

6/30/99

Agreement

between

Kalamazoo County Education Association

and

Galesburg-Augusta Community Schools

July 1, 1996

through

June 30, 1999

Galesburg-Augusta Community Schools

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ARTICLE I
CONTRACT ADMINISTRATION

Section A: Recognition. The Employer recognizes the Association as the sole and exclusive collective bargaining representative for all teachers employed by the Board for the purpose of collective bargaining in respect to wages, hours and working conditions. The Board agrees not to negotiate with any teachers' organization other than the Association so long as the Association shall be the certified bargaining representative of the teachers.

Section B: Definitions and Interpretations. Except as otherwise expressly provided in this Agreement, the words and phrases hereinafter set forth shall have the following meaning:

1. **Day** shall mean a calendar day.
2. **Teacher** shall mean all certified persons employed for grades K-12 for the regular school year by the Board including those on leaves of absence. The Superintendent, Assistant Superintendent, Assistants to the Superintendent, Principals, Assistant Principals, substitute teachers and teachers' aides are expressly excluded.
3. **Part-Time Teacher** means a teacher regularly employed under contract for less than a full work week or a full work day. The fringe and leave benefits of a part-time teacher shall be substantially proportionate to the number of hours employed per week.

Section C: Management Rights. The Association recognizes that except as specifically limited or abrogated by the terms and provisions of this Agreement and to the extent authorized by law, all rights to manage and direct the operations and activities of the School District and to supervise the teachers are vested solely and exclusively in the Board.

Section D: Scope, Alteration and Waiver of Agreement.

1. No alteration, variation, waiver or modification of any of the terms or conditions or covenants contained herein shall be made by any teacher or group of teachers with the Board unless executed in writing between the parties hereto.
2. The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of the terms and conditions herein.

ARTICLE II PROFESSIONAL SERVICES

Section A: School Year. The number of student and teacher days shall be as set forth in the School Calendar. In order to comply with membership day or other requirements imposed by state law or regulation, the Board, after consultation with the Association, may modify or extend the School Calendar. A teacher required to work in excess of the number of days set forth in the School Calendar shall be entitled to a proportionate increase in compensation.

Section B: Professional Duties. The parties recognize that the commitment of a teacher cannot be measured merely by time, that the proper discharge of professional duties may require an uneven expenditure of time during the school year and that all of the provisions herein set forth are conditioned by the responsibility of each teacher to fully and completely discharge his/her professional responsibilities. The parties further recognize that many changes are occurring and will continue to occur in the field of education and that if a quality educational program is to be achieved, it is essential that the parties and the teachers maintain an attitude which will support innovation and change but which will also assure that neither the teachers, the students, nor the District will be unfairly treated. Policies, scheduling, instruction, professional duties and the work day shall conform to the following guidelines, namely:

Section C: General Provisions.

1. No teacher shall be required to report for duty earlier than fifteen (15) minutes before the opening of the pupils' regular school day in the morning. Teachers shall remain no less than fifteen (15) minutes following the end of the student day or the day's end preparation period, whichever is later.
2. Teachers shall not be assigned unpaid lunch period supervision. "Lunch period" as defined by the Employer shall not be less than thirty (30) minutes. Volunteers will be used to the extent available.
3. The Employer shall save harmless from any liability all teachers who dispense medication to pupils in accordance with Board policy.
4. In the absence of the building principal, teachers shall not normally be held accountable or made responsible for the administration or supervision of the building.

Section D: Elementary Planning Time. The normal work week for a full-time regularly assigned elementary classroom teacher shall include:

1. No more than twenty-six and one-quarter (26 1/4) hours of pupil/teacher contact.

ARTICLE II—PROFESSIONAL SERVICES - Continued

A teacher will be excused from such a duty if he/she notifies his/her principal that the duty conflicts with an academic event involving a member of his/her immediate family.

