

Supp.

June 30, 1975

KENT CITY COMM. SCHOOL
1972-75
MASTER AGREEMENT

Kent City Community School

1974-75 AMENDMENT TO 1972-75 AGREEMENT

PROFESSIONAL COMPENSATION APPENDIX A (3)

Base salary Step One, B.A. Degree = \$9,000.00 continue percentage index used in 1973-74. Base salary for each teacher shall have retirement (.05% of salary) deducted prior to computation of salary for all other deductions.

APPENDIX A: (3)

STEP	INDEX	BA	INDEX	BA 20	INDEX	MA
1	1.000	\$ 9,000	1.030	\$ 9,270	1.080	\$ 9,720
2	1.030	9,270	1.060	9,540	1.110	9,990
3	1.065	9,585	1.095	9,855	1.145	10,305
4	1.115	10,035	1.145	10,305	1.195	10,755
5	1.170	10,530	1.200	10,800	1.250	11,250
6	1.225	11,025	1.255	11,295	1.305	11,745
7	1.280	11,520	1.310	11,790	1.360	12,240
8	1.335	12,015	1.365	12,285	1.415	12,735
9	1.390	12,510	1.420	12,780	1.470	13,230
10	1.445	13,005	1.475	13,275	1.525	13,725
11	1.500	13,500	1.530	13,770	1.580	14,220
12					1.635	14,715
13						
14						
15						
16	1.555	13,995	1.585	14,265		
17					1.690	15,210
18						
19						
20						
21	1.610	14,490	1.640	14,760		
22					1.745	15,705
23						
24						
25						
26	1.665	14,985	1.695	15,255		
27			1.800	16,200		
28						

1974-75 AMENDMENT TO ARTICLE IV OF 1972-75 AGREEMENT

1974-75 AMENDMENT TO 1972-75 AGREEMENT

Section A

Teachers of Grades 9-12 and Grades 6-8 shall be present in their buildings at 7:30 a.m. and shall remain until 3:05 p.m. Teachers of Grades K-5 shall be present in their buildings at 8 a.m. and shall remain until 3:35 p.m.

APPENDIX A (3)

STEP	INDEX	BA	INDEX	BA	INDEX	STEP
1	1,000	2,000	1,000	2,000	1,000	1
2	1,030	2,060	1,030	2,060	1,030	2
3	1,060	2,120	1,060	2,120	1,060	3
4	1,090	2,180	1,090	2,180	1,090	4
5	1,120	2,240	1,120	2,240	1,120	5
6	1,150	2,300	1,150	2,300	1,150	6
7	1,180	2,360	1,180	2,360	1,180	7
8	1,210	2,420	1,210	2,420	1,210	8
9	1,240	2,480	1,240	2,480	1,240	9
10	1,270	2,540	1,270	2,540	1,270	10
11	1,300	2,600	1,300	2,600	1,300	11
12						12
13						13
14						14
15	1,330	2,660	1,330	2,660	1,330	15
16	1,360	2,720	1,360	2,720	1,360	16
17						17
18						18
19						19
20	1,390	2,780	1,390	2,780	1,390	20
21	1,420	2,840	1,420	2,840	1,420	21
22						22
23						23
24						24
25						25
26	1,450	2,900	1,450	2,900	1,450	26
27	1,480	2,960	1,480	2,960	1,480	27
28						28

APPENDIX C
KENT CITY COMMUNITY SCHOOLS

SCHOOL YEAR SCHEDULE 1974-75

<u>DATE</u>		<u>STUDENT DAYS</u>	<u>TEACHER DAYS</u>
Sept. 6, 9, 10	Teacher Orientation	0	3
Sept. 11-13	School Begins	3	3
Sept. 16-20		5	5
Sept. 23-27		5	5
Sept. 30-Oct. 4		5	5
Oct. 7-11		5	5
Oct. 14-18		5	5
Oct. 21-25		5	5
Oct. 28-Nov. 1		5	5
Nov. 4-8		5	5
Nov. 11-14		4	4
Nov. 15	Parent Conferences	0	1
Nov. 18-22		5	5
Nov. 25-27		3	3
Nov. 28-Dec. 1	Thanksgiving Recess	0	0
Dec. 2-6		5	5
Dec. 9-13		5	5
Dec. 16-20		5	5
Dec. 21-Jan. 1	Christmas Recess	0	0
Jan. 2-3	Classes Resume	2	2
Jan. 6-10		5	5
Jan. 13-17		5	5
Jan. 20-24		5	5
Jan. 27-28		2	2
Jan. 29	Teacher Records Day	0	1
Jan. 30-31		2	2
Feb. 3-7		5	5
Feb. 10-14		5	5
Feb. 17-21		5	5
Feb. 24-28		5	5
March 3-7		5	5
March 10-14		5	5
March 17-21		5	5
March 24-27		4	4
March 28	Good Friday	0	0
March 31-Apr. 4		5	5
Apr. 7-10		4	4
Apr. 11	Parent Conferences	0	1
Apr. 14-18		5	5
Apr. 21-25		5	5
Apr. 28-May 2		5	5
May 5-9		5	5
May 12-16		5	5
May 19-23		5	5
May 26	Memorial Day	0	0
May 27-30		4	4
June 2-6		5	5
June 9-10		2	2
June 11	Last Teacher Day	0	1
		<u>180</u>	<u>187</u>

