

8/31/97

GODFREY-LEE PUBLIC SCHOOLS

PROFESSIONAL AGREEMENT

BETWEEN THE

GODFREY-LEE SCHOOL DISTRICT

AND

KENT COUNTY EDUCATION

ASSOCIATION

MEA - NEA

1994-1997

Godfrey - Lee Public Schools

8/10/81

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CLARK COUNTY BOARD OF SUPERVISORS

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Clark County Board of Supervisors
Clark County Industrial
Clark County Library

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PREAMBLE

This agreement is between the Godfrey-Lee Board of Education, the City of Wyoming, Michigan, and the Kent County Education Association (KEA), a voluntary, unincorporated Association affiliated with the Michigan Education Association, hereinafter called the "MEA," and the National Education Association, hereinafter called the "NEA," and the School District of Godfrey-Lee, the City of Wyoming, Michigan, hereinafter called the "Board." The signatories shall be the sole parties to this agreement.

The term "Local Association," when used hereinafter, shall refer to those employees of the Godfrey-Lee Board as indicated in Article I, Section B. The Association designates the Local Association President or designee, who shall be a local teacher, as its representative for the Administration of this agreement.

WITNESSETH:

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Godfrey-Lee Public School District is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

WHEREAS, the members of the teaching profession are particularly qualified to assist in formation policies and programs designed to improve educational standards, and

WHEREAS, the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Association 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.

The above is not subject to the grievance procedure.

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

ARTICLE I

Recognition

A. CERTIFICATION:

Pursuant to Sections 26 and 27 of Act No. 176 of the Public Acts of 1939, as amended, or Sections 11 and 12 of Act No. 336 of the Public Acts of 1947, as amended, and in accordance with the "Certification of Representative," Case No. R 78 G-352 dated March 12, 1979, the Godfrey-Lee Public Schools (hereinafter referred to as the "BOARD") recognizes the Kent County Education Association (hereinafter referred to as the "ASSOCIATION") as the exclusive representative of all the employees in such unit for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment.

B. THE UNIT:

Pursuant to the certification, the Board recognizes the Association as the exclusive representative for those persons (hereinafter referred to as "TEACHERS") who are employed by the Board in the following position(s).

1. Classroom Teacher
2. Guidance Counselors
3. Librarians
4. School Psychologist
5. Social Workers
6. Advising or Critic Teachers
7. Teachers of the Housebound or Hospitalized
8. School Nurses
9. Speech and Hearing Therapists
10. Visiting Teachers
11. Head Start Teachers
12. Preschool Personnel (effective Fall 95-96)

C. EXCLUDED FROM THE UNIT:

Excluded from this unit is any person employed by the Board in the following position(s):

1. Maintenance and Custodians
2. Office and Clerical
3. Co-op Students
4. Principals
5. Supervisors
6. Substitute Teachers
7. Aides
8. Preschool Personnel (94-95 School Year)
9. Community Education Personnel

D. NEW POSITIONS:

Any new positions created during the life of this agreement, possessing the same community of interest as found in the positions listed in B above, will be added to the Unit.

In the event the Board reinstitutes Godfrey-Lee Community Education, the following will be adhered to:

1. No unit position will be reduced because of classes offered at C.E.
2. No classes or sections thereof will be eliminated from the Curriculum to be taught at C.E.
3. All open positions in the C.E. program must be posted.
4. No unit member will be involuntarily transferred to C.E.
5. Any class housed in the Lee or Godfrey buildings during the normal school day of the contracted school year will be added to Article I-B of this Master Agreement.

E. MUTUAL CONSENT:

Nothing in the Agreement shall require either the Board or Association to negotiate during the term of this Agreement. However, this Agreement may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the Board and Association, in writing, and signed by representatives of the Board and Association.

ARTICLE II
Board Rights

A. AUTHORITY:

The Board, on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including but without limiting the generality of the foregoing, the right:

1. To the executive management and administrative control of the school system and its employees, properties and facilities.
2. To hire all employees and subject to the provisions of law, determine their qualifications, the conditions for their continued employment, their dismissal or demotion, and to promote and transfer all such employees.

B. RESPONSIBILITIES:

The exercise of the foregoing powers, rights, authorities, duties, and responsibilities by the Board, the adoption of policies, rules, regulations and practices in connection thereof, and the use of judgement and discretion in connection therewith shall be limited 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 Constitution and laws of the United States.

ARTICLE III

Association and Teacher Rights

A. ACT 379 OF 1965:

Pursuant to the Michigan Public Employment Act, The Board hereby agrees that every teacher employed by the Board shall have the right to freely organize, join and

support the Association for the purpose of engaging in collective bargaining or negotiations and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under cover of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Act or other laws of Michigan or the Constitutions of Michigan and the United States; 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 in the association, his/her participation in any activities of the Association or 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 provided that none of the activities is in violation of Article XVIII of this agreement.

B. SCHOOL LAWS:

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 other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided by law.

C. USE OF BUILDINGS:

The Local Association and its representatives shall have the right to use school buildings at all reasonable hours. The reasonable hours are defined as all hours outside of normal school hours including duty free lunch hour, but excluding Sundays. However, when special custodial service is required, the Board may make a reasonable charge therefore. No charge shall be made for the use of the school room before the commencement of the school day nor until 6:00 pm. Administrative personnel in the building where such use is to be made shall be notified in advance.

D. LOCAL ASSOCIATION BUSINESS:

Duly authorized representatives of the Local Association and their respective affiliation shall be permitted to transact official Local Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

E. USE OF EQUIPMENT:

The Local Association, for Local Association business, shall have the right to use school facilities and equipment at reasonable times when such equipment is not otherwise in use. The Local Association shall pay for the reasonable cost of all materials and supplies incident to such use.

F. BULLETIN BOARDS:

The Local Association shall have the right to post notices of activities and matters of Local Association concern on teacher bulletin boards, at least one of which shall be provided in each school building. The Local Association may use the district mail service and teachers' mail boxes for communications to teachers.

G. INFORMATION:

The Board agrees to furnish to the Local Association in response to reasonable requests, all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations, agendas and minutes of all Board meetings, treasurer's reports, census and membership data, names and addresses of all teachers, salaries paid thereto and educational background, and such other information as will assist the Local Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers together with information which may be necessary for the Local Association to process any grievance or complaint.

H. LOCAL ASSOCIATION INPUT:

The Board, as its prerogative, may consult with the Local Association on any new or modified fiscal, budgetary or tax programs, construction programs, or major revisions of educational policy, which are proposed or under consideration and the Local Association may have opportunity to advise the Board with respect to said matters prior to their adoption and/or general publication.

I. CITIZENSHIP:

The teachers shall be entitled to full rights of citizenship and no religious or political activities of any teachers or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teachers. Consistent with the NEA, 1975 Code of Ethics of the Education Profession, the private and personal life of any teacher is not within the appropriate concern or attention of the Board.

J. CIVIL RIGHTS:

The provision of this agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status. Membership in the Association shall not be denied to any teacher because of race, creed, religion, color, age, sex, marital status or national origin.

K. OTHER ORGANIZATIONS:

The rights granted herein to the Local Association shall not be granted or extended to any competing labor organization.

L. BOARD MEETING AGENDA:

The Board shall place on the agenda of each regular Board meeting, as one of the first items for consideration, under new business, any matters brought to its consideration by the Local Association as long as these matters are made known to the Superintendent and a copy of the item(s) are placed in his possession at least (4) four normal working days prior to said regular meeting.

ARTICLE IV

Profession Dues or Fees and Payroll Deductions

A. DUES, DEDUCTION, AUTHORIZATIONS:

1. Each employee covered by the negotiated agreement between the Board and the Local Association shall, as a condition of employment, on or before thirty-one (31) days from the date of commencement of professional duties, join the Local Association or pay a service fee to the Association equivalent to the amount of dues uniformly required of the members of the GLEA/KCEA/MEA/NEA, less any amounts not permitted by law; provided, however, that the bargaining unit member may authorize payroll deduction for such fee. In the event that a bargaining unit member shall not pay such service fee directly to the Association or authorize payment through payroll deduction, the District shall, at the request of the Association, deduct the service fee from the bargaining unit member's salary and remit same to the Association under the procedure provided below.
2. The procedure in all cases of nonpayment of the service fee shall be as follows:
 - a. The Association shall notify the teacher of noncompliance by certified mail, return receipt requested. Said notice shall detail the noncompliance, and shall further advise the recipient that a request for wage deduction may be filed with the Board in the event compliance is not effected.
 - b. If the teacher fails to remit the service fee or authorize deduction for the same, the Association may request the Board to make such deduction pursuant to the opening paragraph above.

- c. The Board, upon receipt of request for involuntary deduction, shall provide the teacher with the opportunity for a due process hearing limited to the question of whether or not the teacher has remitted the service fee to the Association or authorized payroll deduction for same.
3. Pursuant to Chicago Teachers' Union v Hudson, 106 S Ct 1066 (1986), the Association has established a Policy Regarding Objections to political-Ideological Expenditures." That policy, and the administrative procedures (including the timetable for payment) pursuant thereto, applies only to Non-Association bargaining unit members. The remedies set forth in that Policy shall be exclusive and, unless and until such procedures (including any administrative or judicial review thereof) shall have been availed of and exhausted, no dispute, claim or complaint by an objecting bargaining unit member concerning the application and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement.
4. Due to certain requirements established in recent court decisions, the Association represents that the amount of the fee charged to nonmembers, along with other required information, may not be available and transmitted to nonmembers until mid school year (December, January, or February). Consequently, the parties agree that the procedures in this Article relating to the payment or nonpayment of the representation fee by nonmembers shall be activated within thirty (30) days following the Association's notification to nonmembers of the fee for that given year.
5. The Association shall indemnify and save the Board harmless against and from any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of action taken by the Board for the purpose of complying with the Association security/agency shop provision of this Article. The Association shall, when the Board is sued individually or jointly, make available competent legal counsel for such defense at the expense of the Association and the Michigan and National Education Association. The Association shall have the right to negotiate a settlement with any teacher whose wages have been subject to involuntary deduction under this Article.

B. GENERAL PROVISIONS:

1. Section A of this Article shall be effective for each school year of this Agreement and all sums payable hereunder shall be determined from the beginning of each school year. Persons becoming members of the collective bargaining unit during the course of any school year shall have their service fee prorated over the school year.

2. Authorization for dues deductions shall continue in effect unless revoked in writing between August 1 and August 31 of any school year. Pursuant to such authorization, the District shall deduct one-twentieth (1/20) of such dues from each regular salary check of the teacher for twenty consecutive pays, beginning in October. Deductions for teachers employed after the commencement of the school year and/or who begin dues or fee payments after October shall be prorated to complete payments no later than June of that school year.
3. The Association will certify at least annually to the District fifteen (15) days prior to the date of the first payroll deduction for professional fees or service fees, the amount of said professional fees or the amount of service fee to be deducted by the District, and that said service fee includes only those amounts permitted by the Agreement and by law. For notification of service or representation fee, see Article IV-A-4.

C. PAYROLL DEDUCTIONS:

Membership dues shall be made in twenty (20) deductions, the first two (2) periods of each month beginning in October. Any interim dues increases will begin with the next payroll submitted to the bank and will be deducted in equal installments. The Board agrees to promptly remit to the Local Association all monies so deducted, accompanied by a list of teachers from whom the deductions have been made.

D. REMITTANCE:

With respect to all sums deducted by the Board pursuant to authorization of the teacher, whether for membership dues or equivalent fee, the Board agrees promptly to remit to the Local Association that portion allocated to the Local Association and to remit balance for both the NEA and the MEA, to the Michigan Education Association, 1216 Kendale Blvd., Box 673, East Lansing, MI 48823, accompanied by an alphabetical list of the teachers for whom such deductions have been made, categorizing them as to membership or nonmembership in the Association and indicating any changes in personnel from the list previously furnished. The Local Association agrees to promptly advise the Board of all members of the Association in good standing and, from time to time, to furnish any other information needed by the Board to fulfill the provisions of this Article and not otherwise available to the Board.

E. OTHER DEDUCTIONS:

Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, saving bonds, City Income Tax, United Fund, or any other plans or programs jointly approved by the Local Association and the Board. Before necessary office

procedures are begun for any such deduction from a company other than those we presently have, a minimum of five (5) staff members must submit a request for this service.

