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# KENOWA HILLS PUBLIC SCHOOLS

## MASTER AGREEMENT

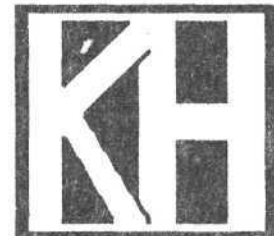
between

THE KENOWA HILLS  
BOARD OF EDUCATION

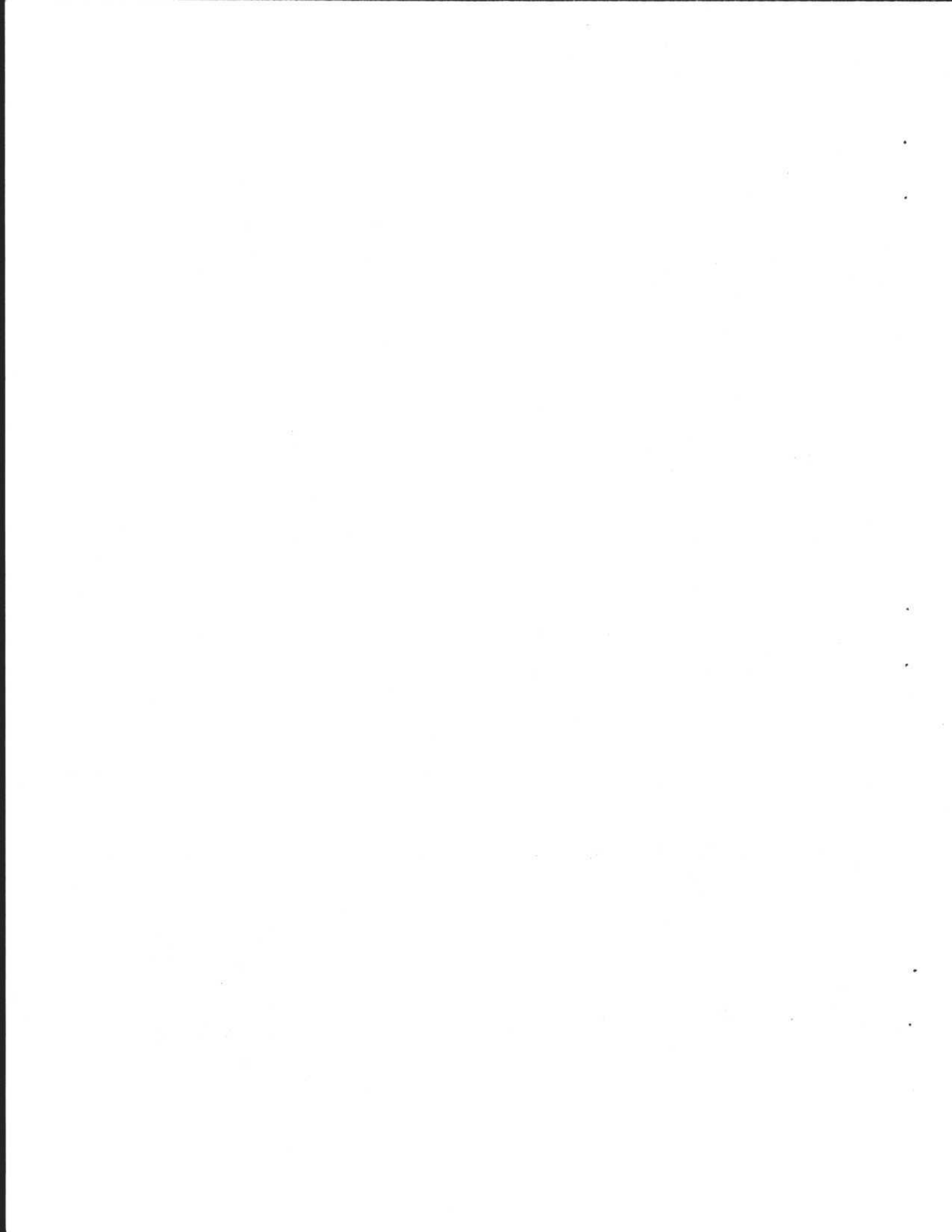
and

THE KENOWA HILLS TRANSPORTATION ASSOCIATION

JULY 1, 1994 - JUNE 30, 1997



*Kenowa Public Schools*



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## ARTICLE I

### PREAMBLE

Whereas the parties (Board and Association) recognize and declare that quality, service, sanitation, and safety are necessary to provide a quality education for the children of the school district of the Kenowa Hills Public Schools.

Whereas it is the intent and purpose of the parties hereto that this Agreement shall promote and insure a spirit of confidence and cooperation between the Board and its employees, establish rates of pay, hours of work, and terms and conditions of employment of the Board employees as described herein.

Whereas the parties recognize the underlying purpose of the Board and the employees is to contribute materially to a quality program of education for the students of the Kenowa Hills Public Schools.

## ARTICLE II RECOGNITION

### SECTION 1 INCLUDED IN UNIT

The Employer recognizes the Kenowa Hills Transportation Association as the sole and exclusive representative for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other terms and conditions of employment as defined in Section II of Act 379, Public Acts of 1965, for all regularly employed bus drivers assigned regular daily runs and employed by the Kenowa Hills School Board.

### SECTION 2 EXCLUDED FROM THE UNIT

Excluded from the above bargaining unit are: Substitute Bus Drivers not assigned a regular daily bus route, Mechanics, Transportation Supervisor, Custodial Supervisor, Elementary, Junior High or High School Principals and their Assistants; Administrative Assistants, the Curriculum Director, the Superintendent, the Business Manager, the Community School Director, Title I Teachers, Office and Clerical Personnel, Food Service, Maintenance and Custodial Personnel, Substitute Teachers, Teachers, Pre-School Teachers, various Aides, Adult Education Instructors, CETA Instructional Analysts, School Nurse and any other full or part-time employees of the School Board or of any other employer.

### SECTION 3 INDIVIDUAL GRIEVANCES

Nothing contained herein shall be construed to prevent any individual transportation employee 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.

## ARTICLE III BOARD RIGHTS

### SECTION 1

The Association recognizes that the Board has the responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the school district to the full extent authorized by the laws and the Constitution of the State of Michigan and of the United States provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this Agreement.

### SECTION 2

The Board hereby retains and reserves unto itself, without limitation, all the powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States, except as expressly limited by the terms of this Agreement.

Such rights, duties, etc. shall include, by way of illustration and not by way of limitation, the right to:

1. Manage and control the school's business, the equipment, the operations and to direct the working forces and affairs of the Employer.
2. Continue its rights and past practice of assignment and direction of work of all of its personnel, determine the number of shifts and hours of work, starting and ending times,

length of the work year, and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement, and the right to establish, modify or change any work or business hours or days.

3. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, effectuate an employee evaluation system, assign work or extra duties to employees, determine the size of the work force and to lay off employees.
4. Determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, methods, and processes of carrying on the work including automation thereof or changes therein, the instruction of new and/or improved methods or changes therein.
5. Adopt reasonable rules and regulations.
6. Determine the qualifications of employees.
7. Determine the location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
8. Determine the placement of operations, production, services, maintenance or distribution of work, and the source of materials and supplies.
9. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
10. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization provided that the Employer shall not abridge any rights from employees as specifically provided for in this Agreement.
11. Determine the policy affecting the selection, testing or training of employees providing such selection shall be based upon lawful criteria.
12. The employer retains the right to install and utilize bus surveillance cameras within the interior of school buses any time during the term of this agreement. The driver of the bus involved will be invited to the first viewing of the tape, if it is determined that a viewing is desired.

### SECTION 3

In meeting such responsibilities, the Board acts through its administrative staff. Such responsibilities include, without being limited to, the establishment of education policies; the construction, acquisition and maintenance of school buildings and equipment; the hiring, transfer, assignment, supervision, discipline, promotion and termination of employees; and the establishment and revision of Rules and Regulations governing and pertaining to work and conduct of its employees. The Board and Administrative Staff shall be free to exercise all of its managerial rights and authority to the extent permitted by law. No actions shall violate any of the express terms of this Agreement and no rules or regulations shall be adopted or revised which violate the express terms of this Agreement unless mandated by law.

## ARTICLE IV EMPLOYEE AND ASSOCIATION RIGHTS

### SECTION 1 RIGHT TO ORGANIZE

The Board and the Association agree to abide by the Act 379 of the Public Acts of Michigan for 1965 and all amendments thereto and to all the applicable laws and statutes pertaining to employee's rights and responsibilities. The Board further agrees that it will not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of their rights granted to them under the laws stated above.

## SECTION 2 NOTICES

Employees who belong to the Association will be allowed to place bulletins of an informative nature on the bus garage bulletin board. Prior to posting, such bulletins must be shown to and cleared with the Transportation Supervisor. Any bulletin placed upon any bulletin board without prior approval will be removed.

The Association may, upon approval, hold meetings in school buildings. Such use of the building for Association meetings shall be arranged for with the building Principal or Supervisor in advance. The Administration retains the right of room assignment. There will be no charge for the use of school facilities for Association meetings, provided that the facilities would normally be open and a custodian is on duty.

## SECTION 3 ASSOCIATION BUSINESS

Duly authorized representatives of the Association will be allowed to transact official business on school property provided they transact business during a time when they and members of the Association are not being paid.

## SECTION 4 FILES

Employees shall, on request, have the right to review the contents of their own evaluation file. A representative of the Association may, at the employee's request, accompany the employee at the time of such review. An employee shall have the right to attach a rebuttal to any reprimand/evaluation in the employee's personnel file.

## SECTION 5 COMPLAINTS

Any complaint against an employee will be called to the employee's attention before any adverse action is taken based thereon. Also, any complaint document will be brought to the attention of the employee before being placed into the employee's personnel file. If such complaint is to be made a part of the employee's personnel file, the employee may submit a written statement to be attached and filed with the original complaint. If requested, the employee shall sign or initial the complaint to acknowledge that it was shown to him/her.

## SECTION 6 LAYOFFS

A layoff occurs when an employee has been assigned a run or group of runs during the current school year and subsequently all such assigned runs are eliminated. When it becomes necessary to reduce the working force, the lowest seniored person shall be the first laid off, and when the force is again increased the persons are to be returned to work in reverse order in which they were laid off, as listed on the Master seniority list. Members to be laid off should be notified at least five (5) working days prior to effective layoff date, except in event of layoff due to an employee work stoppage. In the event of a concerted work stoppage by any other employee group in the school district, the employer shall only be required to convey a twenty four (24) hour notice of layoff. Notice for recall shall be given by certified mail. Members of the bargaining unit will retain recall rights as defined in this contract for 12 months after date of layoff. Employees shall accrue seniority for a maximum of 12 months during any layoff.

## SECTION 7 RECALL

No new employee shall be hired for a position within the bargaining unit to perform the duties of a laid-off employee until all employees who have been laid-off from the classification involved have been recalled. An employee shall retain such recall rights for a period of one (1) year after layoff. The employee shall indicate the address and telephone number at which the employee may be reached for purposes of recall during that period. An employee shall return to work within seven (7) days after notice of recall is given, or lose such recall rights.

## SECTION 8 SENIORITY

Length of service for the purpose of this Agreement shall refer to continuous years of employment by the Kenowa Hills School District in a classification within the bargaining unit. A temporary student bus run is considered a temporary assignment under the terms of this agreement, and employees assigned a temporary (Migrant) student run shall not accrue seniority while driving a temporary student bus run.



## SECTION 9 RUN SELECTION MEETING

At 10:00 a.m. on the second Thursday of August each year, there will be an annual run selection meeting, at which time runs will be selected for the following school year. All members are required to pay his/her Association dues on or before run selection.

1. At the August run selection, all General Ed and Special Ed runs will be selected on a seniority basis. Anyone wishing to drive Special Ed may be required to take C.P.R. training. The Special Ed runs will be posted as soon as they are known, but no later than the last week of August.
2. Index cards will be posted indicating the various combinations of Secondary and Elementary runs available. Elementary students that must be shuttled from one school to another will be the responsibility of all the drivers who have selected runs from that school building. The shuttle responsibility, whether compensated or uncompensated will be rotated amongst the drivers involved at the Elementary building.
3. Fifth Runs - (Kindergarten, Skill Center, West Catholic Shuttle, and North Kent Alternative Ed. Shuttle) will be posted on separate index cards and will also be selected on a seniority basis at the August meeting.

After runs have been selected at the August meeting, a driver will be required to keep those assigned runs for the entire school year, unless a vacancy occurs in another run, which they desire. Vacancies will be handled according to language defined in Article XI, Section 1.

4. All Summer School or Summer Special Ed runs will be selected on a seniority basis.

## SECTION 10 MID-YEAR VACANCIES AND RUN ELIMINATION

If a run becomes vacant during the school year, it will first be posted and then assigned to the driver wishing it with the highest seniority. After the August run selection meeting, no driver will be allowed to use their seniority to bump a driver off their run. If a run is eliminated during the school year, the driver of that run will be allowed to become the first substitute driver called whenever a regular driver is not able to drive his/her run, however, the driver who had the run eliminated will not be able to bump any other driver no matter what the seniority level. If the situation arises where a driver has his/her run eliminated and they become the first substitute, that driver will retain his/her seniority for the balance of the school year and will be paid at the negotiated pay schedule for the runs that they substitute.

## ARTICLE V LEAVE OF ABSENCE PROCEDURES

### SECTION 1 UNPAID MEDICAL LEAVES

An employee who has satisfactorily completed one (1) year of service may be granted a leave of absence, without pay and for up to twelve (12) months, for the following reasons:

1. Medical leave of absence when personal illness extends beyond the employees allotment of bank days, or
2. General leave of absence for reasons other than personal illness.

The determination as to whether or not an unpaid leave will be granted shall be made solely by the Administration. Each case will be looked at individually and decided independently of any other request. In no case will an unpaid leave of absence extend beyond a twelve (12) month period from date of leave.

