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Kent City 9

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6/30/72

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KENT CITY EDUCATION ASSOCIATION AGREEMENT 1971-72

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Kent City Community Schools Board of Education

7/1/71-6/30/72

MEA
1216 Kendall
E. Lansing, MI
48823

KENT CITY EDUCATION ASSOCIATION AGREEMENT

This agreement entered into this first day of July, 1971 by and between the Board of Education of Kent City Community Schools, Kent City, Michigan, hereinafter called the "board", and the Kent City Educators Association, hereinafter called the "Association".

WITNESSETH

WHEREAS the Board and the Association recognize and declare that providing a quality education for the children of Kent City Community Schools is their mutual aim and that the character of such education depends predominately upon the quality and morals of the teaching service, and

WHEREAS the members of the teaching profession are particularly qualified to assist in formulating 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, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize.

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

ARTICLE I

Recognition

A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all professional personnel, including personnel on tenure, probation and on per diem appointments, classroom teachers, substitute teachers, guidance counsellors, librarians employed or to be employed by the Board, but excluding supervisory and executive personnel and office and clerical employees. The term "teacher", when used hereinafter in this agreement, shall refer to all employees represented by the Association on the bargaining or negotiating unit as above defined, and references to male teachers shall include female teachers.

B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this agreement. Nothing contained herein shall be construed to prevent an individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this agreement.

C. Within thirty days of the beginning of their employment hereunder, teachers may sign and deliver to the Board an assignment authorizing deduction of membership dues of the Association (including the National Education Association and the Michigan Education Association) upon such conditions as the Association shall establish. Such sum shall be deducted as dues from the regular salaries of the Association members and remitted as frequently as deducted to the Association.

D. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws or applicable civil service laws and regulations. The rights granted to each teacher hereunder shall be deemed to be in addition to those granted elsewhere.

ARTICLE II

Teacher Rights

A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation 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 employment of any rights conferred by Act 379 or any 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 membership in the Association or collective personal negotiations with the Board, or his institution of any grievances, complaint or proceeding under this agreement or otherwise with respect to any terms or conditions of employment.

B. The parties specifically recognize that each has the right to invoke the assistance of the State Labor Mediation Board, or a mediator from such public agency, or an arbitrator appointed pursuant to the provisions of this agreement, and the Board and Association agree to be bound by any lawful order or award thereof, where such award does not conflict with express powers and duties granted the Board by Legislative Act.

C. The Association shall have the right to use the school building facilities at all reasonable hours for meetings.

D. The Board agrees to furnish to the Association in response to requests from time to time all available information concerning the financial resources of the district, tentative budgetary requirements and allocations and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievance or complaint.

E. Openings in subject areas or positions within the system shall be made available upon request to teachers within the system and be posted.

PROFESSIONAL COMPENSATION III

A. The salaries of teachers covered by this Agreement are set forth in Article XIV which is incorporated in this agreement. These salaries will be paid in 26 installments. Such salary schedule will remain in effect during the term of this agreement, provided that upon written notice to the other party at least sixty (60) days prior to June 30, either party may request the re-opening of negotiation of such salary schedule.

B. Individual teacher contracts shall be made subject to the terms and conditions of the master agreement between the parties that covers the same school year as the individual contracts do. After final ratification of the master agreement by the parties, individual teacher contracts shall be issued at the earliest possible date and teachers interested in returning to the system shall return their contracts within fourteen (14) days after receipt thereof. If substitute or new teachers are hired for a semester or more, they shall be issued an individual contract.

ARTICLE IV

A. Teachers of grades 7-12 shall be at their teaching stations at 7:50 a.m. and remain in school until 3:40 p.m. Elementary teachers shall arrive at 8:00 a.m. and remain in school until 3:50 p.m. Special arrangements for personal reasons may be made with the school principal. The Association and its members recognize that as a professional, the proper discharge of a teacher's responsibility to his students and the School District will require him to devote time outside normal school hours to prepare lessons and plans, grade papers, attend staff and other meetings, meet with parents, ect., and agree that such professional responsibilities will be met.