Section J: Work Load. It is the goal of the parties that teachers in the same pay classification shall have substantially equal work loads and productivity. However, it is recognized that the professional work load and effort of each teacher cannot be precisely measured. The parties recognize, however, that at least the following factors should be considered, namely:

1. **Class Size Criteria.** The establishment of student/teacher ratio guidelines is recognized as a useful reference point when used in conjunction with at least the other guidelines hereinafter set forth. The student/teacher guidelines for the average classroom computed on a District-wide basis are as follows:

Grade Classifications	Student/Teacher Ratio
K-3	25 to 1
4-5	27 to 1
Middle School	30 to 1
High School	30 to 1

2. **Method of Computation.** Determine the number of students in all classes within the classification (i.e., K-3) and divide by the number of full-time regular education classroom teachers in that classification. Excluded from this computation are students and teachers of special programs which specify lower student/teacher ratios (such as: Self-contained Special Education classrooms). Also excluded are special teachers of students who are also assigned to regular education classrooms (Such as: Resource Room, Music, P.E.). Whether or not to exclude a new program from this computation will be agreed upon by the parties..

3. **Other Guidelines.** In addition to the student/teacher ratio it is recognized that any accurate measure of the professional effort required, the quality of the instruction given or of the results obtained should also consider the following factors, namely:

- (a) The subject matter.
- (b) The teaching strategy.
- (c) The distribution, maturation level, or special needs of the students.
- (d) The training and experience of the teacher.
- (e) The quantity, quality and type of physical facilities and teaching aids available.

ARTICLE II—PROFESSIONAL SERVICES - Continued

- (3) Previous successful performance at the grade level or in the subject area in which the assignment occurs.
 - (4) Other special certifications/endorsements which are needed in the position or building.
2. The length of service in the District.
3. The preference of the teacher for the assignment.
4. The opportunity for the professional growth of the teacher as determined by the teacher.
5. Building class schedules and/or assignments and work loads of other teachers in the building.

Section M: Assignment Procedure.

1. **Assignment Preference.** Subject to the assignment criteria the most senior eligible teacher shall be given preference for the assignment.

Section N: Transfer and Vacancy. A vacancy shall be defined as an unfilled position, as approved by the Board, resulting from the creation of a new position, a resignation, a retirement, a termination, or a transfer.

1. **Posting of Vacancies**
 - (a) **During the School Year.** When a vacancy occurs during the school year the District may elect to either—
 - (1) fill the vacancy on a temporary basis and post the vacancy for assignment the following school year, or
 - (2) post and fill the vacancy.
 - (b) Vacancies shall be posted in each building for five (5) days with a copy provided to the Association President.
 - (c) **During the Summer Break - Vacancies** which arise during the summer break shall also be posted in each school building for five (5) days with a copy to the Association President. In addition, a teacher may request in writing, that the Personnel Office notify them of these vacancies.

ARTICLE II—PROFESSIONAL SERVICES - Continued

those positions should the appropriate vacancy occur, providing they are properly certified by the State of Michigan.

Section Q: Layoffs and Recall. The Board is authorized to lay off and recall teachers, provided that the layoff and recall of teachers shall be in accordance with the provisions set forth as follows:

1. The parties do hereby agree that the layoff will be by seniority from the bottom up, so long as the remaining staff is certified and qualified to fulfill the selected educational program.
2. Teachers will be recalled in the order of those most senior who are certified and qualified to fill vacancies in the educational program.
3. Seniority shall be measured from the most recent date of hire by the District. In addition, a teacher will be credited with other Galesburg-Augusta years of teaching experience acquired before such recent date of hire. Where two (2) or more teachers are hired on the same day, the reverse alphabetical order of last names shall be the determining factor. Beginning July 1, 1990, seniority shall be recorded by years of service rounded to three (3) decimal places, and shall accrue only to the extent the employee receives compensation. Seniority for days during which a teacher receives no compensation shall be deducted on a pro rata basis. Under no circumstances shall more than one (1) year of seniority accrue during a fiscal year, nor shall extra work such as schedule B items, kindergarten round-up, extended contract, etc., be used in lieu of or in addition to the contract year. Seniority accrual for a teacher whose contract is less than full time shall be reduced proportionately. Seniority shall not accrue during a period of layoff. Upon recall, seniority accrued prior to layoff shall be restored.
4. Prior to August 15 of each school year, the Board shall furnish the Association President with a list reflecting seniority status as of the immediately preceding June 30th. Challenges to the seniority list must be submitted to the Board by the Association on or before the fourth Friday of each school year.
5. The Kalamazoo County Education Association agrees to save and hold the Galesburg-Augusta Board of Education harmless for all legal expense, claims or damages of any description which may arise from application of this provision.
6. "Qualified" shall be defined as found in Article 2, Section L(1) of the Assignment Criteria.