### SECTION 2 CONDITIONS FOR ALL UNPAID LEAVES

When a leave of absence is granted under the conditions specified in #1 above, such leave of absence shall:

1. Not entitle the employee to accrue seniority, Board paid fringe benefits, or the participation in any group insurance plans in the School Board's name. However, the employee's current seniority shall be frozen for the maximum duration of an unpaid leave as specified in section 1 of this Article.



2. Not entitle the employee to advancement on the pay schedule for the time away from actual employment.
3. Employees who return from a general or medical leave of absence must apply for the first posted vacant position available. The refusal of any employee returning from leave to apply for the first available vacancy shall result in the termination of the employee's contractual rights; and sever employment between the employer and the employee.
4. A physician's statement will be required prior to the return from a medical leave of absence. The Board reserves the right to send the employee (at Board expense) to its own doctor for a second opinion.
5. A leave of absence and all contractual rights will automatically terminate if the employee on an approved leave of absence files for unemployment with the Michigan Employment Security Commission.
6. An employee on a leave of absence will automatically forfeit all contractual rights if he/she takes employment with any other employer during the period of unpaid leave granted by the Kenowa Hills Board of Education.
7. An employee that takes a full year leave of absence (one work year starting in the fall) cannot assume their regular duties during the leave period, should they decide to cut their leave short. Also, an employee in such a position may not use their seniority to bump another employee or apply for any positions that become available during the year. Employees planning to take a full year leave must make their intentions known to the Transportation Supervisor no later than the fall fun selection meeting during the year of the requested leave.

### SECTION 3

#### PROCEDURES FOR HANDLING VACANCIES CREATED BY AN UNPAID LEAVE OF ABSENCE, UNPAID MEDICAL LEAVES AND RESIGNATIONS

1. Runs that become available as a result of a driver taking a medical or general leave of absence will be offered to subs. Upon returning from such a leave of absence the driver will be returned to his/her original position.
2. Runs that become vacant prior to the end of the 3rd marking period as a result of a driver taking a medical or general leave of absence will be posted to the Association.
  - a. Vacancy Defined - A vacancy occurs when a driver states in writing that he/she will not return to his/her duties for the remainder of the school year.

### ARTICLE VI NEGOTIATIONS PROCEDURES

#### SECTION 1

This contract represents the agreement of both parties on all issues which were the subject of negotiations. During the term of this Agreement, neither party is required to renegotiate with respect to any matter either directly or indirectly related to this Agreement.

#### SECTION 2 ADMINISTRATION/ASSOCIATION MEETINGS

When problems arise relative to the administration of this Agreement, representatives of the Board and the Association's Bargaining Committee will meet at a mutually agreed time for the purpose of reviewing the administration of the Contract and to resolve problems that may arise. These meetings are not intended to bypass the Grievance Procedure. Each party will submit to the other, on or before the Friday prior to the meeting, an agenda covering what they wish to discuss. If there are no items presented by either side, the meeting will not take place.

Should a meeting result in a mutually acceptable amendment of the Agreement, then the amendment will be subject to ratification by the Board and the Association. The Negotiation Committees are empowered to effect temporary accommodations to resolve special problems.

### SECTION 3 POWER TO NEGOTIATE/RATIFICATION

In any reviews described in this Article, neither party has 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 by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each have the necessary power and authority to make proposals, consider proposals and make tentative agreements. It is not the intent of this paragraph to provide for continuous negotiations.

### SECTION 4 RENEGOTIATION DATES

At least sixty (60) days prior to the expiration of this Agreement, the parties will begin negotiations for the new Agreement covering wages, hours, terms and conditions of employment.

### SECTION 5 MEDIATION

If the parties reach an impasse in the negotiations, either party may invoke mediation process with the State Labor Mediation Board in conformance with the State Law.

## ARTICLE VII

### SENIORITY

#### SECTION 1 SENIORITY DEFINED/SENIORITY LIST

By June 1st of each year, the Board agrees to furnish a seniority list of employees covered by this contract. Said list to include starting dates and position of seniority. The initial seniority list will be the responsibility of the Association. No driver can attain seniority status until he/she has been assigned at least one (1) regular daily run.

Prior to July 16, 1979, substitute bus driving may or may not have been used to establish seniority dates, however, from July 16, 1979 forward, substitute driving will not count towards seniority.

#### SECTION 2 PROBATIONARY PERIOD

A beginning driver will be employed on a probationary status. The probationary period shall be ninety (90) calendar days taken from and including the first day of regular employment. If at any time prior to the conclusion of the ninety (90) calendar day probationary period the employee's work performance is of unacceptable quality, he/she may, upon the recommendation of the Transportation Supervisor, be subject to immediate dismissal.

#### SECTION 3 SENIORITY DATE

At the conclusion of a satisfactory period of probation, all matters pertaining to benefits and to seniority will revert to the employee's initial date of hire (including hire as a regular substitute for Kenowa Hills) and his/her name will be entered at the bottom of the seniority list. Grievances over the seniority list must be filed within five (5) working days of the change or entry.

#### SECTION 4 EXPERIENCE CREDIT

Any driver hired or rehired with past bus driving experience may, at the discretion of the Board, be credited for such experience for wage purposes, but it shall not be reflected on the Master Seniority list.

#### SECTION 5 LOSS OF SENIORITY

Drivers will terminate employment by written resignation or failing to report for work as scheduled unless excused. An employee will be considered terminated, and seniority lost, if the employee fails to report for work at the scheduled time for five (5) consecutive work days unless he/she has been excused by the Supervisor.

## ARTICLE VIII

### GRIEVANCE PROCEDURE

#### DEFINITIONS

1. A "grievance" is a claim, by one (1) or more employees, or the Association, of an alleged violation or improper application of this Agreement.
2. Association grievances will commence, in writing, at Level Two. Grievances involving more than one employee may be filed by the Association commencing, in writing, at Level Two.

#### PURPOSE

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances. Both parties agree these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is consistent with the terms of this Agreement.

#### PROCEDURE

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. If appropriate action is not taken by the aggrieved within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. If the time limits of Level One (1) are violated no grievance can be processed. In the event the written answer is not submitted in the time specified, the aggrieved may proceed to the next level. The time limits specified may, however, be extended by mutual agreement, in writing, between the Association President and the Superintendent or his designee.

A supply of the grievance forms shall be on file with the Association and the Transportation Supervisor. Only the approved grievance form will be used.

#### 1. LEVEL ONE

An employee shall, within ten (10) working days of the occurrence of the grievance, orally discuss the matter with the immediate supervisor with the objective of resolving the matter informally.

#### 2. LEVEL TWO

- A. If the aggrieved is not satisfied with the disposition from the oral discussion and wishes to further pursue the matter, he/she shall file the grievance in writing at Level Two within three (3) working days of the oral discussion of the grievance with the supervisor.
- b. Within five (5) working days of the filing of the written grievance, the Supervisor or his representative will meet with the aggrieved employee, or the aggrieved employee and his/her Association Representative if the employee requests the Association Representative to be present, in an effort to resolve the grievance. The Supervisor will have five (5) work days from the date of this meeting to respond in writing as to his/her disposition.
- c. An Association grievance commencing at this level shall be filed within ten (10) work days of the alleged occurrence of such a grievance.