ARTICLE V

Work Year - Week - Day

A. THE WORK YEAR FOR K-12 TEACHERS:

The School calendar for K-12 teachers shall consist of no more than 186 total work days for new teachers under contract and no more than 185 total work days for teachers employed the previous year, of which no more than 182 will be student instruction days for each school year.

B. WORK HOURS FOR K-12 CLASSROOM TEACHERS:

1. The normal teaching day will consist of a six (6) class hour day, including a thirty (30) minute duty free lunch period of which a maximum of 5 1/2 hours in elementary and five (5) hours in secondary school will be spent in teaching or other supervisory duties.

In order to be consistent with Article V-B-1, all middle and high school part time contracts will be based on the number of hours a part time teacher is assigned to a particular building, class, or grade, i.e., teacher assigned to a grade or class for three (3) hours would be paid at the rate of 3/5 (60%) of the regular salary, teacher assigned to a grade or class for four (4) hours would be paid at the rate of 4/5 (80%) of the regular salary. In addition, each part time teacher will spend twenty (20) minutes at school for each hour of student contact time.

Elementary teachers assigned to a grade or class for a morning hour (from 8:00 a.m. to 12:00 noon) will be reimbursed at the rate of 2/3 their regular salary.

2. The School day shall not start before 7:45 a.m. or extend beyond 3:00 p.m. without professional compensation. The 3:00 p.m. limitation may be waived for special curriculum study committee, but not to exceed beyond 4:00 p.m. without compensation. The 3:00 p.m. limitation may also be waived on faculty meetings with extended meetings not to exceed nine (9) per school year. Notification of such an extended meeting except in cases of emergency as judged by the Superintendent. Teachers may leave at 3:00 p.m. on Monday through Thursday and at 2:45 p.m. on Fridays providing they do not have commitments such as faculty meetings, student appointments, parent-teacher conferences, or other

necessary meetings which may be scheduled by the administration. Teachers who have school sponsored night time responsibilities may leave at the conclusion of the regular classroom day with permission of the principal.

3. Elementary teachers will be provided one (1) fifteen minute relief period each day. All elementary teachers will be provided with no less than five (5) hours of unassigned time for preparation and planning for every twenty-five hours of student contact time. Whenever possible, teachers shall only have playground duty on days they have special class. At the discretion of the Superintendent or Principal, the fifteen (15) minute relief periods may be waived on days of inclement weather when children cannot go out for recess. Teacher's relief periods shall then be alternated so one teacher can supervise and be responsible for a given number of rooms as mutually agreed upon between the teachers and Principal. Elementary teachers may use for preparation all time during which their classes are receiving instruction from various teaching specialist.
4. Teachers of elementary music, art, physical education, reading consultants, and special education teachers shall be provided with relief and preparation time to the same ratio as other elementary teachers in the district.
5. In the event of any disagreement between the representatives of the Board and the Association as to the need and desirability of any deviation, the matter may be processed through the negotiation procedure.
6. Supply Teaching Compensation:
 - a. Any teacher may accept or reject supply teaching at the rate of \$15.00 per class period provided they do not have conflicting assignments for the class periods concerned. Teachers are to be employed in this supply capacity only when it is impossible to secure a regular substitute teacher. The compensation for elementary classes in Art, Music, and Physical Education will be \$15.00 for Art, \$7.50 for Music, and \$7.50 for Physical Education. When and if assemblies, building parties, or other special activities are scheduled by the Administration, the compensation for special classes which do not meet during such hours shall be waived.

A teacher may also accumulate a compensated day in the following manner: Six (6) hours of time spent at an administratively assigned function for compensation. Such time must be accrued beyond the length of the teacher's day and year. Compensatory time is limited to two (2) days per school year.

b. In-lieu of compensation as a supply teacher, an individual teacher may accrue compensatory time. The program is voluntary. The individual teacher during the first week of school will inform his/her principal as to his/her willingness to participate in the program. Teachers who indicate their willingness to participate in this program must remain with the program during the course of the school year. Compensatory time is not to be taken the first day before nor the first day after a vacation. Compensatory time is limited to two (2) days per year. An individual who has accumulated two (2) days of time will automatically revert to the hourly pay rate. If a teacher is asked to cover another class during their class time, such coverage will be counted as one (1) hour of compensatory time. Compensatory time must be used prior to the last week of the school year. Six (6) hours of supply teaching will constitute one (1) day of compensatory leave which is not deducted from normal leave days. Teachers must accumulate six (6) hours to be eligible for compensatory leave. All supply hours are to be accumulated by May 24. Teachers with less than necessary six (6) hours will be paid the hourly rate.

7. For specified extra duty assignments not provided for in any other extra duty pay schedule, a teacher shall be entitled to additional compensation as hereinafter set forth. The teacher shall be paid for any time spent beyond the six (6) period teaching day for services rendered in conducting conferences, staff meetings that extend beyond 3:15 P.M. of any school day and attendance at any function where school representation is required. Determination of the additional compensation shall be at an hourly rate as follows: \$15.00/hr or fraction thereof for teachers (fraction of hours on 1/4 hour intervals). Additional salary amounts due teachers under this provision will be certified by the building Principal and be allowed to accumulate to be paid two (2) times per year - at the end of the first semester and the close of school in June.

8. A teacher engaged during the school day in negotiating on behalf of the Association with any member(s) of the Board or participating in the grievance procedure, by mutual agreement between the Association and the Board shall be released from regular duties without loss of salary. This shall not be construed to include negotiation of a contract or master agreement.

C. WORK HOURS FOR K-12 NON CLASSROOM TEACHERS:

1. The conditions listed above in B, 2-8 shall apply.
2. Work hours, with one half hour lunch of 7:45 a.m. - 3:00 p.m. or its equivalent shall be assigned by the Administration to each non-classroom teacher. Non-classroom teachers may leave at 3:00 PM providing they do not have commitments such as faculty meetings, student appointments, parent-teacher conferences, or any other necessary meetings which may be scheduled by the Administration.

D. OVERLOAD ASSIGNMENTS:

Teachers assigned a sixth (6) class shall be compensated at a rate of six-fifths (6/5) his/her regular salary. Leave days said teacher earns will be increased at a corresponding rate.

ARTICLE VI

Teaching Conditions

A. CLASS SIZE:

1. The parties recognize that optimum school facilities for both students and teachers are desirable to insure the high quality of education that is the goal of both the Association and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school days should be directed toward insuring that the energy of the teacher is primarily utilized to this end. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered whenever possible to meet the following optimum standards except in traditional large group instruction or experimental classes where the Association has agreed in writing to exceed these maxima:

	EXCESS MEMBERS ALLOWED	TOTAL
K - 2 (24 students)	3	27
3 - 5 (25 students)	3	28
6 - 8 (26 students)	3	29
9 - 12 (27 students)	3	30

Any class over the prescribed total number will be reimbursed by the Board at the rate of \$3.00 per child, per day, per elementary student or sixty (60) cents per class hour, per child over this number in the Middle School and secondary schools, (middle school and secondary are defined to encompass grades (6-12) for each day the student is enrolled in this district, provided the excess member rate will be paid for only the first fifteen (15) consecutive days if the teacher is absent for a valid cause. No reimbursement pay will be paid to any teacher where there is a classroom teacher's aide or co-teacher. The counselor student ratio shall not exceed 1-300.

2. Libraries will be available for student use during student attendance days of the school year.
3. Special Education classes shall not exceed the rules and regulations established in the Special Education code of the State Department of Education.

If it becomes necessary to file for a deviation, then the Board will reimburse the special education teacher at the rate of sixty (60) cents per class hour per child over the allowed number.

4. The form for excess class sizes is contained in Appendix B-3. Copies shall be available at each principal's office.

B. MATERIALS:

The Board recognizes that appropriate texts, library reference facilities, maps, and globes, laboratory equipment, audio-visual equipment, art supplies, athletic 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 history, scientific and social development of the United States. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools. At the time the selection process begins, the Board will be notified of the nature of the undertaking. The Board undertakes promptly to implement all joint decisions thereon made by its representatives and the Local Association. The Board agrees at all times to keep the school reasonably equipped and maintained.

C. LIBRARY:

The Board and the Association mutually recognize the importance of continuous use of adequate teaching reference material in maintaining a high level of professional performance. In furtherance of that recognition, the Board shall provide a teacher reference library in each school in the district and include therein all texts which are reasonably requested by the teachers of that school and jointly approved by the Board and the Local Administration.

D. DUPLICATION:

The Board agrees to make available in each school, adequate typing, duplicating, stencil and mimeograph facilities.

E. FACILITIES:

The Board shall make available in each school, adequate lunchroom, restroom and lavatory facilities exclusively for staff use and at least one room, appropriately furnished, which shall be reserved for use as a faculty lounge in which smoking shall be permitted. Provisions for such facilities will be made in all future buildings.

F. TELEPHONE:

Telephone facilities shall be made available to teachers for their reasonable use, not to include personal toll calls charged to the school. A non-locked telephone with access to an outside line shall be available in the Godfrey teachers' lounge and in the Lee teachers' workroom on the first floor.

G. VENDING MACHINES:

Upon the request of the Local Association, vending machines shall be installed in the Teacher's lounge and lunchroom areas. The proceeds from all such machines shall go to the Local Association.

H. PARKING:

Adequate off-street paved parking facilities shall be provided and properly maintained and identified exclusively for staff use.

I. UNSAFE CONDITIONS:

Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.

J. REPORTS TO PARENTS:

It is agreed that reporting pupil progress to parents periodically is a necessary function of the school. All such reporting, including Parent/Teacher Conferences, shall be considered part of the school routine.

ELEMENTARY PARENT/TEACHER CONFERENCE SCHEDULE

Fall Conference - Schedule by Administration consists of two (2) afternoon and two (2) evening conferences. During week of conferences, the schedule would be as follows: (Days are subject to change)

A.M.	Classes	Classes	Classes	Classes	Classes
P.M.	Classes	No school for students	P/T Conf.	P/T Conf.	No school for students or Teachers
Eve.	Teachers prepare for P/T Conf.	in PM and evening	in PM and evening		

Spring Conference:

A.M.	Classes	Classes	Classes	Classes	Classes
P.M.	Classes	Classes	Conf. in PM & eve.	Conf. in PM & eve.	No school for Students or Staff

A minimum of two (2) hours will be spent each Parent/Teacher evening Conference by all K-5 teachers, the time to be mutually agreed upon with Staff and Administration.

MIDDLE AND HIGH SCHOOL PARENT/TEACHER CONFERENCE SCHEDULE

Scheduling of Parent/Teacher Conferences beyond the six (6) hour teaching day for Grades 6-12, (two (2) nights a year - maximum) shall be scheduled by the Administration only after mutual agreement with the teachers in the building as to an appropriate night.

K. MEETINGS:

Teachers' attendance at Commencement exercises, P.T.A. Meetings, and school functions is encouraged. Achievement nights and open house programs shall be limited to two (2) such programs per year. These programs are to be considered a part of the teachers' professional responsibility and are not to be subject to additional compensation.

ARTICLE VII

Qualifications and Assignments

A. ASSIGNMENT:

Teachers shall not be assigned outside the scope of their teaching certificates except temporarily and for good cause, and the Local Association shall be notified in such instance, along with written statement of reasons for such assignment. Temporary shall be defined for purposes of this Article as not to extend beyond the current school year.

B. REASSIGNMENT:

Teachers who will be affected by a change in grade and/or assignment in the elementary school grades and secondary grades, shall be notified prior to reassignment in a personal conference with their immediate supervisor, if possible. If it is not possible to schedule a conference, the teacher shall be sent a certified letter notifying him/her of the possibility of change prior to such reassignment. Such letter would indicate the availability of the conference and a time line for such a meeting. The teachers shall be sent written notice of reassignment by certified letter within three (3) calendar days of said action. Changes will be voluntary; when this is not possible, the qualified and certified teacher with the least seniority in the grade level or subject matter affected will be transferred. If any teacher has been reassigned, she/he shall have the right to his/her prior position should it become open.

(Example: In the 1980-81 school year, there existed four (4) fifth (5th) grade sections. For the subsequent school year, 1981-82, there is need for only three (3) sections of fifth (5th) grade. The fifth grade teacher with the least seniority will be re-assigned - if in future years a fifth grade section becomes available, the reassigned teacher has the first right to that position.)

C. EXTRACURRICULAR:

Any assignments in addition to the normal teaching schedule during the regular school year including adult education courses, driver education, extra duties enumerated in Appendix B1 and B2, 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.

D. COUNSELORS AND LIBRARIAN:

The work year for High School counselors and librarian may commence, at the discretion of the Administration, five (5) days earlier than school begins in the Fall and continue five (5) days after the work year for the other teachers ends in the Spring.

