

3098

8/31/97

MASTER CONTRACT

September 1, 1994
through
August 31, 1997

BETWEEN

KENOWA HILLS
BOARD OF EDUCATION

AND

KENOWA HILLS
EDUCATION ASSOCIATION

AND

KENT COUNTY EDUCATION ASSOCIATION

KENOWA HILLS
PUBLIC SCHOOLS
GRAND RAPIDS
MICHIGAN



Kenowa Public Schools



TABLE OF CONTENTS

ARTICLE		PAGE
	Definitions	1
	Duration of Agreement	2
	Witnesseth	3
	A. Mutual Aims	3
	B. Formulating Policy	3
	C. Collective Bargaining Requirement	3
	D. Mutual Covenants	3
I	Recognition	4
	A. Included in the Unit	4
	B. Excluded from the Unit	4
	C. Definitions	4
	1. Bargaining Unit Member	4
	2. Days	4
	3. Association Representative	4
	4. Comparable Position	4
	D. Contrary to Law	4
II	Teacher Rights	5
	A. Protected Union Activities	5
	B. Additional Teacher Rights	5
	C. Use of School Facilities	5
	D. Association Bulletin Boards	5
	E. Use of School Mail	5
	F. Right to Representation	6
	G. Nondiscrimination	6
	H. Just Cause Protection	6
	I. Personnel File	6
	J. Access to Information	7
	K. Whittle/Channel 1	7
III	Site-Based Decision making	7
	A. Purpose	7
	B. Restructuring Committees	7
	C. District School Improvement	7
	D. District Curriculum Council	8
	E. Department Chairpersons	8
	F. Special Education Advisory	8
IV	Board of Education Rights	9
	A. Board Authority and Responsibilities	9
	B. Expectation of Employees	9
	C. Establishing Rules and Regulations	9
	D. Philosophy of Education	9
	E. Examples of Rights	9

ARTICLE		PAGE
V	Negotiations Procedures	10
	A. Complete Agreement	10
	B. Administration of Contract	10
	1. Meetings to Review	10
	2. Amendments to Agreement	10
	3. Selection of Bargaining Representatives	10
	C. Contract Variances	10
VI	School Calendar	11
	A. Contract Calendar Days	11
	B. Length of School Year	11
	C. School Calendars	11
VII	Teaching Conditions	11
	A. Secondary Day	11
	B. Elementary Day	11
	C. Nonclassroom Teachers Day	11
	D. Staff Meetings and In-Service	12
	E. Elementary Recess	12
	F. Elementary Lunch	12
	G. Junior High Lunch	12
	H. Senior High Lunch	12
	I. Elementary Preparation Time	12
	J. Secondary Preparation Time	12
	K. Use of Preparation Time	13
	L. Prep. Time Compensation/Compensatory Time	13
	M. Specialists' Schedule	13
	N. Library Schedule	13
	O. Substitute Lesson Plans	13
	P. Master/Mentor Teacher	13
	Q. Kindergarten Teachers	14
VIII	Class Size	14
	A. Philosophy	14
	B. Class Size Limits	14
	1. Elementary Class Size Limits	14
	2. Secondary Class Size Limits	14
	3. Excess of One to Three Students	15
	4. Relief Procedure	15
	a. Written Notice	15
	b. Appeal	15
	c. Resolution	15
	5. Excess of Four or More Students	15
	6. Absolute Maximums	16
	C. Split Grades	16
	D. Migrant/Special Education Relief	16
	E. Teacher Aides	16

ARTICLE		PAGE
IX	Least Restrictive Environment/Inclusive Education	17
	A. Least Restrictive Environment	17
	1. Philosophy	17
	2. IEPC Participation	17
	3. Teacher Referral	17
	4. Additional Assistance	17
	B. Inclusive Education	17
X	Sick Leave	17
	A. Number of Days	17
	B. Medical Appointments	18
	C. Required Medical Examination	18
	D. Use of Sick Leave	18
	E. Notice of Use	18
	F. Substitutes	18
	G. Half Day/Full Day Deductions	18
	H. Workers Compensation	18
	I. Information on Accrued Sick Leave	18
	J. Sick Leave Bank	18
XI	Professional, Personal and Association Leave	19
	A. Professional Days	19
	B. Personal Necessity Days	19
	C. Child Care Leave	19
	D. Family Care Leave	20
	E. Maternity Leave	20
	F. Released Time for Officers	20
	G. Other Leaves	20
	H. Association Leave	20
	I. Unpaid Personal/Medical Leave	20
	J. Federal Family Leave Act	21
	K. Additional Leave Conditions	21
XII	Vacancies, Promotions and Transfers	22
	A. Definition of Vacancy	22
	B. Posting	22
	C. Transfers	22
	D. Requesting Change in Assignments	22
	E. Filling Vacancies	22
XIII	Reduction of Personnel	23
	A. Layoff Periods	23
	B. Layoff Notice	23
	C. Association Involvement	23
	D. Areas of Layoff and Seniority	23
	E. Reassign/Reschedule	23

ARTICLE		PAGE
XIII (Continued)	F. Leave of Absence Vacancy	23
	G. Seniority Defined and Seniority List	23
	H. Layoff Classifications	24
	I. Tenure and Certification	24
	J. Recall Procedure	24
	K. Unemployment Compensation Repayment	24
	L. Qualified Defined	25
	M. Notice of Recall	25
	N. Annexation and Consolidation	25
XIV	Student Discipline and Teacher Protection	25
	A. Student Referral	25
	B. Assault on Teachers	26
	C. Discipline/Physical Punishment	26
	D. Time Lost	26
	E. Property Loss or Damage	26
	F. Parent/Student Complaints	26
	G. Lighting	27
XV	Observation and Evaluation	27
	A. Observations Conducted Openly	27
	B. Probationary Teachers	27
	C. Tenure Teachers	27
	D. Additional Evaluation	27
	E. Grievability of Evaluations	27
	F. Signing Evaluations and Written Objections	27
	G. Extension of Time Limits	28
	H. Evaluation Criteria	28
	I. Negative Comments/Representation	28
XVI	Grievance Procedure	28
	A. Who May Grieve/Grievance Defined	28
	B. Procedure	28
	Level I	28
	Level II	29
	Level III	29
	Level IV	29
	Level V	29
	C. Improper Discipline	30
	D. Statutory Exclusions and Procedural Requirements	30
	E. Time Limits	30
	F. Miscellaneous Provisions	30
	G. Grievance Procedure Exclusions	30
XVII	Individual Contracts	31

ARTICLE		PAGE
XVIII	No Interruption of Education Clause	31
	A. No Strike Agreement	31
	B. No Reprisals	31
XIX	Copies of This Agreement	31
XX	Extra Duties	31
	A. Nontenure Status/Limit on Extra Duties	31
	B. Evaluation of Nonathletic Extra Duties	32
	C. Evaluation of Athletic Extra Duties	32
	D. Cancellation of Extra Duties	32
	E. Hiring Outside the Bargaining Unit	32
	F. Split Contracts	32
	G. Signing of Contracts	32
	H. Adding Extra Duty Positions	32
	I. Extra Duty Salary Schedule	32-33
	J. Table I - Nonathletics	34-36
	K. Table II - Athletics	37-38
XXI	Membership Fees and Payroll Deductions	39
	A. Authorization of Dues and Assessments	39
	B. Agency Shop	39
	C. Save Harmless Clause	39
	D. Effective Date	40
	E. Other Payroll Deductions	40
XXII	Benefits	40
	A. Underwriting Requirement and Responsibilities	40-41
	B. Medical Care Insurance	42
	C. Life Insurance	42
	D. Dental Insurance	42
	E. Long Term Disability Insurance	42
	F. Vision Insurance	42
	G. Option Package	42
	H. Insurance Purchasing	43
XXIII	Salary	43
	A. Salary Payment Schedule	43
	B. Outside Experience/Credit	43
	C. Part-time Employees	43
	D. Tuition	43
	E. Advancement on Salary Schedule	44
	F. Mileage	44
	G. Salaries	44

ARTICLE		PAGE
XXIV	Retirement	
	A. Pay for Unused Sick Leave	44
	B. Kenowa Hills Early Retirement Incentive	45
	1. Eligibility for Early Retirement	45
	2. Early Retirement Notification	45
	3. Waiver	45
	4. Revoking Waiver	45
	5. Termination Date	45
	C. Early Retirement Incentive Plan	45
	D. Contrary to Law	46
	E. Association Notification	46
XXV	Substitutes	46
Appendix A	Calendar 1994-95	47-48
	Calendar 1995-96	49-50
	Calendar 1996-97	51-52
Appendix B	Grievance Report Form	53-54
Appendix C	Contract Variance Form	55
Schedule I	Salary Schedule 1994-95	56
Schedule II	Salary Schedule 1995-96	57
Schedule III	Salary Schedule 1996-97	58
Addendum	Kent Instructional Delivery System	59-62
	Letter of Agreement #1	63
	Letter of Agreement #2	64

DEFINITIONS

This Agreement is entered into the 3rd day of October, 1994, by and between the Kent County Education Association, exclusive bargaining agent for the Kenowa Hills Education Association, hereinafter called the "Association," and affiliated with the Michigan Education Association, hereinafter called the "MEA," and the National Education Association, hereinafter called the "NEA," and the School District of Kenowa Hills, hereinafter called the "Board," or the "District," affiliated with the Michigan Association of School Boards, hereinafter called the "MASB." The signatories are the sole parties to this Agreement.

DURATION OF AGREEMENT

This Agreement is effective as of September 1, 1994 and continues in effect until the 31st day of August, 1997. This Agreement may not be extended orally and it is expressly understood that it expires on the date indicated.

KENT COUNTY EDUCATION
ASSOCIATION

KENOWA HILLS BOARD OF
EDUCATION

by: Michael A. Stephens
Kent County Education
Association

by: Dennis B. Webb
President

by: [Signature]
President, Kenowa Hills
Education Association

by: Molly A. Swanson
Secretary

WITNESSETH

A. Mutual Aims

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of Kenowa Hills is their mutual aim and that the character of such education depends predominately upon the quality and morale of the teaching service, and

B. Formulating Policy

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

C. Collective Bargaining Requirement

WHEREAS, the Board has a statutory obligation, pursuant to the Public Employment Relations Act, Act 336 of the Public Acts of 1974 as amended, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

D. Mutual Covenants

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement, in consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I

RECOGNITION

A. Included in the Unit

The Board recognizes the Kent County Education Association, the Michigan Education Association, and the National Education Association (KCEA/MEA/NEA) as the sole and exclusive bargaining agent for the Kenowa Hills Education Association, as defined in Section II of Act 379, Public Acts of 1965, for all certified teaching personnel under contract with the Kenowa Hills Public Schools Board of Education, including classroom teachers, chapter I teachers, speech therapists, school psychologists, social workers, consultants and other certified special education personnel.

B. Excluded from the Unit

Excluded from the unit are Elementary, Junior High or High School Principals and their Assistants; Administrative Assistants; the Curriculum Director; the Superintendent; Business Manager; Community School Director; Athletic Director; Student Supervisor; Office and Clerical Personnel; Maintenance and Custodial Personnel; Transportation Personnel; Substitute Teachers; Community Education Pre-school Teachers; various Aides; Adult Education Instructors; CETA Instructional Analysts; School Nurse and any other full or part-time employees of the Board or of any other employer.

C. Definitions

1. Bargaining Unit Member

When the terms "teacher" or "bargaining unit member" are used hereafter in this Agreement, they will refer to all employees of the Kenowa Hills Public Schools as represented by the Association in the bargaining unit defined above, except as specifically stated herein to the contrary.

2. Days

The term "days" will mean school days or normal work days of the week unless specified to the contrary.

3. Association Representative

The term "Association Representative" means a member of the KHEA Executive Board or any person so designated in writing by the KHEA.