1974-75 ADMENDMENT TO ARTICLE XII (MISCELLANEOUS
PROVISIONS) OF THE 1972-75 AGREEMENT

Article XII (C)

A. The parties agree that it shall be a condition of employment that all teachers who are presently members of the Association, all teachers who hereafter become Association members, and all new teachers employed after the 30th day of June, shall either:

1. Sign and deliver to the Board an application authorizing the deduction of Professional Dues for membership in the Association. Such authorization shall continue in effect from year to year unless revoked in writing by the member prior to July 1st of the current school year;

OR

2. Cause to be paid to the Association a Representation Benefit Fee an amount equal to the united professional Dues as uniformly requested of members of the exclusive bargaining unit within 30 days after the commencement of teaching duties.

B. The Board agrees to notify all newly hired teachers of this condition of employment pending the issuance of a contract and employment by the School District. In the event that a teacher shall not exercise the above options or pay such Professional Dues directly to the Association, the following procedure shall apply:

1. A written and signed notification from the Association indicating failure to comply will be sent to the teacher by certified mail and shall provide fifteen (15) days for compliance. It shall further advise the teacher that a request for termination of employment may be filed with the Board in event compliance is not affected. A copy of this letter will be sent to the Board.
2. Failure to comply by the teacher, the Association may file a written and signed complaint indicating non-compliance with this provision, with the Board, requesting termination of employment in accordance with the just cause, due process procedures of the Tenure Act. A copy of this complaint will be sent to the teacher.
 - a. If said teacher is a tenure teacher, the Board shall implement those procedures of notification and hearing as specified in the Tenure Act.

- b. If said teacher is a probationary teacher, the Board shall immediately notify the teacher that his services shall be discontinued at the end of the current semester, unless the Board receives written notification from the Association that this specific provision has been fulfilled and complaint withdrawn. In the event the Board should hire a new teacher to replace the probationary teacher under the terms of this section, neither the Association nor the affected teacher shall have the right to withdraw said complaint, except by the consent of all parties. The Board, under the terms of this provision, has a right to proceed in the replacement of a teacher against whom charges have been filed subject only to the requirements of the Michigan School Code.
- c. The Association agrees to indemnify and save the Board and its members harmless and agrees to assume the legal defense of any suit or action brought against the Board or its agents regarding this provision. Any claims, demands, costs, suits or other forms of liability including back pay and all court or administrative costs that may arise out of, or by reason of, the action by the Board in complying with this provision; shall be the obligation of the Association.

dup.

June 30, 1975

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AGREEMENT AND WITNESSETH

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MEMORANDUM

DATE

MEMORANDUM

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ARTICLE I: RECOGNITION

A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section 11 of Act 379, Public Acts of 1965, for all certified classroom teachers, guidance counselors, and librarians employed by the Board. It is understood that all supervisory, administrative, and executive personnel, including, but not limited to, superintendents, assistant superintendents, principals, and assistant principals, and all other employees not specifically included as part of the bargaining unit as mentioned above shall not be covered by this agreement. The term "teacher" when used hereinafter in this agreement, shall refer to all employees represented by the Association in the bargaining unit as above defined, and reference 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 any 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, provided that the Association has been given opportunity to be represented at such adjustment.

C. Nothing contained herein shall be construed to deny or restrict any teacher rights he may have under the Michigan General School Laws. 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 and negotiations.

The Board undertakes and agrees that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association or negotiations or his institution of a grievance, 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 Michigan Employment Relations Commission, or a mediator from such public agency, or an arbitrator appointed pursuant to the provisions of this agreement.

- C. The Association shall have the right to use the school building facilities after regular school hours for official business of the Association providing said use has first been cleared with the administration.
- D. The Board agrees to furnish to the Association in response to reasonable request from time to time such information as is available concerning the financial resources of the district, tentative budgetary requirements and allocations and such other 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 shall be posted. Whenever a vacancy arises or is anticipated, in any position for which members of the unit are qualified, the Superintendent shall notify the Association President and post notice of the same on a bulletin board in each school building for no less than ten (10) school days before the position is filled. These positions shall be filled on the basis of experience, competency, qualifications, length of service and other relevant factors.

