

Research

9 - Ottawa

MEA AREA OFFICE
REGION 9
4020 Eastern Ave. S.E.
Grand Rapids, Mich. 49508

ARTICLE I - PREAMBLE

JAN 24 REC'D

Section 1--This agreement made and entered into this 5th day of June, 1968, in Jenison, Michigan, by and between the Board of Education of the Jenison Public School District #30, Ottawa County, hereinafter referred to as the "Board," and the Jenison Education Association, hereinafter referred to as the "Association."

Section 2--PURPOSE AND INTENT

- A. It is the intent and purpose of the parties hereto that this agreement will improve and promote good relationships between the Board and the Employees of the Association represented by this agreement.
- B. It is recognized by both parties that they have a mutual interest and obligation to maintain friendly cooperation which will promote the high level of education expected in our school system.
- C. This agreement, as well as all written amendments thereto, shall be binding upon both parties and upon each and every employee represented by the Association.

ARTICLE II - RECOGNITION

The Board of Education agrees to recognize the Association as the sole and exclusive bargaining representative of all the employees who are members in good standing with the Association. Membership of the Association shall cover only the professional teaching staff, exclusive of administrative personnel. Collective bargaining is agreed to the extent required by Act 379 of the Public Acts of 1965, in respect to "rates of pay, wages, hours of employment or other conditions of employment" in public education.

ARTICLE III - MANAGEMENT RIGHTS AND RESPONSIBILITIES

Section 1--The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, 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:

- A. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees;

(CONT.) ARTICLE III - MANAGEMENT RIGHTS
AND RESPONSIBILITIES

- B. To hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote and transfer all such employees;
- C. To establish grades and courses of instruction; to establish special programs; and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;
- D. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature;
- E. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and with respect to administrative and non-teaching activities, and the terms and conditions of employment spelled out in the policy handbook which every staff member will recognize.

Section 2--The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of the State of Michigan, and the Constitution and Laws of the United States.

ARTICLE IV - TEACHER RIGHTS AND
RESPONSIBILITIES

Section 1--RELEASED TIME

- A. Teachers may be granted released time for purposes of observation in other educational systems or attendance at in-service meetings and educational conventions. Such time may be granted only after formal request is received from the teacher within a reasonable time in advance. A report must be submitted for all such days granted.
- B. The Board will pay all expenses for approved clinics and workshops for any teacher. Such expenses may include registration fees, travel, conference meals, and lodging where necessary.

(CONT.)

ARTICLE IV - TEACHER RIGHTS AND
RESPONSIBILITIES

- C. All teachers will be reimbursed up to \$5.00 for money spent at institutes for educational purposes upon receipt of paid bills. Any other purchases must have approval of the administration.

Section 2--ATTENDANCE AT SCHOOL FUNCTIONS

The Board of Education and the Administration request that all teachers attend P.T.A. and school activities regularly. School programs shall be planned co-operatively by faculty and administration. Attendance at these meetings reflects the individual teacher's professional acceptance of responsibility.

Section 3--TEACHER ASSIGNMENTS

- A. On or before August 1 of each school year, the Administration will notify all members of their teaching assignments for the coming year, except as otherwise necessitated by enrollment changes, resignations, leaves of absences, and other conditions beyond the control of the Board.
- B. Teachers who will be affected by a change in grade and/or assignment in the elementary school grades and by changes in subject assignment or grade level in the secondary school grades will be notified and consulted by their principals by August 15 of that school year. Such changes will be voluntary to the extent mutual consent is possible.

Section 4--TEACHER INTENT

- A. Each staff member will fill out a writ of intent before June 1 of each school year, to the Association and then to be referred to the Superintendent.
- B. Any staff member leaving the school system shall notify the Superintendent on or before July 1 of that school year.

Section 5--DEPARTMENT HEADS

Each department within the secondary school may have a department leader. Each department leader will act as a liaison between Administration and department staff.