4. Comparable Position

Wherever the term "comparable position" is used or referred to in this agreement, it shall mean a position for which the rate of pay is the same as the position previously held by the bargaining unit member.

D. Contrary to Law

If any provision or the application of any provision of this agreement is found to be contrary to

law, then that provision or application will be deemed invalid and not substituting except to the extent of that permitted by law. All other provisions or applications will continue in full force and effect.

ARTICLE II

TEACHER RIGHTS

A. Protected Union Activities

Pursuant to the Michigan Public Employment Relations Act, the District hereby agrees that every teacher has the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining or negotiations and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under cover of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Act or other laws of Michigan or the Constitutions of Michigan and the United States, that it will not discriminate against any teacher with respect to hours, wages or any terms or conditions of employment by reason of his/her membership in the Association, his/her participation in any lawful activities of the Association or collective professional negotiations with the Board or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment, so long as the same does not interfere with the full, faithful and proper performance of the duties of employment.

B. Additional Teacher Rights

Nothing contained herein may be construed to deny or to restrict to any teacher the rights he/she may have under the Michigan General School Laws or other applicable laws and regulations. The rights granted in this contract are in addition to those provided elsewhere.

C. Use of School Facilities

The Association and its representatives must request approval from the Community School Director for use of school buildings outside of school hours for meetings. When special custodial service is required, the Board may make a reasonable charge therefore. No charge will be made for use of school rooms until 6:00 p.m.

D. Association Bulletin Boards

The District will provide a designated Association bulletin board in the teacher's lounge in each building.

E. Use of School Mail

1. The free use of internal district mail will be extended to the Association. All materials shall be clearly marked "KHEA"/"KCEA."
2. The use of school duplicating equipment for Association business will be permitted for members of the Executive Council outside of contractual school hours. There will be a 3-1/2 cent charge per copy for use of the photocopy machines and no charge for spirit

duplicating or mimeograph machines, if the Association provides its own paper and masters. Use of any equipment owned by the District is subject to prior approval of the building administrator.

F. Right to Representation

Any bargaining unit member who is to be reprimanded, warned or disciplined for any infraction of school policy or delinquency in professional performance, will, upon the bargaining unit member's request, have an Association representative of his/her choice at the reprimand, warning or discipline. When a request for such representation is made, no action will be taken until a representative of the Association can be present, provided that no disciplinary action shall be delayed more than twenty-four (24) hours from the time of the request being made and further provided, however, that this shall not apply where, in the opinion of the administrator involved, it is necessary to take immediate action to protect life, limb, property or the integrity of the education process.

G. Nondiscrimination

Neither the Association nor the Board may discriminate against any applicant for employment to be employed in the performance of this contract with respect to his/her hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment; because of his/her age, race, religion, color, national origin, sex, handicap or marital status.

H. Just Cause Protection

1. No bargaining unit member will be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional benefit included in this contract without just cause.
2. Professional benefit shall include, but not be limited to: leaves of absence, personal days, professional days, visitation days, vacation days, association days, use of school telephone, use of school duplicating equipment, use of school audio visual equipment, etc.

I. Personnel File

Each bargaining unit member has the right to review the complete contents of his/her personnel file. A representative of the Association may accompany the bargaining unit member if so requested. No evaluative material may be placed in the personnel file to which the bargaining unit member has not been allowed to respond in writing. All written responses by the bargaining unit member will be included in his/her personnel file. The bargaining unit member has the right to remove any written material of which the bargaining unit member is sole author from his/her personnel file at any time. The Central Office file is the official personnel file. The Board will advise an employee of a request for information from the employee's personnel file, except when the request is made by an individual with a professional association with the Board (e.g., attorney, administrator, etc.) or when the request is made pursuant to an investigation/hearing by a governmental agency/department or when the information will be used as evidence in any action involving the Board (e.g., Workers' Compensation, arbitration, MERC, etc.). Identification of requesting person will be provided, if known.

J. Access to Information

The Board agrees to make available to the local Association specific information concerning the financial resources of the District, tentative budgetary requirements and allocations, Board minutes and such other information as will assist the local Association to process grievances, complaints or adequately represent their members in negotiations. All requests for currently available information will be provided within the time limits prescribed by the Freedom of Information Act, being P.A. 1976, No. 442, but not later than five (5) days after the request and the Association will pay for the cost of compiling or providing such information to the extent a charge is permitted by the Freedom of Information Act.

K. Whittle/Channel 1

Whittle Communication will not be used as a criterion for an evaluation. There will be no preparation required and no further instructional time during the day will be required for the Whittle program.

ARTICLE III

SITE-BASED DECISION MAKING

A. Purpose

Committees will be established as follows to enable employees to more effectively access and implement good ideas, facilitate system wide integration of education programs, become more responsive to changing educational needs and contribute personal knowledge about teaching, learning and effective practice.

B. Restructuring Committees

1. Should the Board change its policy or state law change regarding issues such as site based decision making, school improvement plans or Least Restrictive Environment, the parties agree to form committees as necessary to study the implementation of these issues and make recommendations to their respective parties. Any decisions reached by a committee shall not be in violation of Board policy or the master contract unless mutually agreed to by the Board and the Association.
2. The following committees will be established to facilitate and review the impact of change in the District and curriculum development. Participation on committees other than the Curriculum Council, will be voluntary. Participation and/or nonparticipation will not be a criterion used on teacher evaluation.

C. District School Improvement

This committee will be established to review all School Improvement Plans and District needs relative to change. This committee will consist of a KHEA and a KHSSA representative, the superintendent, a Board member, one teacher from each building, all building principals and the business manager. Curricular decisions will be deferred to the District Curriculum Council. However, the District School Improvement Committee may conduct discussions and make recommendations to the District Curriculum Council for consideration.

D. The District Curriculum Council

1. The District Curriculum Council will act as a steering committee to initiate, review and recommend curricular improvements to the superintendent.
2. The members of the District Curriculum Council will consist of the following:
 - a. The KHEA Vice President
 - b. Each department chairperson
 - c. Each building principal
 - d. The superintendent
3. The chairperson of the District Curriculum Council will be the superintendent.
4. The Council will advise the administration concerning in-service needs, curriculum changes and regarding the selection of textbooks.

E. Department Chairpersons

The duties of the chairperson will include serving on the District Curriculum Council, handling budgetary matters for the department, initiating and coordinating curriculum improvements, initiating and coordinating textbook and materials selection and ordering new and replacement materials for department classes.

F. Special Education Advisory

1. A Special Education Advisory Committee will be established to facilitate and review the impact of special education needs and changes within the District.
2. The members of the Special Education Advisory Committee will include, but not be limited to the following:
 - a. Director of Special Education who shall serve as Chairperson.
 - b. A representative of the KHEA.
 - c. A representative of the KHSSA, provided that such representation shall not conflict with the employee's work hours nor require additional pay.
 - d. One administrator from each level.
 - e. One regular education teacher from each of the three levels of education (elementary, junior high and high school).
 - f. One Special Education teacher from each level of the Special Education continuum. It is understood that an attempt will be made to represent all areas and levels of Special Education at Kenowa Hills.

ARTICLE IV

BOARD OF EDUCATION RIGHTS

A. Board Authority and Responsibilities

The Board has the responsibility and authority for the management and direction, on behalf of the public, of all of the operations and activities of the school district to the extent authorized by law; provided that such management and direction is exercised by the Board in conformity with the provisions of this agreement.

B. Expectation of Employees

The Board of Education, being charged with the responsibility for providing the best educational program possible for every child, has the right to expect each bargaining unit member to professionally work to the best of his/her ability at all times.

C. Establishing Rules and Regulations

The Board of Education, being charged, by law, with the responsibility for policy making, maintains its right and the right of its administrative staff, to have such rules and regulations as are necessary for the school system to function and to be maintained properly, smoothly and efficiently, subject to the provisions of the master contract.

D. Philosophy of Education

The Board of Education, being charged by law to be the local governing body of this school district, has the right to determine and develop the philosophy of education. The Association agrees to abide by this philosophy as the basis for all teacher-pupil relationships.

E. Examples of Rights

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

1. to the executive management and administrative control of the school system and its properties and facilities;
2. to hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment or their dismissal or demotion; and to promote and transfer, for educational purposes only, all such employees;
3. to provide for athletic, recreational and social events for students as deemed necessary or advisable by the District;
4. to establish grades and courses of instruction, including special programs and to decide upon the means and methods of instruction, the selection of textbooks and other teaching materials and the use of teaching materials and the use of teaching aides of every kind and nature.

5. to determine class schedules, laws of instruction and duties, responsibilities and assignments of bargaining unit members.

ARTICLE V

NEGOTIATIONS PROCEDURE

A. Complete Agreement

This contract represents the agreement of both parties on all issues which were the subject of negotiations. During the terms of this agreement, neither party is required to renegotiate with respect to any matter whether directly or indirectly related to this agreement, except as otherwise specifically stated herein.

B. Administration of Contract

1. Meetings to Review

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.

2. Amendments to Agreement

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 Negotiations Committees are empowered to effect temporary accommodations to resolve special problems.

3. Selection of Bargaining Representatives

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 representative 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.

C. Contract Variances

1. The Employer and the Association are experimenting with a wide range of educational techniques and reforms. The parties recognize that some of the experiments may conflict with the terms and conditions of the Master Agreement. Such variations are acceptable under the Agreement provided each variation is approved by the Kenowa Hills Education Association and the District. Provided further that no such variations shall be deemed precedent setting nor shall they extend beyond the life of this Master Agreement.

2. Any modification of the current contract or Board policy must be submitted on the approved deviation form. Said modifications must be mutually agreed upon by both the Board and the Kenowa Hills Education Association.
3. Any contract request for variance shall be submitted to the district Professional Council for review. The Professional Council shall be composed of the Superintendent, Business Manager, KHEA President, KHSSA President who will meet to review requests for variances.

ARTICLE VI

SCHOOL CALENDAR

A. Contract Calendar Days

Contract calendar days are days on which bargaining unit members are required to report for service. Bargaining unit members are not required to report on act of God Days. On record and in-service days, bargaining unit members may leave upon completion of their duties with building principal's approval. This calendar may not violate the standards set by the Department of Education or the North Central Association.

B. Length of School Year

181 days instruction
186 days for Bargaining Unit Members

C. School Calendars

See Appendix "A."

ARTICLE VII

TEACHING CONDITIONS

A. Secondary Day

All secondary teachers are required to report for duty at 7:45 a.m. for each day of regular school day service. They are permitted to leave at 3:00 p.m. after the close of the school day.

B. Elementary Day

All elementary teachers are required to report for duty at 8:15 a.m. for each day of regular school day service. They are permitted to leave at 3:30 p.m. after the close of the school day.

C. Nonclassroom Teachers Day

Nonclassroom teachers will be expected to work the same number of contract hours per week as classroom teachers. If unusual circumstances arise which require additional time per month beyond these hours, compensatory time off will be granted to the staff person. The scheduling of this compensatory time will be worked out between that staff person and his/her supervisor.

D. Staff Meetings and In-Service

All bargaining unit members agree to remain after the basic day an additional four (4) hours per month maximum for building meetings, when those meetings are scheduled by the administration and two (2) hours per month for district sponsored in-service meetings and two (2) hours per month for staff development. There will be no Friday meetings except in emergency. Advance notice must be given of the estimated length of the meeting if it is to exceed one hour. It is recommended that each building reserve one specific night for meetings. Less than full-time teachers will attend meetings on a prorated basis. The third Tuesday and the following Thursday of each month will be reserved for KHEA meetings.

E. Elementary Recess

There will be recess (K-5) in the p.m. only and it will be duty free for teachers. An a.m. recess (15 minutes) is optional and must be supervised by the teacher.

