

**Memo of Agreement
between
Ann Arbor Public Schools
and the
Ann Arbor Education Association (AA#A)**

**Teacher Placement
Tentative Agreement 12-19-2024**

The parties agree to amend the collective bargaining agreement as it relates to Teacher Placement as follows:

7.900 Assignments, Transfers and Reassignments, Vacancies, Promotions and Internships

7.910 Assignments

7.911 All special area teachers and other teachers who will be reassigned shall be given written notice of their tentative class and/or subject assignments, building and room assignments for the forthcoming school year as soon as practicable, and except in cases of emergencies, not later than August 1.

7.912 The Board shall tentatively assign all newly-appointed teachers/NCPS to their specific positions within that subject area and/or grade level to which the Board has appointed them. The Board shall give notice of assignments to new teachers/NCPS as soon as practicable, and except in cases of emergency, not later than one week prior to the teacher/NCPS reporting date.

7.913 In the event that changes in building and subject assignments are proposed after one-week prior notice as indicated above, any teacher/NCPS affected shall be notified promptly in writing.

7.920 Transfers and Reassignments

7.921 Reassignment within Building

7.921.1 All principals shall solicit teacher/NCPS preferences for classes and class schedules each school year. The principal shall work in a collaborative manner with the teacher/NCPS to develop assignments for the following year. In that process, the following standards shall be considered:

- 1) Expertise and/or experience.
- 2) School improvement goals and student achievement needs.

7.921.2 If a teacher/NCPS is involuntarily placed in an area which they have not taught recently or at all, the following provisions shall be followed:

1) Any formal observation of the teacher/NCPS may be delayed for up to one year at the option of the principal, in consultation with that principal's supervisor and a representative of the Human Resource Services Office.

2) Upon request, the teacher/NCPS shall be offered professional development assistance and opportunities to assist them in improving skills and knowledge necessary for the assignment. If the teacher utilizes this DISTRICT APPROVED professional development, and it is provided outside the school day, the teacher will be paid at the BA minimum hourly rate for participation in the professional development.

3) Any tenured teacher schedule for a skip year will not be evaluated until their next scheduled evaluation per the MOA on Teacher Evaluation #7 dated August 6, 2024.

7.921.3 Teacher/NCPS who have been involuntarily re-assigned between school years within a building and believe that the assignment process described in Section 7.921.1 was not followed, that the criteria were not used properly, or have reason to believe that they have been treated unfairly may request a meeting with the principal and a representative of the Association to discuss the situation and possible alternatives. If the meeting does not resolve the matter, the teacher/NCPS may appeal to the Human Resource Services Office. In that instance, representatives of that office, the Association, the teacher/NCPS and the principal will meet within ten (10) calendar days to discuss the problem and seek resolution.

7.923 Involuntary Transfer

7.923.1 To the extent possible, no vacancy shall be filled by means of involuntary transfer if there is a known qualified and appropriate volunteer available to fill such position. The Board shall post all vacancies requiring transfer, voluntary or involuntary, in accordance with Section 7.931; except in circumstances where there is surplus or laid off staff to be placed.

- 7.923.2 Notice of an administrator's recommendation for involuntary transfer or reassignment, including reasons necessitating such change, shall be given both verbally and in writing by that administrator, as soon as practicable. Such recommendation will be acted upon by a representative of the Human Resource Services Office and a written notice of their decision shall be delivered promptly to the teacher/NCPS.
- 7.923.3 When an involuntary transfer or reassignment is necessary, number of years of experience in the Ann Arbor Education Association, kind of experience, certification, and demonstrable program needs shall be considered in determining which teacher/NCPS is to be transferred or reassigned. From this grouping, the teacher with the least experience will be involuntarily transferred. Such transfers will not be done for disciplinary reasons.
- 7.923.4 Experience shall mean months, days and years of certificated employment in the Ann Arbor Education Association. Experience and seniority are used interchangeably in this Agreement. If two or more teachers/NCPS have the same length of experience and the Board must decide on transferring one of the teacher/NCPS, the last four digits of the NCPS social security number will be used as a tie breaker. The lower number will have the most seniority.
- 7.923.5 The procedure for identifying the teacher/NCPS to be involuntarily transferred shall include:
- 1) Preparing a list of teacher/NCPS by years of experience in the Ann Arbor Education Association who work in each building where a transfer(s) is/are necessary.
 - 2) Proceeding along this experience list from least experience to most experience in the Ann Arbor Education Association identifying certification and demonstrable programmatic needs.
- The Association will be provided these lists at least two (2) weeks prior to the effective date of the involuntary transfer.
- All factors cited in Section 7.923.3 will be considered when making an involuntary transfer of one or more teacher/NCPS.
- 7.923.6 NCPS who have been involuntarily transferred or who agree to a placement that they did not seek, from a building or department (Language Arts, Student Support Services, etc.) shall be given first right of refusal for two (2) years or up to two (2) offers whichever comes first, when a vacancy in a similar position occurs in that building or department.

7.923.7 Involuntary transfers of teacher/NCPS will not be made for the purpose of racially balancing the staff of a school unless the Board of Education is so directed by a court of competent jurisdiction.

7.923.8 Teachers who have been involuntarily reassigned between buildings shall have the right to return to their previous position if a vacancy opens up in that area within three (3) years.

7.924.1 Surplus teacher/NCPS being involuntarily transferred or reassigned shall have preference over those seeking voluntary transfer or reassignment in regard to existing vacancies, provided the selection of vacancy is compatible with the reason for transfer or reassignment and Section 7.923.1 above. All transfers and reassignments shall be made in conformity with the Michigan Teachers' Tenure Act.

