

8/30/94

MASTER AGREEMENT

between

SPRINGPORT PUBLIC SCHOOLS

and

JACKSON COUNTY EDUCATION ASSOCIATION ME/NEA

1992 - 1994

Springport Public Schools

TABLE OF CONTENTS

PREAMBLE	1
ARTICLE I — RECOGNITION	1
Recognition of Instructional Personnel	1
Definitions.....	2
ARTICLE II — ASSOCIATION RIGHTS	3
Use of School Facilities.....	3
Association Business During School Day	3
Posting of Notices.....	3
Financial Resources of District.....	3
Written Request for Information.....	4
Placement of Matters on Board Agenda	4
Special Conferences	4
ARTICLE III — TEACHER RIGHTS	4
Right to Join JCEA	4
Teacher Rights.....	4
Private Life of Teacher.....	5
Academic Freedom.....	5
ARTICLE IV — BOARD RIGHTS	5
Management/Control Schools' Business.....	5
Past Practices	5
Right to Direct Working Forces.....	6
Continuation of Operations.....	6
Adoption of Rules	6
Qualifications of Employees.....	6
Relocation of Facilities	6
Placement of Operations.....	6
Financial Policies.....	6
Size of Management Organization.....	6
Policy of Training Employees.....	6
Exercise of Rights	6
ARTICLE V—PROFESSIONAL DUES, FEES AND PAYROLL DEDUCTIONS.	7
Deduction of Dues.....	7
Joining JCEA	7
Service Fee.....	7
Installment Deductions	7
Sample Deduction Form.....	8
Deadline for Deductions	8
Dues Authorizations.....	8
Written Amount of Dues.....	8
Deadline for Dues Transmittal	9
Refunds of Dues	9
Disputes.....	9
Hold Harmless.....	9
Payroll Deductions	9
Term "school year"	9

Notification of New Teachers	9
ARTICLE VI — WORKING CONDITIONS	10
Hours.....	10
Time Limits on Class Schedule.....	10
Staff Meeting Limits.....	10
Teaching Loads	10
Duty-Free Lunch Period.....	10
Exceptions in Schedule.....	11
Negotiations After School Hours	11
Compensation for Added Teaching Load	11
Split Shifts.....	11
Relief Periods.....	11
Released Preparation Time.....	11
Limit on Preparations	11
Distribution of Students	11
Class Size.....	12
Qualifications and Assignments	13
Valid Teaching Certificate	13
Areas of Interest	13
Written Notice of Tentative Assignment	13
Addition to Normal Assignment.....	13
Supervisory Teachers of Student Teachers.....	13
Supervisory Master Teachers	13
Disclosing Amounts from Universities.....	14
Written Reports from Supervisory Master Teachers.....	14
Policy of Seeking Minority Groups.....	14
Professional Courtesy.....	14
Supplies and Materials	14
Supplemental Materials for Teachers.....	15
Adequate Restrooms	15
Telephone Facilities.....	16
Vending Machines.....	16
Off-Street Parking.....	16
Unsafe or Hazardous Conditions.....	16
Michigan Workmen's Compensation Law.....	16
Collection of Lunch Money.....	16
Keys to an Assigned Area.....	16
Least Restrictive Environment.....	16
PA25/School Improvement	17
ARTICLE VII — SCHOOL CALENDAR.....	17
Rescheduling Called Off School Days.....	17
Amendment of State Laws.....	18
ARTICLE VIII — VACANCIES, TRANSFERS AND PROMOTIONS.....	18
Changes in Assignment.....	18
Definition of Vacancy	18
Permanent Vacancy.....	18
Applying for Vacancy.....	18
Promotion to Supervisory Level	19
Posting of Notices for Vacancies.....	19
Transfer from School to School.....	19
Retaining Rights after Transfer.....	19

ARTICLE IX — LEAVE OF ABSENCE.....	20
Paid Sick Leave.....	20
Personal Illness/Disability.....	20
Immediate Family.....	20
School Graduation.....	20
Funeral.....	20
Emergency Business Days.....	21
Jury Duty.....	21
Subpoenas.....	21
Association Business.....	22
Unpaid Leaves.....	22
Leaves of Absence.....	22
Requests for Leave.....	23
Reduction in Staff.....	24
ARTICLE X — PROFESSIONAL COMPENSATION.....	24
Credit on Salary Schedule.....	24
Voluntary Extra Duty Assignments.....	24
Personal Automobile Usage.....	24
Retirement Benefits.....	25
ARTICLE XI — PROFESSIONAL GRIEVANCE PROCEDURE.....	25
Violation of Contract.....	25
Grievance Committee.....	25
Grievance Procedure.....	26
Contents of Written Grievances.....	27
Powers of Arbitrator.....	28
ARTICLE XII — TEACHER EVALUATION.....	29
Written Evaluations.....	29
Complaints Regarding Teachers.....	29
Teacher's Personnel File.....	29
ARTICLE XIII — REDUCTION IN PERSONNEL.....	30
Necessary Reduction of Personnel-Layoff.....	30
Recall.....	31
Notification of Layoff.....	31
Definition of "Seniority".....	31
Definition of "Qualified".....	32
Changes in Certification/Qualification.....	33
ARTICLE XIV — STUDENT DISCIPLINE AND TEACHER PROTECTION.....	33
Control of Classroom.....	33
Discipline Problems.....	34
Assault Upon a Teacher.....	34
Loss of Time, Injury at School.....	34
ARTICLE XV — CONTINUITY OF OPERATIONS.....	35
No Strike Clause.....	35
ARTICLE XVI — NEGOTIATIONS PROCEDURES.....	35
Meetings Between Association and Board.....	35

ARTICLE XVII — PROFESSIONAL BEHAVIOR AND IMPROVEMENT	36
Abuse of Sick Leave	36
Association Rep Present at Reprimand	36
Reimbursement of College Courses	37
ARTICLE XVIII — INSURANCE.....	38
MESSA PAK	38
ARTICLE XIX — MISCELLANEOUS PROVISIONS.....	39
Physical Examination	40
Current Address/Phone Number	40
ARTICLE XX — DURATION OF AGREEMENT	42
APPENDIX A — Salary Schedule	43
1992-1993	43
1993-1994	43
Longevity	44
APPENDIX B — EXTRA-CURRICULAR PAY	45
High School	45
Junior High.....	46
Other Extra-Curricular Compensation	46
APPENDIX C — GRIEVANCE REPORT	47
SCHOOL CALENDAR.....	49
TEACHER EVALUATION FORM	51

**MASTER AGREEMENT BETWEEN
SPRINGPORT PUBLIC SCHOOLS AND
JACKSON COUNTY EDUCATION ASSOCIATION, MEA/NEA**

PREAMBLE

This Agreement entered into this 11th day of December, 1992, by and between the Jackson County Education Association, an incorporated association hereinafter called the "JCEA" affiliated with the Michigan Education Association, hereinafter called the "MEA" and the National Education Association, hereinafter called the "NEA," and the Board of Education of Springport Public Schools, Jackson, Calhoun, Eaton and Ingham Counties, Michigan, hereinafter called the "Board." The signatories shall be the sole parties to this Agreement.

WITNESSETH:

WHEREAS, the Board and the JCEA recognize and declare that providing a quality education for the children of Springport is their mutual aim and that the character of such education depends largely upon the quality and morale of the teaching service; and

WHEREAS, the Board has a statutory obligation, pursuant to Act 336 of P.A. of 1947, as amended by Act 379 of P.A. of 1965, to bargain with the JCEA as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment; and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

In consideration of the following mutual covenants, it is hereby agreed as follows:

**ARTICLE I
RECOGNITION**

- A. The Board hereby recognizes the JCEA as exclusive bargaining representative for the purpose of Act 336 of P.A. 1947, as amended, for the following described bargaining unit:

All full time or regularly scheduled part time certified instructional personnel excluding supervisors, summer recreational program employees, teacher aides, and instructors of non-credit adult education programs and

all other employees not specifically included in the aforementioned bargaining unit. A regularly scheduled part time employee shall be defined as an employee employed in the same position on a regular basis for at least five (5) days per week and three (3) hours per day.

Substitute teachers working more than forty five (45) consecutive days in the same assignment shall become members of this bargaining unit for the duration of consecutive days of employment. The substitute teacher shall be placed on the salary schedule at that time and all provisions of the contract shall apply, and the substitute shall then be eligible for benefits on a pro rata basis. However, a substitute teacher shall have no expectancy of continued employment beyond the days of substitute employment required and shall be considered terminated for all purposes at that time.

Temporary teachers shall only be assigned bargaining unit work at the start of a school year and then only when there is reasonable cause to suspect that student enrollment may not warrant the continued employment of said teacher. No later than the first Monday following the fourth Friday in September said temporary teacher shall either be released from employment or shall become a regular member of the bargaining unit covered by the master agreement and paid full salary from the first day of employment and reimbursed for insurance premium costs.

B. Definitions:

1. The term "*teacher*" when hereafter used in this Agreement, shall refer to all employees represented by the JCEA in the bargaining unit or in the negotiating unit as above defined.
2. The term "*Board*" shall include its officers and members and/or its agents.
3. The term "*Association*" when hereinafter used in this Agreement shall be defined as members of the JCEA employed by the Springport Public Schools and included within the above described bargaining unit.
4. The term "*days*" as used in this collective bargaining agreement shall mean work days unless otherwise specified. During the summer months the normal week days shall be treated as work days unless holidays.