ARTICLE V - TEACHING CONDITIONS

Section 1--HOURS AND ASSIGNMENTS

A. All Teachers

1. A classroom teacher shall be in his respective building at least fifteen minutes prior to the beginning of the school day, and at least fifteen minutes after the end of the school day.
2. A teacher may request permission from his building administrator to leave earlier than the time set forth in Part 1 above.
3. Teachers shall be required to attend faculty meetings, conferences, etc. as prescribed in the administrative handbook.
4. Each teacher shall have at least a thirty-minute period free from responsibility during the noon period.

B. Secondary

1. In the Junior and Senior High, a normal teaching load shall consist of an assignment of five classes in a six-period day or six classes in a seven-period day.
2. a. One free period in the teaching day shall be for planning and preparation, and working with students and parents.
b. If, with the consent of the teacher, this period is used for teaching on a permanent basis, the teacher shall be paid one-sixth of the base pay of days remaining under contract.
3. Whenever a classroom teacher is asked by an administrator to forfeit his planning period to take over a class for a teacher who is ill, and a substitute cannot be obtained, he shall be compensated at the following rate:

1 period----\$5.00
1/2 period--\$2.50
4. A classroom teacher shall be in his respective room at least ten minutes prior to the beginning of the school day and ^{at} least ten minutes after the end of the school day.

(CONT.) ARTICLE V - TEACHING CONDITIONS

5. Every effort shall be made to place and assign teachers to teaching responsibilities in their area of preparation.
6. Nothing shall prevent any teacher, upon mutual agreement of the teacher and administrator, from accepting additional subject areas outside his field of preparation.

C. Elementary and Special Teachers

1. Special teachers will have a break in the morning and afternoon if scheduling permits.
2. Teacher aids will be provided to free teachers from thirty-minute noon hour duty except in case of inclement weather.
3. The use of teacher aids assigned to a building will be worked out between the teachers in that building and the administration.

ARTICLE VI - LEAVES

Section 1--SICK LEAVES

Each certified teacher is to be granted, each year, without loss of pay, 10 days of sick leave. Such days of sick leave may accumulate to 70 days. Sick leave days may include illness of employee and family unit.

Section 2--BEREAVEMENT LEAVE

At time of the death of a member of the immediate family (parent, father-in-law, mother-in-law, spouse, child, brother, sister), a teacher covered hereby shall be granted leave of absence for a period of time which is of duration appropriate to the circumstances presented, and shall be paid for not to exceed four usual workdays to be taken from sick leave. In case sick leave days have been exhausted, these four bereavement days will not be deducted from their salary. Any additional days necessary may be granted at the discretion of the Board.

Attendance at a funeral of other than immediate family shall be deducted from sick leave at the rate of:

Local -- 1/2 day
Out of area -- Up to 2 days

(CONT.) ARTICLE VI - LEAVES

Section 3--MILITARY LEAVE

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 and up to two steps, or more if law requires, on schedule shall be granted.

Section 4--PEACE CORPS - UNITED STATES GOVERNMENT TEACHING -
EXCHANGE TEACHING

After submitting a written request and upon the approval of the Superintendent, any tenure teacher will be granted a leave without pay to serve in the Peace Corps, Exchange Teaching, or Teaching for the U. S. Government overseas. Any such teacher engaged as a full-time participant in any such program and upon return from such leave will be advanced on the salary schedule as if employed by the Jenison School System. Such leave will not exceed two years.

Section 5 - SELF-IMPROVEMENT THROUGH STUDY

A leave of absence without pay for up to one year with renewal privileges will, upon the approval of the Superintendent, be granted for any tenure teacher who desires to study in his major or minor field or any other field approved by the Superintendent. The teacher, upon return, will be placed on the salary schedule one step above his highest salary step.

Section 6--PUBLIC OFFICE

If, upon thirty days' notice, and upon approval of the Superintendent, a teacher is elected to a public office and it is necessary for him to discontinue his position in the Jenison Public Schools in order to fulfill the requirements of his political office, the Board shall grant him a leave of absence without pay to serve full term in the political office to which he was elected. No salary increment shall be granted upon his return.