#### 3. LEVEL THREE

- a. If the aggrieved is not satisfied with the disposition of the grievance at Level Two, he/she shall within five (5) working days thereafter transmit the grievance to the Business Manager indicating a desire to pursue the grievance to Level Three. At this level, the grievance must be signed by the aggrieved and the Association.

- b. Within ten (10) working days of receipt of such grievance, the Business Manager or his designee may meet with the aggrieved and the K.H.T.A. representative(s) to discuss the issues. A written answer shall be given to the aggrieved and the K.H.T.A. representative within ten (10) working days after receipt of such grievance if the Administration elects not to hold a conference to discuss the grievance, or within thirteen (13) work days after receipt of the grievance if a conference is held.

4. LEVEL FOUR

- a. If the aggrieved is not satisfied with the disposition of the grievance at Level Three, he/she shall within five (5) working days thereafter transmit the grievance form by letter to the Secretary of the Board with a statement of reasons why it is being appealed.
- b. The Board President will appoint a Board Committee to consider the grievance or may designate one (1) or more Board members to hold the hearing or otherwise investigate the grievance or prescribe such procedure as the President may deem appropriate for consideration of the grievance. At this level the Board may, at its discretion, choose not to have a hearing prior to making a determination.
- c. The Board shall make a final decision thereon at its next regularly scheduled meeting provided they have had the information at least ten (10) work days prior to the Board meeting.

5. LEVEL FIVE

If the grievance is submitted to Arbitration, the arbitrator shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration hearing. The Board and the Association shall not be permitted to assert in such arbitration hearing any ground or to rely on any evidence not previously disclosed to the Board and the Association. Both parties agree to be bound by the award of the arbitrator.

6. LIMITS OF ARBITRATOR AND FEES OF ARBITRATION

- a. The Arbitrator shall have no power to alter, add or to subtract from the terms of this Agreement. The arbitrator's authority is limited to deciding whether a specific provision of this Agreement has been violated. The decision of the arbitrator, if within his scope of authority, is final and binding. The Arbitrator's fee and other expenses will be divided equally between the parties. Each party must bear his own personal expenses in connection with the grievance.
- b. The arbitrator shall have no power to rule on the termination of service of a probationary employee or the failure to reemploy any probationary employee, or any matter involving the content of an employee's evaluation.

7. TIME LIMITS

The failure of an aggrieved person to proceed from one (1) step of the grievance procedure to the next step within the time limits set forth shall be deemed to be an acceptance of the decision previously rendered and constitute a waiver of any future appeal concerning the same grievance. Time limits may be extended in writing by mutual agreement of the aggrieved and the Board provided such extension is requested within the time limits of the above procedure. Such agreement shall be placed in writing by the requesting party and mailed to the other party as soon as possible following mutual agreement.

8. LEVEL IDENTIFIED

In processing grievances at the appropriate levels described above, the official address to be used for the Board and its representatives are as follows:

Transportation Supervisor  
Business Manager  
Board Secretary

Bus Garage Office  
Administration Office  
Administration Office



9. DAYS DEFINED

For the purpose of the time limits in the Grievance Procedure, legal holidays, Saturdays and Sundays shall not be counted.

All other days that are normal Administration Office work days will be counted in the time limits.

10. GRIEVANCE REPORT FORM

Grievances will be filed only on the form specifically designed for such a purpose and referred to as "Grievance Report Form - Kenowa Hills Public Schools." Copies of this form will be available from the Administration Office and Officers of the Association (A sample grievance form is shown under Appendix 1).

ARTICLE IX

CONDITIONS OF EMPLOYMENT

SECTION 1

Each employee in the transportation group must have on file at the Administration Office no later than run selection of each year, the following forms and certificates as required by law:

- a. A CDL license which is current and valid
- b. A bus driver's certification card which is valid for the balance of the coming school year
- c. A valid road test and written skills test must be on file at the Administration Office by the date of run selection.
- d. A valid medical certificate stating that their physical ability meets the minimum qualifications as outlined on the DOT physical form as required by the State.

If any of the above items are not on file at the Administration Office by run selection day of each year, a driver will not be allowed to select runs at the annual run selection meeting to be held the second Thursday each August. If a driver fails to meet this requirement and thereby is not allowed to select runs at the August meeting, that driver will retain their seniority position for no longer than three (3) months past the August selection meeting. During this three (3) month period, a driver must complete the requirements that he/she is lacking or he/she will lose his/her seniority.

When a driver returns (meeting all the above qualifications) during this three (3) month period, he/she will be offered the first available position and will NOT be allowed to "bump" another driver, no matter what the seniority level.

SECTION 2

Driver Responsibilities - Each driver is responsible for the following:

- a. Cleaning his/her own bus on the inside and all driving windows at least weekly, or as is necessary.
- b. Gassing his/her own bus and recording gas used.
- c. Reporting all needs of maintenance and all accidents in writing.
- d. Maintaining order and discipline on the bus, and aiding in loading of pupils at schools. Filling out discipline slips as required.
- e. Attending the bus driver training schools.
- f. Observing all traffic laws and regulations pertaining to the use of a school bus.
- g. Informing the Transportation Supervisor or his agent in advance of all absences.

- h. Completing all reports required for his/her own bus.
- i. Hold three (3) fire drills during the school year.
- j. Pre-trip inspection of vehicle on all items as are listed on form used in "Road Test" as required by the State.
- k. Proper completion of a time card every two weeks and absence forms.
- l. Student discipline shall be handled by the bus driver whenever possible. Problems that cannot be handled by the driver should be turned over to the Supervisor or Principal for action.
- m. Adherence to all Board policies and reasonable directives from the Supervisor. This includes adherence with the Board "Transportation Handbook."
- n. Driver shall see that the bus is properly warmed up before starting on a trip (15 minutes maximum). Each driver shall arrive in time to start his/her bus. These checks should be made:
  - 1. Gas Supply
  - 2. Check gauges
  - 3. Windows clear
  - 4. Tires
  - 5. Brakes
  - 6. Lights-head, rear, stop, clearance, flashers, directionals
  - 7. Emergency door and emergency buzzer

The proper "pre-trip" inspection form is to be used daily before runs.

- o. Driver shall not leave the bus with the motor running or keys in the ignition unattended.
- p. Driver shall not open door until the bus has stopped.
- q. Driver shall see that the pupils are seated and the door is closed before putting the bus into motion.
- r. In the event of an emergency or a breakdown the driver shall not leave the bus unattended, but send a note with some responsible student for help.
- s. Driver shall wear seat belt while bus is in motion.
- t. Driver shall remove students from the bus when filling the gas tank.
- u. Driver shall require students to pass in front of a bus after discharging from the bus if they cross the road.
- v. No change in location of stops or route unless approved by the Supervisor.
- w. Driver shall inform the Supervisor in ample time if unable to make his/her regular run or a specific assignment.
- x. Attend all bus meetings, unless excused by the Supervisor.
- y. The Driver will attempt to learn the names of all students on his/her bus during the first full week of school.
- z. Each year by the end of September, each driver will fill out a map showing the route, pick-up times, stops and student names for each run assigned. A copy of this map will be kept in the first aid kit on each bus and a copy will be kept on file in the bus garage.
- aa. Any other duties as assigned.