ARTICLE II
ASSOCIATION RIGHTS

- A. The Association shall have the right to use school facilities and office equipment such as typewriters, mimeograph machines, other duplicating equipment, calculating machines and also audio-visual equipment, when not otherwise in use. The use of said equipment shall be at such reasonable cost of all materials, labor and supplies incidental to such use and further the Association agrees to pay for any damage to said equipment incidental to Association use.
- B. Authorized representatives of the JCEA, MEA and NEA may, upon checking in with the building principal, enter the school building for the purpose of transacting official Association business during the school day while this contract is in full force and effect. It is expressly understood that any JCEA, MEA or NEA representative shall not, during the course of his/her visit, interrupt or interfere in any way with normal school operations, nor shall he/she have the right to visit a teacher at, or take a teacher from his/her duty station. Further, any JCEA, MEA or NEA representative not so checking into the school building or any representative taking a teacher away from his/her duty station may be barred from further access to the building during the school year and any teacher conversing with a representative knowing that said representative has not complied with the provisions of this paragraph shall be subject to a reprimand the first time and further disciplinary action thereafter.
- C. The Association shall have the exclusive right to post reasonable notices of activities and matters of Association concern on teacher bulletin boards, at least one (1) of which shall be provided in each school building. The Association may use teacher mailboxes for communications to teachers; all such notices shall be signed.
- D. The Board agrees to make available to the JCEA designee upon request available information concerning financial resources of the district, including but not limited to teachers' salaries and placement on salary schedule, annual financial reports and audits, administrative salaries, agendas and minutes of all board meetings, treasurer's reports, census and membership data, and any changes clarifying the above, and such other generally available information as will assist the JCEA in developing intelligent, accurate, informed and constructive negotiation proposals on behalf of the teachers. It is expressly understood that the Board shall not be required to furnish to the JCEA or teachers information of confidential nature obtained from other schools, personnel employment agencies or former employers, such as recommendations for employment and other material of a confidential nature.

Any request for information identified in this paragraph (D) shall be made by the JCEA designee in writing, directed to the Superintendent. An appropriate written response shall be returned to the designated representative within five (5) days from the date said request is received by the Superintendent. Original records may be examined only at the office of the school.

- E. The Board shall place on the agenda of each regular board meeting as the first item for consideration under "new business" any reasonable matters brought to its consideration by the JCEA so long as those matters are made known to the Superintendent's office in writing six (6) calendar days prior to said meeting.
- F. The Board agrees to provide the JCEA with five (5) copies of the officially adopted budget acted on and accepted at the annual budget hearing.
- G. Special conferences for important matters will be arranged between the JCEA designee and the Superintendent upon mutual consent of the parties. Such meetings shall be between at least two (2) members of the JCEA and the Superintendent and a representative of his/her choice.

ARTICLE III TEACHER RIGHTS

- A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every teacher shall have the right freely to organize, join and support the JCEA for the purpose of engaging in collective bargaining or negotiation or other lawful activities for mutual aid and protection. As a duly elected body exercising governmental power under code of law of the State of Michigan, the Board undertakes and agrees that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership or participation in any lawful activity of the JCEA or in collective professional negotiations with the Board, or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment. The exclusive recourse for any alleged discrimination shall be through the appropriate court, commission or tribunal.
- B. Nothing contained herein shall be construed to deny or restrict to any teacher rights he/she may have under the Michigan General School Laws or Michigan Teacher Tenure Act. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

- C. The private life of a teacher is his/her own affair unless his/her conduct should adversely affect his/her relations with students or the discharge of his/her teaching and other school related duties.
- D. The parties seek to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and Bill of Rights, and to instill appreciation of the values of individual personality.

Study, investigation, presentation and interpretation of facts and ideas shall be subject to accepted standards of professional responsibility and applicable laws.

1. The teaching staff will help in developing a sound curriculum which will be subject to the approval of the Board.
2. The teacher must exercise responsibility and prudence, and must realize that teaching in an elementary or a secondary school places special responsibility upon the teacher to carefully consider the maturity level of the student and the special circumstances that surround the teacher/learning relationship.
3. The teacher shall have the responsibility of keeping his/her principal informed of all controversial issues to be taught outside the accepted course of study.

ARTICLE IV **BOARD RIGHTS**

- A. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Board of Education, except those which are clearly and expressly relinquished herein by the Board, shall continue to vest exclusively in and be exercised exclusively by the Board without limitation and without prior negotiations with the JCEA either as to the taking of action under such rights or with respect to the consequence of such action during the term of this Agreement. Such rights shall include, by way of illustration and not by way of limitation, the right to:
 1. Manage and control the schools' business, the equipment, and the operations, and to direct the working forces and concerns of the Board affecting the school district.

2. Continue its rights and past practice of assignment and direction of work to all of its personnel, determine the number of shifts and hours of work, starting times and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement, and the right to establish, modify or change any work or business hours or days.
3. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, assign work or extra duties to employees (if above the employee's classification, such assignment will be temporary and of short duration), determine the size of the work force and to layoff employees.
4. Determine the services, supplies and equipment necessary to continue its operations and to determine the means, methods, schedules and standards of operations, the means, methods, and processes of carrying on the work including automations thereof or changes therein, the institution of new and/or improved methods of changes therein.
5. Adopt reasonable rules, regulations, and policies.
6. Determine the number and qualifications of employees.
7. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings, or other facilities.
8. Determine the placement of operations, productions, service, maintenance or distribution of work, and the source of materials and supplies.
9. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
10. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization provided that the Board shall not abridge any rights of employees as specifically provided for in this Agreement.
11. Determine the policy affecting the selection, testing or training of employees, providing that such selection shall be based upon lawful criteria.

- B. The matters contained in this Agreement and/or the exercise of any rights of the Board are not subject to further negotiations between the parties during the term of this Agreement. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan and the United States.

ARTICLE V
PROFESSIONAL DUES, FEES AND PAYROLL DEDUCTIONS

- A. The Board agrees to deduct from the salaries of teachers dues for the JCEA, which shall include state and national dues when authorized in writing.

As a condition of employment, all employees represented by the JCEA must either join the JCEA or pay a sum equivalent to the basic dues of the JCEA less any amounts not permitted by law as a service fee which shall be specified by the JCEA to the Superintendent in writing at the beginning of the school year. In the event that a teacher fails to authorize dues or the service fee by the second pay day for that teacher within the school year, such teacher will be notified that his/her paychecks pursuant to MCLA 408.477; MSA 17.277(7) will be deducted for an amount equal to the service fee and remitted to the JCEA. Payroll deductions made pursuant to this provision shall be made in equal amounts, as nearly as may be, from the paychecks of each bargaining unit member. Monies so deducted shall be remitted to the JCEA no later than thirty (30) calendar days following deduction.

Bargaining unit members paying the service fee provided for herein or whose service fees have been deducted by the Board from their salaries may object to the amount of the service fee used for matters beyond those permitted by law. The procedure for making such objections is that officially adopted by the JCEA which shall be in accord with determinations of the Michigan Employment Relations Commission and courts. A copy of the procedure shall be made available to members paying the service fee upon written request to the JCEA. The amount of any service fee paid in excess of the amount permitted by law will be refunded to the employee by the JCEA.

- B. Regular dues for any or all of the above stated organizations shall be deducted together, as one (1) deduction, in ten (10) equal bi-weekly installments beginning with the first pay period in October.

Any teacher who elects to pay dues or representation fee in cash may do so by forwarding the total amount to the JCEA designee prior to September 20. The teacher shall, at the same time notify the Superintendent in writing.

C. The form shall be as follows:

On this ____ day of _____, 19___, I, _____, hereby authorize the Board of Education to annually deduct the following sums in ten (10) equal installments or in a lump sum payment as dues from the teacher's salary. I further understand that in the event of a dispute over payments of the above specified amounts, I must seek my remedy from the JCEA. Further, it is my express understanding that this authorization for dues deduction shall be revocable only if I expressly so state in writing, a copy of which must be placed on file with the Superintendent and a copy with the treasurer of the JCEA.

(Name)

Filed with the Board of Education
on the ___ day of _____, 19___

- D. Dues authorizations filed with the Superintendent on or before the fifteenth (15th) day of school of each year, shall become effective with the first scheduled dues deduction of the coming school year. Dues authorizations filed after the fifteenth (15th) day of school by teachers hired prior to September 1 of each year shall be deducted from the first five (5) pay periods of the second semester. Any teacher hired on or after the first day of September of each year shall have fifteen (15) days to file a dues authorization card with the Superintendent.
- E. Dues authorization once filed with the Superintendent shall continue in effect until a revocation form in writing and signed by the teacher is filed with the Superintendent and the designee of the JCEA. It is expressly understood that the Superintendent and the Board need honor only one (1) authorization form per year per teacher.
- F. The JCEA shall, on or before September 1 of each school year, give written notification to the Superintendent of the amount of its dues, which dues are to be deducted in the coming school year under such dues authorization. The amounts of deductions for these dues, as per said written notification shall not be subject to change during the entire school year. It is expressly understood that the Board is not required to deduct any assessment under the terms of this Article. Assessment shall be defined as deductions in addition to the originally specified amount. The

Board will deduct Political Action contributions as an additional part of the dues when voluntarily authorized by individual teachers.

- G. Dues deductions shall be transmitted by the Superintendent to the JCEA designee within thirty (30) calendar days after such deductions are made. The JCEA designee shall be responsible for disbursements of JCEA, MEA, and NEA dues paid to it to the treasurers of those organizations.
- H. All refunds claimed for dues of the JCEA, MEA or NEA under such dues authorizations shall lie solely with the JCEA. The JCEA agrees to reimburse any teacher for the amount of any dues deducted by the Board and paid to the JCEA, which deduction is by error in excess of the proper deduction and agrees to hold the Board harmless from all claims of excessive dues deductions. The Board agrees to assist the JCEA in finding any mathematical errors with respect to refund claims.
- I. Any dispute between the JCEA and the Board which may arise as to whether or not an employee properly executed or properly revoked an authorization card pursuant to this Article shall be reviewed with the employee by a representative of the Board. Until the matter is disposed of, no further deductions shall be made. The Board assumes no liability for the authenticity, execution or revocation of the authorization form.
- J. The JCEA will protect and save harmless the Board from any or all claims, demands, suits and other forms of liability, including attorney fees and unemployment compensation, by reason of action taken or not taken by the Board or its designated agent for the purpose of complying with the above mentioned sections of this article.
- K. Payroll deductions will be made, when properly authorized by teachers, for each of the following:
 - (a) Professional dues or equivalency
 - (b) Insurance
 - (c) Credit union
 - (d) Tax deferred annuities
 - (e) Any plan agreed to jointly by the Board and the JCEA
- L. For the purpose of dues deduction, the term "*school year*" shall include the period beginning with the first teacher working day of school in the fall through the last teacher working day of school in the spring.
- M. The Board agrees to notify the JCEA of all new teachers regularly employed during the school year within one (1) week of the return of a signed contract.