They shall be paid additional salary computed by using each individual's salary work days for the year and this amount times the number of extra days of employment.

E. MASTER TEACHER:

The parties recognize the requirements of the School Code (MCLA 380.1526) to provide a master teacher as a mentor to a probationary teacher.

- a. Selection - A master teacher shall be selected by the Principal or Assistant Principal where the probationary teacher is stationed. No teacher shall be forced to accept this position.
- b. Revocation - Should the master teacher or the assigned teacher feel that they wish to revoke this relationship, they may ask the building principal to sever the relationship. If this relationship is severed, a new master teacher will be assigned.
- c. Confidentiality - The master teacher shall not be used by the Board or the Association as a witness or in any other manner in disciplinary actions against an assigned teacher. Nor, shall the master teacher have any role in the written evaluation process of the assigned teacher.
- d. Compensation - The master teacher shall receive \$100 a year for this service.

ARTICLE VIII

Vacancies, Promotions and Transfers

A. TRANSFERS:

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 another class, building, or position shall be made in writing, one copy of which shall be filed with the Superintendent and one copy shall be filed with the Local Association. The application shall set forth the reasons for transfer, the school, grade, or position sought, and the applicant's academic qualifications. Such requests shall be renewed once each year to assure active consideration by the Board.

B. POSTING:

1. The Board declares its support of the policy of filling vacancies, including vacancies in department heads, from within its own teaching staff. Whenever a vacancy arises or is anticipated, the Superintendent shall

promptly post notice of same on a bulletin board in each school building for no less than ten (10) normal working days before the position is filled and notify the Association. If such a vacancy arises after August 1 and before school begins in the fall, such notice shall be waived. Vacancies

shall be filled on the basis of competency and qualification of the applicant and other relevant factors. Any new positions, including department head positions, shall be posted with accompanying job description. An involuntary transfer will be made in accordance with Article VII B of this contract.

The Administration shall notify the affected teacher reasons for each transfer. A copy of vacancies shall be given to the Association's representative for posting in accordance with this Article.

2. The Board agrees to give a properly certified teacher who is laid off from the district, are members of the K.C.E.A. and who apply, the opportunity to interview for a vacancy or new position if they are in the sole opinion of the Board or Administration, qualified for the position. This section is not subject to the grievance procedure.

C. TRANSFERS OUT OF UNIT:

Any teacher who shall be transferred to an Administrative or executive position and shall later return to a teacher status shall be entitled to retain such rights as he may have under this agreement prior to such transfer to supervising or executive status. All Administrators transferring to a teaching position must meet the certification and qualification guidelines and definitions as listed in Article XVII of this contract.

For layoff procedure, Administrators will be given seniority according to years of teaching service prior to becoming an Administrator.

ARTICLE IX

Leave Day Policy

A. LEAVE DAYS - DEDUCTIBLE:

Each full time teacher will be credited each year with fifteen (15) days of leave with pay. Each part-time teacher will be credited each year with fifteen (15) days, (pro-rated at their contracted work day) with pay. The unused portion of which shall accumulate from year to year without limitation. Leave days deducted from the total may be taken for the following reasons subject to the following conditions:

1. Personal Illness or Disability:

1. **Personal Illness or Disability:**

The teacher may use all or any portion of his/her leave to recover from his/her own illness or disability. The Superintendent may, at his/her discretion, demand a doctor's statement certifying the beginning period and end period of illness and/or physical disability if the teacher is absent more than two (2) consecutive days.

2. **Funerals:**

a. **Chargeable leave days:**

1. For funerals of relatives not living in the teacher's household, up to three (3) days may be used.
2. To attend funerals for other deaths, up to one (1) day may be used.
3. If days beyond three (3) are used for immediate family members.

b. **Nonchargeable leave days:**

To make arrangements for and attend the funeral of immediate family members, (mother, father, spouse, children and persons residing in the teacher's household; or those who stand in their stead) up to three (3) days may be used.

3. **Illness in the Family:**

The teacher may use up to three (3) days for caring for members of the family. Family is defined as mother, father, and all members of the teacher's household.

4. **Medical Care or Nursing Care:**

The teacher may use two (2) days to make arrangements for medical or nursing care for a member of one's immediate family or household.

5. **Doctor's Appointments:**

The teacher may use leave days for doctor's appointments with prior permission of that teacher's building principal.

6. **Personal Leave Days:**

The teacher may use up to two (2) days for personal leave subject to the following conditions.

- a. Teachers desiring to use such leave shall notify at least four (4) working days in advance of the anticipated absence, except in case of emergency, in such case the teacher shall notify as soon as possible. The notification by the teacher shall be given to the teacher's building principal. Such leave not to be granted for more than three (3) staff members of any building level on the same day. If more than three staff members apply, leave will be granted on the basis of the earliest requests.
- b. Such leave is not to be used for other compensated work. Such leave will not be granted or used for the first or last day of the school year nor the last working day preceding or the first day following a vacation period. (Exceptions: Graduation exercises for the teacher, spouse, or children; honors convocation honoring the teacher and/or military departure of children.

B. LEAVE DAYS - NOT DEDUCTIBLE:

Leave days with pay not chargeable against the teacher's leave days shall be granted for the following reasons:

1. Jury Duty:

Leave for jury duty is allowable. The Board will pay the teacher the difference between the jury duty pay and the teacher's regular salary.

2. Court Appearances:

- a. When subpoenaed as a witness in school related activities.
- b. When subpoenaed as a witness or when necessary to be in court as a victim.
- c. The first two (2) days of a court appearance must be taken as personal leave days (if available).

3. Absence Due to Injury or Illness:

Incurred in the course of the teacher's employment which is covered by worker's compensation, the Board agrees to pay the difference between worker's compensation allowance and the teacher's regular salary to the

limit of said teacher's accumulated leave days for the balance of the school year only.

4. Selective Service Physical Examination:

Such time as required.

5. Administrative Requests:

Attending any function when so requested by the Administration.

6. Professional Observation:

Each teacher may be granted one professional observation day not to exceed two (2) teachers on the same day, not to exceed one third (1/3) of the staff for any one semester. The following semester another one third (1/3) of the teachers are eligible, but if by the end of the first semester of the school year, a number to equal one third (1/3) of the staff have not requested the observation day, persons who went the preceding semester are eligible up to the one third (1/3) of the staff.

Such observations must be arranged with the building Principal at least four (4) days preceding said observation. Observations are to be beneficial to both the teacher and the school system as determined by mutual consent of the requesting teacher and the building Principal. Arrangements for the day must be clarified and acceptance from the school to be visited should be in writing. Upon completion of observation, a written report shall be filed with the building Principal indicating the nature of the observations, the subject matter or grade level observed and the benefit derived.

Transportation costs are not to exceed ten dollars (\$10.00).

7. Conferences:

Expenses for attendance at conferences will be reimbursed. Permission to attend a conference is subject to the approval of the building principal and requests to attend these conferences are to be presented to the principal at least four (4) days in advance of planned attendance.

C. LEAVE DAYS - RECORD:

The Board shall furnish each teacher with a written statement at a date no later than the first of October of accumulated leave days.

D. LEAVE DAYS - RELINQUISH:

Any teacher at his/her own discretion may relinquish up to and including five (5) of his/her unused portion of leave days above thirty (30) days to another tenure teacher whose emergency accumulation is or will be depleted, but at no time is the number of transferred leave days to be more than the number of allowable days that said teacher has already accumulated for the current year.

E. REPORTING TIME:

Any teacher who has reported for duty and begun the teaching periods, either morning or afternoon and had been on duty three (3) full hours shall be considered on duty that one half (1/2) day and not have leave charged for that one half (1/2) day.

F. MEDICAL LEAVES OF ABSENCE WITHOUT PAY:

A teacher who is unable to teach because of personal illness or disability and who has exhausted all leave available may be granted a leave of absence without pay by the Board. Said teacher must return to work by the beginning day of the next semester or must remain on leave until the first day, the subsequent semester. The reemployment of a teacher on such leave is dependent upon physical examination by a doctor of the Board's choice, the Board's expense, indicating the complete recovery from such illness or disability as it applies to a teaching position. For leaves of a longer duration said teacher's rehiring will be dependent upon doctor's statement (as above) and position availability.

Insurance benefits shall fully continue until the teacher is able to return to work, goes on permanent disability, or terminates his/her employment. Such benefits shall continue to remain in effect to the extent available through the contracted insurance agent.

G. ASSOCIATION LEAVE DAYS

Three (3) accumulative leave days per year will be provided for teachers to conduct Association business. Three (3) additional days per year may be requested if needed. (The Board may approve or disapprove the request). Accumulated leave days will be capped at ten (10) days. Teachers may use their personal days to conduct Association business if the three (3) days have been depleted. The use of such days in

Section G will meet the following conditions:

1. The day is for Association matters that cannot be handled during non-school hours.
2. The Association Representative is to notify the Superintendent at least five (5) days prior to use.
3. Such days may not be used to picket or participate in any strike directed at a school or other agency.

H. NO REIMBURSEMENT:

Any teacher under suspension or subject to dismissal proceedings will forfeit any claim to reimbursement under this article.

I. GRANTING OF LEAVE:

Nothing in this agreement prohibits the Board from considering, approving, or disapproving additional leave requests.

ARTICLE X

Sabbatical Leave

A. PURPOSE:

1. In order to provide opportunities for maximal professional improvement, Sabbatical leave shall be made available to teachers for formal, full time study at a recognized college or university.
2. A request for the Sabbatical leave shall be submitted to the Board at least ninety (90) days prior to the end of the school year. The Board retains the authority to approve or disapprove the request. In the event the Board approves the request the teacher must meet the following eligibility criteria:

B. ELIGIBILITY:

1. An applicant must possess a Michigan Life, Permanent Certificate or Continuing Certificate and must have accrued seven consecutive, full years of teaching service in the Godfrey-Lee Public Schools District.
2. Applicants shall not have received a Sabbatical Leave during the seven (7) years immediately preceding any application.

3. Each applicant must agree to return to service in the Godfrey-Lee Public School District immediately upon termination of Sabbatical Leave and to continue in such service for a period of three (3) years or there is a mutual agreement to the contrary. A signed agreement in the format of a promissory note shall stipulate that the failure of the teacher to provide such service shall result in the obligation to reimburse the District a proportional part of the salary paid to him/her during Sabbatical Leave determined by the fraction of the three (3) years not served following the leave. Such Promissory Note shall include an interest percent factor based on the prime rate plus two per cent (2%) at the time of signing agreement for leave. Note: This includes cost of benefits.

C. APPLICATION:

Applications shall be made to the Committee for Sabbatical Leave on or before annual deadline date to be established by the said committee. The application shall be accomplished by plans for the use of the Sabbatical Leave, evidence that the applicant has been accepted into a graduate program and an exposition of the plan's potential for increasing the applicant's professional competence and such other information as may be necessary as determined by the committee for Sabbatical Leave.

D. SELECTION:

1. The Committee for Sabbatical leave shall consist of an elementary and a secondary Principal appointed by the Superintendent, a teacher appointed by the Local Association, and the president of the Local Association. The Superintendent, who will vote only in the event of a tie, shall be chairman of the Committee.
2. The Committee will prepare a priority listing of eligible candidates and recommend names for Sabbatical Leave appointment. Provided sufficient qualified applicants have come forth, up to 2% of the body of teachers currently employed will be recommended.
3. Consideration shall be given to:
 - a. Assured eligibility.
 - b. The proposed leave's potential for contributing to the applicant's professional growth.
 - c. The applicant's prior contribution to the Godfrey-Lee Public Schools and potential for future leadership.
 - d. The applicant's need for financial support.

- e. Any other pertinent factors as established by the Committee.
- 4. In establishing Sabbatical leave, the Board of Education may grant Sabbatical leave to as many candidates as are recommended by the Committee for Sabbatical Leave but not to exceed a number equal to 2% of the teachers of the school district at the time leaves are granted.

E. COMPENSATION:

- 1. While on Sabbatical leave a teacher shall receive 50% of his/her teaching salary for the time involved.
- 2. A teacher shall receive all related fringe benefits as provided for teachers by the Board of Education.
- 3. The teacher is responsible to notify the business office of the place in which the payroll check shall be addressed while he/she is on leave. Checks will be mailed to that address on or before regular pay days.

