).**
- Each employee must sign in and out of each meeting. The employee must attend and stay the entire length of all meetings. Each attendance sheet must be signed by the Director of Special Education prior to payment. The signed log will be kept on file in the special education department.
- The Director of Special Education will communicate with the Business Office to identify who will be paid.




Signature of BA EA

7-29-2021

Date


8/21/2021



Signature of BA ISD

7/29/21

Date