ARTICLE III: BOARD'S RIGHTS

- A. The Association recognizes that the Board has responsibility and authority to manage and direct, in behalf of the public

all the operations and activities of the School District to the full extent authorized by law provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this Agreement.

Such authority shall include by way of illustration: and not by way of limitation:

- 1) Manage and control the school's business, the equipment and operations and to direct the working forces and affairs of the employer;
- 2) Continue its rights and practice of assignment and direction of work to all of its personnel, determine the number of shifts and hours of work and starting times and scheduling of all the foregoing;
- 3) The right to direct the working forces, including the right to hire, promote, suspend and discharge employees pursuant with general school code, state and federal statutes;
- 4) Determine the services, supplies, and equipment necessary to continue its operations and to determine the schedules, standards of operation, and the processes of carrying on the work, including automation thereof or changes therein, the institution of new and/or improved techniques therein;

- 5) Adopt reasonable rules and regulations for implementing Board and School District policy;
- 6) Determine the qualifications of employees, including the physical condition of employment;
- 7) Determine the number and location or relocation of its facilities, including the establishment or relocation of new schools, buildings, department, divisions, or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities;
- 8) Determine the placement of operations, production, service maintenance or distribution of work, and the source of materials and supplies;
- 9) Determine the financial policies, including all accounting procedures, and all matters pertaining to public accounts;
- 10) To determine the size of the management organization, its functions, authority, amount of supervision and table of organization provided that the Board shall not abridge any rights from the Employees;

B. The exercise of the forgoing powers, rights, authorities, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgement and discretion in connection therewith shall be limited by the specific 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

Teaching Hours, Class Loads & Assignments

A. Teachers of grades 9-12 shall be present in their building at 7:00 A.M. and remain in school until 2:50 P.M. Teachers of grades 7-8 shall be in school at 9:45 A.M. and remain until 5:35 P.M. Elementary teachers shall arrive at 7:45 A.M. and remain until 3:35 P.M. Special arrangements for personal reasons may be made with the School Building Principal. The Association and its members recognize that as a professional the proper discharge of teachers' responsibilities 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, etc., and agree that professional responsibilities will be met. Changes in the above teaching hours are subject to Article X Negotiations Procedures, as provided herein.

B. Fifteen (15) hours of extra curricular duty time per year may be assigned to each teacher with no added compensation.

C. The Board and Association agree that some supervisory responsibilities shared among the teachers on an equitable basis are necessary at student functions. These shall be apportioned on a voluntary basis as much as possible but when necessary, shall be filled by appointment by the Building Principal on the basis of previous participation.

When an assembly or similar function is scheduled during a period when the teacher is ordinarily occupied with classroom duty, the teacher shall attend the function in a supervisory capacity, shall be seated with the students, and shall aid with the control and discipline of the student body.

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

E. The teachers' work year will be composed of a total of 187 days. The Calendar of teacher work days including student instructional days is found in Appendix C of this agreement. Days beyond the 180 days required by the State will be designated as follows:

3 days -----Preschool orientation and conference for new teachers, two of which are required for returning teachers;

1 Day-----Inservice training and conference for all teachers in November;

1 Day-----Records day at the conclusion of the first semester;

1 Day-----Inservice training for all teachers at the beginning of the second semester;

Article IV Cont'd

1 Day-----Records day at the conclusion of
the second semester

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

F. Teachers shall be at their respective teaching stations 10 minutes prior to their first class.

G. The normal weekly teaching load in the Senior High and Junior High School will include 5 student contact periods and no teacher will be required to have more than four different preparations. The normal weekly teaching load in the Elementary Schools will not be more than 30 teaching hours. The Board will make every effort to make available two planning periods per week for Elementary Teachers. The parties mutually agree and understand that continuing flexibility with respect to arrangement of teaching periods, preparation periods and daily and weekly schedules are necessary for progress and improvement of education.

H. Because the Board of Education has the statutory duty to educate all children within the boundaries of the School District, and because the student-teacher ratio is an important aspect of an educational program, and because the number of students per teacher has a direct bearing upon the amount of work required of the individual teacher, the parties agree that the size of the teachers' classes shall be given careful consideration.

- I. Teachers affected by changes in assignments (subject or grade level) will be notified by August 15th prior to opening of school year. Whenever possible such changes will be made only after consultation with the teachers involved.
- J. In the event that any teacher will be asked to teach a class each day during his preparation period, remuneration equal to 1/8 of his contractual teaching salary shall be added to his salary based on the school year of 38 weeks. The teacher shall have the right to accept or reject such assignment. The teacher will also have the right to teach during his preparation period without remuneration if he so desires.
- K. Assigned noon duty where such duty cuts into the preparation period will be reimbursed at an hourly rate.