F. MISCELLANEOUS ADMINISTRATIVE PROVISIONS:

- 1. Sabbatical leave may be for a portion of the year but may not exceed a full school year. The leave may be taken in semester increments, not to exceed a full school year.
- 2. A teacher on Sabbatical leave may not deviate from his/her approved plan except with the written permission of the Superintendent.
- 3. Sabbatical leave will be automatically terminated should the grantee be placed upon a probationary academic status by his/her college or university.
- 4. Any falsification of information by the teacher in application or other reports required as a part of Sabbatical leave may subject the leave to termination upon the recommendation of the Committee for Sabbatical Leave.
- 5. Upon return from Sabbatical leave the teacher shall be advanced on the salary schedule as though he/she had been employed as a teacher during the period of leave; he/she shall be restored to his/her former position, if possible, or to a position of at least comparable nature of status and seniority.

ARTICLE XI

Unpaid Leave of Absence

A. EXCHANGE TEACHING:

A leave of absence of up to two (2) years may be granted to any teacher upon application for the purpose of participating in exchange teaching programs in other school districts, States, territories, or Countries, foreign or military teaching programs; the Peace Corps, Teacher's Corps or Job Corps as a full time participant in such program; or a cultural travel or work program related to his/her professional responsibilities, provided said teacher states his/her intention to return to the school system. An applicant must possess a Michigan Life Permanent Certificate or Continuing Certificate and must have accrued seven consecutive, full years of teaching service in the Godfrey-Lee Public Schools District. Upon return from such leave, a teacher shall be at the same position on the salary schedule as he/she would have been if he/she had taught in the district during such period. Benefits shall not accrue during said leave.

B. STUDY:

A leave of absence of up to two (2) years may be granted to any teacher upon application for the purpose of engaging in study at any accredited college or university reasonably related to his/her professional responsibilities. Upon return from the leave, the teacher will be assigned to a position for which the teacher is certified and qualified. No salary or benefits shall accrue during the leave.

C. MILITARY:

A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be placed at the same position as he/she would have been had he/she taught in the District during such period.

D. ASSOCIATION OFFICER:

A leave of absence of up to two (2) years may be granted to any teacher upon application for the purpose of serving as an officer of the Association and its staff.

Upon return from such leave such teachers shall be placed at the same position on the salary schedule as they would have been had they taught in the system during such period.

E. PUBLIC OFFICE:

A leave of absence not to exceed four (4) years may be granted to any teacher upon application for the purpose of campaigning for or serving in a public office. Upon return from the leave, the teacher will be assigned to a position for which the teacher is certified and qualified. No salary or benefits shall accrue during the leave.

F. CHILD CARE LEAVE:

Child care leave of up to twelve (12) months shall be granted to a teacher upon the request of the teacher provided such request is made at least sixty (60) days prior to the commencement of the leave, and providing the teacher has been teaching for a minimum of one year since returning from previous child care leave. Such request shall indicate the date of return and the date of return must coincide with a new marking period. Upon return from leave, the teacher will be assigned to a position for which the teacher is certified and qualified. No salary or benefits shall accrue during the leave.

G. CAREER EXPLORATION LEAVE:

The Board shall grant a leave of up to one (1) year to any teacher for the purpose of career exploration. Such request shall indicate the date of return, and such date must coincide with a new marking period. Upon return from such leave, the teacher will be assigned to a position for which the teacher is certified and qualified. No salary or benefits shall accrue during the leave.

H. ADOPTION LEAVE:

The Board shall grant a leave of up to twelve weeks to any teacher for the purpose of the adoption of a child. The request shall be made in writing at least sixty (60) days before the commencement of the leave. Insurance protection as provided in Article XX shall be provided by the Board during the time of the leave.

ARTICLE XII

Academic Freedom

A. FREEDOM:

Teachers shall be allowed to study, investigate, and teach facts and ideas concerning man, human society, the physical and biological world, and other branches of learning according to community standards mutually agreed upon by the Board and the teaching staff. If an area of concern arises, a committee of three (3) Board members, three (3) teachers, and three (3) community members will meet to resolve the area of concern.

B. CONTROVERSIAL ISSUES:

Training for effective citizenship in a democracy is accepted as one of the major purposes of the Godfrey-Lee Public Schools. The instructional program established to achieve this purpose demands free discussion of issues including discussion of those issues that may be considered controversial. Free discussion of controversial issues is the heart of the democratic process. Freedom of speech and the free access to information are among our most cherished American traditions.

For the Godfrey-Lee Public Schools controversial issues are defined in the terms of the rights of pupils rather than in the terms of the rights of teachers.

The study of controversial issues is objective and scholarly with a minimum emphasis on opinion. The teacher must approach controversial issues in the classroom in an impartial and unprejudiced manner and must refrain from using his/her classroom privileges and prestige to promote a partisan point of view. Good teaching of subjects containing controversial issues requires more skill than most other kinds of teaching and as far as possible, only teachers of broad experience and superior ability are to be assigned a subject in which a large body of the material involves controversy.

ARTICLE XIII

Teacher Evaluation and Progress

A. TEACHER EVALUATION:

Observation and evaluation of the performance of each teacher is the responsibility of the Board. It is understood that additional observations of less than thirty (30) minutes may be used in evaluations. An official observation is a visit of not less than thirty (30) minutes by the Administration (i.e., Principal or immediate supervisor) to the teacher's place of performance for the purpose of gathering information. An evaluation is an official written record signed by the Administration and the teacher that is placed in the teacher's official personnel file. Such evaluation shall be completed on/or before May 1.

1. K-12 Teacher:

a. Probationary teachers shall be observed at least three (3) times per year. Two (2) of the observations shall occur during the first semester or portion thereof (provided the portion is greater than one half (1/2) semester). The third observation shall occur during the second semester of employment. During subsequent semesters, probationary teachers will be observed using the same procedure as stated above.

- b. Tenure teachers will not be observed less than once per year with a written evaluation to be made at least every two (2) years.

B. COMPLAINTS:

Any complaint made against a teacher or person for whom the teacher is administratively responsible, by any parent, student, or other person will be promptly called to the attention of the teacher. Complaints shall not be incorporated into the teacher's evaluation unless the teacher has been informed of the complaint.

C. CLASSROOM FUNCTIONS:

When conducting the observation the Administrator shall not attempt to participate in the functions which are the duties and responsibilities of the teacher.

D. PERSONNEL FILE:

Each teacher shall have the right, upon request, to review the contents of any file concerning him/her in the presence of an Administrator. A representative of the Association may, at the teacher's request, accompany the teacher in this review. Each teacher's personnel file shall contain the following minimum items of information:

1. A TB report and required medical information.
2. All teacher evaluation reports.
3. A copy of the teacher's certificate for incoming teachers.
4. A transcript of academic records.
5. Tenure recommendation.

No material may be placed within the personnel file without allowing the teacher an opportunity to file a response thereto and said response shall become a part of said file.

E. SUBJECT TO GRIEVANCE:

It is expressly understood that the content of an evaluation shall not be the subject of a grievance. However, an alleged violation of the evaluation procedure as set forth in this agreement may be grieved.

F. CONDUCTED OPENLY:

All monitoring or observation of the teacher's job performance shall be conducted openly.

between the Administrator and the teacher, so that the Administrator may be appraised of the teacher's objectives, methods, and materials planned for the teaching-learning situation during which the teacher is to be observed.

H. WRITTEN EVALUATION:

Within ten (10) working days after each observation, the Administration will prepare a written report of the observation and will review it with the teacher. Included in the report will be the teacher's areas of weakness with prescribed suggestions for change. A Principal should note improvement on a previously noted deficiency, provided the evaluator observes an improvement in that deficiency. A teacher who disagrees with an evaluation or recommendation may submit a written answer which shall be attached to the evaluation.

I. FINAL EVALUATION:

A final written evaluation of the job performance of each teacher will be completed by the Administration. The evaluation will be reviewed by the Administration and the teacher. Upon completion of the review, both the Administrator and the teacher shall sign the evaluation. A copy will be given to the teacher and a copy will be placed in the Board's official personnel file of the teacher.

J. TERMINATION:

Prior to the Administration recommending to the Board that a teacher be terminated, the teacher will be notified of such recommendation.

K. HEARING:

Each teacher who is not entitled to rights under the Michigan Teacher Tenure Act and who has completed at least two (2) years of employment with the Board prior to date of notification (see paragraph J) in any position listed in Article I, Section B, shall be entitled to a hearing before the Board prior to termination.

L. STUDENT SCORES:

State assessment scores and National norms shall not be used in evaluating or defending the quality of a teacher's service or fitness for retention.

M. REPRESENTATION:

A teacher shall have an opportunity to have present a representative of the

M. REPRESENTATION:

A teacher shall have an opportunity to have present a representative of the Local Association when he/she is being reprimanded or disciplined for any infraction of school policy or delinquency in professional performance, excluding the formal observations and evaluations. No action shall be taken with respect to the teacher until such representative of the Local Association is present. The Local Association representative may invite to the meeting, an Association representative. A member of the Association involved in extracurricular activities may have a representative present in an unofficial capacity when he/she is being reprimanded, warned, or disciplined.

N. TEACHER DISCIPLINED:

No teacher shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause as defined in the tenure codes. Any such disciplinary action, reprimand, or reduction in rank, compensation or advantage shall be subject to the professional grievance negotiations procedure herein set forth.

O. EVALUATION MODEL AND FORMS:

The Instructional Policies Council shall determine the model and forms, subject to the approval of the Board, to be used in the evaluation process.

ARTICLE XIV

Professional Behavior

A. RULES:

Teachers are expected to comply with reasonable rules, regulations, and directions from time to time adopted by the Board or its representatives which are not inconsistent with the provisions of this agreement, provided that a teacher may reasonably refuse to carry out an order which threatens physical safety or well-being or is professionally demeaning.

B. CODE OF ETHICS:

The Board recognizes that the 1975 Code of Ethics of the education Profession is considered by the Association and its membership to define acceptable criteria of professional behavior. The Association shall accept responsibility to deal with ethical problems in accordance with the terms of such Code of Ethics of the Education Profession.

C. VIOLATIONS:

The Association recognized that abuses of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other violations of discipline by a teacher, reflect adversely upon the teaching profession and create undesirable conditions in the school building. The Board, in recognition of the concept of progressive correction, shall notify the teacher in writing of alleged delinquencies, indicate expected correction, and indicate a reasonable period for correction. Alleged breaches of discipline of the Code of Ethics of the education profession shall be promptly reported to the offending teacher and to the Local Association. The Local Association will use its best efforts to correct breaches of professional behavior by any teacher and, in appropriate cases, may institute proceedings against the offending teacher.

D. DRESS:

Faculty members are expected to be neat in appearance at all times.

ARTICLE XV

Transferable Professional Experience

A. OUTSIDE TEACHING EXPERIENCE:

The Board may place teachers signing a contract with the Godfrey-Lee Public Schools for the first time on any step on the salary schedule the Board desires.

B. GODFREY-LEE EXPERIENCE:

Full credit for prior professional experience in the Godfrey-Lee Public School system shall be allowed.

ARTICLE XVI

Maintenance of Standards

The duties of any teacher or the responsibilities of any position in the bargaining unit will not be substantially altered or increased without prior negotiation with the association.

ARTICLE XVII

Reductions in Personnel & Annexation, Consolidation, or Other Reorganization of the District

A. CONSOLIDATION:

This agreement shall be binding upon the Board and its successor personnel and upon any school district into which or with which this district shall be merged or combined, subject to the extent permitted by law. In the event that this district shall be combined with one or more districts, the Board will use its best efforts to assure the continued recognition of the Association and the continued employment of its members in such consolidated district.

In the event of Annexation or Consolidation:

1. All teachers on tenure at the time of annexation shall be granted tenure by the absorbing Board.
2. All rights accrued by Godfrey-Lee teachers shall be assumed by the absorbing Board within the terms of the new Board's contract.
3. The Godfrey-Lee teachers will be absorbed and granted the appropriate salary step, degree level and other economic conditions (accumulated leave days) as they would have had in the Godfrey-Lee system based upon the contract of the new district.
4. Reassignment will meet the conditions of this contract. (Article VII, Section B)
5. All Godfrey-Lee teachers shall be employed by the absorbing district on the basis of seniority accrued.