ARTICLE II—PROFESSIONAL SERVICES - Continued

1. When school is cancelled, teachers will not be required to report.
2. The first two (2) cancelled days will not be rescheduled.
3. Any additional days cancelled on or before seven (7) days preceding a snow day makeup shall be rescheduled during snow day makeup. If additional days are required, they shall be made up by extending the school year. The last day for teachers shall be postponed until the day after the rescheduled day(s) is made up.

Section T: School Improvement

1. **Definition.** School Improvement is a joint planning and problem solving process that seeks to improve the quality of life in the school and the delivery of quality education. This decision-making process allows the individuals closest to the decisions' effect(s) to be directly involved in those decisions. Accordingly, the Board and the Association encourage the development and implementation of School Improvement Teams at each school within the district
2. **Membership.** A building School Improvement Team (SIT) shall consist of the principal and a cross section of building teachers. The teacher representatives shall be selected by the teaching staff. Membership on the SIT shall be voluntary. The SIT will also include building support staff, community members (preferably parents of students in that building), and, if appropriate, students. Membership shall be established annually by August 31.
3. **SIT Officers.** The SIT shall have a chairperson, assistant chairperson, time keeper and recorder. These officers shall be selected by the SIT. The principal shall not serve as the SIT chairperson.
4. **Meetings.** SIT meetings shall be announced and open to the public. They will generally be held after school during a regular staff meeting time. Attendance at SIT meetings is voluntary.
5. **Responsibility.** The main responsibility of the SIT is to develop and recommend a School Improvement Plan (SIP). All decisions regarding the SIP shall be reached by consensus. (Consensus on a decision does not imply total approval, but that the parties can live with what has been proposed.) The scope of the plan shall be limited to:
 - Education Philosophy and Purpose
 - Professional Development
 - Building Organization and Operation

ARTICLE II—PROFESSIONAL SERVICES - Continued

- (b) The August meeting will be part of the annual Leadership retreat.
- (c) The other regular meetings, throughout the year may involve half-days, if extended time is needed.

4. Responsibility/Authority:

- (a) The Leadership Council will develop solutions when problems emerge as departments and buildings make adjustments in curriculum and instruction as related to the annual plan.
- (b) If school board approval is needed, recommendations of the Leadership Council will be directed to the superintendent.
- (c) The chief areas of responsibility for the Leadership Council are the coordination of implementation of the annual plan (curriculum and instruction components) and district-wide staff development.

ARTICLE III—COMPENSATION AND BENEFITS - Continued

Section F: Student Activities. Student activity assignments described on Schedule "B" shall be compensated as therein provided.

Section G: Deductions. The Board shall have the right to deduct from the pay of each teacher such amounts as may be required by law, which may be due the Board from the teacher, or which are expressly authorized by the teacher in writing. The Board shall also have the right to limit the number of deductions and/or to make a reasonable charge for changes in deductions.

Section H: Insurance. Hospital and medical insurance shall be provided on the terms and conditions set forth in Schedule "C."

ARTICLE IV—LEAVES OF ABSENCE - Continued

5. At the beginning of each school year, each teacher shall be notified of the total number of sick leave days to which said teacher is entitled.

Section B: Personal Leave. Personal leave shall be provided for teachers at a rate of two (2) days per year with pay and shall be subject to the following provisions and limitations.

1. The two (2) days per year shall be granted upon request and no reason for such request need be stated. Such leave shall be accumulative to three (3) days. Excess beyond the three (3) days shall become unusable personal days added to the pool in Section B(4). Use of these days shall be subject only to the following limitations:

(a) Leave shall not be granted the day preceding or following a holiday or vacation, the day or evening of Parent/Teacher Conferences or a day of scheduled in-service training.

(b) Such leave shall not be granted on a day when a teacher has planned unusual and special student activities which cannot be conducted by a substitute and would materially affect the quality of education of the teacher's students.