ARTICLE V

Teaching Conditions

- A. Telephone facilities shall be made available to teachers for their reasonable use at no expense to the Board.
- B. The provisions of this agreement shall apply to all members of the Association without discrimination on account of race, color, sex, religion, political or national origin.

ARTICLE VI

Leave of 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 teacher. "Immediate Family" is 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 teacher 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 in Section A shall be:

1) Ten (10) sick leave days 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 accrued; 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 Teacher's Absentee Report available in the Principal's office. One copy to the Superintendent, and one copy to be returned to the teacher.

C. The Principal must be notified one hour prior to the teachers' normal reporting time in the morning or the evening before, if known, and arrangements made with the Principal of the building for all emergency and sick leaves.

Article VI Cont'd.

Leaves of Absence of Employees

- 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 for in Section A of this article.

Limited time off may be granted provided:

- 1) The employee secured a qualified substitute and pays for his services.
- 2) Allows the standard substitute's pay to be deducted from his salary.
- 3) If 1) or 2) 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.
- 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 or holiday (exception: Graduation exercises for the teacher, wife, son, daughter, honors convocation honoring the teacher, military departure of son and items c) & e) above.

Article VI Cont'd.

Leaves of Absence of Employees

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. Maternity and Adoption:

1) A leave of absence without pay shall be granted for up to one year for the purpose of maternity or adoption. It may be renewable annually upon approval of the Board. The application for such leave shall be received by the Superintendent no later than sixty (60) calendar days prior to the effective date of such leave and shall include a statement of the exact date on which the teacher wishes to terminate her teaching.

2) The teacher may continue teaching as long as she can continue her regularly assigned responsibilities. The Board may require a Doctor's statement to this effect.

Article VI. Cont'd.

Leaves of Absence of Employees

3) A teacher on leave under the above conditions wishing to return to duty shall file a written request with the Superintendent at least sixty (60) calendar days prior to the date she wishes to return to teaching or prior to the end of the leave. The Board shall not be required to return the Tenure teacher to employment except at the beginning of the semester. The probationary teacher shall be returned when a position for which she is certified and qualified is available. The teacher may be required to furnish a physician's statement indicating that her health permits

her to resume the full responsibility of teaching.

4) The leave for the adoption of a child shall begin at a mutually agreed upon time between the Board and the teacher.

5) If a teacher does not comply with the above conditions, the right to such a leave and/or the right to return, may be denied by the Board.

I. Leave of absence: A leave of absence of up to one (1)

year may be granted to any teacher during the duration of

his tenure in the School District, 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:

Article VI Cont'd

Leaves of Absence of Employees

- 1) Applicant must have taught no less than three (3) years in the Kent City Community School District;
- 2) Applicant states his intent to return to the Kent City Community School District upon completion of his leave;
- 3) Job station assignment upon return from leave will be the sole responsibility of the Superintendent with 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 Association and one Kent City Community School Principal.

Leave of Absence Committee will make recommendations 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 VII

Insurance Protection

A. 1972-73 Coverage

1. Pursuant to the authority set forth in Section 617 of the School Code of 1955, as amended, the Board shall provide \$20.00 per month toward insurance for teachers claiming only themselves. For all other teachers the Board shall pay 75% of the cost of the basic MESSA SuperMed Health Program selected by the teacher to a maximum of \$35.00 per month.

2. Those not electing to take health insurance shall be provided full family dental insurance. The difference between any employee's health or dental insurance cost and \$20.00 may be used by the teacher to purchase any option allowed by the MEA insurance program.

B. 1973-74, 1974-75 Coverage

1. Pursuant to the authority set forth in Section 617 of the School Code of 1955, as amended, the Board agrees to furnish full family health insurance for all teachers and their eligible dependents.

2. Those teachers not electing health insurance coverage shall be provided full family dental insurance. The difference between the monthly premium of an employee's health or dental insurance and \$20.00 may be used by the employee to purchase optional insurance coverage.

Article VII Cont'd

Insurance Protection

3. The insurance carrier(s) shall be selected by the Board.

The carrier(s) selected shall provide medical and hospitalization coverage and optional insurance programs equivalent to those provided by MESSA SuperMed during the 1971-72 and 1972-73 school years.

4. Should the Board select a carrier other than MESSA it shall be liable for any loss incurred by a teacher as a result of the change to include, but not necessarily to be limited to losses resulting from lapse in coverage, loss of deductible, differences in coverage, and/or differences in interpretation based on the MESSA SuperMed specifications, as consistently applied in 1972-73.

5. It is expressly understood by the parties that all alleged misinterpretations, misapplications, or violations of this Article, including claims under Section B-4, are proper subjects for arbitration under the grievance process as set forth in Article XI.

ARTICLE VIII

Teacher Evaluations

- A. All monitoring or observations of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.

Article VIII Cont'd.