B. Fifteen hours of extra curricular duties per year may be assigned to each teacher with no added compensation.

C. The Teacher's work year will be composed of a total of 188 days. Days beyond the 180 days required by the state will be designated as follows:

- 1 day preschool conference for new teachers
- 1 day preschool conference for all teachers
- 1 records day at the end of the first semester
- 1 records day at the end of the second semester
- 2 days (conference for elementary teachers--curriculum planning or inservice for all other teachers)
- 1 day inservice meeting for entire faculty

Teachers will not be required to be present on days school is closed due to an "Act of God."

D. Every teacher shall be entitled to a 30 minute duty free lunch period.

E. Teachers shall be at their respective teaching stations 10 minutes prior to their first class in A.M. and 5 minutes prior in P.M.

ARTICLE V

TEACHING LOADS AND ASSIGNMENTS

A. The normal weekly teaching load in the senior high school and junior high school will include 5 preparation periods and no teacher will be required to have over four different preparations. The normal weekly teaching load in the elementary schools will be not more than 30 teaching hours. The Board and Administration will make every effort to make 2 planning periods a week available to all elementary teachers. Every effort will be made to see that class loads are equitable and conducive to educational opportunity. In the event of more than 30 students per classroom, the principal will initiate an appraisal with his staff on class size. If additional help is deemed necessary, the recommendation will be forwarded to the superintendent of schools. This recommendation may suggest the assignment of additional aides or a possible reassignment of students. Such an appraisal shall

be made on the 4th Friday of the school year and the first Friday of the second semester.

In order that educational opportunities be enhanced, teachers are urged to gain a minimum of two semester hours per year in their field of endeavor. This is in keeping with a future goal of requiring that teachers must have the equivalent of 20 semester hours of credit beyond BA degree before additional increments above the BA scale will be given.

B. Teachers who will be affected by a change in grade assignments in the elementary school grades will be notified by July 15. Teachers affected by changes in subject assignment in the secondary grades will be notified by Aug. 1 of all scheduling completed at that time. Everyone will be provided the completed schedule as it is done. Such changes will be made only after consultation with teachers involved. Every effort will be made to avoid reassigning teachers of the elementary grades to different grade levels, i.e. from early to later elementary and later to early levels.

C. In the event that any teacher will be asked to teach an academic class without a duty free period each day, a remuneration equal to $1/8$ of his contractual teaching salary shall be added to his salary, based on the school year of 38 weeks. If a study hall or physical education class is assigned, the teacher will be reimbursed at $1/10$ of his contractual teaching salary for 38 weeks. Staff members with greater seniority will receive first consideration. The teacher will have the right to accept or reject the assignment without jeopardizing any future contracts. The teacher will also have the right to teach during his preparation period without remuneration if he so desired.

D. Assigned noon duty where such duty cuts into the preparation period will be reimbursed at an hourly rate.

ARTICLE VI

Teaching Conditions

A. Telephone facilities shall be made available to teachers for their reasonable use.

B. Notwithstanding their employment, teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of the teacher. The private and personal life of any teacher is not within the concern of the Board as long as the teacher adheres to the code of ethics set forth by the M.E.A. and N.E.A.

ARTICLE VII

Absence of Employees

A. Acceptable reasons for leave with pay are: personal illness or injury, quarantine, attending funerals, and serious illness or death in the immediate family of the employee. "Immediate family" has been interpreted to include father, mother, brother, sister, husband, wife, child, parent-in-law, or any other member of the family who has clearly stood in the same relationship with the employee as any of these. The number of days allowed for funerals and serious illness will be determined as each separate case arises by the discretion of the principal. If a close relative or a distant place is involved, up to but not exceeding 5 days

may be granted. All such days shall be deducted from sick leave.

In case of illness of children, teachers may use "Personal Business" days. If other days are used for illness of children, substitute pay will be deducted. New teachers may not draw on sick time until at least one day has been worked on their contract.

B. The annual allowance for contractual staff members who are absent for any of the reasons listed above (in Paragraph A) shall be:

1. Ten days sick leave per year shall be granted every teacher regardless of his total accumulated sick days. However, in determining the accumulation of sick days, ten days may be accumulated each year until 50 days have been obtained; thereafter, 5 days may be accumulated each year until a total of 120 days have been accumulated.

2. That beyond the ten or more accumulated days to which the individual teacher is entitled, the cost of hiring a substitute, whether or not one is available will be deducted from the teacher's salary and the difference in salary paid to the teacher. This will not continue more than thirty days beyond accumulated sick leave or until the maximum of 120 days is reached.