## ARTICLE X

### WORKER'S COMPENSATION

#### SECTION 1 REPORTING INJURIES

An employee injured on the job shall report such injury at once to the Administration Office and said employee's immediate Supervisor. All reports must be filed at the Administration Office as soon as possible after the incident has occurred, but no later than 24 hours after the accident. Forms are available from the Supervisor.

#### SECTION 2 AMOUNT OF BENEFITS

Any employee's injury requiring loss of time from work whereby the employee would receive Worker's Compensation benefits, shall report the amount of such compensation benefits to the Administration Office upon receipt.

#### SECTION 3 FAILURE TO REPORT

If an employee fails to file the "Report of an Injury to Employee" form as required in Section 1 above within twenty-four (24) hours of the injury, the Association and/or the employee involved will indemnify the Board for any costs or damages which may be assessed against the Board as a result of the untimely reporting of the accident or injury.

#### SECTION 4 CLAIM FILING BY BOARD

Once a claim has been filed with the Board, it will be the Board's responsibility to immediately file the claim with the Worker's Compensation Insurance Carrier. After the claim is filed with the insurance company all claims, problems, reimbursements, etc. must be worked out directly between the employee and the insurance company.

#### SECTION 5 COORDINATION WITH OTHER PAID LEAVE

In cases of illness or accident wherein the employee is paid benefits under the Worker's Compensation Act, bank day payments will not exceed the difference between the benefits paid under the provisions of the Act and the employee's normal wage.

All deductions will be based on the number of hours normally worked.

## ARTICLE XI GENERAL

#### SECTION 1 VACANCIES

Notice of vacancies shall be posted in the bus garage. No vacancy shall be permanently filled until it has been posted for at least five (5) work days. At the end of the posting period, anyone who desires to apply for the vacancy shall meet with the Transportation Supervisor and all of their runs will also be posted and picked according to seniority using Article IV Section 11.

#### SECTION 2 "FIFTH RUNS"

No driver will be allowed to choose more than one (1) "fifth run" per day. Kindergarten, Skill Center, West Catholic, and North Kent Alternative Education are defined as "fifth runs."

#### SECTION 3 REGULAR SUBSTITUTES

All Kindergarten and Skill Center (runs #1, 2, 3, &4) drivers will select one (1) regular substitute for their run. The regular substitute position will be offered to Association drivers first and a driver can be a regular or "first" sub for only one Kindergarten and one Skill Center run. When the regular driver is unable to drive, the first substitute will be offered the run by the regular driver who will then inform the Supervisor that the substitute will be driving the run that day.

#### SECTION 4 EMERGENCY RUN ASSIGNMENTS

If the Supervisor has short notice of a trip or under "emergency circumstances" he/she may assign a run to any certified bus driver including a mechanic or substitute driver.

#### SECTION 5 "TRIP" DEFINED

A trip is defined as a round trip from beginning of the run to the discharge of the children or to the place where the bus is garaged. A driver may pick up and/or drop off students at more than one school building on the same trip run without added compensation.

#### SECTION 6 BUSES TAKEN HOME

Buses may be taken to a driver's home only if permission is granted by the Supervisor in advance.

#### SECTION 7 CONTRACTED TRANSPORTATION

Runs can be added or deleted by the Board as it becomes necessary. The Board reserves the right to contract with other school districts for the transportation of Kenowa Hills Students. The Board reserves the right to contract or subcontract the work performed by members of the bargaining unit. However, prior to reaching a final disposition to contract or subcontract with any organization, the Board agrees to evaluate a proposal from the bargaining unit, to maintain the positions within the bargaining unit.

#### SECTION 8 "COMPENSATED SHUTTLE" DEFINED

A compensated shuttle run is defined as a run that originates within the boundaries of the Kenowa Hills School District and extends to destination(s) outside the boundaries of the Kenowa Hills School District, and involves a return trip to destination(s) within the Kenowa Hills School District.

### ARTICLE XII

#### NO STRIKE - NO LOCKOUT

##### SECTION 1

The Association and its individual members agree that a "strike" is not in the interest of the children of Kenowa Hills Public Schools; and therefore, the Association and its individual members agree not to strike. The Association also recognizes that in Michigan strikes by public employees are illegal.

##### SECTION 2

As used in this article, the word "strike" shall mean the concerted failure to report for duty, the willful absence from one's position, the stoppage of work, or the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purpose of inducing, influencing, or coercing a change in the condition, or compensation, or the rights, privileges or obligations of employment. Nothing contained in this Article shall be construed to limit, impair, or affect the right of any public employee to the expression or communications of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment, or their betterment, so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment.

##### SECTION 3

Willful violation of this Agreement and/or this Article by any employee or group of employees will constitute just cause for discharge and/or the imposition of discipline or penalties without recourse to the grievance procedure.

##### ASSOCIATION PENALTY

In the event of a violation of this Article by the Association, the Board of Education shall have the right to seek injunctive relief and damages against the Association.

SECTION 4

The Board will not participate in, instigate or cause any lockout of employees during the life of this Agreement.

ARTICLE XIII  
PAY AND BENEFITS

1. Driving rates of pay (All pay rates start from date of hire, July 1 to June 30)

ASSIGNMENT	1994-1995	1995-1996	1996-1997
<b>DOUBLE RUNS</b>	Years of driving is defined as beginning July 1st each year.		
1st Year	\$50.62	\$51.73	\$53.23
2nd Year	51.85	52.99	54.53
3rd Year	53.09	54.26	55.83
4th Year	54.33	55.53	57.14
5th Year	55.99	57.22	58.88
11th Year	59.66	60.97	62.74
<b>SINGLE RUN</b>	\$14.94	\$15.27	\$15.71

**SPECIAL EDUCATION**

Runs to be compensated using a criteria (time, miles, etc., comparable to General Education runs and step levels. The double run step rate will be divided by four (4) and then multiplied by a 1.05 factor to determine the approximate compensation rate per hour of driving time. It is not the intent to pay Special Ed. drivers an hourly rate, but rather to use the above criteria only to determine per diem.

1st Year	\$13.29	\$13.58	\$13.97
2nd Year	13.61	13.91	14.31
3rd Year	13.93	14.24	14.65
4th Year	14.26	14.57	14.99
5th Year	14.69	15.01	15.45
11th Year	15.66	16.00	16.46
<b>FIFTH RUNS</b>			
Kindergarten*	\$14.44	\$14.76	\$15.19
Skill Center*	16.91	16.91	16.91
West Catholic	7.77	7.94	8.17

North Kent Alternative Education	7.77	7.94	8.17
HOLY TRINITY/SPEECH	9.64	9.85	10.14

\*The pay rate for these runs will be prorated if they are over one (1) hour in length.