Teacher Evaluations

- B. The use of closed circuit television, audio systems, and similar devices when used for teacher evaluation, shall be with the full knowledge of the teacher and the Association.
- C. Evaluations of teachers shall be conducted by the teacher's immediate principal or an administrator working in the same building, unless an emergency requires such evaluation be conducted by a designated replacement or an Assistant.
- 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. The first prior to December 1st, and the second, prior to March 15th.
- 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. A copy would then be signed indicating completion of the interview and returned to the administration. In the event that the teacher feels his evaluation was incomplete or unjust,

Article VIII Cont'd

Teacher Evaluations

he may put his objections in writing and have them attached to the evaluation report of the principal to be placed in his personnel file. All evaluations shall be based upon valid criteria for evaluating professional performance and 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 employment credentials and confidential reports from the file prior to the review of the file by the teacher. However, the teacher's evaluation reports relative to the teacher since coming to the Kent City Community Schools will be made available.

J. No teacher shall be disciplined, reprimaded, reduced in rank or compensation or deprived of any opportunity or means of maintaining or holding a position favorable to success in the practice of the teaching profession without just cause.

Article VIII Cont'd

Teacher Evaluations

- Any such discipline, reprimand, or reduction in rank, compensation or advantage, asserted by the Board or any agent or representative thereof, shall be subject to the grievance procedure hereinafter set forth, except tenure teacher dismissal in which case use of the grievance process shall be prohibited and only the Tenure Process utilized.
- K. Negative comments on the performance and evaluation of a teacher should be fully discussed with the teacher, and positive steps shall be taken immediately to assist the teacher in overcoming these weak points. All suggestions for improvements of the teacher's performance shall be included in the written evaluations.
- L. It is expressly understood that the content of an evaluation shall not be the subject of a grievance. However, a violation of the evaluation procedure as set forth in this agreement may be grieved.

ARTICLE IX

Protection of Teachers

- A. Any case of assault upon a teacher related to or occurring while he is fulfilling his teaching or related responsibilities shall be promptly reported to the Board or its designated representative.

Article IX Cont'd

Protection of Teachers

- B. The Board recognizes that through its administrative staff, it must support its teachers in taking all necessary actions to maintain proper classroom order. Any complaint by a parent of a student directed toward a teacher shall be promptly 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 of person or property.
- D. 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.

ARTICLE X

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 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,

Article X

Negotiation Procedures

furnishing necessary information and otherwise constructively considering and resolving any such matters.

- B. In the event that the salary schedule is reopened (See Article XIV) for negotiation by either party, the parties will promptly negotiate for the purpose of reaching an agreement upon a revised salary schedule. At least sixty (60) days prior to the expiration date (June 30, 1975) 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 party shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the School District. It is recognized that no final agreement between the parties may be executed without ratification of a majority of the Board of Education and by a majority of the 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.

Article X Cont'd.

Negotiation Procedures

If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Commission, or take any other lawful measures it may deem appropriate.

E. Continuity of professional service: The Association recognizes that strikes, as defined by Section 1 of Public Act 336 of 1947 of Michigan, as amended, by teachers, are contrary to law and public policy. The Board and the Association subscribe to the principle that differences shall be resolved by appropriate and peaceful means, in keeping with the high standards of the profession, without interruption of the school program. Accordingly, the Association agrees that during the term of this agreement, it will not direct, instigate, participate in, encourage or support any strike against the Board by any teacher or group of teachers.

ARTICLE XI

Professional Grievance Procedure

Any teacher, group of teachers or the Association believing that there has been a violation, misinterpretation or mis-application of any provision of this Agreement or any existing rule, order or regulation of the Board, (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.

Article XI Cont'd.

Professional Grievance Procedure

LEVEL I

A teacher, or group of teachers, believing that there has been a violation shall within five school days of its alleged occurrence, orally discuss the grievance with the Building Principal and a representative of the Association in an attempt to resolve the matter. If no resolution is obtained within three (3) school days following the discussion, the grievance shall be expressed in writing and processed in accordance with LEVEL II, on the Grievance Form as shown in Appendix D.

LEVEL II

Any grievance filed by a teacher, group of teachers or the Association must be filed within 15 school days from the end of LEVEL I. 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. 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.

LEVEL III

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) days thereafter to approve or disapprove the grievance.

Article XI Cont'd.

Professional Grievance Procedure

If the grievance is transmitted directly to the superintendent, he shall have ten (10) days from receipt to approve or disapprove 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 Association. The Association shall have five (5) school days to transmit the grievance to the Board.

LEVEL IV

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 ten (10) school days after its submission to the Board.

LEVEL V

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.

Article XI Cont'd

Professional Grievance Procedure

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. If any teachers for whom

a grievance is sustained shall be found to have been improperly reprimanded or improperly deprived of a position, or unjustly discharged, the arbitrator will have authority to reinstate the

teacher, with full reimbursement for all compensation lost. The costs of any arbitration under this article shall be shared equally by the Board and the Association.