F. Elementary Lunch

Elementary teachers will have a duty free, uninterrupted lunch period of forty (40) minutes each day.

G. Junior High Lunch

Junior High teachers shall have a duty free, uninterrupted lunch period of twenty-five (25) minutes each day.

H. Senior High Lunch

Senior High teachers shall have a duty free, uninterrupted lunch period of twenty-five (25) minutes each day.

I. Elementary Preparation Time

Elementary teachers in grades one through five shall have 150 minutes of planning time per week within the framework of the specialists' program. Kindergarten teachers will receive thirty (30) minutes per day (150 minutes/wk.) of preparation time. In addition, the last two (2) days for elementary teachers will be 1/2 day of instruction and the elementary teachers will have 1/2 day for preparation on those two days. In the event the Art, Music or Physical Education teacher is not available, a substitute will be provided when the absence is due to illness. No sub will be provided at the beginning or end of the school year or during program rehearsals. All Art, Music, Physical Education and Special Education classroom teachers will receive 150 minutes of planning per week within the framework of the instructional day. The instructional day shall begin at 8:40 a.m. and end at 3:10 p.m.

J. Secondary Preparation Time

All Junior High and High School teachers will receive a planning period equal to one classroom period each day.

K. Use of Preparation Time

Planning time referred to in this contract shall be used for classroom preparation and parental, student, and staff consultations.

L. Prep. Time Compensation/Compensatory Time

Teachers can be required to teach during a preparation period for remuneration or, if the teacher chooses, compensatory time, provided, however, that no teacher may be required to do so more than two (2) times in any given contract year.

1. <u>Compensation:</u>	Elementary	\$ 6.00 per 1/2 hour
	Jr. High	\$12.00 per period
	High School	\$13.00 per period

2. Compensatory Time:

Compensatory time may be taken in 1/2 day or full day units. Two weeks advanced notice must be given to the building principal. All compensatory time must be used prior to the last two (2) full weeks of school. Compensatory time will not be used during parent/teacher conference sessions or to extend a scheduled vacation. At the end of the school year, any compensatory time of five (5) hours or less or any compensatory time earned during the last two (2) full weeks of school, may be carried over to the next school year, but cannot be taken until after the first two (2) full weeks of school. Teachers must notify the building administrator by June 1 of each school year as to their desire to carry over compensatory time or be paid for it.

M. Specialists' Schedule

Art, Music and Physical Education teachers will begin with students the second full day of school and will continue with students until the last four (4) days of school.

N. Library Schedule

The libraries will be open to the staff and students on the second full day of school and will remain open until the last five (5) days of school.

O. Substitute Lesson Plans

It is the obligation of the teacher to have written lesson plans for a substitute prior to the substitute's arrival at the building involved.

P. Master/Mentor Teacher

The purpose of the Master Teacher is to assist teaching and non-teaching employees to reach an acceptable level or better level of performance.

The Board will select the Master Teachers with the advice of the Association. The District shall promptly notify the Association of selection and assignment of Master Teachers. The positions shall be posted and filled on a voluntary basis.

Applicants shall possess a Masters Degree and not less than (5) years teaching experience. The Master Teacher shall work with probationary teachers, tenured teachers who have been placed on a plan of assistance and, as availability permits, teachers requesting such assistance.

If reasonable, the Master Teacher and the teacher assigned to him/her shall have the same preparation period where applicable.

Neither the Mentor nor the Mended shall be permitted to participate in any matter related to the evaluation or discipline of the other, so long as such conduct is not considered to be illegal under Local, State or Federal Law.

The Board and the Association shall meet at the end of the first year of the program to assess it. Other meetings may be held at any time at the mutual agreement of the parties.

While no compensation is afforded for this activity both parties encourage participation.

Kindergarten Teachers

- Q. Due to the fact that the Kindergarten teachers have a larger number of parents to meet for parent teacher conferences they will be scheduled for 6 additional hours each semester (consisting of two; 3 hr. blocks each semester). Therefore, during the school year kindergarten staff will work twelve more hours than other staff members during parent teacher conferences. As a result, they will be given the option of having compensation time for the extra twelve hours or being paid for this comp. time in accordance with Article VII paragraph L. If comp. time is the option selected it shall be used in accordance with Article VII paragraph L. 2.

ARTICLE VIII

CLASS SIZE

A. Philosophy

The parties recognize that the availability of optimum school facilities for both students and teachers is desirable to ensure a high quality of education which is the goal of both the teachers and the Board. It is acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed at insuring that the energy of the teacher is primarily utilized to this end.

B. Class Size Limits

1. Elementary Class Size Limits

Grades K-2	-	26 students
Grades 3-5	-	28 students

2. Secondary Class Size Limits

Grades 6-8	-	29 students
Grades 9-12	-	29 students

The following are exceptions for grades 6-12:

Band and Choir	-	Unlimited
Physical Education	-	40
Shop	-	25
Home Economics Cooking	-	25
Home Economics Sewing	-	28
High School Typing	-	35

3. Excess of One (1) to Three (3) Students

If the ratio exceeds the above mentioned ratios by one (1) to three (3) students, and a teacher recognizes that the needs of his/her students are not being adequately met because of class size, the teacher may invoke the following procedure.

4. Relief Procedure

a. Written Notice

The teacher shall deliver a written notice to the principal or principal's office involved, which notice shall define the problem and recommend a solution. The principal shall respond to such notice within three (3) school days of receipt. If the principal does not respond within said three (3) days, the teacher may resort to the next step.

b. Appeal

If, following this attempt, the problem is not resolved and it is recognized that additional assistance is necessary to meet the needs of the students, the teacher can request a meeting with the principal and the superintendent. At the teacher's request, another teacher may be at the meeting. This meeting will occur within three (3) school days.

c. Resolution

Within five (5) school days of the above mentioned meeting, the problem will be resolved in one of the following ways:

1. Reassignment of the student(s) to another class.
2. Assignment of a teacher aide.

5. Excess of Four (4) or More Students

If the ratio exceeds the above mentioned ratios by four (4) or more students, the Board will provide the teacher or teachers affected with a full-time aide not later than five (5) school days after such relief is requested in writing and submitted to the building principal's office.

6. Absolute Maximums

The maximum class sizes will be as follows:

Grades	Sizes
K - 2	32
3 - 5	34
6 - 8	35
9 - 12	35

C. Split Grades

The Board shall provide a half-time aide for all split grade classes.

D. Migrant/Special Education Relief

1. With respect to both migrant and special education students, building principals will attempt to equalize the distribution of such students within five (5) school days after a nonequalized situation is brought to their attention. If the principal involved cannot reasonably effectuate an equalization within the aforesaid five (5) day period, the principal will, on request of the teacher(s) involved, disclose all solutions considered and explain the reasons for rejecting the same and shall consider any reasonable, alternative solutions offered by the teacher(s) involved.
2. It is understood and agreed that the Board's obligation to attempt to equalize hereunder is contingent upon the teacher(s) involved first demonstrating to the principal that the presence of migrant students and/or special education students in the classroom is adversely affecting the educational process in the classroom as a whole, despite reasonable efforts by the teacher to effectively deal with the problem. If a teacher is dissatisfied with the building principal's determination in this regard, the teacher may appeal in writing, to the superintendent's office and the superintendent's designee will review the situation and decide whether attempted equalization will be made within five (5) school days after the appeal.
3. It is also understood and agreed that the Board's obligation to attempt to equalize hereunder is limited, in the case of special education students, to intra-building equalization attempts. With respect to migrant students, equalization attempts mandated hereunder shall, if practicable, be made on an intra-building or inter-building basis, as required to alleviate the problem.

E. Teacher Aides

Teacher aides employed by the Board will not be assigned by the Board or its representatives to positions of an instructional nature which are the professional responsibilities of the certified teachers. Teachers have the right to assign duties for the aides only during the times children are present for instruction, except in circumstances when the aide is a certified teacher and has been asked by the administration to substitute for a teacher in emergency circumstances where the procuring of a non-aide substitute would be impractical.

ARTICLE IX

LEAST RESTRICTIVE ENVIRONMENT/INCLUSIVE EDUCATION

A. Least Restrictive Environment

1. Philosophy

The parties acknowledge that the policy of Least Restrictive Environment is legally mandated. It is also recognized that the extent to which any individual handicapped student should participate in regular education programs and services involves considerations of that student's unique needs as determined by an Individual Education Planning Committee (IEPC). Although it is agreed that the handicapped student's participation and right to participate in regular education programs and services cannot be affected by this agreement, the District does agree to consider how the handicapped student's placement will affect teachers when determining the handicapped student's placement.

2. IEPC Participation

The District shall determine the need for a teacher who will be providing instructional or other services to a handicapped student, to participate in the IEPC review. The District shall provide release time in the event the District directs or authorizes a teacher to attend an IEPC which is scheduled during a time the teacher is assigned to teach a class.

3. Teacher Referral

If any teacher has a reasonable basis to believe that a handicapped student's current Individual Educational Plan (IEP) is not meeting the student's unique needs as required by law, the teacher will advise his/her principal in writing.

Any member of the IEPC may request to reconvene the committee.

4. Additional Assistance

On a case-by-case basis, the District will determine what training and other support should be provided to a teacher who will be providing instructional or other services to a handicapped student.

B. Inclusive Education

The District will distribute the Special Education Action Plan to all teachers. In addition, changes in the Special Education Action Plan will be distributed when they are made.

ARTICLE X

SICK LEAVE

A. Number of Days

Each full-time teacher is allowed thirteen (13) days of sick leave each school year, accumulative to two (2) contract years. Bereavement leave can be used as sick leave.

B. Medical Appointments

Personal illness and EMERGENCY medical appointments qualify for sick leave. In cases where the absence is in excess of five (5) consecutive days, the superintendent may require a statement from a physician. Teachers will attempt to schedule elective surgery during vacation periods. Medical appoints directly related to personal illness qualify for sick leave.

C. Required Medical Examination

The Board may, at its expense, require a teacher to submit to physical or mental examinations by one of two appropriate specialists to determine whether involuntary sick leave is warranted.

D. Use of Sick Leave

Sick leave is compensable time off for illness for the teacher and his/her family. Sick leave may not be used for any purpose other than that for which it is intended. Misuse of sick leave may result in a deduction of a day's pay for each day misused.

E. Notice of Use

In order to qualify for sick leave, each teacher must give notification of illness to the proper administrative official by 6:30 a.m.

F. Substitutes

The District will provide a substitute with a background in the subject area being taught, whenever possible.

G. Half Day/Full Day Deductions

Teachers who leave during the instructional day because of illness, will have deducted from their sick leave allowance one-half (1/2) day of sick leave.

H. Workers Compensation

1. In cases of illness or accident wherein the teacher is paid benefits under the Workers' Disability Compensation Act of 1969, as amended, sick leave payments will not exceed the difference between the benefits paid under the provisions of the Act and normal salary.
2. All deductions will be based on the number of contract calendar days required.

I. Information on Accrued Sick Leave

Employees may call the Business Office to inquire about their accumulated leave balances. Upon request, employees will be sent a statement of accumulated sick leave balances one time per school year.

J. Sick Leave Bank

At the beginning of the 1991-92 school year, each tenure teacher will contribute one (1) day of his/her sick leave allowance to a common bank to be administered by the KHEA Executive

Board and recorded by the District. Contributions to the bank by part-time employees will be prorated on an allocation formula. At the beginning of each additional school year, each new tenure teacher will contribute one (1) day of his/her sick leave allowance to the sick leave bank. Any teacher may make request(s) to the Association to withdraw days from this bank only after all regular accumulative sick leave has been exhausted. When the sick leave bank is depleted, each tenure teacher will be immediately assessed one (1) day. An employee who is eligible for LTD and who is drawing paid leave days from the sick leave bank, may not continue to draw from the sick leave bank upon satisfying the ninety (90) day wait requirement for LTD payments.