B. LAYOFF - RECALL:

In the event it becomes legitimately necessary to reduce the number of teachers through layoff of employment, the Board will follow the layoff procedure outlined below:

1. The Board will consider the application of any teacher who voluntarily requests to be placed on layoff status.
2. If reduction is still necessary, the probationary teacher with the least seniority (see Section C below) with the Board, will be laid off first, provided there is a fully qualified and certified (see Section D following) teacher to replace and perform all the needed duties of the laid off and/or existing positions.
3. If reduction is still necessary, the procedure outlined in paragraph 2 above will be repeated until sufficient reduction is reached.
4. If reduction is still necessary, the procedure outlined in paragraphs 2 & 3 above will be repeated with tenure teachers until sufficient reduction is reached.

C. SENIORITY:

1. Seniority is defined as the total employment service with the Board; it shall be determined by the date of 1) Letter of Intent; 2) Individual Contract of Employment; or 3) Board Action, whichever of these three comes first.
2. Ties in seniority shall be broken by a drawing.
3. Employees who work under special programs, such as C.E.T.A. and who subsequently are hired as regular employees, shall accumulate seniority from the original date of hire unless otherwise provided for by law.
4. Any employee who has left (quit, resigned, or terminated for just cause) the bargaining unit and who subsequently returns, shall accrue seniority and benefits only from the most recent date of return to or hire into the bargaining unit.

D. FULLY QUALIFIED AND CERTIFICATED:

Fully qualified and certificated should be defined as follows and includes all the following:

1. Any teacher who has earned from an accredited college, university, or other training institution, a provisional, permanent, life, vocational, continuing certificate, or where certification is not required, possesses other Board employment requirements which are mandated for assignment in a given position(s) represented by the Association.
2. The above credentials must be approved by the State of Michigan agencies for which State Aid financial reimbursement is allowed or authorized by the Board's General Fund Budget, Special Programs or other financial resources.
3. Any teacher who has regularly performed services, in the position or discipline to be filled or continued, for the Board within the last three (3) years preceding the layoff, or who has successfully completed four (4) semester hours of college credit in that discipline during the year preceding the layoff or the summer prior to the new semester. Such courses taken prior to layoff and successfully completed shall be reimbursed at the rate being charged for academic hours in Michigan tax supported colleges and universities.
4. Any teacher who has received a "satisfactory" evaluation during the last two (2) years preceding layoff.

E. WAGES AND BENEFITS:

Any layoff pursuant to this Agreement shall automatically terminate the teacher's individual employment contract and all benefits allowed therein including all wages and benefits within this Master Agreement. In the event of a recall of any teacher on layoff, the Board shall restore all rights, wages, and benefits provided for in the Agreement which is in effect at the time of recall to such teacher.

F. ADDRESS:

Any teacher who is on layoff shall keep the Board informed of his/her current home address and telephone number.

G. RECALL:

Teacher(s) on layoff shall be recalled in inverse order of the layoff procedure provided the teacher being recalled is fully qualified and certificated to be employed in the existing vacancy.

H. REPORTING DATE:

Any teacher who is recalled and does not make himself or herself available for employment within ten (10) working days of written receipt of notice, or on a later date mutually agreed upon by the Board and the teacher, shall be considered and treated as a voluntary termination of employment from the Board by the teacher.

I. CONTINUOUS LAYOFF:

A teacher on continuous layoff for two (2) years or more shall be eligible for recall rights under this Agreement as provided under the provisions of the Michigan Teacher Tenure Act. The teacher has the responsibility of informing the Board of Education of their current address each year.

J. NOTICE:

The teacher who is to be laid off shall be given written notification of such action and an opportunity for a meeting with the Superintendent at least sixty (60) days before the end of the semester in which the layoff will occur.

If a bargaining unit member is laid off at semester, said unit member's health benefits shall continue to remain in effect without cost to the member to the extent available through the contracted insurance agent for the duration of the school year.

ARTICLE XVIII

Continuity of Operation

A. During the terms of this Agreement, neither the Association nor any person acting in its behalf nor any individual teacher will cause, authorize, support or take part in any strike (i.e., the concerted failure to report for duty, or willful absence of a teacher from his/her position, or stoppage of work or abstinence, in whole or in part, from the full, faithful and proper performance of the teacher's duties of employment) for any purpose whatsoever. It is further agreed the Association will not itself and will not request any other organization to place a sanction of any form on the Godfrey-Lee Public Schools.

B. The Association will not support the action of any teacher taken in violation of this Article, nor will it directly or indirectly take reprisals of any kind against a teacher who continues or attempts to continue the full, faithful and proper performance of contractual duties or who refuses to participate in any of the activities prohibited by this Article.

C. In the event either the Association or any teacher(s), or both, violate the intent of this Article, the Association shall be held liable for any and all damages and/or expenses incurred or suffered by the Board. Further, any teacher involved in the violation of this Article may be subject to disciplinary action. Nothing contained in this Article or action taken by the Board as a result of the violation of this Article shall be subject to the grievance procedure except to determine if there in fact was an actual violation of this Article by a teacher, group of teachers and/or Association.

D. Nothing in this Article shall require the Board to keep schools open in the event of severe inclement weather or when otherwise prevented by an act of God. When the schools are closed to students due to these conditions, teachers shall not be required to report for duty.

ARTICLE XIX

Professional Compensation

A. SALARY:

The basic salaries of the teachers covered by this Agreement are set forth in Appendix B which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the designated periods.

B. CALENDAR:

The Salary Schedule is based upon the regular school calendar as set forth in Appendix A and the normal teaching assignment as defined in this Agreement. For classroom assignments in excess of the regular school calendar and the normal teaching load, the teacher will be compensated at one and one-half (1 1/2) times his/her individual hourly rates.

C. HOURLY RATE:

A teacher's hourly rate is to be determined by dividing his/her annual salary by the number of hours he/she teaches per day, times the number of days which he/she is contracted. (New teachers: 186 days in 1994-95, 186 days in 1995-96, 186 days in 1996-97; all others: 185 days in 1994-95, 185 in 1995-96, and 185 in 1996-97.)

D. EXTRACURRICULAR:

Teachers involved in extra duty assignments as set forth in Appendix B1 and B2 which are attached to and incorporated in this Agreement shall be compensated in accordance with the provisions of this Agreement without deviation.

E. TRAVEL:

Teachers who are required to instruct classes in the Godfrey and Lee buildings and who drive personal automobiles from one school building to another shall receive a car allowance reimbursement equal to the current IRS rate.

F. SALARY PAYMENTS:

All individual contracts will be paid in twenty six (26) equal bi-weekly installments subject to balance of pay option.

G. TUITION PAYMENTS:

Teaching personnel with a valid standard of teaching certificate are to be reimbursed the actual costs of tuition for the successful completion of academic courses taken during the period of July 1 to June 30 each year, subject to the following provisions:

1. For reimbursement, the course must be in the discipline of the teaching position or course offered through the department of education of an accredited college or University.

A fund of \$5,000.00 will be provided by the Board of Education to be administered by the G.L.E.A. Executive Board. Any amount not used in

the current school year may be used in the next school year to a maximum amount of \$2,500.00. The policies for the Administration of this fund are to be determined by the Executive Board.

2. There will be no reimbursement for classes taken under any scholarship grant. There will be no reimbursement for classes taken as demanded by law for certification. The reimbursement will not be made to a teacher new to the Godfrey-Lee Public School system for courses taken before school begins in September. The reimbursement shall be paid three (3) times per year. Once at the conclusion of the first semester in January, the second time at the end of the school year in June, and a third time by the end of September for courses taken during the summer.

H. PROFESSIONAL DEVELOPMENT:

New teachers will be required to obtain a minimum of fifteen (15) days over a three (3) year period of approved professional development, in addition to the regular work year, without additional compensation.

ARTICLE XX

Insurance Protection

Pursuant to the authority set forth in Section 617 of the School Code of 1955, as amended, the Board agrees to furnish to all teachers the following insurance protection.

- A. Each full-time teacher may elect insurance coverage according to one the options, MESSA-Pak Plan A or MESSA Pak Plan B, as defined herein below:

1. Plan A:
Super Care I Health Insurance, Long Term Disability Insurance at 66 & 2/3% with ninety (90) day waiting period, (modified fill) - 2,500 Maximum

Delta Dental Plan, 100/90/80 with suffix coordination 50/50/50,
1500 with Adult Orthodontic.
Life Insurance of \$45,000 - AD + D.
Vision Care Plan VSP III.

2. Plan B:
LTD - Same as Plan A.
Delta - Same as Plan A.
Vision - Same as Plan A.
MEALS Legal Service Plan.
Life Insurance \$50,000
Dependent Life \$2,000/2000.
Annuity - \$150.00 per month

B. Part time teachers are eligible to elect Plan A prorated according to the part of the day taught. Part time teachers, (50% or above) are also eligible to select Plan B with premium fully paid. The amount of money paid into an annuity for part time teachers selecting Plan B will be pro-rated according to the part of the day taught.

C. In the event an employee, absent because of illness or injury, has exhausted sick leave accrual, the above mentioned fringe benefits shall continue throughout the balance of the school year.

D. The Board shall make payment of insurance premiums for each employee to provide insurance coverage for the full twelve month period commencing September 1 and ending August 31 when necessary. Premiums in behalf of the teacher shall be made retroactively or prospectively to insure uninterrupted participation and coverage.

E. Teachers may buy additional group life insurance through payroll deduction as per rules of MESSA insurance.

ARTICLE XXI

Student Discipline and Teacher Protection

A. RESPONSIBILITY:

The Board recognizes its responsibility to give all reasonable 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, law enforcement personnel, physicians or other professional persons, the Board may take reasonable steps to relieve the teacher of responsibilities with respect to such pupil.

B. INTEREST:

It is recognized that discipline problems are less likely to occur in classes where a high level of student interest is maintained. It is likewise recognized that when discipline problems occur, they may most constructively be dealt with by encourage-

ment, praise and emphasis upon the child's desirable characteristics. A teacher may use such force as is necessary to protect himself/herself from attack or to prevent injury to another student.

C. EXCLUSION:

A teacher may exclude a pupil from one class 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. Students sent to the office are to be accompanied to the office.

D. ASSAULT:

Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities.

E. LEGAL COUNSEL:

If any teacher is complained against or sued as a result of any action taken by the teacher while in pursuit of his/her employment, the Board will provide legal counsel and render all necessary assistance to the teacher in his/her defense.

F. TIME LOST:

The Board reserves the right to pay the teacher for time lost on a case-to-case basis in connection with any incident in this article.

G. LOSS OF PERSONAL PROPERTY:

In the event of an altercation between a student and a teacher on duty in the school or on the school premises in which the teacher has acted according to stated Board policies covering the situation, the Board will reimburse the teacher for any loss or damage of the teacher's personal property. If the teacher is injured in such an altercation, approved medical and hospital expenses incurred during the following twelve (12) months which are not covered by Worker's Compensation or hospitalization insurance will be reimbursed by the Board.

H. COMPLAINTS FROM PARENTS:

No action shall be taken upon any complaint by the parent of a student directed towards the teacher, unless that complaint is in writing, and signed by the parent. Nor shall notice thereof be included in said teacher's personal file, unless a copy of the information is provided to the teacher concerned. The teacher shall also be provided the opportunity to meet with the parent concerned.

I. EXPULSION:

Corporal punishment, expulsion and suspension procedures will follow the adopted Board Policies and the legal interpretation of the courts for the State of Michigan and the U.S. Supreme Court.

Teachers will receive copies of the Board policies and the legal interpretation of the courts of the State of Michigan and the U.S. Supreme Court.

ARTICLE XXII

Instructional Policies Council

A. COUNCIL:

There is hereby established a joint Instructional Policies council consisting of six (6) teachers appointed by the Local Association and three (3) administrators. The teachers shall include two (2) from the high school, two (2) from the middle school, and two (2) from the elementary schools.

The administrators shall consist of the High School Principal, Middle School Principal, and one Elementary Principal. The council shall meet after school hours at least once a month or as necessary during the regular school year and advise the Curriculum Coordinating Council and School Improvement Team on such matters as teaching techniques, courses of study, textbooks, pupil testing and evaluation, criteria for student promotion, philosophy and educational goals of the district, teacher evaluation model and forms, research and experimentation, educational specifications for buildings and related matters.

The Board shall provide secretarial assistance to the Council not to extend beyond 5:00 P.M. on a given day.

B. HOURS:

For the purpose of this Article, the times (work hours) stated in Article V are not in effect.

ARTICLE XXIII

Professional Grievance Procedure

A. AGENT:

Any teacher, group of teachers, or the Association believing that there has been a violation, misinterpretation or misapplication of any provisions of this Agreement relating to wages, hours, terms of conditions of employment, may file a written grievance with the Board or its designated representative. The KCEA designates the Local Association President as the agent responsible for processing grievances.