3. All personnel using sick leave will complete in duplicate the Teachers Absentee Report. One copy to Superintendent, one returned to the teacher.

C. The principal must be notified before 7:30 in the morning, or in the evening before, if known, and arrangements made with the principal of the building for all emergency and sick leaves.

D. All cases of absence due to illness or injury beyond the accumulated maximum sick leave will be considered by the Board as each separate case arises.

E. Time Lost Clause: Pay for time lost. Not more than three days shall be allowed to each teacher for in-service meetings or educational opportunities on the approval of the administration. Other time off except for bonified illness is provided in ARTICLE VII Paragraph A.

Limited time off may be granted provided:

- a. The employee secured a qualified substitute and pays for his services.
- b. Allows the standard substitutes' pay to be deducted from his salary.
- c. If a. or b. is not selected by the teacher, or if not acceptable, 1/190 of the yearly salary shall be deducted for each day away from work.

F. Personal Business:

1. Up to two days leave with pay per year, non accumulative, will be allowed for "personal business" reasons. One week's advance notice in writing to the principal stating the reason for the request is required except in the case of an unforeseen emergency.

2. Such leave is to be used for and will be approved for the transaction of personal business or the handling of matters of a personal nature, which business or personal matter cannot be attended to on weekends or outside the normal school hours.

Personal leave days cover such areas as the following:

- a. Attendance at a ceremony awarding a degree to the teacher or a member of his immediate family.
- b. Consultation with University Advisor regarding graduate program or degree requirements.
- c. Serious medical situations in the teacher's immediate family not covered by sick leave.
- d. Legal matters.
- e. Matters of an emergency nature and matters of direct benefit to the school allowable at the discretion of the Superintendent. 10

3. Such leave shall not be used for seeking other employment, rendering services, or working with or without remuneration for one's self or for anyone else, for religious purposes, or for hunting, fishing or other recreational activities. It is further understood such leave shall not be granted for the first or last day of the school year nor on the first working days preceding or following a vacation period or holiday (exception: graduation exercises for the teacher, wife, son or daughter, honors convocation honoring the teacher, military departure of son and items c and e above.)

4. The purpose of personal business leaves shall be subject to advance verification by the Principals and Superintendent. If personal leave is used improperly, it will result in loss of salary for the day and reprimand for the teacher's permanent file.

5. Personal business days will be deducted from sick leave.

G. Military leaves of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty to any branch of the armed forces of the United States.

H. Pregnancy: Teachers in High School shall not continue beyond the fifth month of pregnancy. All leaves for pregnancy will be without pay.

I. Leave of absence: A leave of absence of up to two (2) years MAY be granted to any teacher during the duration of his Tenure in the system, upon written application, for the purpose of engaging in study at an accredited college or university reasonably related to his professional responsibilities according to the following provisions:

1. Applicant must have taught no less than three (3) years in the Kent City-Casnovia School District.

2. Applicant states his intent to return to the Kent City Casnovia School system upon completion of his leave.
3. Job station assignment upon return from leave will be the sole responsibility of the Superintendent with reasonable consideration being given to placement in previously held position.
4. All employee benefits and levels of compensation shall be frozen at their highest attained levels prior to the commencement of the leave. There shall be no accrual of employee benefits during the granted leave time.
5. Premiums for insurance protection shall be the responsibility of the applicant throughout the duration of his leave.
6. All leave applications shall be screened by a leave-of-absence committee composed of two (2) members of the K.C.E.A. and one Kent City School Principal. Leave-of-absence committee will make recommendation for approval or disapproval to the Superintendent.

Upon return from leave the teacher shall be placed on the salary schedule on the next step above the one he was on immediately prior to his leave and his salary computed according to the current salary schedule.