ARTICLE XI

PROFESSIONAL, PERSONAL AND ASSOCIATION LEAVE

A. Professional Days

Days on which an employee is in attendance at professional conventions, visitations to other schools and school systems, educational conferences and meetings, speaking engagements, etc., will not be regarded as absences, if prior administrative approval has been granted. All applications must be submitted to the building principal as early as possible. Approval may be given only by the Superintendent with the recommendation of the building principal.

B. Personal Necessity Days

1. For regularly employed bargaining unit members, two (2) days of sick leave allowance are designated as personal necessity days. Notification must be given no later than 6:30 a.m. on the day requested. No more than six (6) teachers (limit one day per teacher per year) and/or no more than twenty percent (20%) of each building, shall take personal days to extend a vacation. Personal necessity days used for conference must be limited to ten percent (10%) of the building staff on any given day. Personal necessity days may be taken in 1/2 day or full day units. Personal days used during parent/teacher conference sessions must meet the guidelines stated for an additional personal necessity day. If one (1) additional personal necessity day is needed, arrangements must be made with the principal. This day is for the purpose of conducting personal business which is impossible to transact on week-ends, after school hours or during vacation periods. It may not be used for personal pleasure to extend vacation time or to seek or engage in other employment, except when a bargaining unit member has been laid off. When satisfactory prior arrangements are made with the principal, the absence will result in deduction of the prevailing pay for a substitute teacher.

C. Child Care Leave

Child care leave, without pay or benefits, will be granted to bargaining unit members for a period of no less than the balance of one (1) semester and no more than such balance plus two (2) additional semesters in accordance with the following provisions:

1. Such leave shall be available to adoptive parents.
2. In the event of the death of the object child of the leave, the leave may be immediately terminated by the Board at the request of the teacher.

D. Family Care Leave

Family care leave, without pay or benefits, will be granted to bargaining unit members for a period of no less than the balance of one (1) semester and no more than such balance plus two (2) additional semesters in accordance with the following provisions:

1. Family care leave shall only apply to a spouse, child (biological or adoptive or a step-child residing in the bargaining unit member's household), parent or family member for whom the employee is responsible.
2. The initial granting or continuation of family care leave may be conditioned at the discretion of the superintendent, upon the bargaining unit member producing a written statement from a physician that the family member being cared for is seriously ill.
3. In the event of the death of the family member, the leave may be immediately terminated, upon written request of the bargaining unit member.

E. Maternity Leave

Maternity leave is to be considered the same as any other personal illness. Any person on leave because of personal illness shall be considered personally ill until released from the physician's care.

F. Released Time for Officers

A noncompensable leave for up to two (2) years shall be granted to members of the bargaining unit (KCEA/MEA/NEA) elected to county, state or national office. The bargaining unit member shall be returned to a position for which he/she is certified and qualified at the conclusion of the leave.

G. Other Leaves

In addition to the specific leaves provided for above, a bargaining unit member has a right to a leave of absence on the terms and conditions provided for herein.

H. Association Leave

A maximum of twenty (20) days will be granted for Association leave. The daily rate of the substitute teacher's salary shall be paid by the Association. The request for Association leave will be made in writing to the superintendent and signed by two (2) Association officers. Unused days are nonaccumulative and may not be used under another contract year.

I. Unpaid Personal/Medical Leave

An employee who is incapacitated or disabled due to personal illness or injury and who has exhausted all earned and accumulated paid sick leave, shall be placed on an extended illness unpaid leave of absence, without pay or benefits, for the duration of his/her disability, but not to exceed one year. An extension of the one year limitation may be granted at the sole discretion of the superintendent.

J. Federal Family Leave Act

Leave provisions of this Agreement shall be construed consistently with the requirements of the Federal Family and Medical Leave Act. Employees may take unpaid leave in accordance with the Act for birth, adoptions, placement of a child in their foster care, or for serious medical conditions affecting themselves or their immediate family as defined in the Act. All such leaves shall be cumulative with, and not in addition to, any other applicable leave, paid or unpaid, provided for in this Agreement. The insurance that is continued will include "health, dental and vision."

K. Additional Leave Conditions

It is expressly understood and agreed that in addition to the terms and conditions of leaves provided for above, all leaves granted herein are subject to the following terms and conditions unless specifically provided to the contrary herein:

1. All leaves excluding child care and family care leaves, shall commence and end at the beginning of a semester, provided that the superintendent may, in his sole discretion, waive this policy in special circumstances. Child care and family care leaves shall start when necessary and end at the beginning of a semester.
2. The maximum length of any leave shall be one (1) calendar year in addition to any partial semester where applicable.
3. All leaves shall be requested in writing, to the superintendent's office, at least six (6) calendar weeks in advance of a leave requested to commence with the second semester and four (4) calendar weeks in advance of the end of the second semester for a leave requested to commence with the first semester. Child care and family care leaves will not be subject to the time lines of this provision, but will be requested as soon as possible upon the employee learning of the need for such leave.
4. Upon return from a leave of absence, the bargaining unit member shall be returned to the position from which he/she left. If that position is no longer in existence, the bargaining unit member will be returned to a comparable position.
5. Written notice of a bargaining unit member's intention to return from a leave must be given to the superintendent's office not less than four (4) calendar weeks from the end of the second semester for a first semester return and not less than six (6) calendar weeks from the end of the first semester for a second semester return.
6. If a bargaining unit member notifies the Board of his/her intention to return from a leave and in fact fails to return for work, that bargaining unit member shall be deemed to have abandoned their position/employment.
7. While on a leave of absence, a bargaining unit member may maintain his/her own insurance benefits at the bargaining unit member's own initiative and on a self pay basis whenever that conforms with the policy of the applicable insurance carrier.
8. A second leave of absence within three (3) years of a prior leave is totally within the discretion of the Board.

9. No leave of absence shall be used for employment in any other educational institution without the prior written consent of the Board.
10. Bargaining unit members returning from leaves of absence shall not receive experience credit for salary or longevity purposes for the time encompassed by any leaves.
11. No benefits shall accrue to a bargaining unit member during a leave of absence, however, upon return from a leave, a bargaining unit member's unused sick leave benefits, seniority, salary increments and longevity position which had been accumulated at the time the leave commenced, shall be restored to the returning bargaining unit member.

ARTICLE XII

VACANCIES, PROMOTIONS AND TRANSFERS

A. Definition of Vacancy

A vacancy shall be defined as an existing or newly created bargaining unit position that is unoccupied and that the employer intends to fill. Vacancies occurring after the commencement of a school year, shall be posted and awarded but not necessarily filled until the commencement of the following school year.

B. Posting

Whenever a vacancy occurs in a bargaining unit position, written notice of the vacancy will be given to the president of the Association and will be posted in every school building. All vacancies will be posted for ten (10) days. The same policy will prevail during the summer except that the Board is required to post the notice in the administration and high school building. In addition to posting, the Board agrees to provide the President of the Kenowa Hills Education Association with three (3) additional copies of all teaching vacancies or new positions which occur within the District and will send to the KCEA a copy of the postings.

C. Transfers

All transfers will be based on District seniority and transfer between buildings will be based on District seniority within that building unless it becomes necessary due to economic conditions or for educational reasons to alter this policy. Any bargaining unit member affected by a transfer will be notified and consulted by his/her principal as soon as possible. The bargaining unit member will receive a written statement from the principal stating the educational reasons for the transfer. It is not the policy of the Board to effect indiscriminate or widespread transfer of teachers within the system on an involuntary basis.

D. Requesting Change in Assignments

Any request by a bargaining unit member for a change of assignment will be made annually in writing to his/her building principal six (6) calendar weeks before the end of the second semester.

E. Filling Vacancies

Any qualified teacher may apply for any vacant position. In filling the position, the District agrees to give due weight to professional background and attainments of all applicants. The above factors being the same, internal candidates will be given primary consideration.

ARTICLE XIII

REDUCTION OF PERSONNEL

A. Layoff Periods

The Board shall not lay off bargaining unit members except at the end of the first (1st) or second (2nd) semester of any given school year.

B. Layoff Notice

In the event that the Board elects to lay off bargaining unit members at the end of either the first (1st) or second (2nd) semester of any given school year, the Board shall give the bargaining unit members to be affected not less than ten (10) school days notice prior to the end of the first (1st) or second (2nd) semester as the case may be.

C. Association Involvement

The Association shall have the right to review the layoff list five (5) school days prior to the notification of individual bargaining unit members to be laid off under the provisions of the immediately preceding paragraph. The close of business (4:30 p.m.) on the fifth (5th) school day next following the Association's receipt of the list (not counting the day it is received) shall be the effective day of such layoff(s) and any rehiring or recalling of personnel or hiring of new personnel thereafter shall be in accordance with the provisions of Article XIII, Section J. of this Agreement. The Association may file a grievance within said five (5) school day period, provided, however, that the filing of such a grievance or grievances shall not prevent the Board from implementing the layoff as proposed.

D. Areas of Layoff and Seniority

In the event of a layoff, the Board shall select the area to be reduced and shall then reduce personnel on a seniority basis in accordance with the provisions of Paragraph I. below.

E. Reassign/Reschedule

The Board shall not be required to reassign, reschedule, transfer or otherwise rearrange classes, schedules, students or bargaining unit members so as to create a vacancy that a bargaining unit member on layoff is certified or qualified to fill when a recall(s) is/are to be made, provided, however, that any bargaining unit members on layoff at the time assignment and scheduling is being done for the first (1st) semester of a succeeding school year shall be assigned and scheduled in accordance with the principles set forth in Paragraph I. below.

F. Leave of Absence Vacancy

Any bargaining unit position opening created by a granted request for leave of absence is a vacancy and shall be treated in accordance with the provisions of Article XIII, Section J.

G. Seniority Defined and Seniority List

Seniority is defined as unbroken service in the Kenowa Hills Schools while performing bargaining unit work and shall include performing bargaining unit work within the Kenowa Hills Schools prior and subsequent to any administrative service. The Board will provide a seniority list annually by March 30. The Association shall have the right to grieve the

seniority list consistent with the time lines provided at Level I of the grievance procedure. The Board shall provide the Association with notice of any deletions from or additions to said approved list within ten (10) days after such addition or deletions occur and said list together with said additions or deletions shall be binding upon all parties during the term of this Agreement. The Association reserves the right to grieve subsequent revisions of the list provided such grievance is filed within five (5) school days after the Association is given notice of the revisions. Failure to do so shall be deemed as approval of the list by the Association. The filing of a grievance with respect to the list shall not prevent the Board's implementation of decisions based thereon.

H. Layoff Classifications

When laying off on a seniority basis, the following criteria will apply:

K-8
K-12 by certification areas
7-12 by department
Special Education by certification

I. Tenure and Certification

A tenure teacher who is laid off pursuant to this article or an administrator with prior or subsequent teaching experience who is laid off, has the right to be placed in a bargaining unit position which is occupied by a teacher with the least seniority for which position the laid off teacher or administrator is qualified. Each teacher shall notify the superintendent's office, in writing, of any change in his/her certification status not later than thirteen (13) days prior to the end of the second (2nd) semester. Only changes in certification actually attained and filed with the superintendent's office on or before thirteen (13) days prior to the end of the second (2nd) semester, shall be used in making reductions and/or assignments for the succeeding school year. Any changes in certification status attained or filed in the superintendent's office after thirteen (13) days prior to the end of the second (2nd) semester shall be the basis of reductions and/or assignments in the school year next following attainment and filing only.

J. Recall Procedure

Any bargaining unit member on layoff shall be recalled in inverse order of layoff based on seniority, provided he/she is certified and qualified for the vacancy. Tenure teachers shall be recalled before probationary teachers if he/she is certified and qualified for the vacancy. No new bargaining unit members shall be employed by the Board while there are bargaining unit members of the District who are laid off unless there are no laid off bargaining unit members with proper certification and qualifications to fill any vacancy which may arise. The administration will not implement new programs with the purpose of circumventing the hiring back of laid off bargaining unit members.