**NOON RUNS/1/2 DAY SESSIONS**

On days when a double run driver is required to drive an added noon run because of 1/2 day school sessions they will be compensated as follows

	\$16.51	\$16.87	\$17.36
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**CHARTER RUNS (Conflicting)**

Persons selecting scheduled charters will be paid at their regular run rate for such scheduled charters when they conflict with their regularly assigned run.

**CHARTER RUNS (Non-conflicting)**

\$9.64	\$9.85	\$10.14
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Charter Cancellations:

Non-conflicting charter:

1 hour pay

Sat/Sun charter:

2 hours pay

**JR HIGH INTRAMURAL RUNS**

Paid the same as charter runs

**AUTHORIZED MEETINGS**

\$8.67	\$8.86	\$9.12
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**RUN SELECTION MEETING**

8.24	8.42	8.66
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**2. MEAL ALLOWANCE** - The Board will pay a flat amount for meals as follows:

Breakfast - For charter trips beginning before 7:00 a.m.

Lunch - If a driver works continuously from 11:00 a.m. to 2:00 p.m.

Dinner - If a driver works until 7:00 p.m. or later.

In order to qualify for reimbursement, drivers must notify the Transportation Supervisor of the date and time of their trips that qualify for meal allowance.

	1994-95	1995-96	1996-97
Meals flat rate	\$5.00	\$5.00	\$5.00

**3. LICENSE FEES** - The Board will pay the full cost of the CDL license fee, the written test, and the road test as often as they are required by the State of Michigan.

**4. CLOTHING PURCHASE** - At the beginning of the 1994-95 school year the Board agrees to provide clothing with the Kenowa Hills Logo (Jacket, Sweatshirt, Sweater, Shirt) for each Bargaining Unit member. The Transportation Supervisor will make the selection and purchase. Up to \$40.00 per driver will be allocated toward this purchase.

**5. T.B. TEST AND PHYSICALS** - Each driver is required to undergo an annual Department of Transportation (D.O.T.) physical as required by the State. Drivers may select their own doctor or utilize the Board doctor for the annual physical. There is no cost to employees who select the Board doctor. In the case where the driver selects his/her own doctor they are responsible for payment to that doctor. The Board will reimburse each driver up to \$40.00 for the completion of the D.O.T. physical should they choose their own doctor. However, in order to be eligible for Board reimbursement, drivers must submit a copy of their doctor's invoice to the Transportation Supervisor. Such requests for reimbursement will be processed by the school district business office within 30 days after receipt.

**6. BANK DAYS** - All members of the Association will be allowed a maximum of nine (9) "bank days" per school year to be used at the driver's discretion during the school year, except as conditioned below. The following conditions and qualifications must be adhered to in order to qualify:

The following qualifications and conditions apply to "bank" days:

- a. The days cannot accumulate from one school year to another.  
If an employee commences work prior to October 1 and continues employment throughout the school year, he/she will qualify for nine (9) bank days that school year. If employment commences after October 1st and prior to March 1st, five (5) bank days will be allowed. After March 1st, no benefit will be available that school year.
- c. When a bank day is used, an employee will be paid at his/her run rate for the number of runs normally driven.
- d. The employee should notify his/her Supervisor in advance, if a bank day is to be used on a day when school will be in session.
- e. The employee will note on the time card "BANK DAY" and show the regular run worked on the date the day was taken.
- f. Under normal circumstances, bank days will not be used on the first or last week of instruction in the school year, to extend vacation, or to seek or engage in other employment.
- g. Employees hired on a substitute or temporary basis do not qualify for this benefit.

7. HOLIDAYS - All members of the Association Bargaining Unit will be paid for the following holidays at his/her run rate for the number of runs normally driven:

Labor Day	Friday after Thanksgiving	New Year's Day
Thanksgiving Day	Christmas Day	Memorial Day

These holidays must fall within the work year in which the employee is scheduled to work. Employees hired on a substitute or temporary basis do not qualify for this benefit.

8. HEALTH INSURANCE - Employees regularly working twenty (20) hours or more per week will be able to participate at their own expense in the group health insurance program if they meet the qualifications as set forth by the insurance companies. The benefit will be at no cost to the Board, except as provided below, and will be paid for in advance by the employee. For purposes of insurance benefit eligibility only, an am/pm Special Education Run shall be considered equivalent to am/pm Double Run hours (e.g., 2 hours am / 2 hours pm, total minimum of 4 hours daily)

INSURANCE PREMIUM INCREASES - The Board contributions toward the benefits listed in A, 1 & 2, and B, 1 & 2 shall be adjusted for the 1995-96 and 1996-97 school years by the same percentage increase as occurs in the single subscriber health insurance rate, however, the maximum increase in Board contributions over the two year period combined shall be limited to 5.99%.

A. For those employees working an average of 30 hours per week or more, one of the following options will be provided at the employee's choice:

- 1. Up to \$100.00 per month board payment toward SET Ultra Med medical insurance or a comparable plan.
- 2. Up to \$100.00 per month board payment toward SET Ultra Dent, or a comparable plan, and SET Vision Plan III.
- 3. Up to \$100.00 per month board payment toward a Tax Sheltered Annuity through a company of employee choice from the Board's list of carriers.

B. For those employees working an average of between 20 and less than 30 hours per week, one of the following options will be provided at the employee's choice:

- 1. Up to \$60.00 per month board payment toward SET Ultra Med medical insurance or a comparable plan.
- 2. Up to \$60.00 per month board payment toward SET Ultra Dent, or a comparable plan, with \$1,500 orthodontic rider.



3. Up to \$60.00 per month board payment toward SET Ultra Dent 50/50 plan, or a comparable plan, and SET Vision Plan II.
  4. Up to \$60.00 per month board payment toward a Tax Sheltered Annuity through a company of employee choice from the Board's list of carriers.
- C. In order to qualify for benefits under this agreement, there are certain underwriting requirements and other responsibilities that must be met by the employee and the Board. The following items are applicable to all insurance benefit coverages stated in the Article unless otherwise specified:
1. Upon submission of a proper written application form to the Kenowa Hills Business Office, the Board shall provide the specified contribution toward benefits described in this Article for those employees who meet the qualifications stated in this Agreement.
  2. Employees newly hired, recalled by the Board or returning from leave shall be eligible for Board paid premiums upon completion of appropriate forms. In the case of newly hired employees, eligibility for Board-paid premiums will commence after completion of a ninety (90) calendar day probationary period. Coverage will become effective after appropriate forms are completed.
  3. Eligible employees will have the July and August Board contribution paid in full by the Board. If the employee does not return in September he/she agrees to reimburse the Board for the July and August premium.
  4. Employees terminating employment with the Board shall have benefits terminated on the first day of the month following termination of employment, except as provided under COBRA.
  5. An employee on an unpaid leave may continue insurance benefits (within the limitations of the underwriter) for the term of his/her unpaid leave by requesting this in writing and having his/her check covering the full monthly premium at the Board's Business Office one week prior to the beginning of each month.
  6. Changes in family status shall be reported by the employee to the Business Office within thirty (30) days of such change. All changes must be submitted in writing on the proper form. The employee shall be responsible for any overpayment of premiums made by the Board in his/her behalf for failure to comply with this. The Board will not be responsible for retroactive premiums because of failure by the employee to complete forms in a timely manner or meet underwriting requirements.
  7. An eligible single person qualifies for individual membership under group provisions. If a husband and wife are both employed by the Board, they shall not receive double coverages under this Article.
  8. The benefits listed in this Article will not be provided to the employee, if equivalent benefits are being provided from another employer of the employee or the employee's spouse. It is not the intention of the Board to duplicate insurance coverages.
  9. The Board agrees to provide the specified contribution toward the benefits programs described, but within the underwriting rules and regulations as set forth by the carrier(s) in the Master Contract held by the policyholder.
  10. The Board's responsibility shall not extend to the provision of benefits unless it has failed in meeting its responsibilities which shall be limited to:
    - a. Timely paying of specified contribution toward premiums.
    - b. Complying with all requirements of the employer required by the carrier and/or underwriter.



