

**LETTER OF UNDERSTANDING
BETWEEN
BERRIEN COUNTY INTERMEDIATE BOARD OF EDUCATION
AND
BERRIEN COUNTY INTERMEDIATE EDUCATION ASSOCIATION**

Both parties agree that Article XI - School Calendar and School Day - shall be amended to read as follows for the 2008-2009 school year only:

ARTICLE XI — SCHOOL CALENDAR AND SCHOOL DAY

SECTION 1:

- A. Except as provided in B (below), the regular calendar year shall consist of one hundred seventy-seven (177) working days. (169 of these working days shall be instructional.)
- B. All new teachers to the District, who have not met the professional development day requirements, will complete the required work within the time constraints of the revised School Code and with no additional compensation beyond the current salary schedule.

SECTION 2: The working day shall be from 8:15 a.m. to 4:00 p.m., seven (7) hours and fifteen (15) minutes, or an equivalent number of hours per week as determined by the Board for all staff. The Association agrees that, as in the past, employees shall continue to serve the needs of students beyond the times designated above and also to attend staff meetings which extend beyond the end of the working day. If the meeting is to continue beyond the normal working day, prior notice of two (2) days will be given the staff members affected. The Director of Special Education or his Designate may excuse an employee from the attendance for just cause. Such excuse shall be in writing.

SECTION 3: All staff are entitled to a one-half (1/2) hour duty-free lunch each day except in extenuating circumstances. Lunch period time and/or duration changes may be given consideration with mutual consent of the administration and employee for those employees who offer, on a regular basis, direct educational and/or therapeutic services, but not diagnostic services, to children in local district classroom programs.

SECTION 4: All non-classroom employees will be dismissed one (1) hour early on the working day immediately preceding winter break, spring break, and Thanksgiving. Classroom staff will be dismissed when the students have boarded the buses.

SECTION 5: An employee may request work hours different than the normal working day during the regular 177 day work year by submitting a written request to the Director of Special Education or his/her Designate not less than twenty (20) calendar days in advance except in extenuating circumstances. No changes in work hours will be approved which would interfere with instructional time. The schedule change shall be for not less than thirty (30) calendar days at a time. The change in scheduled work hours will be granted for approved graduate hours in special education and/or classes that are a part of course work contained within special education degree programs. Schedule changes for coaching may be approved at the discretion of the Director of Special Education or his/her Designate. Approval or denial of course work addressed herein shall not be subject to the grievance procedure, nor shall approval or denial of a requested change in work hours which is not required by this contract.

SECTION 6:

- A. All personnel will be required to make up days lost as a result of inclement weather, other acts of God, or circumstances beyond the District's control in excess of four (4).
- B. Inclement Weather Procedures - The Superintendent or his designate shall have the responsibility to close ISD programs and facilities due to weather. When the ISD is closed, all programs and facilities will be closed including Blossomland Learning Center, Lighthouse Education Center, Administrative Center, Truancy Academy and Juvenile Center. Staff are not to report, and will be required to make up days missed beyond four (4) (See Section 6 A).

SECTION 7: Hours of pupil instruction shall be from 8:30 a.m. - 3:15 p.m. each day and the total hours in a year shall not exceed 1140.

FOR THE ASSOCIATION:

FOR THE BOARD:

Myrna Brown */6-5-08*
Myrna Brown, President /Date

Jeffrey Siegel */6-5-08*
Jeff Siegel, Superintendent /Date

Jan Chaudoir */6-5-08*
Jan Chaudoir, Vice Pres. /Date

Jim Palm */6-5-08*
Jim Palm, Asst. Supt. /Date

Michael Schroeder */6-5-08*
Michael Schroeder, MEA /Date

Stephanie Mack */6-5-08*
Stephanie Mack, SE Dir. /Date

Approved by the BCISD Board of Education at the June 11, 2008 meeting.