2. Teachers shall be granted necessary leave time during the work day to attend the Parent/Teacher Conferences for their own children. The leave time shall be scheduled by the Employer after consultation with the teacher at a time when it will least affect the educational needs of the School District.

3. In order to ensure the maximum level of education in the absence of the teacher, a reasonable effort shall be made by each teacher using personal leave to submit a personal leave form to the Employer at least forty-eight (48) hours in advance of said leave. If circumstances do not permit forty-eight (48) hours notice, no less than twenty-four (24) hours shall be given except in an emergency. When emergency leave is necessary, a leave application shall be submitted at the earliest possible time. For an emergency leave, specific reasons shall be stated, but shall be kept confidential by the Administration at the request of the teacher.

4. A maximum of ninety (90) unused sick leave days and a maximum of twenty (20) unused personal leave days shall be permitted to accumulate to a total of one hundred ten (110) days. Upon voluntary termination of employment, the teacher shall be paid a sum equal to the current per diem rate of pay for substitute teachers for each of combined accumulated sick leave and personal leave in excess of ninety (90) days.

ARTICLE IV—LEAVES OF ABSENCE - Continued

3. No more than one (1) person shall be granted sabbatical leave per school year.
4. A teacher wishing sabbatical leave must prepare a request and submit an outline of plans to the Employer by the end of the first semester of the school year preceding the year of intended leave.
5. The Employer shall rule on the applications within thirty (30) days following the deadline for application.
6. Salary during sabbatical leave shall be not more than seventy-five (75%) percent of salary provided that such sum shall not be in excess of any amount permitted by law.
7. A teacher who takes a sabbatical leave further agrees to teach in Galesburg-Augusta Schools for three (3) years following such leave.
8. If a teacher who has taken sabbatical leave does not comply with the above provision, he shall be obligated to repay his/her sabbatical leave salary prorated according to time not repaid as stated in Article 4, Section F-7.

Section G: Meritorious Leave. The Board may grant a leave to any teacher on such terms as the Board and the teacher shall agree for meritorious reasons not otherwise provided herein. In determining whether to grant any such leave, the Board shall consider:

1. The past performance of the teacher.
2. The staffing needs and other requirements of the District.
3. The length of service of the teacher and the probability that the teacher will return to the service of the District.
4. The purpose or purposes of the leave.

Section H: Association Leaves. The Employer grants the Association seven (7) teaching days to be used for Association business at the discretion of the Association President. Except for good cause, three (3) days notice of such absence shall be given the Superintendent by the Association President. More days may be allowed by the Superintendent upon the request of the Association. The Association agrees to pay the cost of the substitute.

ARTICLE V
ASSOCIATION RIGHTS AND RESPONSIBILITIES

Section A: Association Rights. The Association shall have, in addition to other rights expressly set forth herein or provided by law, the following rights:

1. When the District is contemplating a policy, decision or action that would have a significant impact on the terms or conditions of employment of the bargaining unit, it shall notify the Association for the purpose of allowing the Association the opportunity to meet and confer with the appropriate District representative(s) regarding such matter prior to the implementation of same.
2. **Facilities and Equipment.** The use of school buildings at reasonable hours for meetings, and the use of school equipment provided that it shall pay for the reasonable cost of any required labor, materials, or supplies, and for any damage, and provided further that such use shall not interfere with the primary educational use of such facilities or equipment.
3. **Communications Facilities.** The Association may post signed notices of its activities of concern on the school bulletin boards in the teachers' lounges. Signed communications of the foregoing nature may be sent by the Association through the School's direct mail service or placed in teacher mail boxes.
4. **Board Communications.** Copies of the agenda for the official meetings (regular or special) will be mailed to the President of the Association prior to stated meeting. A copy of the proposed budget and budget comparison will also be provided when they are made available to Board members.