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. However, it shall be

the Board's intent to afford just cause, due process as a basic principle in the administration of the school district. Should

either party fail to institute its specific requirements in processing a grievance under this article,

Article XI cont'd.

Professional Grievance Procedure

it shall be considered as having been resolved, with remedy applied favorable to the aggrieved or that the grievance is terminated and further proceedings barred. However, it should be understood that the time limits are maximums 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.

ARTICLE XII

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 addresses of all teachers,

Article XII cont'd

and all other information that will assist the Association in developing constructive programs on behalf of the teachers and their students.

- C. Within thirty days of the beginning of their employment hereunder, teachers may sign and deliver to the Board an assignment authorizing deduction of the United Membership dues of the 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. These deductions shall continue until the Board receives written direction to terminate such deductions from the individual teacher.

The Board and the Association recognize that the present status of Agency Shop (financial responsibility) is in a condition of uncertainty.

The parties further agree that upon the uncertainty being resolved, by the Michigan Supreme Court or the Michigan Legislature, the Board and the Association will meet within sixty (60) days thereafter, following notice to the party, work out acceptable language accomodating this concept as legally defined and to the extent allowed by law. This understanding is clearly NOT to be a waiver of the financial responsibility concept by the parties as a part of this agreement, should it be proved legally or legislatively acceptable.

Article XII cont'd

- 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. All conditions of employment shall be maintained at the levels as provided for in this agreement and shall not be altered without prior negotiation with the Association.
- 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 XIII: REDUCTION IN STAFF

A. SENIORITY: New Employees hired into the unit shall be considered as probationary employees as prescribed by the Tenure Act.

B. The term seniority as hereinafter used shall be length of service with the Kent City Board of Education.

Leaves of absence granted pursuant to this contract shall not constitute an interruption in continuous service. Credit given for outside teaching experience in school districts shall not be considered for the purpose of accumulating seniority, but shall serve to reduce the probationary period in accordance with the provisions of the Tenure Act.

C. Seniority within the school system shall be determined by using the following criteria:

1. Professional qualifications and certification as approved by the Department of Education of the State of Michigan.

2. Length of service in Kent City Community Schools.

3. Experience in subject or grade level in the last ten (10) years.

4. Evaluation ratings of the last three (3) years.

D. Any teacher who is granted Tenure shall have seniority from the last date of hire. Probationary teachers shall not have seniority.

Article XIII cont'd

- E. The Board of Education shall prepare a seniority list by classification and transmit a copy of the same to the Association on or before the 1st day of October.
- F. Necessary reduction of personnel - LAYOFF. The parties hereto, realizing that education, curriculum and staff to a large degree depend upon the economic facilities available to the Board of Education as provided by the public and the State of Michigan, and in accordance with this realization understand that in some instances it may be economically necessary to reduce the educational program, curriculum and staff when funds are not available, hereby agree as follows:

1. It is hereby specifically recognized that it is within the sole discretion of the Board of Education to reduce the educational program and curriculum.

2. In order to promote an orderly reduction in personnel when the educational program and curriculum is curtailed, the following procedure will be used:

- a) Probationary employees will be laid off first where any teacher who has acquired any seniority and whose position has been curtailed is certified and qualified to perform the services of the probationary teacher.

Article XIII cont'd

b) In the event seniority teachers must be laid off, layoff will be on the basis of seniority as established herein before within classification as well as knowledge skill and efficiency on the job and physical fitness. It is expressly understood that the Association shall have a right to review the layoff list and request a meeting prior to notification of the individuals to be laid off.

In the event of a dispute concerning the layoff list, the Association shall have the right to file a written grievance thereon, within not more than five (5) calendar days after the termination of the meeting at which the list was reviewed.

c) Teachers who are laid off during a contract year shall be considered as having completed the contract year for purposes of placement on the salary schedule if employed for one-half of the school year, otherwise such teachers shall remain on the salary step.

G. RECALL: Seniority teachers shall be recalled to employment in inverse order of layoff for new positions opening as determined by the Board, for which they are certified and qualified.

Article XIII cont'd

Reduction of Staff

- H. Employees who are notified of recall and fail to respond within five (5) days or who fail to report for duty within fifteen (15) days or recall notice shall be considered as resigned. Such recall notice will be by telegram or certified letter.
- I. The recall list shall be maintained by the Board in accordance with the Michigan School Code and related statutes.

ARTICLE XIV: PROFESSIONAL COMPENSATION

- A. The salaries of the teachers covered by this agreement are set forth in Appendix A, which is incorporated in this agreement. Such salary schedule shall 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, 1974 either party may request the reopening of negotiations pursuant to Article X, Negotiation Procedures.
- B. Salaries will be paid in 26 installments, with the first payment to take place on the first regularly scheduled pay day following the teacher's first scheduled work day and continuing every other Friday thereafter until the 26th installment shall have been paid.