7.924.2 If NCPS counselors are to be reassigned from counseling positions, the Board shall reassign the counselor with the least experience in the district as a counselor, and voluntarily transfer other counselors as necessary to readjust the counseling staff to where they are needed. NCPS Counselors shall be considered as a system-wide group for this process with no differentiation between middle and high school levels.

If voluntary transfers do not accomplish the necessary reassignments, the Board may invoke the involuntary transfer process to fill the need. NCPS reassigned from counseling in this manner shall be entitled to the first available NCPS vacancy in counseling.

7.924.3 In circumstances of involuntary transfer to a different building, a teacher will be paid a maximum of 10 hours at the BA minimum to move and set up their classroom materials.

7.929 Voluntary Transfers of Teachers/NCPS

7.929.1 Teachers/NCPS who wish a transfer for any posted position that they are certified to fill will use the process defined in 7.940. The Voluntary Transfer shall contain all of the teacher/NCPS's current certifications and any other information the teacher/NCPS may wish to share regarding their education and experience. The request will also contain a phone#, and email address

7.929.3 The teacher/NCPS requesting a position will be submitted to the principal. The principal will choose to conduct an informal interview with all of the internal candidates.

In circumstances where there are more than five internal candidates, the principal will informally interview the five (5) most senior candidates. If one of these internal candidates are not selected for the position, the next five (5) most senior internal candidates will be interviewed.

Exceptions to this provision may be made in order to fill advanced level courses with the approval of the district and the Association.

7.929.4 All vacancies will be filled through the normal posting process as soon as practicable.

7.929.5 Building reconfigurations, based upon enrollment changes which necessitate reassignments, may include the transferred teacher/NCPS. Any other reassignment must align with the teacher/NCPS's transfer request or be required by current contract language.

7.929.6 Each teacher/NCPS who has applied for a vacancy shall be notified in writing of either acceptance or rejection of the request as soon as possible after the decision on such request is made. In case of rejection, the teacher/NCPS shall be entitled to a reason.

7.929.7 In circumstances involving a dispute, a representative for Human Resource Services shall make the final decisions on the requests for voluntary transfer.

7.929.8 A written request to the Human Resource Services Office may be made by any two (2) NCPS who wish to exchange assignments for up to one school year provided:

a) The administrators who would be affected agree to the exchange, and

b) The NCPS involved are qualified pursuant to Board policy.

Application for this exchange must be submitted to the Human Resource Services Office by June 1 for the following school year. This provision is not subject to the posting procedure. A representative for Human Resource Services shall make the final decision on all requests for such exchange in assignments.

7.930 Posting Procedure

- 7.931.1 Whenever any position in the District becomes vacant, or is newly established, the Board shall post the same by emailing a posting of each position to the Association placing the posting on the District website, and including the posting in the district email of District Announcements – Job Postings. These positions shall be posted for five (5) school days or seven (7) calendar days.
- 7.931.2 A posting will include the position, the FTE and building location(s) of the assignment. If the assignment includes multiple building locations, the posting will include the FTE assigned to each of the multiple building locations.
- 7.931.3 Positions shall not be filled, on a permanent basis, until posting timelines specified in Section 7.931.1 have been met.
- 7.931.4 It shall not be necessary to post a vacant position which has been temporarily filled if the teacher filling the position immediately prior to the temporary assignment is to return to that same position.

7.940 Application Procedures

- 7.941 Any teacher/NCPS may apply for any vacant position. In filling such a position, the Board agrees to consider such factors as the professional background and attainment of all such applicants, their length of service and work performance in regular and extra assignments in the school district and experience elsewhere. Staffing practices will reflect the Ann Arbor Public Schools and community's desire for diversity. Internal applicants shall be considered before seeking outside applicants; however, the filling of vacancies during the school year may be done utilizing the provisions of Section 7.910 and its subsections.
- 7.942 Once a selection has been made, each candidate shall be notified of this action. The candidate then has the right to a conference with a representative for Human Resource Services to discuss the reasons for their rejection.
- 7.943 If any teacher/NCPS wishes to reapply for a vacant position, they may bring their current application up-to-date rather than resubmitting a completely new application.

7.944 Part-time teacher/NCPS who have requested an increase in time shall be given an interview, upon request, prior to or along with the other selected applicants who are not currently under contract with the district. This right will only exist in filling positions for which those teacher/NCPS are qualified, for the beginning of the school year.

7.950 Administrative Internship

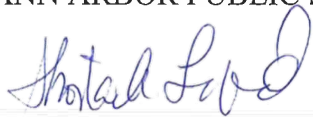
7.951 The Board intends to continue to provide administrative internships for assisting in identifying and training potential appointees, from among the professional staff, to administrative positions that probably will become vacant or be newly established within the current or next school year. The Board, however, shall not be limited by such internships or to interns in making appointments, but may consider others, both in and outside of employment with the Board, using the criteria outlined in Section 7.941.

7.952 The Board shall notify the Association as internships are established. Any teacher/NCPS may apply for any available internship, and shall receive due consideration according to the criteria outlined in Section 7.941.

7.953 Internships may be on a full or part-time basis, for such period or time as may be reasonably appropriate, and may be combined with other work normally assigned. An intern shall be paid the salary they would have received had they remained a teacher/NCPS, but they shall not be a member of the bargaining unit.

ANN ARBOR PUBLIC SCHOOLS

ANN ARBOR EDUCATION ASSOCIATION



Shonta Langford, Assistant Superintendent



George Przygodski, 3C Executive Director

02/27/2025

Date

2-27-2025

Date