Section B: Agency Shop and Dues Deduction. All teachers, following thirty (30) days after the effective date of this Agreement or thirty (30) days after the commencement of employment, whichever comes later, shall have deducted from their pay monthly either:

1. Membership dues of the Association, or
2. Representation service fees in an amount directly attributable to costs of collective bargaining representation, contract administration and grievance adjustment but not more than the amount of dues uniformly required of members of the Association.
3. The Association shall certify to the Board at the beginning of each school year the membership of the Association subject to deduction of membership dues and the amount of the monthly Association dues to be deducted. The Association shall also certify to the Board at the beginning of each school year the amount of the monthly representation service fee to be deducted, which amount shall be

ARTICLE V—ASSOCIATION RIGHTS AND RESPONSIBILITIES - Continued

2. No Association activities, except those specifically authorized by this Agreement, shall be allowed to interfere with or interrupt the day-to-day educational processes of the Board.

3. The Association shall be represented at each regular meeting of the Board of Education.

ARTICLE VI—TEACHER RIGHTS AND RESPONSIBILITIES - Continued

the presence of an administrator responsible for the safekeeping of the file. The credentials and references of the teacher shall not be subject to review.

2. A teacher shall be given written notice of the intention to insert any materials in the personnel file which adversely reflect on the character of the teacher's professional services. The teacher will be sent a copy of said materials.

3. Within five (5) days following notice of the intention to insert adverse material, a teacher may request a meeting with the administrator or administrators responsible for such material. Prior to the meeting, the teacher shall be furnished a copy of the material for review. If the objectionable material is not withdrawn or modified in a manner satisfactory to the teacher and the Board, the teacher shall have the right within ten (10) days following the conclusion of the conference to have inserted in the personnel file a statement concerning such material.

Section D: Damage Reimbursement. The Board will reimburse a teacher to the extent provided by law for any uninsured loss, damage or destruction of the personal property of the teacher which arose out of the performance of the teacher's professional duties, expressly excepting any loss, damage or destruction which may have resulted from the misconduct or negligence of such teacher.

Section E: Compensable Injury. If a teacher receives worker's compensation, the Employer will provide such fringe benefits as are regularly due the employee for a period of up to ninety (90) days following the injury.

Section F: Professional Standards.

1. **Standards.** The parties recognize that the certification of a teacher and his/her contractual agreement constitute a continuing representation by the teacher that he/she is qualified to be entrusted with the responsibility for the education of students. Although the parties acknowledge the difficulty of completely and precisely defining the minimum acceptable professional standards for each teacher, it is recognized that they include at least the following:

2. **General Competence.** A teacher shall maintain such level of professional competence as may be required to adequately discharge his/her professional responsibilities which are within the scope of his/her certification.

3. **Preparation for Professional Assignments.** A teacher shall adequately prepare for the discharge of a professional assignment. Adequate preparation shall include the preparation of such materials as may be required by a substitute teacher.

ARTICLE VI—TEACHER RIGHTS AND RESPONSIBILITIES - Continued

3. Accept no gratuities, gifts or favors that might impair, or appear to impair, his/her professional judgment nor offer any favor, service or thing of value to obtain special advantage.

4. Not knowingly withhold or misrepresent information concerning his/her professional qualifications and shall promptly notify the Administration of any physical or mental condition which may temporarily or permanently impair his/her ability to effectively discharge his/her professional responsibilities.

Section H: Safety of Students. A teacher or administrator shall make every reasonable effort to protect students from conditions harmful to learning, health, or safety. For such purpose, a teacher shall promptly notify the Administration of any defective condition in the physical facilities of the District which may reasonably cause injury or illness to persons or property.

Section I: Just Cause. No teacher shall be disciplined without just cause. The Board agrees to implement and to follow a policy of progressive corrective discipline.

ARTICLE VII—PROTECTION OF TEACHERS - Continued

Section I: A parental or student complaint against a teacher shall promptly be called to the teacher's attention. If the complaint is sufficient enough in nature to require a conference with the teacher, the conference shall be scheduled in a timely manner; the teacher may require a 48-hour advance notification..

ARTICLE IX GRIEVANCE PROCEDURE

Section A: Objectives. It is the intention of the parties to provide a peaceful and orderly procedure to resolve any disagreement concerning the interpretation of this Agreement, or Letter(s) of Agreement, which has not been resolved through the use of normal administrative procedures.

Section B: General Procedures.

1. **Definitions.** As used in this Article, the word "claimant" means the party, teacher or Association filing the claim. If a claimant is a teacher, the teacher shall have the right to personally attend each conference or hearing and/or have an authorized representative present.