K. Unemployment Compensation Repayment

Bargaining unit members who are notified of layoff and are subsequently recalled on or before the beginning of the school semester immediately following notice of layoff, shall return any unemployment compensation received to the Board or the Michigan Employment Security Commission (whichever is legally appropriate) as a condition precedent to being recalled and reinstated. Failure to do so upon demand by the Board shall negate the bargaining unit member's rights to recall. It is understood and agreed that should this provision be found to be illegal, the

entirety of Article XIII of this Agreement shall be considered null and void and shall be renegotiated by the parties. It is also agreed that restitution shall be made by equal, pro rata deductions from the affected teacher's paychecks throughout the school year unless the teacher chooses to pay the same in one (1) lump sum. It is further agreed that this provision shall not apply to layoffs to commence the second (2nd) semester of any given school year.

L. Qualified Defined

When bargaining unit members are released, it shall be on a least qualified seniority basis. Bargaining unit members reinstated will be on the highest qualified seniority basis. "Qualified" shall mean any State and/or North Central certification except that the position of Instrumental Music at the Senior High level shall require training and experience in marching band(s). Further, in the case of Instrumental Music, the Board agrees that the duties and responsibilities of the person filling that position shall be confined to those activities specifically related to the band program.

M. Notice of Recall

The Board will give written notice of recall from layoff by sending a registered or certified letter to said bargaining unit member at his/her last known address. It will be the responsibility of each bargaining unit member to notify the superintendent, in writing, of any change of address and/or name. The bargaining unit member's address, as it appears on the Board's records, will be conclusive when used in connection with layoffs, recall or other notice to the bargaining unit member. The Board will notify all laid off personnel by certified mail of new contract language. The Association will receive a copy of all recall notices.

The bargaining unit member will have up to ten (10) working days upon receipt of the certified letter, to return to work. A bargaining unit member working at another public education institution, will be granted the minimum time to return as established under Tenure Commission rules.

N. Annexation and Consolidation

It is understood and agreed that should the KHEA/KCEA survive any consolidation or annexation as the collective bargaining representative of the combined bargaining units of Kenowa Hills and any other school district, the Kenowa Hills District shall and will meet its collective bargaining obligations with respect to the KHEA/KCEA and the resulting bargaining unit, provided, however, that this shall not require the District to bargain prior to any consolidation or annexation nor shall it require the District to apply the terms of this contract to the resulting bargaining unit.

ARTICLE XIV

STUDENT DISCIPLINE AND TEACHER PROTECTION

A. Student Referral

Within thirty (30) calendar days of the bargaining unit member's initial referral, the appropriate building referral committee shall meet and consider such referral, it being understood and agreed that neither the amount of time spent nor any specific action taken can be guaranteed within said period. The teacher has the right to monitor any referral.

B. Assault on Teachers

Any case of assault upon a bargaining unit member by a student, must be promptly reported to the principal. The District will provide legal counsel to defend the bargaining unit member with respect to such assault. A bargaining unit member may use whatever force is necessary to protect himself/herself from attack or prevent injury to any individual.

C. Discipline/Physical Punishment

It is recognized that discipline problems are less likely to occur in classes which are well taught and where a high level of student interest is maintained. It is likewise recognized that when discipline problems occur, they may be most constructively dealt with by encouragement, praise and emphasis upon the child's desirable characteristics. Any form of physical punishment of the pupil by a bargaining unit member is prohibited.

D. Time Lost

Time lost by a teacher in connection with an assault by a student is not charged against sick leave. Compensation must be paid only if the bargaining unit member is blameless in the incident.

E. Property Loss or Damage

The District will reimburse a bargaining unit member for any loss or damage to his/her personal effects as a result of an assault by a student on the bargaining unit member or his/her property while the bargaining unit member is on duty in the school, on the school premises or on school business, provided the following have been complied with:

1. Automobiles must be parked in the designated areas and secured;
2. Any personal property or equipment which will be used for instructional purposes by the bargaining unit member must be registered in the principal's office; any coverage will be contingent upon the fact that the bargaining unit member acted in a reasonable and prudent fashion in protecting their personal belongings or effects;
3. The bargaining unit member's personal insurance company will provide primary coverage. If the coverage is limited or nonexistent, the Board will assume the balance of the liability providing all other requirements in this paragraph have been complied with;
4. The Board will assume no liability for any sum of money. The Board will provide each teacher appropriate keys to his/her classroom and a lockable place in the teacher's building to keep his/her outerwear and personal belongings, it being understood that this shall not obligate the Board to provide teachers with master keys nor shall it obligate the Board to purchase or construct new receptacles for personal belongings nor shall it obligate the Board to provide separate places for each teacher.

F. Parent/Student Complaints

Any complaints by a parent or student directed toward a bargaining unit member, will be promptly called to the bargaining unit member's attention and whenever possible, the identity of the complainant will be indicated. If the complaint is to become part of the bargaining unit

member's personnel file, the identity of the complainant will be revealed. The bargaining unit member has the right to attach a written statement of his/her own concerning the complaint. This statement will accompany the complaint in the personnel file.

G. Lighting

The Board shall provide appropriate lighting at all facilities.

ARTICLE XV

OBSERVATION AND EVALUATION

A. Observations Conducted Openly

All observations of the work performance of bargaining unit members will be conducted openly and with the full knowledge of the bargaining unit member.

B. Probationary Teachers

Each probationary teacher shall be observed one (1) hour prior to his/her evaluations on each of the following dates: October 15, November 15, January 30, March 1. No observation period shall be less than thirty (30) minutes. A written evaluation shall be given to the teacher within ten (10) days after the November and March evaluations. If the October appraisal is unsatisfactory, the next three (3) observations will occur within thirty (30) day intervals, with a written evaluation accompanying each.

C. Tenure Teachers

Each tenure teacher will be evaluated at least once every three (3) years with the evaluation being given in writing prior to June 1 of the year of the evaluation.

D. Additional Evaluation

In any evaluation given on or before June 1, if a teacher's work is judged as unacceptable or unsatisfactory by an evaluator, the teacher has a right to a second observation evaluation during that year and the teacher also has the right to a second, different evaluator. The Board reserves the right to observe and render evaluations after June 1, however, with respect to evaluations rendered after June 1, the teacher will have the right to a second evaluation not later than October 1 of the succeeding school year.

E. Grievability of Evaluations

Only a tenure teacher evaluation which is unsatisfactory on an overall basis, shall be subject to the Grievance Procedure.

F. Signing Evaluations and Written Objections

One copy of any written evaluation will be included in the teacher's personnel file. The written evaluation must be discussed with the teacher. It is understood that the teacher's signature indicates only that the teacher is aware of the evaluation. The signature does not mean that the teacher agrees with the content of the evaluation. In the event that the teacher feels the evaluation is incomplete or unjust, the teacher may, within ten (10) days following the

discussion, place his/her objections in writing and have them attached with the evaluation report. The building principal will give the teacher his/her copy of the evaluation and will retain the original and additional copy of the evaluation in the principal's office for the ten (10) day period and within said ten (10) day period, shall make the original and additional copy available to the teacher, on request, for placement of his/her objections thereon.

G. Extension of Time Limits

In the event of illness, injury or emergency occurring within ten (10) days prior to June 1, the evaluation time limits may, at the option of the Board, be extended by five (5) days with adequate notification.

H. Evaluation Criteria

The evaluation form to be used shall be distributed to those staff being evaluated by October 1 of the evaluation year. All staff will be provided a copy of the evaluation form at any time the form is modified.

I. Negative Comments/Representation

Negative comments on the performance and evaluation of a teacher shall be discussed with the teacher, upon request, and shall be discussed with an Association building representative or officer present if desired by the teacher or the Board, it being understood and agreed that if the Association building representative is not available because of classroom duties, absence, etc., the joint discussion shall take place at the next most reasonable time such a representative or officer is available. Suggestions for improvement of the teacher's performance shall be included in the written evaluation and in subsequent observation and evaluation reports, failure to again note specific deficiencies for a period of two (2) calendar years shall be interpreted to mean that the teacher has made adequate improvement with respect to those specific deficiencies.

ARTICLE XVI

GRIEVANCE PROCEDURE

A. Who May Grieve/Grievance Defined

Any teacher, group of teachers or the Association, believing that there has been a violation or misinterpretation or misapplication of any provisions of this Agreement or any existing rule, order or regulation of the Board, relating to wages, hours, terms or conditions of employment, may file a written grievance with the board or its designated representative. The Kent County Education Association designates the Kenowa Hills Education Association President or his/her designee, as the local agent responsible for processing grievances.

B. Procedure

LEVEL I

A teacher, group of teachers or the local Association, believing that there has been a violation, shall within fifteen (15) school days of its alleged occurrence, orally discuss the grievance with the building principal and the representative of the Association in an attempt to resolve the matter. If no resolution is obtained within five (5) school days following the discussion, the

grievant shall express the same grievance in writing and proceed in accordance with Level II on the grievance form as shown in the Appendix B.

LEVEL II

Any grievance filed by a bargaining unit member, group of bargaining unit members or the Association, must be filed within fifteen (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 Schools when the particular grievance arises in more than one building. Within five (5) school 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 Board's representative shall have ten (10) school days after that meeting to respond in writing. If the written response is not acceptable, the Association shall have five (5) school days to deliver the grievance to the superintendent (Level III). The grievant may or may not be present at such meeting. When the grievance is filed with the superintendent hereunder, it shall be considered to have been filed at Level III if it is a class action.

LEVEL III

The superintendent or his/her designee, upon receipt of the grievance from Level II, shall have five (5) days thereafter to approve the grievance. The superintendent may meet with the grievant and his/her representative. The superintendent shall answer the grievance in writing and the grievance, with the response, shall be delivered to the Association within five (5) school days. If the grievance is denied by the superintendent, the Association shall have five (5) school days to deliver the grievance to the Board.

LEVEL IV

The Board, upon receipt of the grievance from Level III may hold a hearing thereon and 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 twenty (20) school days after its submission to the Board. If the decision of the Board is not satisfactory to the Association, the grievance may be submitted within twenty (20) school days to arbitration before an impartial arbitrator selected by the parties.

LEVEL V

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 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 judgment thereon may be entered in any court of competent jurisdiction where such award does not conflict with or deny the powers and duties of the Board granted by legislative act.

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 the scope of his authority as set forth above, is final and binding.

The arbitrator's fee and other expenses of arbitration will be divided equally between the parties. Each party must bear his/her own personal expenses in connection with the grievance.

C. Improper Discipline

If any bargaining unit members 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 shall have the authority to reinstate the bargaining unit member with full reimbursement for all compensation lost.

D. Statutory Exclusions and Procedural Requirements

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, except that a grievance related to an issue covered by statute specifically establishing a procedure for redress may be processed through the grievance procedure, terminating at the Board of Education level without recourse to arbitration as provided in paragraph A. However, it shall be the Board's intent to afford just cause and 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, 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.

E. Time Limits

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

F. Miscellaneous Provisions

1. In the event that a grievance is filed after May 1st of any year, the term "normal Central Office work days" will be substituted for "school days" in the above process.
2. No grievance can be filed at a higher level if the building principal was available during the time limits stated in either Level I or Level II, unless both parties agree.
3. In the event the appropriate administrator is not available, the grievant shall communicate with his/her next level administrator.

G. Grievance Procedure Exclusions

The following matters will not be the basis of any grievance filed under the procedure outlined except for breach of master contract:

1. The termination of services or of failure to re-employ any probationary teacher.
2. The placing of a nontenure teacher on a fifth year probation. The reasons for action taken in A. or B. will be listed in the teacher's file.