ARTICLE VIII

Insurance Protection

Pursuant to the authority set forth in Section 617 of the School Code of 1955, as amended, the Board agrees to furnish teachers with the following insurance protection. The Board shall provide \$20 toward insurance per month for teachers claiming only themselves. All other teachers will be provided 75% of the cost of

the basic SUPERMED health program they select. Those not electing to take Health Insurance will take full family Dental Insurance. The difference between any employee's Health or Dental Insurance and \$20 may be made up by the use of any option allowed by the M.E.A. Insurance program

ARTICLE IX

Teacher Evaluation

- A. All monitoring or observations of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
- B. The use of eavesdropping, closed circuit television, public address or audio systems, and similar surveillance devices shall not be used as a device for teacher evaluation.
- C. Evaluations of teachers shall be conducted by the teacher's immediate principal or an administrator working in the same building.
- D. The work performance of all teachers shall be evaluated in writing. Each observation shall be made in person for a minimum of thirty consecutive minutes.
- E. The teaching performance of non-tenure teachers will be observed and a written evaluation prepared at least twice each school year; preferably once each semester.
- F. Tenure teachers shall be evaluated when performance seems to warrant it, but at least once every two years.
- G. The principal or his designee will hold a conference with the teacher after each observation. During this time the evaluation will be discussed by both parties.

H. A copy of the written evaluation shall be submitted to the teacher at the time of the personal interview following the evaluation if the teacher so desires. This copy would then be signed and returned to the administration. In the event that the teacher feels his evaluation was incomplete or unjust, he may put his objections in writing and have them attached to the evaluation report to be placed in his personnel file. All evaluations shall be based upon valid criteria for evaluating professional growth.

I. Each teacher shall have the right upon request to review the contents of his own personnel file. A representative of the Association may, at the teacher's request, accompany the teacher in his review. This review will be made in the presence of the administrator responsible for the safekeeping of such file. Privileged information, such as confidential credentials and related personal references obtained at the time of initial employment are specifically exempted from such review. The Administrator will remove such credentials and confidential reports from the file prior to the review of the file by a teacher. However, the teacher's evaluation reports relative to the teacher since coming to the Kent City System will be available.

J. A teacher shall at all times be entitled to have present a representative of the Association when he is being reprimanded, warned or disciplined for any infraction of discipline or delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present.

K. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such discipline, reprimand, or reduction in rank, compensation or advantage, including adverse evaluation of teacher performance asserted by the Board or any agent or representative thereof shall be subject to the professional grievance negotiations procedure hereinafter set forth.

L. Negative comments on evaluation for a teacher should be fully discussed with the teacher and positive steps should be taken immediately to overcome these weak points. All suggestions for improvements of the teacher shall be included in the written evaluation.

ARTICLE X

Protection of teachers

A. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. Good order and discipline is necessary for effective teaching. Each teacher is responsible for maintaining such an atmosphere in each of his classes. The Board recognizes, however, that through its Administrative Staff, it must support its teachers in taking all necessary actions to maintain proper classroom order, and agrees to do so.

B. Any complaint by a parent of a student directed toward a teacher shall promptly be called to the teacher's attention.

C. Teachers shall be expected to exercise reasonable care with respect to the safety of the pupils and property, but shall not be individually liable, except in the case of gross negligence or gross neglect of duty, for damage or loss to person or property.

ARTICLE XI

Negotiation Procedures

A. It is contemplated that matters not specifically covered by this Agreement but of common concern to the parties shall be subject to professional negotiations 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 meetings, selecting representatives for such discussions, furnishing necessary information and otherwise constructively considering and resolving any such matters.

B. In the event that the salary schedule is reopened for negotiation by either party, the parties will promptly negotiate for the purpose of reaching an agreement upon a revised salary schedule. At least 60 days prior to the expiration date of the Agreement, the parties will likewise begin negotiations for a new agreement covering wages, terms and conditions of employment of teachers employed by the Board.

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

D. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the State Labor Mediation Board or take any other lawful measures it may deem appropriate. The Board, Association and each teacher recognize that their primary responsibility is to the children of the District and declare that their mutual objective is to provide those children with a proper education. To that end it is agreed that during the life of this agreement they will not permit, cause or encourage any interruption, disturbance or interference with the continuous, normal education of such children by sanction, concerted activity or otherwise, and that any difference of opinion or dispute which there may be between or among themselves, will be resolved by the methods provided herein, including arbitration, and not allowed to affect in any way the normal education afforded the children of the Kent City School District

ARTICLE XII

Professional Grievance Negotiation Procedure

A. Any teacher, group of teachers or the Association believing that there has been a violation, misinterpretation or misapplication of any provision of this Agreement or any existing rule, order or regulation of the Board, or any other provision of law (except a statute specifically establishing a procedure for redress) relating to wages, hours, terms or conditions of employment, may file a written grievance with the Board or its designated representative. Any grievance filed by either the Board or the Association must be filed within 30 days from the time of origin. The Board hereby designates for its representatives for

such purposes the principal in each school building and the superintendent of school when the particular grievance arises in more than one building.