(a) **"Event"** means the act of omission which the claimant alleges violates one or more provision(s) of this Agreement.

(b) **"Day"** means a calendar day except a Saturday, Sunday or a scheduled holiday or vacation period occurring during the school year.

Section C: Review Levels.

1. **Informal Adjustment.** The claimant shall meet with the Principal for the purpose of attempting to adjust such alleged claim without further proceedings. The request for the meeting must be made within twenty (20) days from the time of the event.

2. **Written Claim.** If the claim is not satisfactorily resolved at the informal conference, the claimant shall have ten (10) days within which to file a written claim which claim shall include:

- (a) An identification of the claimant(s);
- (b) The facts upon which the claim is based;
- (c) The applicable portion(s) of the Agreement allegedly violated;
- (d) The specific relief requested;
- (e) The date of the claim; and
- (f) The signature of the claimant.

ARTICLE IX—GRIEVANCE PROCEDURE - Continued

4 The failure to employ or re-employ any teacher in an extra-curricular activity outlined in Schedule "B" of this Contract. Applicant shall be notified of rejection by letter within five (5) days after the position has been filled.

Section G: Withdrawals and Denials. Any claim or request for advancement to the next claim level which is not made within the time prescribed, shall be deemed to have been withdrawn without prejudice and shall automatically terminate any further proceedings. Any claim which is not answered within the time specified shall be deemed to have been denied and the claim shall automatically advance to the next claim level unless withdrawn.

Section H: Place of Proceedings. All proceedings, short of arbitration shall be held on the Employer's premises. An arbitration hearing shall be held at a location selected by the arbitrator within Kalamazoo County and the cost of any facilities, if any, shall be shared equally by the parties.

Section I: Costs. Any fees paid for the services of an arbitrator will be shared equally by the parties.

ARTICLE X—MISCELLANEOUS CONTRACT PROVISIONS - Continued

Section D: Term of Agreement. This Agreement shall be effective as of July 1, 1996 and shall continue in effect until midnight the 30th of June 1999. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated. This Agreement may be extended by mutual agreement, in writing, signed by both parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the 19th day of August, 1996.

GALESBURG-AUGUSTA
COMMUNITY SCHOOLS

By: E.A. Thompson
President

By: Ronald Amozinski
Chief Negotiator

By: Suzanne S. Lipson

By: Robert W. Thomas

By: Linda A. Walter

By: _____

By: _____

KALAMAZOO COUNTY EDUCATION
ASSOCIATION

By: Margaret J. Lynn
President

By: Wilbe Kupuh
Chief Negotiator

By: Edward Huth
Team Member

By: Suzanna N. Falk
Team Member

By: Cheryl A. Butler
Team Member

By: Carolyn^a Martini
Team Member

By: _____
Team Member

By: C. J. Corolla
Uniserv Director

SCHEDULE "A" - Continued

in order for remuneration or increased salary to be paid. After evidence of obtaining a satisfactory grade in said class, the School District shall immediately reimburse the teacher.

Section C: Teachers substituting for another teacher shall be compensated at the rate of the normal substitute's salary prorated over the actual time performing the other teacher's duties.

Section D: Commencing in the 1990-91 school year, the parties have added steps 21 and 26 to Schedule A. Eligibility for steps 15, 21 and 26 will be based upon a teacher's movement through the step schedule which includes years of service to Galesburg-Augusta and years of experience credited by the District at the time that the teacher was hired. The only exception to such eligibility for steps 15, 21 and 26 are set forth below in Section E.

Section E: All new teachers with no prior teaching experience will be hired at Step 1. It is understood that there may be a need for a rare exception which requires this new teacher to be hired at Step 2 or 3. The administration will confer with the G-AEA Executive Board before an offer of this type is made. Such individuals, and new teachers previously hired on Step 3, will experience a normal progression through the schedule through the 14th step. To be eligible for the longevity payment as set forth in Paragraph 4, such teachers will continue to need fifteen (15) full years of actual teaching experience. Such teachers will also only be eligible for step 21 and step 26 placement upon the completion of full years of actual teaching experience and will not be afforded the two (2) years given at the time of hire for eligibility for such steps.