B. THE PROCEDURE GOVERNING GRIEVANCES WILL BE AS FOLLOWS:

1. Definitions:

- a. A grievance is a claim by a teacher(s) that there has been an alleged violation of the Agreement. All such grievances shall be processed as hereinafter provided.
- b. An "aggrieved teacher" is the person or persons who are affected by the claim hereinafter called the aggrieved.
- c. The term "teacher" includes any individual or group who is employed in a position (see Article I, Section B) represented by the Association.
- d. A "party of interest" is the person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
- e. The term "days" shall mean school days.

2. Purpose:

The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the problems of the parties. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure. Nothing contained herein shall be construed as limiting the right of any teacher with a grievance to discuss the matter informally with any appropriate member of the administration.

3. Structure:

The Local Association shall establish a Professional Problems Committee which shall be broadly representative and which shall serve as the Local Association grievance committee. In the event that any Local Association representative or any member of the Professional Problems Committee is a party in interest to any grievance, he/she shall disqualify himself/herself and a substitute shall be named by the Local Association.

4. Procedure:

The number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. All grievances, support of grievances, answers, and decisions shall be in writing beginning with Level II, and must be submitted on Grievance Form. The Grievance Report Form shall be available in the following places: Superintendent's office, High School Principal's office, Elementary Principal's office, Community Ed office, and Local Association Presidents's office.

In the event that there is a failure to appeal a decision at any level within ten (10) days, said failure shall be deemed an acceptance of the decision at that level and further proceeding of the case shall be prohibited.

The teacher has at his/her disposal three (3) procedures for handling his/her grievance: 1) he/she may proceed to process the grievance by himself/herself, 2) with the Association agent, 3) he/she may elect to have the Association agent confer for him/her.

a. Level One - Oral - Immediate Supervisor:

The aggrieved believing that there has been a violation shall within ten (10) school days of the alleged occurrence of the grievance, orally discuss the grievance with the Building Principal and the representative of the Local Association in an attempt to resolve the matter. If no resolution is obtained within five (5) school days following the discussion, the grievant shall express the grievance in writing and process in accordance with Level Two, on the Grievance form as shown in the Appendix. A written grievance shall contain the following:

1. It must be signed by the aggrieved.
2. It must contain a synopsis of the facts giving rise to the alleged violation.

3. It must specify the section or subsections of the contract alleged to have been violated.

4. It must specify the relief requested:

b. Level Two - Written - Immediate Supervisor:

Any grievance filed by the aggrieved must be filed within ten (10) school days from the end of Level 1. The Board hereby designates for its representatives for such purposes, the Principal in each school building and the Superintendent of Schools when the particular grievance arises in more than one building. Within five (5) school days of the receipt of the grievance, the designated representative of the Board shall meet with the Local Association in an effort to resolve the grievance.

The aggrieved shall be present at each level of the grievance procedure unless it is mutually agreed between the Local Association President and the Board representative that the aggrieved shall not be present.

c. Level Three - Superintendent:

If the meeting is with the school Principal and the parties cannot agree, the grievance shall be promptly transmitted to the Superintendent who shall have five (5) school days thereafter to approve or disapprove the grievance. If the grievance is transmitted directly to the Superintendent, he/she shall have ten (10) school days from receipt to approve, disapprove, or resolve it. Association class or group grievances may be submitted directly to the Superintendent.

If the grievance shall be denied by the Superintendent, either upon review of the action of the school Principal or in the first instance, the Superintendent shall answer the grievance in writing and the grievance with the answer shall be transmitted to the Local Association. The Local Association shall have five (5) days to transmit the grievance to the Board.

d. Level Four - Board:

At its next regular meeting, the Board shall pass upon the grievance. The Board may hold a hearing thereon, may designate one or more of its members to hold a hearing, or otherwise investigate the grievance or prescribe such procedure as it may

deem appropriate for consideration of the grievance; provided, however, that in no event, except the express written consent of the Local Association, shall final determination of the grievance be made by the Board more than ten (10) school days after its submission to the Board.

e. Level Five - Arbitration:

If the decision of the Board is not satisfactory to the Association, the grievance may be submitted within twenty (20) school days to arbitration. The arbitrator shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the Arbitration hearing. The Board and Association shall not be permitted to assert in such Arbitration proceedings, any grounds or to rely on any evidence not previously disclosed to the Board and to the Association. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. Both parties agree that judgment thereon may be entered in any court of competent jurisdiction where such award does not conflict with or deny the powers and duties of the Board granted by Legislative Act.

C. AUTHORITY:

If any aggrieved for whom a grievance is sustained shall be found to have been improperly reprimanded, improperly deprived of a position or unjustly discharged, the arbitrator will have authority to reinstate the teacher with full reimbursement for all lost compensation. The costs of any arbitration under this Article shall be shared equally by the Board and the Association.

D. OTHER REMEDIES:

It is expressly understood that the grievance procedure shall not apply to those matters for which statute authorizes specific remedy, such as Tenure Teacher dismissal.

E. TIME LIMITS:

It is understood that the time limits are maximum and can be extended with the written mutual consent of both parties. Both parties should be encouraged to process a grievance as rapidly as possible and within the limits and procedure as set forth herein.

F. MAY 1:

In the event a grievance is filed after May 1 of any year and strict adherence to the time limits may result in hardship of any party, the Superintendent shall use his/her best efforts to process such grievances prior to the end of the school term or as soon thereafter as possible. If the grievance is processed to arbitration, the Association may submit the grievance to expedited arbitration under the rules of the American Arbitration Association.

G. MISCELLANEOUS:

1. A grievance may be withdrawn at any level at any time.
2. No reprisals of any kind shall be taken by either party against anyone for participating in the grievance procedure by reason of such participation.
3. The arbitrator shall have no power to order the following:
 - a. Re-employment of any probationary teacher.
 - b. Placing of a non-tenure teacher on a third year of probation.
4. Non-tenure teachers shall be allowed a Board level hearing in cases of non re-employment or being placed on a third year of probation.

ARTICLE XXIV

Negotiation Procedure

A. DISCUSSIONS:

It is contemplated that matters not specifically covered by this Agreement but of common concern to the Parties shall be subject to professional discussions between them from time to time during the period of this Agreement upon request by either party to the other. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information, and otherwise constructively considering and resolving any such matters.

B. SALARY SCHEDULES:

The Salary Schedule set forth in Appendixes B, B1, and B2 as hereto attached shall be in effect for the duration of this contract. At least sixty (60) days prior to the expiration of this Agreement, the parties will likewise begin negotiations for the new

Agreement covering wages, hours, terms and conditions of employment of teachers employed by the Board.

In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representative of the other party and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the teachers and by a majority of the Board, 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.

ARTICLE XXV

Part-Time Contracts

A. Part-time teachers may leave upon completion of their last class providing they do not have commitments such as parent-teacher conferences, student appointments or other necessary meetings. If faculty meetings conflict with their daily schedule, the part time teacher is responsible for meeting with the Administration so that the purpose and information concerning the faculty meeting can be imparted.

Part time teachers are expected to comply with Article VI, Section K as it applies to their individual position.

B. Any contract for a part time teacher shall be subject to all conditions of this contract. Nothing in this Article is intended to limit any other rights granted in this contract.

C. Leave Days - Each part time teacher will be credited each year with fifteen (15) days (Prorated at their contracted work day) with pay. Days accumulated while a part time teacher will be converted to full time equivalence (F.T.E.) at the end of the year

D. Any contract for a teacher initially hired as a part time teacher shall be subject to all conditions of this contract with all benefits to the extent permitted by the terms of the applicable insurance policies or other fringe benefits setting forth conditions of eligibility in those programs, leave days, etc., prorated according to the part of the day taught. If this part-time position is not renewed and/or not needed, the teacher will be offered a full time position in an area for which the teacher is qualified or certified, such an offer to be made when an opening becomes available because of a teacher leaving the district for other reasons that lead to a vacancy which the Board chooses to fill. For employment purposes, seniority, certification, and qualifications are defined in Article XVIII.

E. Salary will be determined on a pro-rated basis based upon the actual part of the work day taught.

F. In the event that a full time teacher is requested to accept a part time contract for the subsequent school year, full fringe benefits will be paid by the Board until such time as a full time position becomes available for that teacher. These benefits will be full to the extent available through the contracted insurance agents.

Article XXVI:

Kent Instructional Delivery System (KIDS)

A. Introduction:

1. The two-way interactive electronic networking system may be utilized as an alternative instructional delivery system. The intent and purpose of the Kent Instructional Delivery System (KIDS) project is to provide a vehicle for the cooperative offering and sharing of K-12 educational opportunities and to provide quality educational resources to students of the participating districts in a cost effective and efficient manner.
2. The agreement hereinafter referred to as the KIDS ADDENDA is entered into this day of August, 1994, by and between the Godfrey-Lee Education Association and the Godfrey-Lee Public Schools.
3. The contract language that follows is to be an addenda to the local master agreement. In order for this addenda to be in effect, in any school district, it must be approved by the Board of Education for that district and the Godfrey-Lee Education Association. Areas not covered by the addenda shall be governed by the terms of the local collective bargaining agreement of each constituent district.
4. Any local school district that fails to ratify the KIDS Addenda shall not participate in K-12 student instruction via the KIDS network and shall not act as either an originating site or remote site for K-12 student instruction. Failure to ratify the addenda shall not preclude a local school district's use of the network for other purposes, i.e., staff development, extracurricular activities, and other noncredit K-12 activities.

B. Definitions:

1. "Telecommunication" or "Telecommunications Classes" shall be defined as the teaching of students via a two-way interactive television system known as Kent Instructional Delivery System. Teachers will be considered employees of the originating district.

2. "Originating Site District" shall be defined as the location where the teacher responsible for the Telecommunication Class is located.
3. "Remote Site District" shall be defined as the location/designation where class instruction is being received via television.

C. Responsibilities of Originating and Remote Site Districts:

1. The originating site district shall be responsible for the course content, material selection, instruction, testing, evaluation and grading of students at the originating site district and at all remote site districts.
2. Behavior or discipline and supervision of student at remote sites shall be the responsibility of the remote site district. If teachers are assigned classroom supervision at a remote site, such assignment shall be in lieu of a classroom or other supervisory assignment. No teacher will be regularly assigned to supervise remote site students during the teacher's preparation period or during the time he/she is performing his/her assigned duties.

D. Working Conditions:

1. Class Size:

The parties mutually agree that the purpose of KIDS is to provide quality, cooperative academic programming in order to enrich educational opportunities for students. Accordingly, class size shall be based upon the appropriate number of students for the specific learning activity, and shall be small enough to allow for full two-way interactive participation. Total class size, including both the originating and remote sites, shall be subject to the language in the master agreement of the originating site district.

2. Teachers located at an originating site who are teaching a KIDS class will have to adjust their teaching methods and spend additional time to become effective using two-way interactive technology. To compensate for this extra time and effort, a teacher assigned to teach a class from an originating site via KIDS will be paid an additional \$1,000 per preparation per semester.

3. Class Schedules:

Teachers presenting K-12 telecommunications classes to students of elementary or secondary age will generally have those classes scheduled during regular contract work time. It is recognized that in order to

accommodate the different starting/ending times of originating/receiving districts that work times may vary somewhat.

If classes are scheduled outside the normal work day or work year, teachers will have their individual starting and/or ending time adjusted. If additional work time is required to accommodate the schedules of sending/receiving districts, the teacher shall be compensated at a pro rata of his/her base contract daily rate of pay, calculated for each 1/4 hour or portion thereof.

4. Equipment:

It will not be the responsibility of the classroom teacher to repair and maintain the telecommunications equipment. Teachers will be trained to focus and make minor adjustments to said equipment.

5. Training:

Initial and on going training in the use of telecommunications as an alternative educational delivery system shall be made available to teachers who will be presenting telecommunications classes. Participating teachers shall be compensated as specified in the master agreement of the originating site district if training is outside the normal work day/year.

6. Teacher Evaluation:

All evaluations shall require the physical presence of the evaluator at the sending site. The teacher will be informed that they are being observed/evaluated. The sending district administration will have responsibility for the evaluation as the teacher is the employee of originating district.

7. Mileage:

Originating site district teachers will be reimbursed for the allowable mileage if they are required to use their personal automobile to travel between sites or to meetings related to KIDS. The mileage reimbursement will be as specified in the Master Agreement.