11. To be eligible for coverage, employees must be able to perform the carrier's "at work requirement" with this employer before benefits are effective.
12. An open enrollment period for insurance for eligible employees shall be provided annually during the month of September.
13. The descriptions of benefits in this Article are only general in nature and are superseded and controlled by the terms and conditions of the applicable insurance plan, a copy of which is available for inspection during normal working hours at the Business Office of the Board and are subject to underwriting rules and regulations.
14. The School Board shall be responsible for providing insurance information (certificates of insurance, claim forms, and application forms) made available to them by the insurance company. This information will be available upon request.

ARTICLE XIV  
DURATION OF AGREEMENT


This Agreement shall be in effect as of July 1st, 1994, and continue in effect until the 30th day of June 1997. This Agreement may not be extended orally and it is expressly understood that it expires on the date indicated. **NOTE:** The wage rates for the 1994-95 contract year shall be retroactive to July 1, 1994 for all hours worked by Association members.


KENOWA HILLS  
TRANSPORTATION ASSOCIATION

  
\_\_\_\_\_  
President, Transportation Association

  
\_\_\_\_\_  
Secretary, Transportation Association

KENOWA HILLS BOARD  
OF EDUCATION

  
\_\_\_\_\_  
President, Board of Education

  
\_\_\_\_\_  
Secretary, Board of Education

APPENDIX 1  
 GRIEVANCE REPORT FORM  
KENOWA HILLS PUBLIC SCHOOLS

Grievance # \_\_\_\_\_

Submit to Supervisor  
in Duplicate

Name of Grievant	Building	Assignment
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**STEP ONE**

1. Date Cause of Grievance Occurred \_\_\_\_\_
2. Date of Informal Discussion with Supervisor \_\_\_\_\_
3. Statement of Grievance

\_\_\_\_\_

\_\_\_\_\_

Contract Article(s) Violated

Relief Sought

\_\_\_\_\_

\_\_\_\_\_

_____ Signature of Grievant	_____ Date
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**STEP TWO**

1. Disposition of Supervisor

\_\_\_\_\_

\_\_\_\_\_

_____ Signature of Supervisor	_____ Date
----------------------------------	---------------

2. Position of Grievant and Association \_\_\_\_\_

\_\_\_\_\_

_____ Signature of Grievant	_____ Signature of Association Officer/Representative	_____ Date
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STEP THREE

1. Date of Receipt of Grievance \_\_\_\_\_
2. Disposition of Superintendent or Designee \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent  
or Designee

\_\_\_\_\_  
Date

3. Position of Association \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Association  
Officer/Representative

\_\_\_\_\_  
Date

STEP FOUR

1. Date Received by Board of Education \_\_\_\_\_
2. Disposition of the Board \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Board

\_\_\_\_\_  
Date

3. Position of the Association \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Association Officer

\_\_\_\_\_  
Date

STEP FIVE

1. Date Submitted to Arbitration \_\_\_\_\_

**KENOWA HILLS PUBLIC SCHOOLS  
1994-95 CALENDAR**

August	29	Full day T (1/2 orientation - 1/2 rooms)	
	30	*1/2 day S - Full day	2 S 3 T
September	5	Labor Day - No school	
	21	Late Start - High School - 11:05 a.m.	
	27	*Full day Secondary 12:30 dismissal Elem. (Elem. Grade Level Planning )	21 S 21 T
October	5	Early Dismissal - High School - 11:05 a.m.	
	12	*1/2 day S - Teacher Inservice	
	19	Late Start - High School - 11:05 a.m.	
	28	End of First Marking Period	21 S 21 T
November	1	Full day school - Sec. Conf. 6:00 - 9:00 p.m. Additional Kdgn. Conference 3:30 - 6:30 p.m.	
	2	Early Dismissal - High School - 11:05 a.m.	
	3	Full day school - Elem. Conf. 6:00 - 9:00 p.m.	
	7	Full day school - Elem. Conf. 3:30 - 6:30 p.m. Sec. Conf. 6:00 - 9:00 p.m.	
	8	Additional Kdgn. Conference time - 3:30 - 6:30 p.m.	
	9	Full day school - Elem. Conf. 6:00 - 9:00 p.m. Sec. Conf. 3:00 - 6:00 p.m.	
	10	*1/2 day students - Conf. All 1:00 - 4:00 p.m.	
	11	No school	
	24-25	Thanksgiving Vacation	19 S 20 1/2 T
December	16	Last Full day School	12 S 12 T
January	3	School Resumes	
	18	Full day staff and students Secondary exams P.M.	
	19	Elem. Full day - Secondary - 1/2 day students full day staff - examinations	
	20	Elem. Full day - Secondary - 1/2 day students full day staff - examinations End of First Semester	
	23	No school students - Teacher work day	
	31	*1/2 day Elementary and Junior High dismissal times to be announced	20 S 21 T
February	15	*Full day secondary - P.M. Elementary Dismissal time to be announced (Elem. Grade Level Planning)	
	28	*1/2 day Elementary and Junior High dismissal times to be announced	20 S 20 T
March	15	Additional Kdgn. Conference time - 3:30 - 6:30 p.m. *1/2 day Elementary and Junior High dismissal times to be announced	
	22	Full day school - Sec. Conf. 6:00 - 9:00 p.m. Additional Kdgn. Conference time - 3:30 - 6:30 p.m.	