Section F: The School District agrees that the math, science, communications, global relations and career-vocational-technical departments shall each have a department head elected in accordance with the Curriculum Development Plan dated May 28, 1991 and adopted by the Schools and the Association. The special education staff shall have a special education coordinator appointed by the curriculum coordinator. In addition, each elementary grade shall have appointed a head teacher.

Section G: Teachers required in the course of their work to drive personal automobiles from one school building to another shall receive a car allowance equivalent to the rate established by the Internal Revenue Service. Such rate shall be established on August 1 of each year and shall be effective until the next July 31. The same allowance shall be given for use of personal cars for field trips or other business of the District.

SCHEDULE "B"

Section A: In addition to Schedule "A," other duties shall be compensated as described below. Appearance of certain jobs on Schedule "B" does not make their existence mandatory. New positions shall be compensated at rates agreed upon by the Board and the Association

Section B: Compensation. Annual salary for performing the following extra duties shall be determined by multiplying the following percentages by the step in the BA schedule representing the number of years experience in the activity.

<u>HEAD</u>	<u>ASSISTANT</u>	<u>MIDDLE</u>	<u>SPORT/ACTIVITY</u>
10%	7%		Athletic Director
10%	8%	6%	Football
10%	8%	6%	B. Basketball
10%	8%	6%	G. Basketball
9%*	7%*	6%	Wrestling
9%			Band Director
9%	7%	6%	Volleyball
7%			Soccer
7%	6%		Baseball
7%	6%		Softball
7%	6%	6%	Track
7%			Golf
7%			Cross Country
7%		6%	Tennis
7%			Chorus Director
5%			Play Director
5%	3%	2%	Cheerleading Coach

*The two (2) '88-'89 incumbents in these positions shall continue to receive the percentage as specified in the '88-'89 Contract as long as they are assigned to such extra-duty positions.

	<u>% of BA Base</u>		<u>% of BA Base</u>
Summer Band	8%	Summer Counselor	Pro-rated salary
Class/Club Advisor	1%	Drivers' Training	\$16.30/hr*
Department Head	10.25%	Head Teacher	4%
Jr. Class Advisor	4%	Senior Class Advisor	2%
Special Ed. Coord.	3.5%	Chapter I Director	8%
School Imp. Team Chair	6%	Year Book Advisor	6%
Saturday Detention Super.	\$16.30/hr*	MEAP/HSPT Remediation	\$16.30/hr*
Summer Curriculum/ New Class Prep Work	\$16.30/hr*	Student Council Advisor- HS/MS	2%

*Increase by same percentage as salary schedule.

SCHEDULE "C"
Insurance

Section A: The employer shall provide without cost to the bargaining unit member MESSA-PAK, as described, for the bargaining unit member and his/her entire family. The Employer shall sign the Employer Participation Agreement.

Plan A: For Employees Electing Health Insurance

Health	Super Care I (includes \$5,000 Basic Term Life)
Long Term Disability	66 2/3% \$3,000 maximum 90 Calendar Days—Modified Fill Pre-existing Condition Waiver Maternity Coverage Alcohol/Drug—Same as any other illness Mental/Nervous—Same as any other illness Freeze on Offsets Cost of Living Own Occupation—2 years Minimum Monthly Benefits—5% or \$50
Negotiated Life	\$1,000 AD & D
Vision	VSP-2
Dental	100:90/90/90:\$900 (Class I & II maximums at \$1,000) Plan year: July 1 through June 30

Plan B: For Employees Not Electing Health Insurance

Long Term Disability	Same as above
Negotiated Life	\$1,000 AD & D
Vision	VSP-2
Dental	100:90/90/90:\$900 (Class I & II maximums at \$1,000) Plan year: July 1 through June 30