ARTICLE XVII

INDIVIDUAL CONTRACTS

This Agreement supersedes any rules, regulations, practices of the District or individual contracts issued by the District which are contrary to or inconsistent with its terms. The provisions of the Agreement are considered part of the established policies of the District.

ARTICLE XVIII

NO INTERRUPTION OF EDUCATION CLAUSE

A. No Strike Agreement

Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. Since the parties have established a comprehensive grievance procedure, the parties have removed the basic cause of work interruption during the period of this Agreement. The Association and each bargaining unit member agree that during the life of this Agreement, they will not encourage, participate in or cause, any interruption in the normal educational program of the District. Nor will they directly or indirectly engage in or assist in any strike (that is, the concerted failure to report for duty, or willful absence of a bargaining unit member from his/her position, stoppage of work or abstinence, in whole or in part, from the full, faithful and proper performance of the bargaining unit member's duty of employment) against the Kenowa Hills Public Schools.

B. No Reprisals

The Association will not directly or indirectly take reprisal of any kind against a bargaining unit member who continues or attempts to continue the full, faithful and proper performance of contractual duties or who refuses to participate in any of the activities prohibited by this Article XVIII.

ARTICLE XIX

COPIES OF THIS AGREEMENT

Copies of this Agreement will be printed at the expense of the Board of Education and presented to all bargaining unit members employed by the District. The Board will provide thirty (30) extra copies for the Association.

ARTICLE XX

EXTRA DUTIES

A. Nontenure Status/Limit on Extra Duties

1. It is understood that a bargaining unit member performing extra duties has a nontenure status in the extra duty position and failure to reemploy a bargaining unit member in a capacity of other than classroom teacher shall not be deemed a demotion within the provision of the Tenure Act.
2. No bargaining unit member may hold more than three (3) extra duties annually. In the area of athletics, no bargaining unit member will hold more than one (1) major and one

(1) minor coaching position. In the event that no qualified applicant can be found, the three job limitation and the one major and one minor restriction may be waived by the District.

B. Evaluation of Nonathletic Extra Duties

A written evaluation of each nonathletic duty will be completed by the building administrator each year. The evaluation must be completed by June 1 or within twenty (20) days after the conclusion of the activity, whichever is earlier, and placed in the bargaining unit member's file. The bargaining unit member must receive a copy and is entitled to a conference at his/her discretion. The bargaining unit member must sign the evaluation.

C. Evaluation of Athletic Extra Duties

In the area of athletics, the athletic director or the building principal, in conjunction with the varsity coach of that sport, evaluates each coaching position. The District retains final jurisdiction. The evaluation shall be completed by June 1 or within twenty (20) days after the conclusion of the activity, whichever is earlier. The coach involved must receive a copy and is entitled to a conference at his/her discretion and must sign the evaluation.

D. Cancellation of Extra Duties

Extra duties are all tasks defined in Tables I and II. The Board reserves the right to cancel any of the activities in Article XX, Table I and Table II.

E. Hiring Outside the Bargaining Unit

Vacant positions in any extra duty assignment will be posted in the method defined in Article XII. The Board then reserves the right to hire someone from outside the bargaining unit for an amount of pay not to exceed the specified amount in the Master Contract. If the Board finds it necessary to pay an amount above the negotiated amount specified, the position will be reposted for consideration by Association members before it is given to a nonassociation member.

F. Split Contracts

Split contracts will be on a voluntary basis.

G. Signing of Contracts

It is the intent of the Board that no extra duty activity will begin until a contract is signed.

H. Adding Extra Duty Positions

Extra duty positions will not be added without bargaining with the Association.

I. Extra Duty Salary Schedule

1. Salary to be paid in accordance with the following schedules and proper completion of the extra duty pay request form. The form must be signed by the Athletic Director for all athletic related extra pay requests and by the building principal for nonathletic extra pay requests. The payroll department will advance the lump sum pay, when applicable, by the second pay period following receipt of the request for payment form.

2. It is mutually recognized that because of the unique character of the instrumental, vocal, and elementary music positions, extra hours and responsibilities are necessary beyond those of the normal classroom position for a quality program. Since it is extremely difficult to delineate where normal classroom requirements end and where extra duties begin and since some performing activities should seem to be a normal outgrowth of regular classroom activity, it is hereby agreed to additional compensation beyond the Table III salary (see Tables I and II for percentages). It is mutually understood that all extra time and responsibilities are thus made part of the Table III position and are not subject to rejection by either the teacher or the Board.
3. Salary will be based on a percentage of the BA base salary.
4. The Assistant Athletic Director will be paid in two equal payments at the end of the 2nd and 4th quarters.

J.

TABLE I - Nonathletics

SALARY TO BE BASED ON A PERCENTAGE OF THE BA BASE SALARY AND TO BE PAID IN A LUMP SUM UPON COMPLETION OF THE ACTIVITY

POSITION	STEP 1 (%)	STEP 2 (%)	STEP 3 (%)
Debate	5.5	6.0	7.5
Lancer Paper	3.5	4.0	4.5
Forensics	4.0	4.5	5.0
Play, Director: Nonmusical (limit 1)	3.5	4.5	5.5
5th Grade Camp Director	2.0	2.5	3.0
Play, Musical Play Director, Musical (limit 1)	6.0	7.0	8.0
Music Director	3.0	3.2	3.4
Vocal Music Director	3.0	3.2	3.4
Technical/Lighting	1.4	1.5	1.6
Academic Track Director, Jr. High	2.0	2.5	3.0
Academic Track Director, High School	2.0	2.5	3.0
Science Olympiad Director, Jr. High	2.0	2.5	3.0

	STEP 1 (%)	STEP 2 (%)	STEP 3 (%)
Science Olympiad Director, High School	2.0	2.5	3.0
Computer Competition, Jr. High	2.0	2.5	3.0
Computer Competition, High School	2.0	2.5	3.0
Senior Class Sponsor	3.5	4.0	4.5
Junior Class Sponsor	3.0	3.5	4.0
Sophomore Class Sponsor	2.0	2.5	3.0
Freshman Class Sponsor	2.0	2.5	3.0
Yearbook, High School	7.0	7.5	8.0
Yearbook, Jr. High	2.0	2.5	3.0
Student Council Director, Jr. High	4.5	5.0	5.5
Student Council Director, High School	4.5	5.0	5.5
Safety Director	1.5	2.0	2.5
National Honor Society	3.0	3.5	4.0
SADD	3.0	3.5	4.0
Department Heads	5.0	5.5	6.0
Advisor/Advisee	Flat 4.5		

SALARY TO BE PAID QUARTERLY			
Band Director	14.0	15.0	16.0
Asst.. Band Director	9.0	9.5	10.0
High School Vocal 3 performances	7.0	8.0	9.0
Jr. High Vocal Music 2 performances	5.5	6.5	7.5
Music, Elementary (per bldg.)	2.5	3.0	3.5

SUMMER WORK Librarians, Counselors and Driver Education teachers will be paid periodically upon submission of validated time sheets.

	STEP 1 (%)	STEP 2 (%)	STEP 3 (%)
Counselors	.059/hr.	.069/hr.	.074/hr.
Librarians	.055/hr.	.065/hr.	.070/hr.
Drivers Ed. *	.055/hr.	.065/hr.	.070/hr.

* Coordinator will receive an extra \$.25 per hour.

K. TABLE II - Athletics

POSITION	STEP 1 (%)	STEP 2 (%)	STEP 3 (%)	STEP 4 (%)	STEP 5 (%)
PAY OPTIONS AS FOLLOWS: 1. PAYMENT TAXED SEPARATELY FROM REGULAR SALARY 2. REGULAR DEDUCTIONS FROM ONE PAYMENT 3. REGULAR DEDUCTIONS SPREAD OVER THREE 2-WEEK PAY PERIODS 4. REGULAR DEDUCTIONS WITH EXTRA PAY SPREAD OVER THE SEASON					
Assistant A.D.	Flat 18.0				
Basketball (Varsity)	13.5	14.375	15.25	16.125	17.0
Basketball (Asst.)	9.5	10.0	10.5	11.0	11.5
Football (Varsity)	13.5	14.375	15.25	16.125	17.0
Football (Asst.)	9.5	10.0	10.5	11.0	11.5
Hockey	13.0	13.5	14.0	14.5	15.0
Hockey (Asst.)	8.0	8.5	9.0	9.5	10.0
Wrestling (Varsity)	13.0	13.5	14.0	14.5	15.0
Wrestling (Asst.)	8.0	8.5	9.0	9.5	10.0
Baseball/Softball (Varsity)	11.0	11.5	12.0	12.5	13.0
Baseball/Softball (Asst.)	8.0	8.5	9.0	9.5	10.0
Cross County	9.0	9.5	10.0	10.5	11.0
Golf	8.5	9.0	9.5	10.0	10.5

	STEP 1(%)	STEP 2(%)	STEP 3(%)	STEP 4(%)	STEP 5(%)
Golf (Asst.)	5.5	6.0	6.5	7.0	7.5
Soccer (Varsity)	8.0	8.5	9.0	9.5	10.0
Soccer (Asst.)	5.5	6.0	6.5	7.0	7.5
Tennis (Varsity)	8.5	9.0	9.5	10.0	10.5
Tennis (Asst.)	5.5	6.0	6.5	7.0	7.5
Track (Varsity)	11.0	11.5	12.0	12.5	13.0
Track (Asst.)	7.5	8.0	8.5	9.0	9.5
Volleyball (Varsity)	10.5	11.0	11.5	12.0	12.5
Volleyball (Asst.)	8.0	8.5	9.0	9.5	10.0
Gymnastics	12.0	12.5	13.0	13.5	14.0
Cheerleading, Fall (Varsity)	5.0	5.5	6.0	6.5	7.0
Cheerleading, Fall (Asst.)	3.5	4.0	4.5	5.0	5.5
Cheerleading, Winter (Varsity)	5.5	6.5	7.0	7.5	8.0
Cheerleading, Winter (Asst.)	4.5	5.0	5.5	6.0	6.5
Pom Pon, Fall	5.0	5.5	6.0	6.5	7.0
Pom Pon, Winter	5.5	6.5	7.0	7.5	8.0

JUNIOR HIGH	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Basketball (Boys/Girls)	5.5	6.0	6.5	7.0	7.5
Wrestling	5.0	5.5	6.0	6.5	7.0
Volleyball	5.0	5.5	6.0	6.5	7.0
Track	5.0	5.5	6.0	6.5	7.0
Track (Asst.)	4.0	4.5	5.0	5.5	6.0
Cheerleading	2.0	2.5	3.0	3.5	4.0
Athletic Photographer	Flat 3%				
Cross Country	5.0	5.5	6.0	6.5	7.0

ARTICLE XXI

MEMBERSHIP FEES AND PAYROLL DEDUCTIONS

A. Authorization of Dues and Assessments

1. At the beginning of the contract year, bargaining unit members may sign and deliver to the District a notification authorizing deduction of membership dues of the Association, including National, State and Local dues or fees. The annual dues and assessments may be paid in full prior to October 1, otherwise the total dues and assessments will be deducted from the regular salaries of bargaining unit members in eight (8) equal monthly payments beginning with the second pay period in October. The first deduction may be different due to deduction of the voluntary PAC contribution. The authorization for dues deductions will continue in effect from year to year unless revoked in writing between August 1 and August 31 of a given year.
2. The Board will notify the local Association treasurer, either verbally or in writing of any additions to, deletions from or changes in status of any bargaining unit members within ten (10) days of such additions, deletion or change.