	23	Full day school - Elem. Conf. 6:00 - 9:00 p.m.	
	24	End of Third Marking Period	
	27	Full day school - Sec. Conf. 6:00 - 9:00 p.m.	
	28	Full day school - Elem. Conf. 6:00 - 9:00 p.m.	
	29	*1/2 day students - full day staff Sec. Conf. 3:00 - 6:00 p.m. Elem. Conf. 4:00 - 7:00 p.m.	
	30	*1/2 day students - Elem. and Jr. High Conf. 12:30 - 3:30 p.m. ** High School can use day for school improvement, North Central, Dept. Meetings, etc.	
	31	No School	22 S23 1/2 T
April	3-7	Spring Vacation	
	25	*Full day Secondary - P.M. Elementary Dismissal time to be announced (Elem. Grade Level Planning )	15 S15 T
May	10	*1/2 Elementary and Junior High dismissal times to be announced	
	29	Memorial Day - No School	22 S22 T
June	7	Full day students - Full day staff (Secondary Exams)	
	8	*1/2 day students - Full day staff (Secondary Exams)	
	9	Last day of school - *1/2 day students Full day staff (Secondary Exams)	7 S 7 T
			----- 181S186T

\* 1/2 day counted as 1 full day for students

\*\* See special note - This changes Spring Conference to 4 rather than 3 conference sessions.



**KENOWA HILLS PUBLIC SCHOOLS  
1995 - 96 CALENDAR**

August	28	Full day T (1/2 orientation - 1/2 rooms)		
	29	*1/2 day S - Full day T	3 S	4 T
September	4	Labor Day - No school		
	26	*Full day Secondary 12:30 dismissal Elem. (Elem. Grade Level Planning)	20S	20T
October	11	*1/2 day S - Teacher Inservice		
	27	End of First Marking period		
	30	Full day school - Sec. Conf. 6:00-9:00 p.m. Additional Kdgn. Conf. time 3:30 - 6:30 p.m.	22S	22T
November	2	Full day school - Elem. Conf. 6:00-9:00 p.m.		
	6	Full day school - Elem. Conf. 3:30 - 6:30 p.m. Sec. Conf. 6:00-9:00 p.m.		
	7	Additional Kdgn. Conf. time 3:30 - 6:30 p.m.		
	8	Full day school - Elem. Conf. 6:00-9:00 p.m. Sec. Conf. 3:00 - 6:00 p.m.		
	9	No school students - Conf. All 1:00 - 4:00 p.m.		
	10	No school		
	23 - 24	Thanksgiving Vacation	18S	20T
December	15	Last Full day School	11S	11T
January	3	School Resumes		
	17	Full day staff and students Secondary exams P.M.		
	18	Elem. Full day - Secondary - 1/2 day students full day staff - examinations		
	19	Elem. Full day - Secondary - 1/2 day students full day staff - examinations End of First Semester		
	22	No school students - Teacher work day	20S	21T
February	14	*Full day secondary - 12:30 Elementary Dismissal (Elem. Grade Level Planning)		
	26	No School	20S	20T
March	13	Additional Kdgn. Conf. time 3:30 - 6:30 p.m.		
	20	Full day school - Sec. Conf. 6:00-9:00 p.m. Additional Kdgn. Conf. time 3:30 - 6:30 p.m.		
	21	Full day school - Elem. Conf. 6:00-9:00 p.m.		
	22	End of Third Marking Period		
	25	Full day school - Sec. Conf. 6:00-9:00 p.m.		
	26	Full day school - Elem. Conf. 6:00-9:00 p.m.		
	27	*1/2 day students - Sec. Conf. 3:00-6:00 p.m. Elem. Conf. 4:00-7:00 p.m. (Teachers free to leave from dismissal to conf.)		
	28	*1/2 day students - Elem. and Jr. High Conf. 12:30-3:30 p.m. ** High School can use day for school improvement, North Central, Dept. Meetings, etc.		
	29	No School	20S	21T

April	1 - 5	Spring Vacation	
	23	*Full day Secondary 12:30 dismissal Elem. (Elem. Planning)	17S 17T
May	27	Memorial Day - No School	22S 22T
June	10	Full day students - Full day staff (Secondary Exams)	
	11	*1/2 day students - Full day staff (Secondary Exams)	
	12	Last day of school - *1/2 day students Full day staff (Secondary Exams)	8S 8T
			----- 181S 186T

\* 1/2 day counted as 1 full day for students

\*\* See special note - This changes Spring Conference to 4 rather than 3 conference sessions.

**KENOWA HILLS PUBLIC SCHOOLS  
1996 - 97 CALENDAR**

August	26	Full day T (1/2 orientation - 1/2 rooms)		
	27	*1/2 day S - Full day T	4 S	5 T
September	2	Labor Day - No school		
	24	*Full day Secondary 12:30 dismissal Elem. (Elem. Grade Level Planning)	20S	20T
October	9	*1/2 day S - Teacher Inservice		
	25	End of First Marking period		
	29	Full day school - Sec. Conf. 6:00-9:00 p.m. Additional Kdgn. Conf. time 3:30 - 6:30 p.m.		
	30	Full day school - Elem. Conf. 6:00-9:00 p.m.	23S	23T
November	4	Full day school - Elem. Conf. 3:30 - 6:30 p.m. Sec. Conf. 6:00-9:00 p.m.		
	5	Additional Kdgn. Conf. time 3:30 - 6:30 p.m.		
	6	Full day school - Elem. Conf. 6:00-9:00 p.m. Sec. Conf. 3:00 - 6:00 p.m.		
	7	No school students - Conf. All 1:00 - 4:00 p.m.		
	8	No School		
	28 - 29	Thanksgiving Vacation	17S	19T
December	20	Last Full day School	15S	15T
January	6	School Resumes		
	15	Full day staff and students Secondary exams P.M.		
	16	Elem. Full day - Secondary - 1/2 day students full day staff - examinations		
	17	Elem. Full day - Secondary - 1/2 day students full day staff - examinations End of First Semester		
	20	No school students - Teacher work day	19S	20T
February	12	*Full day secondary - 12:30 Elementary Dismissal (Elem. Grade Level Planning)	20S	20T
March	12	Additional Kdgn. Conf. time 3:30 - 6:30 p.m.		
	21	End of Third Marking Period		
	26	Full day school - Sec. Conf. 6:00-9:00 p.m. Additional Kdgn. Conf. time 3:30 - 6:30 p.m.		
	27	Full day school - Elem. Conf. 6:00-9:00 p.m.		
	31	Full day school - Sec. Conf. 6:00-9:00 p.m. (Teachers free to leave from dismissal to conf.)	21S	21T
April	1	Full day school - Elem. Conf. 6:00-9:00 p.m.		
	2	*1/2 day students - Sec. Conf. 3:00-6:00 p.m. Elem. Conf. 4:00-7:00 p.m. (Teachers free to leave from dismissal to conf.)		

	3	*1/2 day students - Elem. and Jr. High Conf. 12:30-3:30 p.m. ** High School can use day for school improvement, North Central, Dept. Meetings, etc.		
	4	No School		
	7 - 11	Spring Vacation		
	22	*Full day Secondary 12:30 dismissal Elem. (Elem. Planning)	16S	17T
May	26	Memorial Day - No School	21S	21T
June	4	Full day students - Full day staff (Secondary Exams)		
	5	*1/2 day students - Full day staff (Secondary Exams)		
	6	Last day of school - *1/2 day students Full day staff (Secondary Exams)	5S	5T
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			181S	186T

\* 1/2 day counted as 1 full day for students

\*\* See special note - This changes Spring Conference to 4 rather than 3 conference sessions.