Section 7--MATERNITY LEAVE

Maternity leave may be granted to any teacher upon request to the Superintendent. A consultation must be arranged with the Superintendent to discuss date teacher plans on leaving system and possible date for return to employment. Such leave shall not exceed one year plus the remainder of the year presently employed.

(CONT.) ARTICLE VI - LEAVES

A teacher returning from such leave shall be placed on the salary schedule using the following criteria:

1. If a teacher teaches beyond December 1, she shall receive one-half increment.
2. If a teacher teaches beyond April 15, she shall receive a full year increment.
3. In usual circumstances, the administration may waive any of the above.

Section 8--JURY DUTY

A leave of absence may be granted a teacher called for jury service. The board shall pay for each teaching day an amount equal to the difference between the teacher's daily salary and the daily jury duty fee paid by the court, not including travel allowances or reimbursement of expenses.

Section 8a--COURT APPEARANCES

A leave of absence with pay may be granted for time necessary for appearances in any legal proceeding connected with the teacher's employment or with the school system, if a teacher is required by law to attend.

Section 9--PERSONAL BUSINESS

Teachers may be granted released time for personal business upon approval of the administration. It is understood that, except in case of emergency, such days shall not be granted immediately before or after a holiday. Such days will not be deducted from sick leave.

ARTICLE VII - APPOINTMENTS AND VACANCIES

Subject to qualification, a teacher in the Jenison system shall be given first consideration in filling any vacancy. Should a teacher in the Jenison system be rejected for a vacancy, he or she shall be notified of the reason for such rejection.

ARTICLE VIII - GRIEVANCES AND PROCEDURES

Section 1--DEFINITION OF A GRIEVANCE

A grievance is defined as an alleged violation of a specific article or section of this agreement.

Section 2--Any teacher may file a grievance and it shall be processed in the following manner:

(CONT.) ARTICLE VIII - GRIEVANCES AND PROCEDURES

- A. An informal discussion of the violation of the agreement shall be held with the principal.
- B. If a solution is not reached by an informal discussion with the principal, a written copy of the grievance shall be given to the principal within five days of the alleged violation.
- C. All written grievances must be signed by the aggrieved party.
- D. The principal must answer the grievance in writing within five days of the receipt of the written grievance.
- E. If the aggrieved party is not satisfied with the disposition of the case, the grievance shall be transmitted to the Superintendent. Within a week after receiving the complaint, the Superintendent shall meet with the Association on the grievance and shall indicate his disposition of the grievance in writing within three days of such meeting and shall forward a copy of the disposition to the Association and to the Board of Education.
- F. If the Association is not satisfied with the disposition of the grievance by the Superintendent, the grievance shall be transmitted to the Board by filing a copy with the Secretary of the Board. The Board, no later than the next regular meeting, will hold a hearing on the grievance. Disposition of the grievance in writing shall be made no later than seven days thereafter. A copy of such disposition shall be furnished to the Association.
- G. If an individual teacher has a personal complaint, the teacher shall be free to discuss it with the Principal or Superintendent without recourse to the grievance procedure.

Section 3--A teacher engaged during the school day in any professional grievance negotiation on behalf of the Association with any representative of the Board shall be released from regular duties without loss of salary. If any negotiations are requested by the Board which will involve the teacher during the school day, the teacher will be released from regular duties without loss of pay.

ARTICLE IX - PROVISIONS AFFECTING WAGE SCALE

Section 1--INSURANCE

Board willing to pay \$100.00 -- 1-3 years
\$125.00 -- 4- years

Insurance is available and deductions will be made with the Board willing to pay the above amounts per year toward the following options: (1) Blue Cross-Blue Shield Health Care, (2) MEA Basic and Major Medical coverage, (3) MEA Life Insurance only, (4) Loss of Time and Life Insurance only (MEA), (5) MEA Major Medical.

Section 2--PAY DEDUCTIONS (VOLUNTARY)

- (A) Ottawa County School Employees' Credit Union and/or Grand Rapids Teachers' Credit Union.
- B. Savings Bonds.
- C. M.E.A., for such items as insurance, tax exempt securities.
- D. Association fees (local, M.E.A., N.E.A.)