B. Agency Shop

1. Any bargaining unit member who is not a member of the Association in good standing or who does not make application for membership within thirty (30) calendar days from the date of commencement of bargaining unit member duties, shall, pay a service fee to the Association, provided, however, that the bargaining unit member may authorize payroll deduction for such fee in the same manner as provided in the preceding paragraph. In the event that a bargaining unit member does not pay such service fee or authorize payment through payroll deduction, as provided for the preceding paragraph, the Board will, at the request of the Association, deduct the service fee from the bargaining unit member. The Association accepts full responsibility to establish a service fee which shall not be in excess of the maximum amount allowable.
2. With respect to all sums deducted by the Board pursuant to authorization of the employee, whether for professional dues or service fee, the Board agrees promptly to disburse said sums upon direction of the Association.

C. Save Harmless Clause

The Association agrees to assume the legal defense of any suit or action brought against the Board regarding this Article of the Master Contract. The Association further agrees to indemnify the Board of any cost or damages which may be assessed against the Board as the result of said suit or action, subject however, to the following conditions:

1. The damages have not resulted from the negligence, misfeasance, or malfeasance of the Board or its agents.
2. The Association, after consultation with the Board, has the right to decide whether to defend any said action or whether or not to appeal the decision of any court or other tribunal regarding the validity of the section or the damages which may be assessed against the Board by a court or tribunal.

3. The Association has the right to choose the legal counsel to defend any said suit or action.
4. The Association has the right to compromise or settle any claim made against the Board under this section.

D. Effective Date

This Article shall be effective retroactively to the date of the Agreement and all sums payable hereunder shall be determined from said date.

E. Other Payroll Deductions

1. Payroll deductions will be available to bargaining unit members for the Grand Rapids Teachers Credit Union and United Fund. Annuity programs heretofore approved by the Board shall be available to each bargaining unit member, however, additional companies will be added only if the Board feels there is sufficient need to do so.
2. Written notification is required for any deduction or change in deduction. Changes will only be made quarterly (July 1, October 1, January 1, and April 1). Credit Union deductions may be changed at any time on the proper written authorization form. The Board assumes no liability other than forwarding the authorized deducted amounts in a timely manner to the proper agency.

ARTICLE XXII

BENEFITS

A. Underwriting Requirement and Responsibilities

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 this article unless otherwise specified.

1. Upon submission of a properly written application form to the Kenowa Hills Business Office, the Board shall provide 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. Such coverage shall become effective on the first (1st) day they assume their duties.
3. 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.
4. The Board agrees to provide the benefit programs described, but within the underwriting rules and regulations as set forth by the carrier(s) in the Master Contract held by the policyholder.

5. Employees working less than a full contract year shall have benefits terminated on the first day of the month following termination of employment. Provided that the employee has fulfilled all contractual obligations, benefits will be provided during all twelve (12) months of the contract year and the July and August Board portion of the premiums will be paid by the Board.
6. 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 all premiums.
 - b. Complying with all requirements of the employer required by the carrier and/or underwriter.
 - c. Securing insurance coverage no less than that which is outlined in the certificates of insurance on file in the Business Office as of July 1, 1993.
7. To be eligible for coverage (or increase in coverage), employees must be able to perform the carrier's "at work requirement" with this employer before benefits are effective.
8. Board paid premium contributions for less than full-time employees shall be prorated on the basis of time stipulated by their individual contracts.
9. Employees who have Board provided term life insurance, have a thirty (30) day conversion right upon termination of employment. Any employee electing his/her right of conversion in order to keep his/her life insurance in force must contact the insurance carrier within thirty (30) days of his/her last day of employment.
10. An open enrollment period for health insurance shall be provided annually during the month of September.
11. The Board paid benefits are for all bargaining unit members and their eligible dependents, as defined by the insurance carrier.
12. The descriptions of benefits in this Article are only general in nature and are superseded and controlled by the terms and conditions of the application 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.
13. 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.
14. The Association shall be provided with copies of all insurance policies.
15. Health insurance coverage for all new employees will be effective September 1 or the first month following employment of the bargaining unit member. Coverage will remain in effect until termination or retirement from employment for bargaining unit members who leave during the term of this Agreement and until expiration of this Agreement for other bargaining unit members.
16. Bargaining unit members working less than full time shall be entitled to a proportionate share of the benefits in accordance with the underwriting rules and regulations.

Bargaining unit members who work less than a full year will, upon resignation or termination, receive the pro rata amount of coverage dependent upon the number of days worked under the contract.

17. Eligible dependents shall be those who qualify as dependents with the Internal Revenue Service and under the provisions of the insurance policy. In no case will the Board pay any premiums for duplicated coverage already covered by another employer on any spouse or dependents.

B. Medical Care Insurance

1. The Board will provide without cost for active full-time employees, MESSA Medical Care Group Super Care I insurance, provided, that such contribution shall not exceed that required for the coverage category within which the employee is included; e.g. full family, two (2) persons, one (1) person, family continuation or sponsored dependent. The bargaining unit member will be responsible for the required \$50/100 deductibles beginning January 1, 1995.
2. The Board will deduct any employee contribution amount through payroll deductions.

C. Life Insurance

The Board shall provide each employee with \$50,000.00 of term life insurance with A.D. & D., which shall be paid to the bargaining unit member's designated beneficiary or beneficiaries. In the event of accidental death, the insurance shall pay double the specified amount.

D. Dental Insurance

The Board shall provide, without cost to the employee, the MESSA Delta Dental Plan Auto Plus 100-90-90 with a \$1,500 orthodontic rider.

E. Long Term Disability Insurance

The Board shall provide without cost to the employee, the MESSA Long Term Disability Plan I, 90 day Modified fill, 66 2/3% of salary, \$3,600.00 monthly maximum.

F. Vision Insurance

The Board shall provide without cost to the employee, the MESSA Vision Plan VSP-3 Plus.

G. Option Package

Any employee has the right without cost to select the following option package in lieu of MESSA Super Care I as described in Article XXII, Section B.

1. \$110.00 per month applied toward a MESSA Board paid annuity;
2. MESSA Dependent Life (\$5,000 per spouse and \$2,500 per child);
3. The insurances as described in C through F under this article of the Master Contract.

H. Insurance Purchasing

The Board may opt to purchase the MESSA Medical Super Care 1, Life Insurance, Dental Insurance, Long-Term Disability Insurance, Vision Insurance, Option Package as described in paragraphs B through G of this article as part of a MESSA PAK, or may choose to purchase the same group coverages on an ala carte type (individual) basis from MESSA. The Board will evaluate which purchasing option (MESSA PAK or ala carte) is least costly. The Board retains the exclusive right to determine which purchase method is least costly for the school district and, to choose the least costly purchasing method. Additionally, the Board retains the exclusive right to purchase the term life insurance on an ala carte basis from any insurance carrier, and is not limited to purchasing the term life insurance from MESSA.

NOTE: All employees will need to fill out new MESSA group insurance applications whenever coverage is switched to or from MESSA-PAK.

ARTICLE XXIII

SALARY

A. Salary Payment Schedule

1. Any bargaining unit member may select one of the following salary payment schedules:

- 2 1 payments
- 2 6 payments
- 2 6 payments, with summer check in total with the last pay check in June
- 2 6 payments, with total contract payoff with the last payroll in June but with taxes spread over an additional five (5) payments.

2. The election of a choice of pay periods, once elected, is irrevocable for that year. All pay period requests must be submitted on the proper forms to the Administration Office by the Friday following the last day of school. No request will be considered after that date.

B. Outside Experience/Credit

At the sole discretion of the Board, years experience outside the system may be given credit.

C. Part-Time Employees

All salary, as well as responsibilities for part-time bargaining unit members, are prorated on the basis of time stipulated by their individual contracts.

D. Tuition

1. Course fees for graduate work equivalent to three (3) semester hours per year will be paid by the District. All courses must be taken from an accredited institution. Credit for travel tours is not acceptable. Undergraduate hours will only be paid for with the prior, written approval of the superintendent and in his/her sole discretion. The maximum fee must not exceed the course fees for the University of Michigan, Western Michigan University and Michigan State University. The tuition reimbursement rate shall be frozen at 1993-94 rates for the three (3) universities for the duration of this contract. In the event a bargaining unit member is requested to take specific classes, the

bargaining unit member must take such class or classes as a condition of employment, however, the District shall pay for any and all credit hours involved and such credit hours shall be included for advancement on salary schedules whether undergraduate or graduate.

2. For reimbursement under this provision, proof of payment and a copy of the class grade received (C or better) must be received by the Administration Office by October 1 for classes taken the previous contract year. Bargaining unit members are encouraged to submit requests for reimbursement as soon as possible after completion of the class.

E. Advancement on Salary Schedule

In order to qualify for credit on the various schedules, credit hours whether earned prior or subsequent to this Agreement, must:

1. Be graduate (as opposed to undergraduate) hours, except with the prior, written approval of the superintendent and in his/her sole discretion. In the event an undergraduate course is approved for movement on salary schedules for one (1) bargaining unit member, such course shall not be deemed to be approved for other bargaining unit members, unless approved by the superintendent on a case by case basis.
2. Be attained subsequent to the attainment of the degree in question, whether Bachelor's or Master's, provided, however, that in the event a bargaining unit member earned credit hours simultaneous with the attainment of the bargaining unit member's Master's degree, all such hours simultaneously earned will be credited to the bargaining unit member for salary schedule purposes.
3. Nothing herein shall be construed to remove any bargaining unit member from any schedule already attained.

F. Mileage

In arranging schedules for bargaining unit members who are assigned to more than one building or are required to use their personal transportation to accomplish school business, the Board will reimburse each bargaining unit member on the basis of IRS approved rates per mile or \$1.50 minimum per day.

G. Salaries

1. 1994-95 Salary Schedule #1 - see Page 56
2. 1995-96 Salary Schedule #2 - see Page 57
3. 1996-97 Salary Schedule #3 - see Page 58

ARTICLE XXIV
RETIREMENT

After ten (10) years of continuous employment, a bargaining unit member who reaches the age of retirement to qualify for benefits under the teacher's retirement system and severs his/her employment with the Kenowa Hills Public Schools, shall be entitled to the following early retirement benefits:

A. Pay for Unused Sick Leave

For each day of accumulated unused sick leave, \$16.00 per day effective 9/1/94, \$18.00 per day effective 9/1/95 and \$20.00 per day effective 9/1/96.

B. Kenowa Hills Early Retirement Incentive

1. Eligibility for Early Retirement

Any teacher in the Kenowa Hills Public Schools may choose the early retirement incentive subject to the following qualifications:

- a. Must have 10 years or more of full-time service in the Kenowa Hills Public Schools.
- b. Cannot be on Social Security, long-term disability or Workers' Compensation at the time early retirement is chosen unless this restriction is waived by the Board.

2. Early Retirement Notification

Notification for early retirement incentive and a written resignation must be filed with the superintendent's office prior to March 1 each year for retirement effective June 30 of that year unless the March 1st restriction is waived by the Board. There shall be a limit of five (5) employees approved for Board paid early retirement incentive per year, unless expressly agreed otherwise by the Board.

3. Waiver

The teacher agrees to waive, in writing, any and all rights and claims against the Board arising under the Age Discrimination in Employment Act. The employee is advised to consult with an attorney before signing the Agreement, and will be given sufficient time to decide whether to sign.

4. Revoking Waiver

The employee will have seven days to revoke a signed waiver.

5. Termination Date

This plan shall be in effect until August 31, 1997, at which time it shall be subject to termination, review, or revision. However, those people who have elected Plan A or B under previous Master Contracts shall be carried uninterrupted to the conclusion of their plan.