Article XIV cont'd

Professional Compensation

- C. Individual teacher contracts shall be made subject to the terms and conditions of the Master Agreement between the parties that cover the same school year as the individual contracts do. Teachers hired for a semester or more will be issued individual contracts.
- D. The Board urges and strongly recommends that teachers continue their education by engaging in classroom studies. For this reason every hour beyond BA plus 20 will be reimbursed at \$22.50 per semester hour or \$17.00 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 (6) 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.

Article XIV cont'd

Professional Compensation

- E. 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 ten (10) years.
- F. Increments become effective September 1st 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 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).
- G. 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

Article XIV cont'd

Professional Compensation

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.

- H. Teachers will be reimbursed for reasonable expenses incurred when attending meetings which the Board of Education or Administration considers to be beneficial to the teachers.
- I. 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.
- J. 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.
- K. Teachers teaching only part of a year or 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.

ARTICLE XV

DURATION OF AGREEMENT

This agreement shall be effective as of July 1, 1972, and shall continue in effect for three years until the 30th day of June, 1975.

Except that the provisions set forth in Appendix A, Salary Schedule, shall expire June 30, 1974.

In witness whereof, the parties hereto have set their hands at Kent City, Michigan the twelvth (12) day of February, 1973.

BOARD OF EDUCATION

KENT CITY EDUCATION ASSOCIATION

President

KCEA President

Vice-President

KCEA P.N. Chairman

Secretary

KCEA P.N. Committee

Treasurer

KCEA P.N. Committee

Trustee

Trustee

Trustee

Trustee

1972-1973

Salary - Board Proposal \$7975 BA Base

Increases retroactive to September 1, 1972

1973-1974

Salary - 3.5% increase on index, plus increment

1974-1975

Salary - Reopened

APPENDIX A: (1)

1972-73 SALARY SCHEDULE

NOTE: This schedule
will be retroactively
applied for 72-73

<u>STEP</u>	<u>INDEX</u>	<u>BA</u>	<u>INDEX</u>	<u>BA+15</u>	<u>INDEX</u>	<u>MA</u>	<u>INDEX</u>	<u>MA+30</u>	<u>INDEX</u>	<u>NON DEGREE</u>
1	1.000	\$7975	1.030	\$8214	1.080	\$8613	1.160	\$9251	0.900	
2	1.030	8214	1.060	8454	1.110	8852	1.190	9490	0.930	
3	1.065	8493	1.095	8733	1.145	9131	1.235	9849	0.960	
4	1.115	8892	1.145	9131	1.195	9530	1.290	10288	1.000	
5	1.170	9331	1.200	9570	1.250	9969	1.345	10726	1.040	
6	1.225	9769	1.255	10008	1.305	10407	1.400	11165	1.080	
7	1.280	10208	1.310	10447	1.360	10846	1.455	11604	1.120	
8	1.335	10647	1.365	10886	1.415	11285	1.510	11891	1.160	
9	1.390	11085	1.420	11325	1.470	11723	1.565	12481	1.200	
10	1.445	11524	1.475	11763	1.525	12162	1.620	12920		
11	1.500	11963	1.530	12202	1.580	12601	1.675	13358		
12					1.635	13039	1.730	13797		
13							1.785	14235		
14										
15										
16	1.555	12401	1.585	12640						
17					1.690	13478				
18							1.840	14674		
19										
20										
21	1.610	12840	1.640	13079						
22					1.745	13916				
23							1.895	15113		
24										
25										
26	1.665	13278	1.695	13518						
27					1.800	14355				
28							1.950	15551		

(In the event that the 73-74 Agreement incorporates a BA plus 20, those members affected by this settlement will be waived from this requirement for the current (72-73) year, but must meet the BA plus 20 requirements in the following (73-74) year for step and level advancement.)

APPENDIX A: (2)