Section 3--EDUCATIONAL CREDIT

Any teacher actively pursuing his Master's degree and having completed fifteen hours of credit toward this degree shall receive an additional salary of \$200.00 per year beyond the B.A. scale. It shall be the responsibility of the teacher to provide proof of hours or degree earned and no credit shall be given for hours earned after start of school year.

Section 4--TUITION

- A. Credits needed for permanent certification are the responsibility of the teacher.
- B. Payment for the amount of tuition will be made to each teacher by September 30, 1969.
- C. If a teacher is not on a degree program, approval for reimbursement must be obtained from the Superintendent before the teacher enrolls in a class.
- D. Payment will be made on the following basis:
 - 1. Full credit for the first class during the school year.
Two-thirds credit for the second class during the school year.

(Cont.) ARTICLE IX - PROVISIONS AFFECTING WAGE SCALE

One-half credit for the third class during the school year.

Full credit for classes taken in summer school.

2. The Board of Education will not be responsible for tuition payment if courses are taken under a scholarship grant, or are reimbursed in any way from another source.
3. Teacher must be a full-time employee.
4. If attending out-of-state or private institution Board will reimburse at a rate comparable to a State supported institution in Michigan.

Section 5 - MILEAGE FOR TEACHERS

Any teacher who must travel on a scheduled basis between buildings within the district will receive 10¢ per mile on leaving the first building in which said teacher has had a teaching assignment to last building in which said teacher has had a teaching assignment. A mileage chart will be arranged by the administration in cooperation with the teachers involved.

Section 6 - TENURE

If, after a second year of a probationary contract a tenure contract is not granted, a total increase of not more than \$100.00 shall be granted during the next contract year. If granted tenure after the third probationary year, they will again be placed upon the regular step of the salary schedule for the following contract year.

Section 7 - NEW TEACHERS

- A. For newly hired teachers a maximum of seven years credit will be given for teaching experience outside the system and they will be placed on Step 8 of the salary schedule. In case of unusual circumstances, the Superintendent may deviate from the schedule, provided the placement on the schedule is not greater than the total years of experience.
- B. Those teachers, presently under contract, but not on schedule as determined under Section 7A will move ahead a maximum of two steps a year until they are on schedule.

ARTICLE X - SCHOOL CALENDAR

The School Board will furnish a school calendar for the school year 1968 to 1969. This will be included in the Master Contract.

ARTICLE XI - SIGNING CONTRACTS

Section 1 - All master contracts will be signed on the original master.

Section 2 - Copies of this agreement are to be printed by the Board and presented to those now employed by the Board. Newly hired teachers are to receive copies of this agreement upon signing of their contracts.

ARTICLE XII - RATIFICATION AND DURATION

Section 1 - This agreement shall become effective September 1, 1968 and shall continue in full force and effect until August 31, 1969. If either party desires to terminate this agreement, it shall give written notice of termination not less than sixty days prior to June 1, 1969. If such notice is not given, the agreement shall continue in full effect from year to year subject to termination by written notice sixty days in advance of the anniversary date.

Section 2 - This agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to, or inconsistent with, its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this contract.

FOR THE BOARD OF EDUCATION:

FOR THE ASSOCIATION:

Grant W. Siler

Ron E. Culambo

Cornelius Dood

Roger Meekhof

Paul A. Brown

Sadie Holkboer

J. Dale Mohr

Lisa Brown

Paul K. Stimile

Donna J. Gregory

EXHIBIT I

SALARY SCHEDULE

1968-69

<u>Step</u>	<u>B.A.</u>	<u>B.A. + 20 hrs.</u>	<u>M.A.</u>
1	1.00 - \$6500	1.00 - \$6500	1.00 - \$6900
2	1.03 - 6695	1.03 - 6695	1.03 - 7107
3	1.09 - 7085	1.09 - 7085	1.09 - 7521
4	1.13 - 7345	1.135- 7377	1.135-7831
5	1.17 - 7605	1.18 - 7670	1.18 - 8142
6	1.21 - 7865	1.225- 7962	1.225- 8452
7	1.25 - 8125	1.27 - 8255	1.27 - 8763
8	1.29 - 8385	1.315- 8547	1.315- 9073
9	1.33 - 8645	1.36 - 8840	1.36 - 9384
10	1.37 - 8905	1.405- 9132	1.405- 9694
11	1.41 - 9165	1.46 - 9490	1.46 -10,074