ARTICLE VI
WORKING CONDITIONS

A. Hours:

1. Unless conditions warrant less than full day sessions, the normal daily class schedule shall not begin before 8:00 a.m. and end later than 4:00 p.m. The length of the teacher's day in school shall not exceed seven (7) hours. Teachers shall be required to report fifteen (15) minutes before the start of classes and remain ten (10) minutes after school ends in the elementary and middle school and five (5) minutes after school ends in the high school, with the exclusion of Friday or a day preceding a holiday when teachers may leave after buses depart from their building.
2. Staff meetings will not exceed thirty (30) hours per year or five (5) hours in any given month. Unit staff meetings will not exceed one (1) hour in any given session and will commence within ten (10) minutes of the last dismissal of the students in the grades affected. All other meetings will not exceed two (2) hours in any one (1) session. At the first building staff meeting of the year, a day will be selected for regular staff meetings to facilitate teacher planning. Except in the event of an emergency (such emergency to be decided jointly by the principal and building representative) a minimum of twenty-four (24) hours notice will be given by the administration concerning an upcoming meeting which will state the general but not necessarily the exclusive topic(s) of business.

Teachers will be required to attend meetings called by the Administration subject to the above limitations. Orientation sessions at the beginning of the school year and in-service sessions are not considered as staff meetings for the above limitations.

3. The normal weekly teaching loads will be thirty (30) teaching periods and five (5) unassigned preparation periods for grades 7 and 8, and twenty-five (25) teaching periods and five (5) unassigned preparation periods for grades 9 through 12, or not to exceed an average of five (5) hours of pupil contact per day. Assignment to a supervised study period shall be considered a teacher period for the purposes of this Article. The normal weekly teaching load in the elementary grades (K-6) will not exceed an average of six (6) hours of pupil contact per day.
4. All teachers shall be entitled to a duty-free, uninterrupted lunch period of not less than thirty (30) minutes. However, it is expressly understood that their lunch periods may be staggered in accordance with

scheduling with the building principal, and that no lunch period shall begin before 11:00 a.m.

5. No departure from the above norms, except in case of emergency, shall be made without prior consultation with the JCEA.
6. In order that students may obtain the full benefits of their instruction, it is agreed that all negotiations on behalf of the JCEA with any representative of the Board will take place after regular school hours.
7. If a teacher is assigned to teach more than the normal teaching load as set forth in this Article, he/she shall receive additional compensation at the rate of:

Annual salary divided by number of normal periods taught per day equals the salary for each hour of overload.

8. No teacher shall be required to work a split shift or to teach less than three (3) hours a week in a summer school program. Teachers shall be compensated at not less than their hourly rate, calculated on the basis of the last normal teaching year, for any such programs completely sponsored and financed by the local school district.
9. Elementary teachers will be provided two (2) fifteen (15) minute relief periods each day or one (1) thirty (30) minute relief period each day. On days when school for students starts one (1) hour or more later than normal, the a.m. recess will not be held.
10. In addition to the relief periods, elementary teachers shall have at least sixty (60) minutes per week of released preparation time. Such preparation time shall include all time during which a class is receiving instruction from various teaching specialists.
11. No secondary teacher's assignment will cause more than four (4) preparations per semester without the teacher's consent.
12. Whenever students are not distributed approximately equally within grade levels at the elementary level or within the same subject at the secondary level, the building administrator will discuss the matter with the teachers affected and the JCEA's representative and shall attempt to equalize class sizes between the affected teachers.

B. Class Size:

Because the pupil/teacher ratio is an important aspect of any effective educational program, the parties agree that class size should be lowered (wherever possible) to meet the following optimum standards and maximum numbers. The maximum numbers will not be exceeded in lab, sciences, shop, art, homemaking, and typing classes.

1. Elementary

Grade	Optimum	Maximum
Kindergarten	16	22
First-second grades	15	22
Third-sixth grades	18	25

2. Junior High and Secondary

Where the junior high school classrooms may be self-contained as in the elementary grades, the above optimum and maximum for third-sixth grades will apply.

Class	Optimum	Maximum
English	25	28
Social Studies	25	28
Mathematics	25	28
Science	25	28
Language	25	28
Business	25	28
Typing		32
Office Machines		25
Industrial Arts, General	15	22
Drafting		20
Homemaking		28
Food Preparation		16
Food & Clothing		20
Band and Choir	--	--
Art		28
Physical Educ.	28	35
Hygiene	18	25

3. Special Education

10

15

4. The ratio of pupils to total classroom teachers with the district shall not exceed 27 to 1.

C. Qualifications and Assignments:

1. Every teacher employed by the Board must have a valid teaching certificate. A copy of this certificate must be filed with the Superintendent. Failure to file the certificate or loss of certification may result in loss of employment.
2. Each junior high school teacher shall be required to submit to his/her principal eight (8) areas of interest with regard to exploratory subjects. Teachers shall not be required to teach an exploratory subject outside of the designed area of interest or his/her major or minor unless mutually agreed otherwise.
3. All teachers shall be given written notice of their tentative assignment for the forthcoming year no later than the first day of June. In the event that changes in such are proposed, all teachers affected shall be notified by the principal in writing. A teacher wishing to have a consultation must request it within ten (10) days of the post date of the notification. Only by mutual discussion will changes in teachers' assignments be made later than the fifteenth (15th) day of August preceding the commencement of the school year or the second day of December for the second semester.
4. Except as provided in Article X, Section D, any assignment in addition to the normal teaching schedule during the regular school year, including adult education courses, driver education, extra duties enumerated in Appendix B, and summer school courses, shall not be obligatory but shall be with the consent of the teacher. Preference in making such assignments will be given to tenure teachers regularly employed in the district.
5. Supervisory teachers of student teachers shall be tenured teachers with a minimum of three (3) years experience who voluntarily accept the assignment, and they shall be known as "supervisory master teachers." The parties recognize that "supervisory master teachers" are not supervisory teachers under Public Act 379 of 1965.
6. Supervisory master teachers shall work directly with the college university program coordinator and assist in developing extensive opportunities for the intern teachers to observe and practice the arts and skills of the profession.

7. The Board agrees to provide supervisory master teachers with an extra copy of the most recent texts and building policies for use in assisting an intern teacher.
8. The Board shall disclose the amount received from the university placing the student teachers. Monies made available to the district by the placing university shall be administered monthly by a joint committee composed of the university coordinator, supervisory master teachers, and a representative of the Board in a manner determined by the majority of the committee. The following areas of appropriate expenditures are suggested: in-service training program, released time for permanent staff, and materials and equipment.
9. The supervisory master teacher shall file a written report and evaluation with the university coordinator and the administration with a copy to the intern each four (4) weeks.
10. The Board and the Association, in recognition of the desirability of multi-ethnic representation on the teaching faculty, hereby declares a policy of actively seeking minority group personnel.
11. The Board and the Association hereby endorse the concept of professional courtesy, which shall be duties performed by a teacher during released or non-instructional time for another teacher who is predisposed by circumstances either by or beyond his/her control. In any case, professional courtesy shall be extended only with the consent of both the teacher extending the courtesy and the teacher receiving the courtesy. The building principal shall be notified. (Intent: it is understood that this paragraph shall be used for legitimate situations.)

D. Supplies and Materials:

1. The Board recognizes that appropriate texts, library reference facilities, maps, globes, laboratory equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. Further, that efforts shall be continued to seek and use textbooks and supplementary reading materials which contain the contribution of minority groups to the history, scientific and social development of the United States. The curriculum committee shall make recommendations to the Board concerning the selections and use of educational tools at least once a semester. The Board agrees at all times to keep the schools reasonably equipped and maintained, and work toward providing the number of the above materials necessary for each student's use of each classroom.

2. The Board and the JCEA mutually recognize the importance of supplemental materials for teachers. Accordingly, the Board and the Association will each contribute up to fifty dollars (\$50.00) annually to the formation of teacher reference libraries. These materials shall be approved through the Association Executive Committee.
3. The Board shall provide:
 - a. Lockable space and/or access to a lockable area for each teacher in the district.
 - b. Adequate chalkboard space in every classroom.
 - c. Copies, exclusively for each teacher's use, of all texts used in each of the courses he/she is to teach.
 - d. At least one (1) dictionary in every classroom and make effort to supply up-to-date thesauruses.
 - e. Storage space in each classroom for instructional materials.
 - f. Adequate attendance books, paper, pencils, chalk, erasers, and other such materials required in daily teaching responsibilities providing such is available to the Board.
 - g. Teachers shall not, except if negligent, be responsible for damage or destruction of student records.
 - h. The Board agrees to make available in each school adequate typing, duplicating, stencil and mimeograph facilities and copying paper to aid teachers in the preparation of instructional material, providing such is available to the Board.
 - i. Seating facilities for each student.
4. The Board shall make available and maintain in each school, adequate restroom and lavatory facilities exclusively for teacher use and at least one (1) room, appropriately furnished, which shall be reserved for use as a faculty lounge to the extent that these facilities may be provided without cost for construction or remodeling of existing facilities. One (1) table in the lunch room may be reserved for faculty use. Provision for such facilities will be made in all future buildings. A separate area other than the lounge shall be made available for smoking.

5. Telephone facilities shall be made available without charge to teachers for their use in conducting school or other professional business, and local personal calls. Charges on long distance personal calls will be assumed by the individual teacher.
6. The Association may, at its expense, install and maintain vending machines in the teachers' lounge.
7. Adequate off-street parking area shall be provided and maintained for faculty use to the extent that parking facilities may be provided without cost for reconstruction or additions to existing facilities.
8. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being, providing that this provision shall not be construed as limiting a teacher's teaching duties and responsibilities in regard to maintaining student discipline.
9. All teachers are covered by Michigan Worker's Compensation Law. Accidents and injuries are to be reported to the employee's supervisor immediately. Board liability shall be in accordance with the law.
10. The teacher shall not be required to collect monies for lunches, milk or charitable organizations except on the first student day of the week which shall be deemed the normal collection day.
11. Keys to an assigned area of a building shall be made available upon request to any teacher.