SCHEDULE "D"
Galesburg-Augusta 1996-97 School Calendar

August 22 (Th.)	New/Probationary Teachers Report
August 23 (F.)	a.m. District and Staff Meetings—p.m. teacher work time
August 26 (M.)	a.m. students report: 1/2 day—p.m. NCA/SIT meeting time
August 27 (T.)	First full day for students
September 2 (M.)	Labor Day—no school
September 25 (W.)	a.m. students: 1/2 day—p.m. staff development
October 31 (Th.)	a.m. K-8 students: 1/2 day—p.m. K-8 teacher prep.
November 5-6 (T., W.)	No students—conferences K-12 (12:30 to 8:00 with 1 hr. dinner)
November 19 (T.)	a.m. students: 1/2 Day—p.m. staff development
November 28-29 (Th. F.)	Thanksgiving break, no school
December 20 (F.)	Last day for teachers and students before holiday break
Dec. 21-Jan. 5	Holiday break, no school
January 6 (M.)	School resumes for teachers and students
January 14-16 (T.-Th.)	High School finals—1/2 day for 9-12 students
January 17 (F.)	End of 1st semester work day—no students
February 20 (Th.)	a.m. students: 1/2 day—p.m. staff development
February 28 (F.)	Mid-winter break or snow make-up (notification by Feb. 21)
March 21 (F.)	a.m. K-8 students: 1/2 day—p.m. K-5 teacher prep., 6-8 records: 1/2 day
March 24-27 (M.-Th.)	a.m. K-5 students: 1/2 day—p.m. teacher conferences (Conf. Mon. and Wed. 12:30 to 8:00 with 1 hr. dinner. Tue. and Thur. Comp.)
March 28-April 6	Spring Break
April 7 (M.)	School resumes for teachers and students
May 5 (M.)	a.m. students: 1/2 day—p.m. staff development
May 26 (M.)	Memorial Day
June 3-5 (T.-Th.)	High School finals—1/2 day for 9-12 students
June 5 (Th.)	Last day for students—1/2 day for all students
June 6 (F.)	Last day for teachers

Student Instructional Hours

High School

8:00 to 12:00

with a 30 minute lunch

12:30 to 2:30

6 instructional hours/day

Half days—Aug. 26, Sept. 25, Nov. 19, Jan. 14, 15, 16,

Feb. 20, May 5, June 3, 4, 5

Middle School

8:20 to 2:45

with a 30 minute lunch

5 hours 55 minutes instructional hours/day

Half days—Aug. 26, Sept. 25, Oct. 31, Nov. 19,

Feb. 20, March 21, May 5, June 5

Teacher Workday

7:45 to 2:45

8:00 to 3:00

LETTER OF AGREEMENT
between
Galesburg-Augusta Community Schools
and the
Galesburg-Augusta Education Association/KCEA

RE: Planning Time and Lunch Periods

Planning time for 1996-97 shall be a minimum of 255 minutes per week for the primary and intermediate staff. This includes a 30 to 35 minute block of planning time per day as determined by a sub-committee of administrators, and teachers. The planning time will also include a 20 minute teacher supervised recess.

The teachers will have a 40 minute duty free lunch period.

It is understood that all pupil-teacher contact time will meet necessary state law requirements.

A sub-committee appointed by the G-AEA negotiating team and board negotiating team will determine the largest continuous block of time possible per day within the parameters of 30 to 35 minutes.

The terms of this agreement shall be enforceable under the terms of the Labor Management Contract Enforcement Procedure found in Article 9 of the negotiated agreement between the Parties.


For the G-AEA/KCEA


For the Galesburg-Augusta Community
Schools

DATE: July 25, 1996

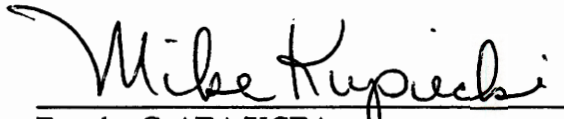
DATE: July 25, 1996

LETTER OF AGREEMENT
between
Galesburg-Augusta Community Schools
and the
Galesburg-Augusta Education Association/KCEA

RE: Article IV, Leaves of Absence

The above referenced Parties agree to continue negotiations on this Article, through their respective representatives, for the express purpose of revising the terms of the Article for conformity with the Family Medical Leave Act. These revisions, upon approval, shall be incorporated as an amendment to the Agreement.

This Agreement shall become effective upon signing by the Parties.



For the G-AEA/KCEA



For the Galesburg-Augusta Community
Schools

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DATE: 10-29-96

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