8. Vacancies:

Teaching vacancies shall be filled on a voluntary basis and such teachers will be assigned to telecommunication courses in accordance with local contract language provisions.

E. Job Security:

1. It is not the purpose of the KIDS project to reduce the number of bargaining unit members employed or the hours worked as a result of the implementation and use of telecommunications via KIDS.
2. No member of the staff of a specific originating site district or the schools served by that given site shall be laid off or have hours worked reduced as a direct result of the implementation and use of telecommunications via KIDS.
3. Any teacher presenting a K-12 telecommunications class shall be represented by the teacher bargaining unit of the originating district.

F. Broadcast and Rebroadcast Conditions:

In accepting any assignment to teach a telecommunications course, the teacher assigned agrees to and acknowledges the following:

1. A telecommunications class may be televised for demonstration purposes with the knowledge and consent of the of the presenting teacher.
2. Videotapes of a telecommunications class may be used for make-up work for all students currently enrolled in the telecommunications class. Videotapes may be used for other purposes with prior knowledge and consent of the Board or its designee.
3. Videotapes of telecommunications classes are the property of the originating site district.
4. All instructional presentations for which teachers are paid to create and produce, may be copyrighted by, and are the sole property of, the designated originating site district.
5. KIDS shall not be used to replace teachers involved in a labor dispute.

G. Problem Solving Efforts:

1. Inasmuch as the implementation and use of instruction by two-way interactive television in general and KIDS specifically is developmental, the parties agree that it may be necessary to meet from time to time in order to resolve issues that were not contemplated or addressed in this addenda. Accordingly, the parties agree to meet promptly at the request of either.

2. Amendments shall be subject to the approval of the parties in accordance with Article 1 of the addenda.

H. Relationship to Local Master Agreements:

The parties agree that this KIDS ADDENDA will continue in force and effect until the expiration of this Master Agreement.

ARTICLE XXVII

Miscellaneous Provisions

A. FULL AGREEMENT:

This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.

B. INDIVIDUAL CONTRACT:

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. Any individual contract hereafter executed shall be in the form provided by the Board of Education and shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, during its duration, shall be controlling. The Board shall not solicit execution of any individual contract at such time or in such a manner as shall constitute an unfair labor practice under the Michigan Public Employment Relations Act.

C. BOARD POLICY:

This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board. All teachers covered under this Agreement who participate in the production of tapes, publications or other produced educational material shall retain residual rights should they be copy-written or sold by the district except that the school directly shall be entitled to free use of such materials.

D. CONTRARY TO LAW:

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision 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 effort.

E. BOARD MINUTES:

The Association shall be supplied with a copy of all Board Minutes.

F. INDIVIDUAL CONTRACT:

All individual contracts will be subject to a pay option plan. The teacher shall have the option of choosing to take the balance of his/her contract in total at the termination of the school year or may spread it over the summer months in equal payments. All changes in pay options must be specified before May 1.

G. AGREEMENT COPIES:

Copies of this agreement titled, "Professional Agreement between the Godfrey-Lee School District and the KCEA, MEA, NEA," shall be printed at the expense of the Local Association within thirty (30) days after the Agreement is signed, and presented to all teachers now employed, hereafter employed, or considered for employment by the Board. Further, that the Board shall furnish the Local Association with a disk containing the Master Agreement for its use.

ARTICLE XXVIII

Voluntary Separation Incentive

A. Any teacher in the Godfrey-Lee Schools is eligible for the voluntary separation incentive if he/she has been teaching full time for fifteen (15) or more years in the Godfrey-Lee Schools.

B. Notification of voluntary separation and a written resignation requesting the voluntary separation incentive must be filed with the Superintendent prior to May 1 for receiving of the separation incentive to be paid at the employee's request after the first week of January in the next year.

C. Payment will be made according to the years of teaching experience as set forth in the following schedule:

<u>Years of Teaching Experience</u>	<u>Separation Incentive Payment</u>
30-34	\$17,000
35	13,000
36	11,000
37	9,000
38	7,000
39	5,000
40	2,000

D. A teacher shall be compensated for unused leave days at a rate of ten dollars (\$10.00) per day to be paid under the same requirements as Paragraph B.

E. For teachers who have completed ten (10) years of teaching in the Godfrey-Lee School District but retire or leave voluntarily before qualifying for the voluntary separation incentive, a termination payment of forty dollars (\$40.00) for each year of service in the Godfrey-Lee School District shall be paid.

F. The Association shall protect and save the Board of Education harmless from any and all claims, demands, suits, and other forms of liability of whatever nature in the implementation of this Article.

ARTICLE XXIX

Duration of Contract

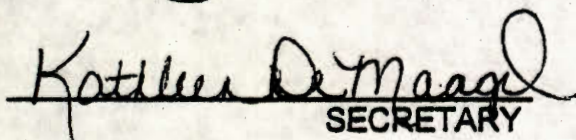
This Agreement shall be effective as of September 1, 1994 and shall continue in effect until the 31st day of August, 1997. This Agreement shall not be extended orally and it is understood that it shall expire on the date indicated. All items herein considered and agreed upon shall be effective for the duration of this Agreement. No other items shall be negotiated except by mutual agreement by the Board of Education and the Association.

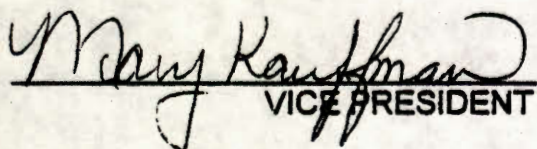
Officially designated personnel for the Board of Education and the Association have affixed their signatures hereto:

GODFREY-LEE PUBLIC SCHOOLS

BOARD OF EDUCATION


PRESIDENT

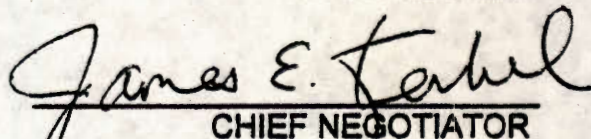

SECRETARY

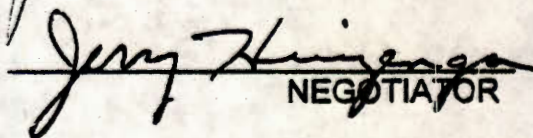

VICE PRESIDENT

GODFREY-LEE PUBLIC SCHOOLS

KENT COUNTY
EDUCATION ASSOCIATION


KCEA/MEA/NEA


CHIEF NEGOTIATOR


NEGOTIATOR

Signed this day:

8-25-95

APPENDIX A

1994-95 SCHOOL YEAR

AUGUST

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER

M	T	W	T	F
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7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER

M	T	W	T	F
			1	2
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12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY

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13	14	15	16	17
20	21	22	23	24
27	28			

MARCH

M	T	W	T	F
			1	2
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13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL

M	T	W	T	F
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10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY

M	T	W	T	F
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15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

KEY

- Holiday
- Vacation, non working day
- Non-student day
- 1/2 day students (K - 5)
- Students Last Day

SPECIAL DAYS

Orientation Day -Aug. 29
 Student's First Day-Aug. 30
 Labor Day -Sept. 5
 Thanksgiving -Nov. 24 &
 25
 Christmas Vacation -Dec. 19 -
 Jan. 2

Records Day -Jan. 20
 Spring Vacation -April 3-7
 Memorial Day -May 29
 Student's Last
 Day -June 8
 Records Day -June 9

APPENDIX A

1995-96 SCHOOL YEAR

AUGUST

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER

M	T	W	T	F
				1
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11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER

M	T	W	T	F
		1	2	3
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13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY

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8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY

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12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH

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11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL

M	T	W	T	F
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8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY

M	T	W	T	F
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6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

KEY

- ☐ Holiday
- ☐ Vacation, non working day
- ☐ Non-student day
- ☐ 1/2 day students (K - 5)
- ☐ Students Last Day

SPECIAL DAYS

Orientation Day -Aug. 28
 Student's First Day-Aug. 29
 Labor Day -Sept. 4
 Thanksgiving -Nov. 23 &
 24
 Christmas Vacation -Dec. 25 -
 Jan. 5

Records Day -Jan. 19
 Spring Vacation -April 1-5
 Memorial Day -May 27
 Student's Last Day -June 6
 Records Day -June 7

1996-97 SCHOOL YEAR

AUGUST

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER

M	T	W	T	F
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11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

KEY

- ☐ Holiday
☐ Vacation, non working day
☐ Non-student day
☐ 1/2 day students (K - 5)
☐ Students Last Day

SPECIAL DAYS

Orientation Day -Aug. 26
 Student's First Day -Aug. 27
 Labor Day -Sept. 2
 Thanksgiving -Nov. 28 & 29
 Christmas Vacation -Dec. 23 - Jan. 3

Records Day -Jan. 17
 Spring Vacation -April 7-11
 Memorial Day -May 26
 Student's Last Day -June 5
 Records Day -June 6

APPENDIX B

1994-95

SALARY SCHEDULE

STEP	A.B. INDEX	A.B. SALARY	M.A. INDEX	M.A. SALARY	M.A. + 30 INDEX	M.A. + 30 SALARY
1	1.00	26,520.96	1.10	29,173.06	1.15	30,499.10
2	1.05	27,847.00	1.15	30,499.10	1.20	31,825.15
3	1.10	29,173.06	1.20	31,825.15	1.25	33,151.20
4	1.15	30,499.10	1.26	33,416.41	1.30	34,477.25
5	1.20	31,825.15	1.32	35,007.67	1.35	35,803.30
6	1.25	33,151.20	1.38	36,598.92	1.42	37,659.76
7	1.33	35,272.88	1.43	37,924.97	1.52	40,311.86
8	1.40	37,129.34	1.51	40,046.65	1.62	42,963.96
9	1.48	39,251.07	1.60	42,433.54	1.73	45,881.26
10-14	1.56	41,372.70	1.70	45,085.63	1.84	48,798.57
15-19	1.61	42,698.75	1.75	46,411.68	1.89	50,124.61
20-24	1.66	44,024.79	1.80	47,737.73	1.94	51,450.66
25-29	1.71	45,350.84	1.85	49,063.78	2.00	53,041.92
30-UP	1.78	47,207.31	1.92	50,920.24	2.07	54,898.39

All Godfrey-Lee teachers are classified in one of the following categories for salary purposes.

- A. Teachers with B.A. Degree are on B.A. Schedule.
- B. Teachers with M.A. Degree are on M.A. Schedule.
- C. Teachers with M.A. + 30 are on M.A. + 30 Schedule.
- D. A teacher with 15 more semester hours beyond B.A. or M.A. shall be paid \$100.00 more per year. Said amount to be added to schedule pay.

APPENDIX R

1995-96

SALARY SCHEDULE

STEP	A.B. INDEX	A.B. SALARY	M.A. INDEX	M.A. SALARY	M.A. + 30 INDEX	M.A. + 30 SALARY
1	1.00	27,051.38	1.10	29,756.52	1.15	31,109.09
2	1.05	28,403.95	1.15	31,109.09	1.20	32,461.66
3	1.10	29,756.52	1.20	32,461.66	1.25	33,814.23
4	1.15	31,109.09	1.26	34,084.74	1.30	35,166.79
5	1.20	32,461.66	1.32	35,707.82	1.35	36,519.36
6	1.25	33,814.23	1.38	37,330.90	1.42	38,412.96
7	1.33	35,978.34	1.43	38,683.47	1.52	41,118.10
8	1.40	37,871.93	1.51	40,847.58	1.62	43,823.24
9	1.48	40,036.04	1.60	43,282.21	1.73	46,798.89
10-14	1.56	42,200.15	1.70	45,987.35	1.84	49,774.54
15-19	1.61	43,552.72	1.75	47,339.92	1.89	51,127.11
20-24	1.66	44,905.29	1.80	48,692.48	1.94	52,479.68
25-29	1.71	46,257.86	1.85	50,045.05	2.00	54,102.76
30-UP	1.78	48,151.46	1.92	51,938.65	2.07	55,996.36

All Godfrey-Lee teachers are classified in one of the following categories for salary purposes.

- Teachers with B.A. Degree are on B.A. Schedule.
- Teachers with M.A. Degree are on M.A. Schedule.
- Teachers with M.A. + 30 are on M.A. + 30 Schedule.
- A teacher with 15 more semester hours beyond B.A. or M.A. shall be paid \$100.00 more per year. Said amount to be added to schedule pay.