E. Least Restrictive Environment:

1. The Board shall, upon request, consult with any regular classroom teacher responsible for the implementation of the LRE concept about needed training and other matters pertaining to such implementation. Whenever practical, the regular classroom teacher primarily responsible for teaching a special needs student shall be invited to the IEPC. It is in the interest of both parties to jointly establish and implement procedures, guidelines, and working conditions to promote the quality of education for special needs students enrolled in the district. Should problems arise, both parties agree to work cooperatively and bargain to find solutions to such problems. In no case shall the district be prevented from fulfilling the requirements of the law.
2. A regular classroom teacher shall not be expected to perform routine, scheduled maintenance of a medical appliance or apparatus used by the

student to sustain his/her bodily functions or render routine, scheduled care or maintenance of exceptional bodily functions related to the student's impaired condition, except in emergency situations. The teacher shall be informed and instructed as to emergency measures which may be necessary on occasion due to the student's impaired condition. Otherwise, it is the responsibility of the teacher to implement the student's individualized educational plan while attending to the educational needs of the student while in the teacher's class.

F. PA25/School Improvement:

1. Participation, outside the normal employee work day and the established exceptions to such, on any school improvement committee or related activity established pursuant to PA25 (1990) shall be voluntary.
2. Such voluntary participation or non participation shall not be used as criteria for discipline or discharge.
3. Decisions made by school improvement committees shall not violate the terms of this Master Agreement.

**ARTICLE VII
SCHOOL CALENDAR**

- A. For the term of this Agreement, the school calendar shall be as set forth in Appendix E.
- B. Any deviation shall be in accordance with the following provisions.
- C. When school is officially called off, teachers will not report for work.
- D. When such days are rescheduled, in order to provide the required number of days of instruction for the district to receive full state aid pursuant to the State Aid Act, bargaining unit members shall be required to report to work. The rescheduling of such days shall not entitle employees to additional compensation, nor shall such days operate to reduce compensation, delay compensation or increase the work time of employees. Rescheduled days shall be added to the end of the school year. Should any bargaining unit member collect unemployment compensation when schools are closed due to circumstances beyond the control of school authorities, such individual's compensation shall be reduced a corresponding amount so that the individual's compensation together with

unemployment compensation received for such days shall equal the teacher's total compensation due according to this Agreement. Teachers will be paid on an additional per diem rate only for any days which they are required to work as part of the regular school year beyond one hundred eighty-five (185).

- E. Should the state law be amended during the term of this Agreement to permit all such days of closure without a requirement that same be rescheduled, the parties agree to refer to the practice and language in effect under the terms of the 1983-86 Collective Bargaining Agreement.
- F. Any decision to cancel days shall not be grievable.

ARTICLE VIII **VACANCIES, TRANSFERS AND PROMOTIONS**

- A. The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its teachers. Requests by a teacher for transfer to a different class, building, or position shall be made in writing, one (1) copy of which shall be filed with the Superintendent and one (1) copy shall be filed with the JCEA. The request shall set forth the reasons for transfer, the school, grade or position sought, and applicant's academic qualifications.
- B. A vacancy shall be defined for purposes of this contract as a permanently vacant position to be filled which was previously held by a teacher or when a new position is created, and there is no one which is to be assigned to the position to prevent layoff of current teaching staff. "Permanently" shall mean a position which it is anticipated will need to be filled for at least a full school year.
- C. Whenever any permanent vacancy in a professional or extra curricular position in the district shall occur, the Board shall publicize the same by giving written notice of such vacancy to the JCEA designee and provide for appropriate posting on the bulletin board in the teachers' lounges. The vacancy will remain posted for a period of ten (10) calendar days and will not be permanently filled until the expiration thereof. Any new positions, including supervisory positions, shall be posted with accompanying job description.
- D. Any teacher possessing qualifications to apply for such vacancy may do so in writing to the Superintendent's office within the ten (10) day posting period. The Board agrees to reasonably consider professional background and attainments of all applicants, length of service in the district, building,

class level, area of specialization, and other relevant factors for any promotion outside the bargaining unit or for vacancies in the bargaining unit other than classroom teaching positions. If a teacher is qualified for a classroom teaching vacancy said vacancy will be filled by the most senior applicant. For purposes of this Article, the term "qualified" shall be defined as set forth in Article XIII, Section G.

- E. Since a promotion would result in placing a teacher in a supervisory position and hence excluded from the terms of this contract, the Board reserves the right to promote on the basis of its own judgments of qualifications and also to hire new employees for any such opening or vacancy.
- F. Posting of notices for professional vacancies mentioned in this Article shall be posted in the Board office and through the JCEA designee when school is adjourned for the summer months. Teachers notifying the Superintendent's office of their desire to receive postings will be mailed such notices at their home address and each teacher will be responsible for postage costs.
- G. Since the frequent transfer of teachers from one school to another is disruptive of the educational process and interferes with optimum teacher performance, the parties agree that unrequested transfers of teachers are to be minimized and avoided unless necessary. Before a voluntary or involuntary permanent transfer of an elementary teacher is made to a different grade, all elementary teachers shall be informed that such a transfer is contemplated and encouraged to express their interest in any such transfer. Such notice shall not constitute a posting nor shall it in any way limit or restrict the district's right of assignment, including the right to make voluntary or involuntary transfers as provided in this Article. If an involuntary transfer is made the Superintendent shall notify the affected teacher(s) of the reasons for his or her transfer. In the event an involuntary transfer is determined necessary and certification, qualification and all other factors are considered satisfactory, the teacher with the least seniority shall be transferred.
- H. Any teacher who shall be transferred to a supervisory or executive position shall be entitled to retain such rights as he/she had under this Agreement prior to such transfer to supervisory or executive status upon his/her return to a classroom teaching position, including seniority rights for purposes of layoff, but shall not accrue seniority as a teacher for time served in an administrative capacity. Such seniority rights may be exercised to re-enter the bargaining unit if the administrator is laid off as an administrator.

ARTICLE IX
LEAVE OF ABSENCE

A. Paid

- 1. Sick Leave.** All full time teachers absent from duty shall be allowed a total of ten (10) days per school year, accumulative to one hundred sixty (160) days, with pay, which may be used for the following reasons:
 - a.** Personal illness and disability as required by law, including illness or disability due to pregnancy or child birth, except when entitled to worker's compensation.
 - b.** Critical illness in the immediate family (spouse, children, parents, parents-in-law, brothers and sisters, grandchildren, grandparents, brother-in-law, sister-in-law) maximum five (5) days.
 - c.** Attendance at the school graduation of a son, daughter or spouse (maximum of one (1) day). This shall not be granted during final exams.
 - d.** Attendance at the funeral of a member of immediate family or a person whose relationship to the teacher warrants such attention in the discretion of the Superintendent.
 - e.** Death in the immediately family (as defined above) maximum five (5) days, two (2) days not deductible from sick leave.
 - f.** The following conditions shall apply:
 - i.** Each day of the sick leave hereinabove granted shall accrue as of the first day of the month during the school year.
 - ii.** Teachers shall be required to notify the building principal in the event of an absence due to personal, critical or emergency illnesses between 6:00 a.m. and 7:00 a.m. of the expected day of absence so that a substitute may be obtained unless circumstances make such notification impossible or unreasonable to do so.
 - iii.** Notification for leave for a funeral or a death of a person is expected as soon as practicable to the Superintendent or the building principal.

- iv. The Board shall furnish each teacher with a written statement at the beginning of each school year setting forth the total sick leave credit.
 - g. An employee shall be paid, at the substitute rate, at the end of the school year for any sick leave accumulated beyond the one hundred sixty (160) day cap.
2. **Emergency Business Days.** A maximum of two (2) days per year non-accumulative shall be granted for necessary business of the teacher if requested, subject to the following conditions. These days may only be used for business which may not be completed or transacted other than during school hours as determined by the Superintendent. Further, these days may not be used on the work day preceding or succeeding a vacation or holiday without prior permission of the Superintendent. As a condition precedent to receiving pay for business days used, the teacher shall request permission from the Superintendent and in his/her absence, his/her designee, at least two (2) working days in advance of the expected day of absence, if possible. The teacher shall specify on the request the reason for requesting a necessary business leave day. Necessary business leave cannot be used for social or recreational activities, travel, or other employment.

Further, it is recognized that there may be occasions of necessary business which the teacher prefers to keep private because the teacher feels the reason is too personal to be stated to others. For this reason, for one of the two necessary business days, the reason need not be explained in the request for the day other than to note that the necessary business to be transacted is too personal in nature to be stated. However, an absence of this nature is not a "free" day to be used for any purpose. Any day used where the teacher specifies that the reason is too personal in nature to state must still be used for the reasons permitted in this section although the reason is confidential in nature. If the administration has cause to believe that the day was not used for the reasons permitted in this section, the teacher involved may be asked to specify his/her reason.

- 3. A teacher called for jury duty during school hours shall receive his/her full salary for such time, provided that the teacher shall reimburse the district for those monies received for said jury duty.
- 4. A teacher who is subpoenaed to testify during school hours in any judicial or administrative matter shall receive his/her full salary for such time, provided that the teacher shall reimburse the school district for those monies received for such testimony. It is expressly understood

that this provision shall not apply in the event the teacher is subpoenaed to testify against the school district or Board of Education.

5. Each teacher shall be credited with one (1) day non accumulative to be used for professional business days. Professional business days may be used for such educational purposes as determined by the Board. Requests for usage of such professional business days shall be made at least one (1) week in advance. The teacher may be requested to file a written report within one (1) week of his/her attendance. Extension of such professional business leave may be granted at the discretion of the Board.
6. The JCEA shall have ten (10) days for use of Association business. Notification will be made in writing to the building principal at least three (3) calendar days in advance of the day to be used. Twenty-four (24) hours notice is sufficient in case of emergency. The JCEA shall pay for the cost of a substitute. If the day is taken by a teacher teaching less than a full day, the day will be prorated accordingly.