1973-74 SALARY SCHEDULE

<u>STEP</u>	<u>INDEX</u>	<u>BA</u>	<u>INDEX</u>	<u>BA+20</u>	<u>INDEX</u>	<u>MA</u>	<u>INDEX</u>	<u>MA+30</u>	<u>INDEX</u>	<u>NON DEGREE</u>
1	1.000	\$8255	1.030	\$8503	1.080	\$8915	1.160	\$9576	0.900	\$7430
2	1.030	8503	1.060	8750	1.110	9163	1.190	9823	0.930	7677
3	1.065	8792	1.095	9039	1.145	9452	1.235	10195	0.960	7925
4	1.115	9205	1.145	9452	1.195	9865	1.290	10649	1.000	8255
5	1.170	9658	1.200	9906	1.250	10319	1.345	11103	1.040	8585
6	1.225	10124	1.255	10360	1.305	10773	1.400	11557	1.080	8915
7	1.280	10566	1.310	10814	1.360	11227	1.455	12011	1.120	9246
8	1.335	11020	1.365	11268	1.415	11681	1.510	12465	1.160	9576
9	1.390	11475	1.420	11722	1.470	12135	1.565	12919	1.200	9906
10	1.445	11928	1.475	12176	1.525	12589	1.620	13373		
11	1.500	12383	1.530	12630	1.580	13043	1.675	13827		
12					1.635	13497	1.730	14281		
13							1.785	14735		
14										
15										
16	1.555	12837	1.585	13084						
17					1.690	13951				
18							1.840	15189		
19										
20										
21	1.610	13291	1.640	13538						
22					1.745	14405				
23							1.895	15643		
24										
25										
26	1.665	13745	1.695	13992						
27					1.800	14859				
28							1.950	16097		

APPENDIX A: (3)

1974-75 Salary Schedule

Step	Index	BA	Index	BA+15	Index	MA	Index	MA+30	Index	Non Degree
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TO BE NEGOTIATED IN ACCORDANCE WITH ARTICLE 14 "PROFESSIONAL
COMPENSATION"

AND

ARTICLE 15 "DURATION OF AGREEMENT"

APPENDIX "B"

Supplemental Compensation Schedule

<u>FOOTBALL</u>	<u>START</u>	<u>\$75 ANNUAL INCREMENTS TO</u>	<u>TOP</u>
Head	\$600	\$300	\$900
Assistant	400	225	625
Head J.V.	450	225	675
Assistant	275	225	500
 <u>GOLF</u>	 350	 150	 500
 <u>BASKETBALL</u>			
Head	600	300	900
J.V.	450	225	675
Freshman	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
Assistant	250	150	400

PLAY DIRECTOR - \$150.00 PER PLAY

BAND DIRECTOR - \$550.00 \$100.00 Annual Increments \$750.00

APPENDIX C
KENT CITY SCHOOLS
1972-73 SCHOOL YEAR

August 29, 30	All teachers work
31	New Teacher orientation
September 4	Labor Day
5	Classes begin
November 15	Teacher in-service
23,24	Thanksgiving
December 25,26,27,28,29 January 1,2,3,4,5	Christmas vacation
January 19	Teacher record day
22	Teacher in-service
April 2,3,4,5,6	Spring vacation
20	Good Friday
May 28	Memorial Day
June 13	Last student day
14	Last teacher day

APPENDIX C

KENT CITY SCHOOLS

1973-74 SCHOOL CALENDAR

August	All teachers work New Teacher Orientation
September	Labor Day Classes begin
November	Teacher in-service Thanksgiving
December January	Christmas vacation
January	Teacher record day Teacher in-service
April	Spring vacation Good Friday
May	Memorial Day
June	Last Student Day Last Teacher Day

It is understood between the parties, that the calendar for this year is subject to negotiation as to starting date, vacation days, and the end of the school year. However, the calendar will subscribe to those specifics as set forth in Article IV, Section E of this agreement.

APPENDIX C
KENT CITY SCHOOLS
1974-75 SCHOOL CALENDAR

August	All teachers work New Teacher Orientation
September	Labor Day Classes begin
November	Teacher in-service Thanksgiving
December January	Christmas Vacation
January	Teacher Record Day Teacher in-service
April	Spring Vacation Good Friday
May	Memorial Day
June	Last Student Day Last Teacher Day

It is understood between the parties, that the calendar for this year is subject to negotiation as to starting date, vacation days and the end of the school year. However, the calendar will subscribe to those specifics as set forth in Article IV, Section E of this agreement.

Grievance# _____ Kent City School District

G R I E V A N C E R E P O R T

Submit in Duplicate

Distribution of Form

1. Superintendent
2. Principal
3. Association
4. Teacher

<u>Building</u>	<u>Assignment</u>	<u>Name of Grievant</u>	<u>Date Filed</u>
-----------------	-------------------	-------------------------	-------------------

LEVEL

A. Date Cause of Grievance Occurred _____

B. 1) Statement of Grievance _____

2). Relief Sought _____

Signature _____ Date _____

C. Disposition by Principal _____

Signature of Principal _____ Date _____

D. Position of Grievant and/or Association _____

Signature _____ Date _____

LEVEL _____

A. Date Received by Superintendent or Designee _____

B. Disposition of Superintendent or Designee _____

Signature _____ Date _____

C. Position of Grievant and/or Association _____

Signature _____ Date _____

LEVEL _____

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 _____

A. Date submitted to arbitration _____

B. Disposition & Award of Arbitrator _____

Signature of Arbitrator _____ Date _____