EXHIBIT II

Band	\$150.00
Secondary Music	200.00
Elementary Music	150.00
Plays	100.00 for 3-Act 75.00 for 2-Act 50.00 for 1-Act
Safety Sponsors	60.00
Junior High Newspaper	75.00
Senior High Newspaper	125.00
Yearbook	200.00
Cheerleaders	50.00 (9th, JV, Varsity) per squad 25.00 (7th, 8th) per squad
Forensics	100.00
Debate	150.00
Class Advisors	
Freshmen	100.00
Sophomores	50.00
Juniors	100.00
Student Council	
Jr. High	50.00
Sr. High	100.00
G.A.A.	200.00

EXHIBIT III

ATHLETIC SCHEDULE
(% of BA Base)

	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>
Varsity Football	11.0	12.0	12.5	13.0
Asst. Varsity Football	6.0	6.5	7.0	8.0
J.V. Football	6.0	6.5	7.0	8.0
Asst. J.V. Football	6.0	6.5	7.0	8.0
Frosh Football	6.0	6.5	7.0	8.0
Asst. Frosh Football	6.0	6.5	7.0	8.0
Varsity Basketball	11.0	12.0	12.5	13.0
J.V. Basketball	6.0	6.5	7.0	8.0
Frosh Basketball	6.0	6.5	7.0	8.0
8th Basketball	3.0	3.5	4.0	5.0
7th Basketball	3.0	3.5	4.0	5.0
Varsity Cross Country	5.0	5.5	6.0	7.0
Varsity Wrestling	8.0	8.5	9.0	10.0
Varsity Track	6.0	6.5	7.0	8.0
Asst. Varsity Track	5.0	5.5	6.0	7.0
Junior High Track	3.0	3.5	4.0	5.0
Varsity Golf	3.0	3.5	4.0	5.0
Varsity Baseball	6.0	6.5	7.0	8.0
J.V. Baseball	3.0	3.5	4.0	5.0

CALENDAR FOR 1968-69 SCHOOL YEAR

SEPTEMBER 1968

1	2	S*	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					20

FEBRUARY 1969

							1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28		20

OCTOBER 1968

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	MEA	MEA	19
20	21	22	23	24	25	26
27	28	29	30	31		21

MARCH 1969

							1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	20
30	EV						

NOVEMBER 1968

					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	TV	TV	30	19

APRIL 1969

										5
		EV	EV	EV	EV					
6	7	8	9	10	11	12				
13	14	15	16	17	18	19				
20	21	22	23	24	25	26				
27	28	29	30							18

DECEMBER 1968

1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	CV	CV	CV	CV	CV	28	
29	CV	CV					15

MAY 1969

					1	2	3			
4	5	6	7	8	9	10				
11	12	13	14	15	16	17				
18	19	20	21	22	23	24				
25	26	27	28	29	MD	31				21

JANUARY 1969

				CV	CV	CV	4
5	6	7	8	9	10	11	
12	13	14	15	16	RD	18	Sem. ends
19	20	21	22	23	24	25	
26	27	28	29	30	31		19

JUNE 1969

					1	2	3	4	5	6	7	
					8	9	RC	11	12	13	14	
					15	16	17	18	19	20	21	
					22	23	24	25	26	27	28	
					29	30						7

August 28, 1968 - Conference for new teachers

August 29, 1968 - Conference for all teachers

* Half-day session

S School opens

MEA M.E.A. Institute

TV Thanksgiving vacation

CV Christmas vacation

RD Records day--no school

EV Easter vacation

MD Memorial Day

RC Last day of school

JENISON PUBLIC SCHOOLS
1968-69 MASTER CONTRACT

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