B. Unpaid

1. Leaves of absence of up to one (1) year without pay may be granted to a teacher (except for military leave) for the following enumerated reasons and conditions listed hereunder upon the written request of the teacher to the Board of Education. These leaves of absence will be granted or renewed at the sole discretion of the Board of Education who reserves the right to specify the beginning and terminating dates of the leave of absence to correspond as nearly as possible with the beginning or ending of school year, term or marking period in order to maintain continuity of the student/teacher relationship. All requests for renewals shall be filed in writing in not less than ninety (90) calendar days prior to the termination of the leave. Each request for an unpaid leave of absence will be considered on its individual merits. The particular circumstances surrounding each leave will be reviewed by the Board with the understanding that its decision will in no way establish a precedent. The decision of the Board as to whether such leave shall be granted is final.
 - a. The Board shall not be required to assign an employee returning to duty after a leave to the same building, position, or assignment held prior to the leave. The Board will, however, attempt to assign the employee to the same position, if available and circumstances permit it, or a substantially equivalent position.

- b. If an employee on leave accepts employment elsewhere or enters into a contract for another position without Board of Education approval, his/her leave will be automatically terminated and this will be considered as just cause for dismissal.
- c. An employee on leave shall not lose sick leave time accumulated prior to his/her leave. However, sick leave time shall not accumulate during his/her leave of absence.
- d. While an employee is on leave, there shall be no advancement on the salary schedule in terms of experience, except as provided elsewhere in this Article.
- e. An eligible employee desiring a leave of absence shall submit his/her request to the Board of Education through the Superintendent. Such request shall be submitted by the Superintendent to the Board with his/her recommendation for action.
- f. For all employees whose leave shall terminate at the beginning of a school year, a letter of availability must reach the Superintendent no later than the preceding April 1. For all employees whose leave shall terminate at times other than the beginning of a school year, such letter of availability must reach the Superintendent no later than sixty (60) calendar days preceding the termination date of the leave. Failure to comply with this provision shall be deemed a resignation of employment. The Superintendent shall notify persons on leave of this requirement.

2. Requests may be filed for the following reasons:

- a. Study related to the teacher's licensed field. This leave of absence will be considered for a maximum length of one (1) year only.
- b. Child care leave may be granted to a teacher immediately following the birth or adoption of a child or for a prolonged serious illness of the child for a period up to one (1) year. Child care leave shall terminate at the end of a semester or school year. A request in writing shall be filed with the Board at least sixty (60) calendar days prior to requested commencement of the leave except in cases of emergency. Upon return from child care leave, the teacher shall be restored to his/her same teaching position.
- c. In the event an employee of the Board is elected president of the JCEA, said employee shall be granted regular release time as mutually agreed, providing qualified teachers can be employed

during said release time, and the Board shall prorate said employee's salary to the amount of time worked.

- d. A one (1) time general unpaid leave not to exceed one (1) year may be granted to tenure teachers so requesting. Upon expiration of such leave the teacher shall be returned to his/her former position.
3. In the event of a necessary reduction in staff, the Board may grant requests for voluntary leaves of absence provided that the teaching position(s) of the leave applicant(s) can be filled by another bargaining unit member. Such leave of absence shall not exceed one (1) school year.

ARTICLE X **PROFESSIONAL COMPENSATION**

- A. The basic salaries of teachers covered by this Agreement are set forth in Appendix A which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the designated periods.
- B. All new teachers hired under this contract may be given full credit on the salary schedule set forth in Appendix A for full years of outside teaching experience in a school district accredited by a state recognized accrediting agency up to a maximum of six (6) years. In areas of employment where the Board finds difficulty in filling positions the Board may at its discretion offer credit for greater than six (6) years experience.
- C. The salary schedule is based upon the regular school calendar as set forth in Appendix E and the normal teacher hours as defined in the Agreement. For full semester classroom assignments in excess of the regular school calendar and the normal teaching load, teachers will be compensated at one-fifth (1/5) over their salary schedule step.
- D. Teachers involved in VOLUNTARY extra duty assignments as set forth in Appendix B, which is attached to and incorporated in this Agreement, shall be compensated in accordance with the provisions of the Agreement without deviation. The music teacher may be required to take the band assignment and the agriculture teacher may be required to take the vocational agriculture assignment when the Board fills those positions, if such were a condition of original employment.
- E. Teachers required in the course of their work to drive personal automobiles from one school building to another shall be reimbursed at the IRS standard mileage rate. The same allowance shall be given for use of

personal car for approved field trips or other approved business of the district. The Board may provide liability insurance protection for teachers when their personal automobiles are used as provided in this section.

- F. Upon official retirement from teaching when the teacher is eligible for retirement benefits under the Michigan School Employment Retirement Act in recognition of services to the school district, a terminal payment of six percent (6%) of the base salary for that contractual year shall be paid to each retiree who has completed fifteen (15) years in the Springport Public Schools. Base salary will be computed on the base step of the degree level achieved by the teacher, i.e., B.A. or M.A. (B.A.+30).
- G. Guidance and library personnel required to work outside the regular school year shall be reimbursed at their daily rate of pay as determined by dividing the number of contractual days of work into the employee's contractual yearly salary. Guidance and library personnel who miss the beginning or ending week of the regular school year shall not be allowed to substitute an additional week's work outside the regular school year for the missed work.

ARTICLE XI **PROFESSIONAL GRIEVANCE PROCEDURE**

- A. A claim by a teacher or the JCEA that there has been an alleged violation of any provision of this Agreement may be processed as a grievance as hereinafter provided. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article:
 - 1. The termination of service of or failure to re-employ any probationary teacher.
 - 2. The placing of non-tenure teacher on a third year of probation. It is expressly understood that the grievance procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or remedy.
 - 3. Any matter involving teacher evaluation. However, failure to comply with the procedural requirements concerning teacher evaluation shall be grievable.
- B. The JCEA shall designate a grievance committee to handle all grievances when requested by the grievant, and shall notify the Superintendent of the names of said representatives not later than the fifteenth (15th) day of September of each school year. The Board hereby designates the principal

of each building to act as its representatives at Level One as hereinafter described and the Superintendent or his designated representative to act at Level Two as hereinafter described.

All grievances shall be handled by the following procedures:

Step 1 - In the event that a teacher believes there is a basis for a grievance, he/she shall first discuss the alleged grievance with his/her building principal either personally or accompanied by his/her JCEA representative. This must be done within five (5) days after this alleged grievance becomes known to the teacher.

Step 2 - If, as a result of the informal discussion with the building principal a grievance still exists, the teacher may invoke the formal grievance procedure through the JCEA on the grievance form, signed by the grievant and a representative of the JCEA, which form shall be available from the JCEA representative in each building within five (5) days after the discussion mentioned in Step 1. A copy of the grievance shall be delivered to the principal. If the grievance involves more than one (1) school building, it may be filed with the Superintendent or a representative designated by him. Within five (5) days of receipt of the grievance, the principal shall meet with the JCEA committee and the aggrieved in an effort to resolve the grievance. The principal shall indicate his disposition of the grievance in writing within five (5) calendar days of such meeting, and shall furnish a copy thereof to the grievant and the JCEA secretary.

Step 3 - If the JCEA is not satisfied with the disposition of the grievance or if no disposition has been made within five (5) days of such meeting, a copy of the written grievance shall be filed with the Superintendent within seven (7) days of the disposition or twelve (12) days of the meeting with the principal, whichever shall be earlier. Within seven (7) days the Superintendent or his designee shall meet with the grievance committee and the grievant on the grievance and shall indicate his/her disposition of the grievance in writing within five (5) days of such meeting, and shall furnish a copy thereof to the grievant, and the JCEA President and principal of the building in which the grievance arose and place a copy of same in a permanent file in his office.

Step 4 - If the JCEA grievance committee is not satisfied with the disposition of the grievance by the Superintendent or his designee, or if no disposition has been made within five (5) days of such meeting the grievance shall be transmitted to the Board by filing a written copy thereof with the secretary or other designee of the Board within seven (7) days of the disposition or twelve (12) days of the meeting with the Superintendent, whichever shall be earlier. The Board, within two (2) calendar weeks, shall

meet with the JCEA on the grievance. Disposition of the grievance in writing by the Board shall be made no later than seven (7) days thereafter. A copy of such disposition shall be furnished to the JCEA President and the grievant.

Step 5 - If the JCEA is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration before an impartial arbitrator. If the parties cannot agree as to the arbitrator within five (5) days from the Board's decision, he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding. A demand for arbitration must be filed within ten (10) days of the Board's decision. The Board and the JCEA shall not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party.

Should a teacher fail to institute or appeal a decision within the time limits specified, or leave the employ of the Board, all further proceedings on a previously instituted grievance shall be barred. Provided, a claim involving a remedy directly benefiting the grievant regardless of his employment shall not be barred because the grievant left the employ of the Board.

All preparation, filing, presentation or consideration of grievances shall be held at times other than when a teacher or a participating JCEA representative are to be at their assigned duty stations except upon mutual agreement between the parties.

C. Written grievances as required herein shall contain the following:

1. It shall be signed by the grievant or grievants.
2. It shall be specific.
3. It shall contain a synopsis of the facts giving rise to the alleged violation.
4. It shall cite the section or subsections of this contract.
5. It shall contain the date of the alleged violation.
6. It shall specify the relief requested.

Any written grievances not substantial in accordance with the above requirements may be rejected as improper.

D. Powers of the arbitrator are subject to the following limitations:

- 1. He/she shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.**
- 2. He/she have no power to establish salary scales.**
- 3. He/she shall have no power to change any practice, policy or rule of the Board nor substitute his/her judgment for that of the Board as to the reasonableness of any such practice, policy, rule or any action taken by the Board, except when he/she perceives it to be in direct contradiction to the expressed contract provisions.**
- 4. He/she shall have no power to decide any question which under this Agreement, is within the responsibility of the management to decide, unless controlled by the express written provisions of this contract.**
- 5. He/she shall have no power to interpret state or federal law.**
- 6. He/she shall not hear any grievance previously barred from the scope of the grievance procedure.**

Both parties agree, subject to the right of judicial review, to be bound by the word of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

The fees and expenses of the arbitrator and of the American Arbitration Association shall be paid equally by the parties to this contract.