APPENDIX B

1996-97

SALARY SCHEDULE

STEP	A.B. INDEX	A.B. SALARY	M.A. INDEX	M.A. SALARY	M.A. + 30 INDEX	M.A. + 30 SALARY
1	1.00	27,727.66	1.10	30,500.43	1.15	31,886.81
2	1.05	29,114.04	1.15	31,886.81	1.20	33,273.19
3	1.10	30,500.43	1.20	33,273.19	1.25	34,659.58
4	1.15	31,886.81	1.26	34,936.85	1.30	36,045.96
5	1.20	33,273.19	1.32	36,600.51	1.35	37,432.34
6	1.25	34,659.58	1.38	38,264.17	1.42	39,373.28
7	1.33	36,877.79	1.43	39,650.55	1.52	42,146.04
8	1.40	38,818.72	1.51	41,868.77	1.62	44,918.21
9	1.48	41,036.94	1.60	44,364.26	1.73	47,968.85
10-14	1.56	43,255.15	1.70	47,137.02	1.84	51,018.89
15-19	1.61	44,641.53	1.75	48,523.41	1.89	52,405.28
20-24	1.66	46,027.92	1.80	49,909.79	1.94	53,791.66
25-29	1.71	47,414.30	1.85	51,296.17	2.00	55,455.32
30-UP	1.78	49,355.23	1.92	53,237.11	2.07	57,396.7

All Godfrey-Lee teachers are classified in one of the following categories for salary purposes.

- Teachers with B.A. Degree are on B.A. Schedule.
- Teachers with M.A. Degree are on M.A. Schedule.
- Teachers with M.A. + 30 are on M.A. + 30 Schedule.
- A teacher with 15 more semester hours beyond B.A. or M.A. shall be paid \$100.00 more per year. Said amount to be added to schedule pay.

APPENDIX B1
1994-97 SCHEDULE
EXTRACURRICULAR COMPENSATION

DUTY	1	2	3	4	5
Senior Band	10.00	11.25	12.50	13.75	15.00
Junior Band	2.75	3.12	3.50	3.88	4.25
Summer Band + Band Camp 2 weeks based on salary					
Varsity Cheerleaders	5.75	6.50	7.20	7.50	8.50
JV Cheerleaders	4.25	4.75	5.25	5.75	6.50
Choir - Senior	10.00	11.25	12.50	13.75	15.00
Class Advisors					
6th	1.00				
7th	1.00				
8th	1.00				
9th	1.00				
10th	1.00				
11th	3.75	4.25	4.75	5.25	5.75
12th	5.50	6.25	7.00	7.75	8.50
Drama Club	2.75	3.12	3.50	3.88	4.25
Language Club Spanish	1.75	2.00	2.25	2.50	2.75
Library Club	1.50	1.68	1.85	2.05	2.20
National Honor Society	1.50				
Noon Hour Duty	\$6.00 per noon hour				
Lee Safety Scouts	2.75	3.12	3.50	3.88	4.25
Godfrey Safety Scouts	2.75	3.12	3.50	3.88	4.25
Science Olympiad	2.75	3.12	3.50	3.88	4.25
Seventh Hour	\$35.00 per week				
Ski Club	1.50	1.68	1.85	2.05	2.20
Quiz Bowl	2.75	3.12	3.50	3.88	4.25

H.S. Student Council	5.00	6.00	6.50	7.50	8.00
M.S. Student Council	3.50	4.00	4.75	5.50	6.00
Varsity Club	5.00				
Lee Junior Red Cross	1.75	2.00	2.25	2.50	2.75
Godfrey Junior Red Cross	1.75	2.00	2.25	2.50	2.75

APPENDIX B2
1994-97 SCHEDULE
SCHEDULE FOR COACHING

<u>POSITION</u>	1	2	3	4	5
BOYS:					
Varsity Football	13.00	14.00	15.00	16.00	17.00
Asst. Varsity Football	7.00	8.00	9.00	10.00	11.00
Reserve Football	7.00	8.00	9.00	10.00	11.00
Asst. Reserve Football	6.00	7.00	8.00	9.00	10.00
Varsity Track	8.50	9.50	10.50	11.50	12.00
Asst. Varsity Track	5.00	6.00	7.00	8.00	9.00
Varsity Basketball	13.00	14.00	15.00	16.00	17.00
Reserve Basketball	7.00	8.00	9.00	10.00	11.00
Freshman Basketball	6.00	7.00	8.00	9.00	10.00
Varsity Baseball	8.50	9.50	10.50	11.50	12.00
Reserve Baseball	5.00	6.00	7.00	8.00	9.00
Varsity Tennis	6.80	7.50	8.20	8.90	10.00
Golf	6.80	7.50	8.20	8.90	10.00
COED:					
Cross Country	8.00	9.00	10.00	11.00	11.50
GIRLS:					
Varsity Basketball	13.00	14.00	15.00	16.00	17.00
Reserve Basketball	7.00	8.00	9.00	10.00	11.00
Varsity Volleyball	10.50	11.70	13.00	14.20	14.80
Reserve Volleyball	5.00	6.00	7.00	8.00	9.00
Varsity Softball	8.50	9.50	10.50	11.50	12.00
Reserve Softball	5.00	6.00	7.00	8.00	9.00
Varsity Tennis	6.80	7.50	8.20	8.90	10.00
Varsity Track	8.50	9.50	10.50	11.50	12.00
MIDDLE SCHOOL - BOYS AND GIRLS:					
7th & 8th Basketball	4.50	5.50	6.50	8.00	9.00
7th & 8th Track	4.50	5.50	6.00	6.50	7.00
ATHLETIC DIRECTOR:					
Boys	17.00				
Girls	10.00				

APPENDIX B-2

INTERPRETATION OF COACHING SCHEDULE

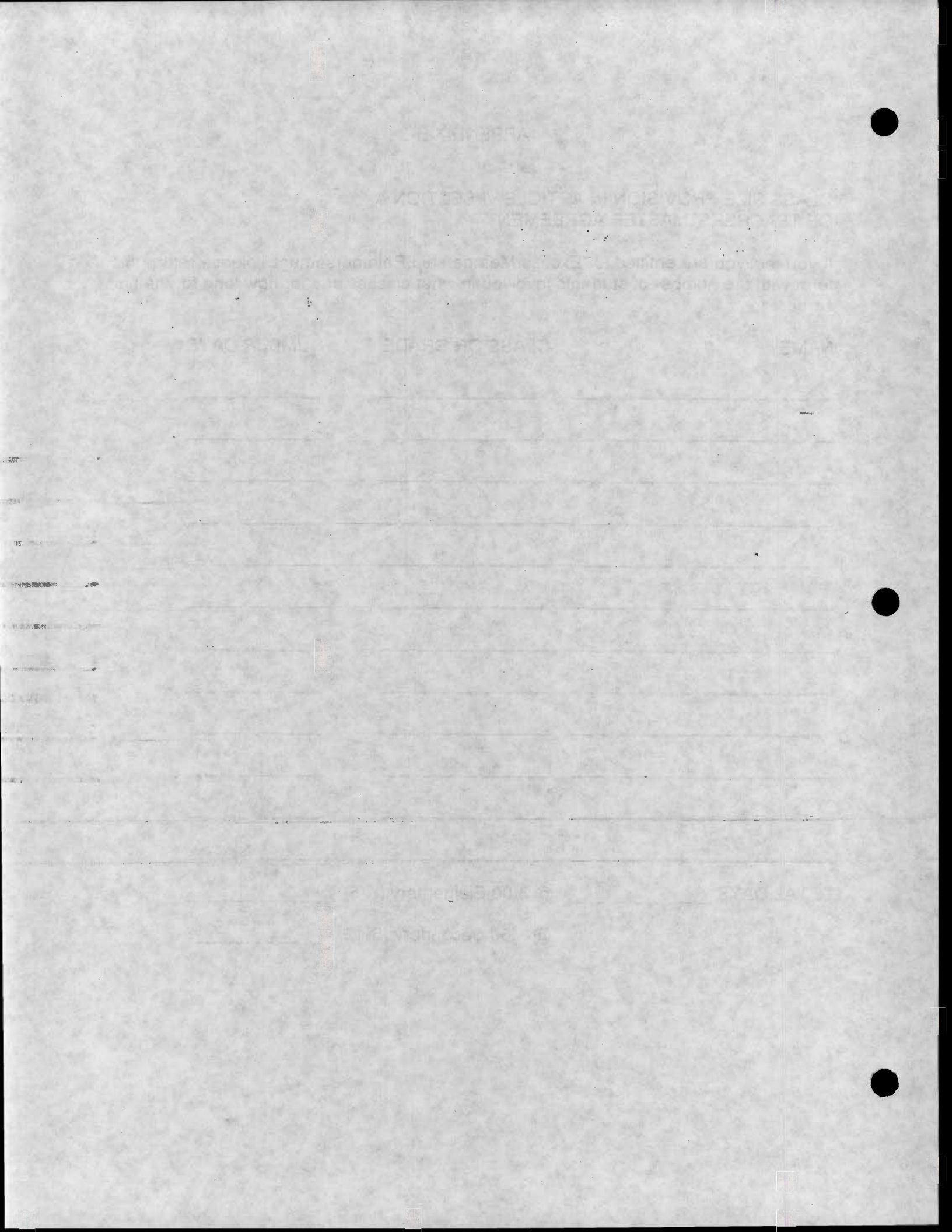
- A. Each coach will be placed on the schedule in accordance with his/her experience as a coach in that sport up to five (5) years.
- B. All coaches salaries are determined by the first step of the B.A. degree.
- C. Upon the recommendation of the athletic director, an assistant coach may be authorized by the Board of Education upon the needs and requirements of the sport.
- D. The Board of Education shall protect and save the Association harmless from any or all claims, demands, suits, and other forms of liability of whatever nature in the implementation of differential in rates indicated in this schedule for coaching.

APPENDIX B-3

CLASS SIZE PROVISION IN ARTICLE VI SECTION A OF TEACHERS' MASTER AGREEMENT

If you feel you are entitled to "Excess Membership Reimbursement," please return this form with the number of students involved in what classes and for how long for the first semester.

[illegible]



Godfrey-Lee Public Schools
GRIEVANCE REPORT FORM

(Submit to principal in duplicate)

Grievance No. _____
Building _____
Assignment _____
Name of Grievant _____
Date Filed _____

LEVEL II

A. Date Cause of Grievance Occurred _____

B.1. Statement of Grievance _____

2. Relief Sought _____

Signature _____ Date _____

If additional space is needed in reporting Sections B1 and B2 of Level II, please attach an additional sheet.

C. Disposition by Principal _____

Signature _____ Date _____

D. Position of Grievant and/or Association _____

Signature _____ Date _____

LEVEL III

A. Date Received by Superintendent or Designee _____

Grievance Report Form - Page Two

B. Disposition of Superintendent or Designee

Signature _____ Date _____

C. Position of Grievant and/or Association _____

Signature _____ Date _____

LEVEL IV

A. Date Received by Board of Education or Designee _____

B. Disposition by Board _____

Signature _____ Date _____

C. Position of Grievant and/or Association _____

Signature _____ Date _____

LEVEL V

A. Date Submitted to Arbitration _____

B. Disposition & Award of Arbitrator _____

Arbitrator's Signature _____ Date _____

Note: All provisions of Article XXIV of the Agreement dated August 31, 1972, will be strictly observed in the settlement of grievances.

Copy to: Superintendent
Principal
Association
Teacher

**LETTER OF AGREEMENT
BETWEEN
GLEA/KEA AND GODFREY-LEE PUBLIC SCHOOLS**

Secondary students' regular instructional schedule shall be 8:00 A.M. - 2:30 P.M. Dismissal will be at 2:30 P.M. daily with the exception of every other Thursday. On those Thursdays secondary students will be dismissed at 1:45 P.M. in order to provide secondary teachers with district-wide common planning time and curriculum development. It is to be understood that no parent teacher conferences are to be scheduled during the Thursday planning time.

Dates for 1:45 P.M. Dismissal are:

Sept.	14,	28
Oct.	12,	26
Nov.	9,	30
Dec.	14	
Jan.	11,	25
Feb.	8,	22
Mar.	7,	21
April	11,	25
May	9,	23

This is established for the 1995-96 school year, and as such is subject to review and evaluation by the Curriculum Coordinating Council in the spring of 1996. This may be continued on a year-to-year basis, with Board of Education approval.

This agreement is made on August 14, 1995 by

Carole Stiefen 8-14-95
for the Association

Dan J. [Signature] 8-14-95
for the Board of Education