B. Within five days of the receipt of the grievance the designated representatives of the Board shall meet with the Association in an effort to resolve the grievance. The affected may or may not be present at such meeting. 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 days thereafter to approve or disapprove the grievance. If the grievance is transmitted directly to the superintendent, he shall have ten days from receipt to approve or disapprove it. 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 and answer shall be transmitted to the Board.

C. 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 with express written consent of the Association, shall final determination of the grievance be made by the board more than 20 days after its submission to the Board.

D. If the decision of the Board is not satisfactory to the Association, the grievance may be submitted to arbitration before an impartial arbitrator selected by the parties. If the parties

cannot agree as to the arbitrator, he 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 proceeding any ground 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 to be bound by the award of the arbitrator and agree that judgement 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.

E. If any teacher for whom a grievance is sustained shall be found to have been unjustly discharged, he shall be reinstated with full reimbursment for all compensation lost. If he shall have been found to have been improperly deprived of any professional compensation or advantage, the same or its equivalent in money shall be paid him.

F. The costs of any arbitration under this Article shall be shared equally by the Board and the Association.

ARTICLE XIII

Miscellaneous Provisions

A. To help assure a coordinated program of instruction throughout grades K-12 and to provide for carefully selected textbooks in the proper series and sequence, a Curriculum Coordinating Committee shall be established consisting of a general chairman and such other committee members as are deemed

advantageous to the consumation of a good functioning committee. Details for the organization and functioning of this committee shall be worked out and executed in conjunction with the principals of the school system.

B. The Association shall be duly advised by the Board of fiscal, budgetary and tax programs affecting the district, and all available information concerning the financial resources of the District, Treasurer's reports, census and membership data, names and adresses of all teachers, and all other information that will assist the Association in developing constructive programs on behalf of the teachers and their students.

C. The Board agrees that it shall be a condition of employment that all teachers who presently are Association members, all teachers who hereafter become Association members, and all new teachers employed or to be employed for the 1969-70 school year and thereafter, shall become and/or remain members of the Association or pay to the Association a representation fee in an amount equivalent to the United Profession's regular dues as follows: a) The amount of the Local Association's dues shall be paid to the Association; b) An amount equal to the combined MEA & NEA dues shall be paid to a Scholarship Fund.

The monies collected for such a Scholarship Fund will be held in escrow at the Kent City State Bank. Determination of recipients will be made annually. The same procdure for processing of the fund shall be used as has been used in prior years in processing the Faculty Scholarship Fund except:

- a) Candidates shall be submitted by the Scholarship Committee to both the teachers and the Board for approval;
- b) Monies shall be paid to recipients only after an order for such withdrawal of monies has been signed by both the president of the KCEA and the president of the Board.

In the event the Board, acting on the request of the Association, discharges or attempts to discharge a teacher for failure to comply with these provisions, the Association agrees to indemnify and hold the Board harmless for any and all damages and judgments which may result from such action except for loss which may be caused by the Board's negligence.

D. 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 Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

E. Copies of this Agreement shall be printed at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board.

F. If any provision of this Agreement or any application of this Agreement to any employee or group of employees shall be found to be 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 effect.

G. This Agreement shall not be effective until approved as to form by counsel. The counsel will be approved by both parties. The counsel fee will be paid by the Board.

ARTICLE XIV

Salary Schedule

1. The Board urges and strongly recommends that teachers continue their education by engaging in classroom studies. For this reason every hour beyond AB + 20 will be reimbursed at \$22.50 per semester hour or \$17 per term hour, providing the course is approved by the administration for reimbursement.
The Board agrees to pay the tuition directly to the college at the time the employee registers or enrolls; providing: (a) The course or courses (or possible substitutes from the degree plan) for which the tuition is to be paid is approved by the administration prior to a Board meeting preceding the time of registration or enrollment (b) The employee submit proof to the administration that the work has been completed within six weeks following the last session of school. If proof is not submitted within the six weeks period, the amount advanced for tuition will automatically be deducted from his next pay.
2. Credit for experience outside the school system shall be evaluated by the Board and credit shall be allowed whenever the prior service of the teacher is deemed satisfactory. Full credit shall be given for the first five (5) years of experience and may be given up to 10 years.
3. Increments become effective September 1 of each year and advancement under the salary schedule shall be automatic as of September 1 or February 1 following completion of required academic or professional courses; except, the teacher hired in above the salary scale shall remain at that step until his years of experience in teaching bring him to his proper step on the salary schedule.