The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.

The term "*days*" as used herein shall mean days in which school is in session, except in summer when days are week days minus holidays.

- E. By mutual agreement expedited arbitration may be used in Step 5 of the grievance procedure. Rules of the American Arbitration Association for expedited labor arbitration would be used.

ARTICLE XII
TEACHER EVALUATION

- A. The performance of all teachers shall be evaluated in writing. Probationary teachers shall be evaluated at least three (3) times a year, by their principal, and tenure teachers will be evaluated at least once every two (2) years thereafter by their principal.
- B. Evaluations shall be conducted by a building principal or other qualified individual. Each evaluation shall be based on at least one classroom observation of thirty (30) minutes or more. All observations for the purpose of evaluation shall be with the full knowledge of the teachers.
- C. A copy of each written evaluation shall be submitted to the teacher at a personal interview within ten (10) days after each thirty (30) minute observation. The teacher shall sign the original and retain a duplicate copy. In the event that the teacher feels his/her evaluation was incomplete or unjust, he/she may put his/her objections in writing and have them attached to the evaluation before it is placed in the file.
- D. Complaints regarding a teacher made to the administration by any parent, student or other person which is considered in evaluating said teacher's performance will be called to their immediate attention and reduced to writing by an administrator. Each teacher will have the right, upon request, to review the contents of his/her own personnel file. A representative of the JCEA may, at the teacher's request, accompany the teacher in such review. The review will be made in the presence of the administrator responsible for the safekeeping of such file. Privileged information such as confidential credentials and related personal references, are specifically exempted from such review of the file by the teacher.

Each teacher's personnel file shall contain the following minimum items of information: annual TB report and required medical information; all teacher evaluation reports; copies of contracts; copy of teacher certificate; a transcript of academic records; tenure recommendation.

No material to be used in disciplinary action against the teacher may be placed therein without allowing the teacher an opportunity to file a response thereto, and said response shall become a part of said file, except privileged information mentioned above.

- E. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the material.
- F. If an evaluator finds a teacher lacking, the reasons therefore shall be set forth in specific terms as shall identification of the specific ways in which the teacher is to improve.
- G. A copy of the final evaluation report of each probationary teacher shall be furnished to the teacher and the JCEA. If the report contains any information not previously made known to and discussed with the probationary teacher, the teacher shall have an opportunity to submit additional information to the Superintendent.
- H. Pupil test results, in and of themselves, will not be used as the sole evaluative criteria to determine a teacher's proficiency.

ARTICLE XIII
REDUCTION IN PERSONNEL

- A. Necessary Reduction of Personnel—Layoff: The parties hereto, realizing that education, curriculum and staff to a large degree depend upon the economic facilities available to the Board of Education as provided by the public and the State of Michigan, and in accordance with this realization understand that in some instances it may be economically necessary to reduce the educational program, curriculum and staff when funds are not available, hereby agree as follows:
 - 1. It is hereby specifically recognized that it is within the sole discretion of the Board of Education to reduce the educational program and curriculum. Teachers may be laid off when the Board determines financial, enrollment or other factors requires a reduction in staff.
 - 2. In order to promote an orderly reduction in personnel when the educational program and curriculum is curtailed, the following procedure will be used:
 - a. Probationary employees will be laid off first where any teacher who has acquired any seniority and whose position has been curtailed is certified and qualified to perform the services of the probationary teacher.

- b. In the event tenure teachers must be laid off, layoff will be on the basis of seniority and qualifications as established herein. It is expressly understood that the JCEA shall have a right to review the layoff list prior to notification of the individuals to be laid off. In the event of a dispute concerning the layoff list, the JCEA shall have the right to file a written grievance thereon within no more than seventy-two (72) hours after the termination of the meeting requesting review of the list.
 - c. Teachers who are laid off during a contract year shall be considered as having completed the contract year for purposes of placement on the salary scale if employed for more than one-half (1/2) of the school year; otherwise such teachers remain on the same salary step.
 - d. Affected teachers shall be notified not later than June 30 in the current regular school year when any reduction in such staff for the following school year is known to be necessary at that time. Teachers laid off during the school year shall be notified not less than thirty (30) calendar days prior to layoff.
- B. Recall: Teachers shall be recalled to employment in inverse order of layoff for new positions opening as determined by the program offered by the Board, for which they are certified and qualified.
- C. Employees who are notified of recall by registered mail of the teacher's last known address maintained in the Superintendent's office, and fail to respond within five (5) days or who fail to report for duty within fifteen (15) days of recall notice shall be considered resigned. The JCEA will be notified of recall of individual employees.
- D. The recall list shall be maintained by the Board for a period of at least three (3) years in the case of a probationary teacher or such period as required by the Teacher Tenure Act in the case of tenured teachers. Thereafter, a teacher shall lose his/her right to recall.
- E. The Board of Education shall prepare a seniority list and transmit a copy of same to the JCEA when reduction of staff is anticipated.
- F. The term "*seniority*" as hereinafter used shall be the length of continuous service with the Springport Public Schools Board of Education. Probationary teachers shall not have seniority.

Leaves of absence granted pursuant to this contract shall not constitute an interruption in continuous service. Credit given for outside teaching experience in school districts shall not be considered for the purpose of

accumulating seniority, but shall serve to reduce the probationary period in accordance with the provisions of the Tenure Act.

Any teacher who is granted tenure shall have seniority from the last date the teacher's contract of employment was approved by the Board. In the event of a tie in seniority, a drawing shall be conducted with JCEA representatives present.

G. For purposes of this Article "*qualified*" shall be based on:

Grades K-6:

K-8 certification or endorsement. For elementary art, music, physical education or remedial reading the teacher must have a major or minor in the subject area.

Grades 7-8:

- a. K-8, 7-8, 7-12 certification or certificate endorsement and a major or minor or the equivalent hours in a specific teaching area, or
- b. Certification as above and successful teaching experience in the discipline in the district of at least one (1) year during the past five (5) years, or
- c. Certification as above and at least nine (9) semester hours or equivalent term hours of previous college credit in the discipline within the last five (5) years.
- d. For art, music, physical education, industrial arts or remedial reading the teacher must have a major or minor in the subject.

Grades 9-12:

- a. 9-12 certification or certificate endorsement and a major, minor, or the equivalent hours to meet University of Michigan accreditation standards in a specific discipline; or,
- b. Certification and successful teaching experience in the discipline in the district of at least one (1) year within the last five (5) years, with sufficient hours to meet University of Michigan accreditation standards.
- c. For Special Education K-12, the teacher must meet state requirements.

- H. Teachers shall inform the Superintendent in writing of any contemplated changes in certification or qualifications by May 1 of each year. Changes in a teacher's certification or qualifications by August 20 of any year, shall entitle the teacher to be assigned to a position for which the teacher is newly certified and qualified on the basis of tenure and seniority prior to the start of that year but not during the school year. Changes in a teacher's certification or qualifications after August 20 shall not entitle the teacher to be assigned to a position for which the teacher is newly certified or qualified unless there is a vacancy.
- I. In the event a teacher is laid off the teacher's individual contract of employment shall terminate and the Board's obligation to pay salary or fringe benefits shall terminate after the proportional time for insurance coverage for the year is completed based on the amount of the school year completed. Thereafter, insurance benefits will continue to remain in effect as permitted by the insurance carrier at the employee's expense.
- J. In the event of layoff any administrator who has tenure as a teacher shall have the right to enter the bargaining unit as a tenure teacher with any seniority credit for time served as a teacher in this district.
- K. In the event that this District shall be combined with one (1) or more districts, the Board will use its best efforts to insure the continued employment of its present staff in such consolidated district.

ARTICLE XIV
STUDENT DISCIPLINE AND TEACHER PROTECTION

- A. A teacher is primarily responsible for the maintenance of control and discipline in his/her classroom. The Board will give support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, or law enforcement personnel, the teacher shall advise the principal, and if the principal concurs, reasonable steps shall be taken to provide such special attention as is required. In the event of a disagreement, the teacher may appeal the decision to the Superintendent. If the Superintendent does not concur, the teacher may appeal to the Board of Education.
- B. A teacher may exclude a pupil from one (1) class period when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal, as promptly as his/her teaching obligations will allow, full particulars of the

incident in writing. The pupil shall not be returned to the class until after consultation by the principal with the teacher.

- C. It is recognized that when discipline problems arise in the classroom they may be most constructively dealt with by joint consideration of the problem with teacher, student, and building principal present. The parent of such student may be notified and given an opportunity to be present. A teacher may use such force as is necessary to protect him/herself from attack or to prevent injury to another student.
- D. Any case of assault upon a teacher which had its inception in a school centered problem shall be promptly reported to the Board or its designated representative. If the assault was by pupil(s) the administration shall promptly investigate the matter and determine suitable treatment for the assaulting pupil(s). This decision shall be communicated to the teacher concerned. If the assault is by an adult who is not a pupil, the Board or its designated representative shall promptly report the incident to the proper law enforcement authorities.

Where a teacher is sued, any teacher not otherwise covered by insurance whether through MEA or some independent insurance carrier, may apply to the Board of Education for legal assistance. If the Board of Education shall determine that the teacher has acted within the scope of Board policy, the Board may provide legal counsel to the teacher.

- E. Teachers shall be expected to exercise care with respect to the safety of pupils and property, but shall not be individually liable, except in the case negligence or neglect of duty, for any damage or loss to person or property.
- F. Loss of Time, Injury at School: Any injury which arises out of or occurs in the course of employment of a teacher shall be promptly reported to the building principal. The teacher shall be supplied with the appropriate forms in the event a worker's compensation claim is to be filed. If a teacher is involved in an assault as mentioned above, the Board of Education determines that the teacher has acted within the scope of his/her authority, the teacher will not suffer a loss of salary as a result of an injury incurred during the assault. In the event of an injury arising out of an assault, which occurred because the teacher was not acting within the scope of his/her authority, accumulated sick leave may be used. However, it is expressly understood that the teacher may be subject to disciplinary action by the Board of Education if the situation warrants same.
- G. No action shall be taken upon any complaint by a parent of a student directed toward a teacher, nor shall any notice thereof be included in said

teacher's personnel file unless such matter is promptly reported in writing to the teacher concerned.

ARTICLE XV
CONTINUITY OF OPERATIONS

- A. **No Strike Clause:** The JCEA recognizes that strikes, as defined by Section 1 of the Public Act 336 of 1947 of Michigan, as amended, by public employees, are contrary to law and public policy. The Board and the JCEA subscribe to the principle that differences shall be resolved by appropriate and peaceful means, without interruption of the school program. Accordingly, the JCEA agrees that during the term of this Agreement, it will not direct, instigate, participate in, encourage or support any strike against the Board by any employee or group of employees.

ARTICLE XVI
NEGOTIATIONS PROCEDURES

- A. Representatives of the Board and the JCEA's Bargaining Committee will meet on the last school day Tuesday of each month or such day as mutually agreed upon for the purpose of reviewing the administration of the contract, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.

All meetings between the parties will regularly be scheduled to take place as promptly as possible at times when the teachers involved are free from assigned instructional responsibilities unless otherwise mutually agreed. Should such a meeting result in a mutually acceptable amendment of the Agreement, then the amendment shall be subject to ratification by the Board and the JCEA provided that the Bargaining Committee shall be powered to effect temporary accommodations to resolve special problems.

- B. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party, and each party may select its representatives from within or outside the district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the membership of the JCEA and by a majority of the Board of Education, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

- C. If the parties fail to reach agreement in any such negotiations, either party may invoke the mediation and/or fact-finding machinery of the Michigan Employment Relations Commission.
- D. Between March 1 and June 1, prior to the expiration of this agreement, the parties will initiate negotiations for the purpose of entering into a successor agreement for the forthcoming year.
- E. There shall be three (3) signed copies of the final agreement for the purpose of record. One (1) retained by the Board; one (1) by the JCEA, and one (1) by the Superintendent.

ARTICLE XVII
PROFESSIONAL BEHAVIOR AND IMPROVEMENT

- A. The JCEA recognizes and agrees that abuses of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performances, or other violations of discipline by a teacher reflect adversely upon the teaching profession and create an undesirable condition in the school building and could subject a teacher to disciplinary action by the Board of Education which may include any or all of the following:
 - 1. Verbal or written reprimand which shall indicate the expected correction. A copy of the later may be placed in the teacher's personnel file and/or sent to the JCEA;
 - 2. A deduction from the next regular paycheck of an amount equal to pro rata share of daily pay for time missed where appropriate;
 - 3. For gross or repeated offenses disciplinary layoff, Board reprimand and/or possible dismissal from the staff, which the JCEA recognizes as just and reasonable.
- B. A teacher shall be entitled upon his/her request to have present a representative of the JCEA when he/she is being reprimanded or disciplined in person for any infraction of rules or delinquency in professional performance except when a situation warrants immediate action.
- C. No teacher shall be disciplined or reprimanded without just cause.
- D. The parties support the principle of continuing training of teachers and participation by teachers in professional organizations in the area of their specializations. The Board agrees to provide, upon approving the applications, the necessary funds for teachers who desire to attend selected

professional conferences. Travel, meals, lodging, and registration fees shall be deemed appropriate expenses of the Board, as well as the cost of the substitute teacher needed to relieve the participant. A teacher may reapply to attend the conferences at his/her own expense. The Board may approve or disapprove the second application at its own discretion. A teacher attending such conferences and meetings shall be granted sufficient leave time to attend without loss of compensation. The teacher will, upon request, submit a report regarding such conferences.

- E. In recognition of the rapidly expanding fields of knowledge in the social and scientific fields, the parties hereby agree to establish an in-service education committee composed of three (3) persons appointed by the Board and three (3) persons appointed by the JCEA. The committee shall organize itself and assume responsibility for the planning and conducting all in-service programs.
- F. Any teacher who enrolls in a course related to his/her instructional responsibilities at an accredited college or university shall be reimbursed at the beginning of the next semester after successful completion of such courses. The amount shall be \$75.00 per semester hour and prorated amount per term hour to be applied toward tuition and books and expenses. This provision shall apply only to hours earned between the BA+18 and the MA levels, and shall be limited to a total of six (6) semester hours or nine (9) term hours. For reimbursement, prior approval by the administration of all courses to be taken must be received and all courses must be applicable to the teacher's classroom performance. For purposes of salary schedule credit a semester or term hour shall also include the equivalent in State Board Continuing Education Units (SB-CEU's) as determined by the State Board of Education.
- G. Teachers are expected to comply with reasonable rules, regulations, and directions from time to time adopted by the Board or its representative which are not inconsistent with the provisions of this Agreement, provided that any teacher may reasonably refuse to perform duties not ordinarily required of teaching personnel.

ARTICLE XVIII
INSURANCE

A. For those teachers taking health insurance, the Board agrees to provide the following MESSA PAK:

PLAN A:

Health	Super Care I
Long Term Disability	60% coverage up to \$2,500 per month 90 calendar day wait Pre-existing condition waiver Freeze on offsets Alcoholism/drug—2 year limitation Mental/nervous—2 year limitation
Life Insurance	\$10,000 with AD&D
Vision	VSP-1
Dental	80/60/80: \$1,500

For those teachers not taking health insurance, the Board agrees to provide a MESSA PAK as follows:

PLAN B:

Long Term Disability	Same as above except 66-2/3%
Life Insurance	\$20,000 with AD&D
Vision	VSP-II
Dental	Same as above
Annuity	\$50 per month toward a tax sheltered annuity through a Board approved plan

Note: The Board has the right to determine carrier of LTD, dental and life provided that the coverage and benefits are equivalent to MESSA Plans.

- B. Regularly employed part-time teachers shall receive a prorated amount for insurance coverage. It shall be the responsibility of the employee to be properly enrolled with the carrier.
- C. Bargaining unit members shall be eligible for and shall select either Plan A or Plan B of coverage as set forth above, except as follows:
1. Where spouses are both employed by the Board, one employee may select Plan A of coverage and the other Plan B.
 2. Any employee who for any reason retains group health insurance coverage, with coordination of benefits from any other source other than the health insurance provided by virtue of this Agreement and his or her employment with the Board, shall be ineligible and shall otherwise not receive health insurance coverage provided herein, unless the coverage provided his or her spouse through the spouse's employment requires such coverage. The employee may select Plan A above if not taking health insurance elsewhere, and shall otherwise be eligible for Plan B above. Every employee shall annually verify in writing the existence or non-existence of any such outside group health insurance coverage. The following form shall be distributed to all employees during the open enrollment period:

I hereby declare that the health insurance that I receive pursuant to Article XVIII of the Master Agreement between Springport Public Schools and the JCEA is the only group health insurance coverage, with coordination of benefits, that I retain or am otherwise eligible to receive benefits from.

Signature

Date

ARTICLE XIX
MISCELLANEOUS PROVISIONS

- A. This Agreement shall constitute the full and complete contract between both parties and if either party wishes to reopen negotiations during the life of this contract they must file with the other party a written request setting forth the Article they wish to reopen. The opposite party may consent to this reopening in writing. Any changes resulting from this

reopening must be signed by the parties and will be considered an amendment to this contract.

- B. 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. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- C. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms.
- D. If any provision of this Agreement or any application of the Agreement, to any employee or group of employee shall be found contrary to law, then such provisions or 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.
- E. Each teacher shall submit to a general physical and/or mental examination at the discretion of the Board. The cost of such examination and the selection of the physician shall be set by the Board. When the examination shows the teacher to be physically or mentally incompetent or hindered in the performance of his/her duties, the teacher may also undergo a similar examination by a physician chosen by the JCEA. Subject to the Michigan Teacher's Tenure Act, the teacher shall be suspended until the examining physician releases the teacher for duty. If the final determination is that the teacher is physically or mentally unfit to teach, the suspension shall not be charged against the teacher's sick leave. If there is good reason to suspect that a teacher is abusing sick leave, the teacher may be required to provide verification of illness or disability provided:
 - 1. Notification to the teacher that verification will be required will be made at such a time to reasonably allow the teacher to obtain verification.
 - 2. The basis for the decision that a teacher is misusing sick leave shall be promptly presented to the teacher and the JCEA president.

Reasonable costs incurred by the teacher in obtaining verification shall be borne by the Board if illness is verified. A teacher may also be required to obtain a doctor's certificate verifying recovery from an illness or disability prior to returning to active service following a medical absence of four (4) consecutive days or longer.

- F. Each teacher will be required to have a chest x-ray or Mantoux test and present evidence of such to the Board prior to the end of the third official

school day. Each day after the third official school day that the teacher fails to present a negative chest x-ray or other recognized TB test, shall be days in which the teacher may be suspended without pay.

G. Present policies under which a teacher must operate shall be made available upon request.

H. Each teacher shall maintain with the office of the Superintendent of Schools and the Building Principal the current correct address and phone number which may be used to contact them in emergency matters while they are in the employ of the district. This information shall be for the exclusive use of the Superintendent and Building Principal.

ARTICLE XX
DURATION OF AGREEMENT

This Agreement shall be effective as of August 21, 1992 and shall continue in effect through August 20, 1994.

**JACKSON COUNTY EDUCATION
ASSOCIATION**

BOARD OF EDUCATION

By: _____
Roger F. Perry, President

By: _____
, President

By: _____
Elaine McIntyre, Secretary

By: _____
, Secretary

By: _____
Chairperson, Negotiating Comm.