Extra hours and degrees must be established 10 days prior to the beginning of the semester. Appropriate pay adjustments will become effective at the beginning of the following semester. (If adjustment has not been made for courses taken during the summer, adjustment will be made when grades or proof of work has been submitted).

4. The association recognizes the special requirements and special certification required by the instructors of Vocational, Special Education, Remedial Reading courses and for Librarians, and Counsellors. The Association recognizes the necessity of having qualified personnel in these areas to provide a well rounded educational experience for our students and further recognizes the authority of the Board to grant additional steps above the regular salary schedule to secure the necessary qualified personnel for these positions.
5. Teachers will be reimbursed for reasonable expenses incurred when attending meetings which the Board of Education or administration considers to be beneficial to the teacher.
6. If a teacher's schedule shall necessitate driving his own car from one school building to another he will be reimbursed at the rate of 10¢ per mile.
7. A teacher called for jury duty or to give testimony before any judicial or administrative tribunal shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation.
8. Teachers teaching only part of a year or a part of each day in a year shall be given credit on the salary schedule in direct proportion to the ratio of time served compared to the total school time in that year.

1971-72 Salary Schedule

Step	Index	BA	Index	BA+15	Index	MA	Index	MA+30	Index	Non Degree
1	1.000	\$ 7750	1.030	\$ 7983	1.080	\$ 8370	1.160	\$ 8990	0.900	\$6975
2	1.030	7983	1.060	8215	1.110	8603	1.190	9223	0.930	7208
3	1.065	8254	1.095	8486	1.145	8874	1.235	9571	0.960	7440
4	1.115	8641	1.145	8874	1.195	9261	1.290	9998	1.000	7750
5	1.170	9068	1.200	9300	1.250	9688	1.345	10424	1.040	8060
6	1.225	9494	1.255	9726	1.305	10114	1.400	10850	1.080	8370
7	1.280	9920	1.310	10153	1.360	10540	1.455	11276	1.120	8680
8	1.335	10346	1.365	10579	1.415	10966	1.510	11703	1.160	8990
9	1.390	10773	1.420	11005	1.470	11393	1.565	12129	1.200	9300
10	1.445	11199	1.475	11431	1.525	11819	1.620	12555		
11	1.500	11625	1.530	11858	1.580	12245	1.675	12981		
12					1.635	12671	1.730	13408		
13							1.785	13834		
14										
15										
16	1.555	12051	1.585	12284						
17					1.690	13098				
18							1.840	14260		
19										
20										
21	1.610	12478	1.640	12710						
22					1.745	13524				
23							1.895	14686		
24										
25										
26	1.665	12904	1.695	13136						
27					1.800	13950				
28							1.950	15113		

COACHES SALARY SCHEDULE 1971-1972

	<u>START</u>	<u>\$75 ANNUAL INCREMENTS TO</u>	<u>TOP</u>
<u>Football</u>			
Head	\$600	\$300	\$900
Asst.	400	225	625
Head J.V.	450	225	675
Asst.	275	225	500
<u>Golf</u>	350	150	500
<u>Basketball</u>			
Head	600	300	900
J.V.	450	225	625
Freshmen	350	150	500
Girls	350	150	500
<u>Jr. High</u>			
Eighth	300	150	450
Seventh	300	150	450
<u>Baseball</u>			
Varsity	450	225	675
Reserve	250	150	400
<u>Track</u>			
Head	450	225	675
Asst.	250	150	400

ARTICLE XV

Duration of Agreement

This agreement shall be effective as of July 1, 1971, and shall continue in effect for one year until the 30th day of June, 1972.

In Witness Whereof, the parties hereto have set their hands at Kent City Community Schools, Kent City, Michigan, the 25th day of October, 1971.

BOARD OF EDUCATION

ASSOCIATION NEGOTIATORS

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