By: _____
, Member

By: _____
Negotiating Committee Member

By: _____
, Member

By: _____
Negotiating Committee Member

By: _____
, Member

APPENDIX A

1992-1993 SALARY SCHEDULE

STEP	BA	MA or BA+30*	MA+30*
1	23,869	25,386	26,999
2	25,099	26,711	28,427
3	26,327	28,035	29,855
4	27,554	29,360	31,285
5	28,786	30,687	32,714
6	30,013	32,011	34,142
7	31,244	33,338	35,572
8	32,471	34,664	37,003
9	33,701	35,988	38,429
10	34,930	37,314	39,860
11	36,159	38,639	41,290

1993-1994 SALARY SCHEDULE

STEP	BA	MA or BA+30*	MA+30*
1	25,062	26,655	28,349
2	26,354	28,046	29,848
3	27,643	29,437	31,347
4	28,932	30,828	32,849
5	30,225	32,222	34,349
6	31,514	33,612	35,849
7	32,806	35,004	37,350
8	34,095	36,397	38,853
9	35,386	37,787	40,350
10	36,677	39,180	41,853
11	37,967	40,571	43,355

LONGEVITY:

After eleven (11) years in the system, an additional \$150.00 shall be added to a teacher's salary annually.

After fifteen (15) years in the system, an additional \$300.00 shall be added to a teacher's salary annually.

After twenty (20) years in the system, an additional \$500.00 shall be added to a teacher's salary annually.

*The thirty (30) hours shall not include any credit hours accumulated in acquiring initial certification. It is further understood that the thirty (30) hours are semester hours.

APPENDIX B
EXTRA-CURRICULAR PAY

The Board's determination not to appoint or reappoint any individual to an extra-curricular assignment shall not be subject to arbitration provided the individual has not been employed in the particular assignment more than two (2) consecutive years. However, all cases shall be grievable through the Board Level of the grievance procedure. Current employees who held Schedule B positions during the 1977-78 school year shall have the right to process a grievance through arbitration in the event of non-reappointment to positions held.

In the event no qualified bargaining unit member applies for a particular extra-curricular position, the Board may employ an individual from outside the bargaining unit to fill the position. When a position is filled from outside the bargaining unit, the compensation shall be set by the Board provided:

1. The non-bargaining unit member shall not receive compensation greater than that as set forth in Appendix B.
2. The position, other than head coaching positions, will be offered to bargaining unit members by means of a posting the next school year.

Extra-curricular assignments worked on a pro-rata basis will be paid on a pro-rata basis.

Extra-Curricular Pay:

These percents relate to the salaries listed in Appendix A for the level appropriate to each teacher and at the step consistent with the number of years of activity up to five (5) years. In the case of athletics, advancement from one (1) coaching level to another in the same sport, shall not be cause to reduce the experience level for that activity.

High School:

Athletic Director	15%
Head Football - Basketball	12%
Head Baseball - Track	9%
Wrestling	11%
Asst. Coaches - J.V. Baseball	8%
J.V. Football, J.V. Basketball	8%
Freshman Basketball	7%
Assistant Football	8%
Cross County - Golf - Tennis	7%

Girls' Basketball (Varsity)	12%
Volleyball, Track, Softball (Girls)	9%
Girls' J.V. Basketball	8%
J.V. Volleyball	8%
Cheerleading: High School	10%
Debate - Forensics	3%
Choral Director	5%
Plays	5%
Band	9%
Quiz Bowl High School	.5%
Quiz Bowl Junior High	.5%
Pep Club	1%
Yearbook	6.5%
Paper, if not a class	3%
Audio Visual (HS and Jr High)	3%
Senior Advisor	2%
Junior Advisor	3.5%
FHA	1%

Junior High School:

Athletic Director	8%
7-8 Football	6%
7-8 Basketball (Boys & Girls)	6%
Wrestling	5%
Track (Boys & Girls)	6%
Volleyball	5%
Plays	4%
Yearbook	3%
Cheerleading	5%
Outdoor Education	2%
GAA	2%
5-6 Flag Football	3%
5-6 Basketball (Boys & Girls)	3%
A.V. Elementary	3%
Jr High Student Council	2%

Other Extra-Curricular Compensation:

Summer Voc. Agriculture 14%
(percentage based on the
number of years in that position)

Driver Education - 1992-93 \$13.39 per hour
- 1993-94 \$14.06 per hour

APPENDIX C
GRIEVANCE REPORT

Grievance # _____ Springport School District

Distribution of Form:

Submit to Principal in Duplicate

(1) Superintendent (2) Principal
(3) Association (4) Teacher

Name of Grievant: _____ Building: _____

Assignment: _____ Date Filed: _____

STEP I:

Date Cause of Grievance Occurred: _____

Statement of Grievance: _____

Relief Sought: _____

Disposition by Principal: _____
Signature _____ Date _____

Position of Grievant and/or Association: _____
Signature _____ Date _____

STEP II:
Date received by Superintendent or Designee: _____
Signature _____ Date _____

Disposition of Superintendent or Designee: _____

Position of Grievant and/or Association: _____
Signature _____ Date _____

Signature _____ Date _____

STEP III:

Date received by Board of Education or Designee: _____

Disposition by Board: _____

Position of Grievant and/or Association: _____

Signature

Date

STEP IV:

Date submitted to arbitration: _____

Disposition and Award of Arbitrator _____

Signature

Date

APPENDIX D

**SPRINGPORT PUBLIC SCHOOLS
1992-1993 CALENDAR**

August 25	Teachers report
August 26	First day of school, 1/2 day a.m. only
September 4	Vacation day
September 7	Labor Day, no school
October 23	End of first marking period
November 4	P/T evening conferences, school all day
November 5	P/T conferences, afternoon and evening school a.m. only
November 6	No school
November 26-30	Thanksgiving break - no school
December 19 - January 3	Christmas break - no school
January 15	End of first semester
March 19	End of third marking period
April 3 - 11	Spring break - no school
May 31	Memorial day, no school
June 2 and 3	Exam days, 1/2 day, a.m. only
June 4	Records day Teacher days 183 Student days 180

1st marking period, 08/25 through 10/23, forty one days
2nd marking period, 11/02 through 01/14, forty seven days
3rd marking period, 01/18 through 03/19, forty four days
4th marking period, 03/22 through 06/03, forty eight days

1. Any snow days that must be made up will be added to the end of the year.
2. Up to three half days for in-service will be scheduled as needed throughout the 1992-93 school year.
3. One half day for Parent/Teacher conferences will be scheduled during the first week of March.

APPENDIX E

SPRINGPORT PUBLIC SCHOOLS
Teacher Evaluation Form

Teacher _____

Position _____

Date _____ Time _____

Tenure Status _____

Rating Scale: 1--Strong(Most desirable) 2--Satisfactory 3--Improving
4--Unsatisfactory(Least Desirable) 5--Not Applicable

CLASSROOM ENVIRONMENT

1 2 3 4 5

COMMENTS

1. Housekeeping Details--classroom neat and attractive; defacing of classroom furnishings and equipment; practices good housekeeping.

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2. Bulletin Boards and Displays--attractive; changed periodically; depicts subject area; examples of student work; stimulates student interest.

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3. Creates Effective Learning Situation--friendly atmosphere; positive attitude toward students; enthusiasm; sincerity.

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4. Teacher Working Conditions--adaptation to environmental conditions not under the control of the teacher, e.g., class size, teaching assignment not in major or minor.

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TEACHER TECHNIQUES AND SKILLS

1 2 3 4 5

1. Planning--Long and short range goals; discussion shows evidence of outside planning; well organized for class.

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2. Methodology--using correct techniques as to the type of subject matter being presented; systematic and orderly progress of the lesson.

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3. Teaching objectives--objectives coordinate with school philosophy and mission; develops and encourages pupils to use higher level thinking skills and to become independent learners.

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TEACHER TECHNIQUE AND SKILLS(CONT)

1 2 3 4 5

COMMENTS

4. Ability to Adjust--varies method and content to meet individual differences; flexible to all types of conditions.
5. Preparation--good balance in program; orderly progression of lesson; materials available for substitute teacher.
6. Utilization of Materials--varies instructional aids; AV equipment properly handled; variety of materials and resources used.
7. Provides for Individual Differences--knows the levels of student abilities; provides for alternate lessons.
8. Provides for Pupil Participation--interaction invited; students not afraid to express ideas and concepts; not lecture only.
9. Homework and Class Assignments--makes meaningful homework assignments; relevant assignments; homework evaluated.
10. Motivation--establishes an atmosphere conducive to learning; praises success; shows genuine interest in student's accomplishments.
11. Knowledge of Subject Matter--competency in subject material; activities are purposeful and goal oriented.
12. Measurement of Student Progress--evaluation of student work done regularly; a balance of grades(homework, quizzes, tests, etc.) are used to fairly represent student achievement.

CLASSROOM MANAGEMENT

1. Maintains Accurate Records--attendance, grades, progress reports, grade sheets, report forms are timely, accurate, and neat.
2. Discipline and Behavior--sets reasonable rules and regulations; students are orderly; maintains control; handles discipline quickly.
3. Pupil-Teacher Relationship--fair; honest; consistent; commands respect of the students; rapport; respectful toward students; enjoys working w/kids.
4. Leadership--Sets good example; inspires other teachers; high standard of ethics; gets involved in student activities.

CLASSROOM MANGEMENT(CONT)

1 2 3 4 5

COMMENTS

5. Communication--ability to be understood by the students; presents information at an appropriate level.

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PROFESSIONAL/PERSONAL ATTRIBUTES

1. Complies and supports the philosophy and policies of the school and the school district;

--	--	--	--	--

2. Cooperates with the administration.

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3. Cooperation with fellow teachers and school staff.

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4. Involves parents in the education process; makes personal contact with parents; conferences requested; involves parents in homework.

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5. Accepts constructive criticism and guidance to improve the educational process.

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6. Punctuality--at teaching station on time; reports are timely; attends all required staff events.

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7. Willingness to perform on committees and supervise extracurricular activities.

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8. Contributes to and supports school district functions.

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9. Dress; voice; mannerisms; sense of humor; neatness; displays the refinement and character expected of the professional person.

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10. Correct usage of the English language, both written and verbal.

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11. Mannerisms and habits(should not be disconcerting to the learning process).

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COMMENTS AND RECOMMENDATIONS:

I have read and reviewed this evaluation with my administrator.

DATE _____

Principal's Signature

Teacher's Signature