C. Early Retirement Incentive Plan

The Board shall offer an early retirement incentive for eligible teachers for the life of this Agreement through the purchase of universal buy in credit. The retirement incentive shall be offered in accordance with the following provisions:

1. The decision to participate in the Early Retirement Incentive is expressly voluntary on the part of the employee;
2. The teacher must have served at least ten (10) years or more of full-time service in the Kenowa Hills Public School District;
3. The teacher must actually retire under the terms of the Michigan Public School Employees Retirement System;
4. The Board agrees to purchase on the teacher's behalf, universal buy in credit for retirement in addition to any other severance pay to which the teacher may be entitled. The purchase of universal buy in credit shall not provide more than thirty (30) years total service credit nor shall the Board contribution exceed a maximum of five (5) years of universal buy in credit.
5. The teacher, through requesting Board purchase of universal buy in credit, agrees that such purchase shall serve as satisfaction/waiver of any other claim for compensation (e.g., unemployment comp., etc.) against the Kenowa Hills School District.

D. Contrary to Law

In the event the Early Retirement Incentive is found to be illegal during the life of this Agreement, by a court or administrative body having jurisdiction, it shall be cancelled. Existing retirees shall continue to be covered by these provisions to the extent permitted by law. In the event the law prohibits continuing benefits to existing retirees, the employee shall have the right to return to active teaching duties at the beginning of the next school year. All seniority, salary step, longevity, etc., earned at the time of the early retirement choice will be reinstated.

E. Association Notification

The Association will be notified as each early retirement request is turned in. If more than five requests are received at the superintendent's office, the decision as to which five will be eligible will be determined on a first come, first served basis. If requests are received on the same day, bringing the total number of requests to more than five, the decision as to which request(s) submitted that day will be eligible will be determined by a drawing which will be witnessed by the superintendent or his/her delegate and an Association representative.

ARTICLE XXV

SUBSTITUTES

The Board shall adhere to the provisions of Section 1236(1) and (2) of the Michigan School Code of 1976. Additionally, should a position be filled by a substitute for fifty-nine (59) work days, that position shall be treated as a vacancy thereafter. No substitute teacher shall be terminated solely for the purpose of circumventing the aforesaid sections.

APPENDIX A - 1994-95 CALENDAR

August	29	Full day T (1/2 orientation - 1/2 rooms)		
	30	*1/2 day S - Full day T	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
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 S	23 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 S	15 T
May	10	*1/2 Elementary and Junior High dismissal times to be announced		
	29	Memorial Day - No School	22 S	22 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
			<u>181</u>	<u>186</u>

* 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

			181	186

* 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

			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.

APPENDIX B

GRIEVANCE REPORT FORM

Grievance # _____

Building _____ Assignment _____ Name of Grievant _____ Date Filed _____

LEVEL II

A. Date Cause of Grievance Discovered _____

B. 1. Statement of Grievance _____

2. Relief Sought _____

Signature _____ Date _____

Received by _____ Date _____

C. Disposition by Principal _____

Signature of Principal _____ Date _____

Received by _____ Date _____

D. Position of Grievant and/or Association _____

Signature _____ Date _____

Received by _____ Date _____

LEVEL III

A. Disposition of Superintendent or Designee

Signature

Date

Received by

Date

B. Position of Grievant and/or Association

Signature

Date

Received by

Date

LEVEL IV

A. Disposition by Board

Signature

Date

Received by

Date

B. Position of Grievant and/or Association

Association Signature

Date

Board Signature

Date

APPENDIX C
VARIANCE FORM

KENOWA HILLS PUBLIC SCHOOLS
REQUEST FOR MASTER CONTRACT VARIATION
Experimental Programs/School Improvement

Must be submitted at
least 30 days prior
to anticipated date of
implementation.

Article V, C. KHEA
Article V, D., KHSSA

Building _____ Today's Date _____

School Improvement Chairperson _____

Staff members involved in planning: _____

Process used for decision-making: vote _____

majority _____

2/3 _____

consensus _____

quorum _____

secret ballot _____

other _____

Description of the proposed program _____

Anticipated contract implications (if known) _____

Impact on other staff (list staff and impact) _____

Clearly identify goals and objectives of program _____

Describe process for evaluation _____

Timeline: Proposed starting date _____

Proposed ending date _____

Date for evaluation _____

Distribution: Principal Superintendent KHEA President KHSSA President Board President

SCHEDULE I

1994/95
SALARY SCHEDULE

1.009 BA			BA+18			MA			MA +15			MA +30		
STEP	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY		
1	1.00	28,055	1.05	29,458	1.10	30,860	1.15	32,263	1.20	33,666				
2	1.04	29,177	1.09	30,580	1.15	32,263	1.20	33,666	1.26	35,349				
3	1.08	30,299	1.13	31,702	1.20	33,666	1.25	35,069	1.32	37,033				
4	1.13	31,702	1.18	33,105	1.26	35,349	1.31	36,752	1.39	38,996				
5	1.18	33,105	1.23	34,508	1.32	37,033	1.37	38,435	1.46	40,960				
6	1.23	34,508	1.28	35,910	1.38	38,716	1.43	40,119	1.53	42,924				
7	1.28	35,910	1.33	37,313	1.44	40,399	1.49	41,802	1.60	44,888				
8	1.33	37,313	1.38	38,716	1.50	42,082	1.55	43,485	1.67	46,852				
9	1.39	38,996	1.44	40,399	1.57	44,046	1.62	45,449	1.75	49,096				
10	1.45	40,680	1.50	42,082	1.64	46,010	1.69	47,413	1.83	51,341				
11-15	1.51	42,363	1.56	43,766	1.71	47,974	1.76	49,377	1.91	53,585				
16-21	1.53	42,924	1.63	45,730	1.78	49,938	1.83	51,341	1.98	55,549				
22-27	1.65	46,291	1.70	47,693	1.85	51,902	1.90	53,304	2.05	57,513				
28 ON	1.72	48,255	1.77	49,657	1.92	53,866	1.97	55,268	2.12	59,477				

SCHEDULE II

1995/96
SALARY SCHEDULE

1.022 BA			BA+18		MA		MA +15		MA +30	
STEP	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY
1	1.00	28,672	1.05	30,106	1.10	31,539	1.15	32,973	1.20	34,406
2	1.04	29,819	1.09	31,252	1.15	32,973	1.20	34,406	1.26	36,127
3	1.08	30,966	1.13	32,399	1.20	34,406	1.25	35,840	1.32	37,847
4	1.13	32,399	1.18	33,833	1.26	36,127	1.31	37,560	1.39	39,854
5	1.18	33,833	1.23	35,267	1.32	37,847	1.37	39,281	1.46	41,861
6	1.23	35,267	1.28	36,700	1.38	39,567	1.43	41,001	1.53	43,868
7	1.28	36,700	1.33	38,134	1.44	41,288	1.49	42,721	1.60	45,875
8	1.33	38,134	1.38	39,567	1.50	43,008	1.55	44,442	1.67	47,882
9	1.39	39,854	1.44	41,288	1.57	45,015	1.62	46,449	1.75	50,176
10	1.45	41,574	1.50	43,008	1.64	47,022	1.69	48,456	1.83	52,470
11-15	1.51	43,295	1.56	44,728	1.71	49,029	1.76	50,463	1.91	54,764
16-21	1.53	43,868	1.63	46,735	1.78	51,036	1.83	52,470	1.98	56,771
22-27	1.65	47,309	1.70	48,742	1.85	53,043	1.90	54,477	2.05	58,778
28 ON	1.72	49,316	1.77	50,749	1.92	55,050	1.97	56,484	2.12	60,785

SCHEDULE III

1996/97
SALARY SCHEDULE

1.029 BA			BA+18		MA		MA +15		MA +30	
STEP	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY
1	1.00	29,504	1.05	30,979	1.10	32,454	1.15	33,930	1.20	35,405
2	1.04	30,684	1.09	32,159	1.15	33,930	1.20	35,405	1.26	37,175
3	1.08	31,864	1.13	33,340	1.20	35,405	1.25	36,880	1.32	38,945
4	1.13	33,340	1.18	34,815	1.26	37,175	1.31	38,650	1.39	41,011
5	1.18	34,815	1.23	36,290	1.32	38,945	1.37	40,420	1.46	43,076
6	1.23	36,290	1.28	37,765	1.38	40,716	1.43	42,191	1.53	45,141
7	1.28	37,765	1.33	39,240	1.44	42,486	1.49	43,961	1.60	47,206
8	1.33	39,240	1.38	40,716	1.50	44,256	1.55	45,731	1.67	49,272
9	1.39	41,011	1.44	42,486	1.57	46,321	1.62	47,796	1.75	51,632
10	1.45	42,781	1.50	44,256	1.64	48,387	1.69	49,862	1.83	53,992
11-15	1.51	44,551	1.56	46,026	1.71	50,452	1.76	51,927	1.91	56,353
16-21	1.53	45,141	1.63	48,092	1.78	52,517	1.83	53,992	1.98	58,418
22-27	1.65	48,682	1.70	50,157	1.85	54,582	1.90	56,058	2.05	60,483
28 ON	1.72	50,747	1.77	52,222	1.92	56,648	1.97	58,123	2.12	62,548

ADDENDUM

KENT INSTRUCTIONAL DELIVERY SYSTEM (K.I.D.S.)

I. Introduction

- A. The two-way interactive electronic networking system may be utilized as an alternative instructional delivery system. The intent and purpose of the K.I.D.S. project is to provide a vehicle for the cooperative offering and sharing of K-12 educational opportunities and to provide quality educational resources to students of the participating districts in a cost-effective and efficient manner.
- B. The agreement hereinafter referred to as the K.I.D.S. ADDENDA is entered into this day of June 7, 1994 by and between K.H.E.A. and the Kenowa Hills Public Schools.
- C. The contract language that follows is to be an addenda to the local-master agreement. In order for this addenda to be in effect in any school district, it must be approved by the Board of Education for that district and the K.H.E.A. Areas not covered by the addenda shall be governed by the terms of the local collective bargaining agreement of each constituent district.
- D. Any local school district that fails to ratify the K.I.D.S. Addenda shall not participate in K-12 student instruction via the K.I.D.S. network and shall not act as either an originating site or remote site for K-12 student instruction. Failure to ratify this addenda shall not preclude a local school district's use of the network for other purposes, e.g., staff development, extra-curricular activities, and other non-credit K-12 activities.

II. Definitions

- A. "Telecommunication" or "Telecommunications Classes" shall be defined as the teaching of students via a two-way interactive television system known as Kent Instructional Delivery System. Teachers will be considered employees of the originating district.
- B. "Originating Site District" shall be defined as the location where the teacher responsible for the Telecommunication Class is located.
- C. "Remote Site District" shall be defined as the location/designation where class instruction is being received via television.

III. Responsibilities of Originating and Remote Site Districts

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

IV. Working Conditions

A. Class Size

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

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

C. Class Schedules

Teachers presenting K-12 telecommunications classes to elementary or secondary-aged students will generally have those classes scheduled during regular contract work time. It is recognized that in order to accommodate the different starting/ending times of originating/receiving districts that work times may vary somewhat.

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

D. Equipment

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

E. Training

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

F. Teacher Evaluation

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

G. Mileage

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

H. Vacancies

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

V. Job Security

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

VI. Broadcast and Rebroadcast Conditions

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

- A. A telecommunications class may be televised for demonstration purposes with the knowledge and consent of the presenting teacher.
- B. Videotapes of a telecommunications class may be used for makeup work for all students currently enrolled in that telecommunications class. Videotapes may be used for other purposes with prior knowledge and consent of the teacher. Teachers may use such tapes with prior knowledge and consent of the Board or its designee.
- C. Videotapes of telecommunications classes are the property of the originating site district.
- D. All instructional presentations for which teachers are paid to create and produce, may be copyrighted by, and are the sole property of, the designated originating site district.
- E. K.I.D.S. shall not be used to replace teachers involved in a labor dispute.

VII. Problem Solving Efforts

- A. Inasmuch as the implementation and use of instruction by two-way interactive television in general and K.I.D.S. specifically is developmental, the parties agree that it may be necessary to meet from time to time in order to resolve issues that were not contemplated or addressed in this addenda. Accordingly, the parties agree to meet promptly at the request of either.
- B. Amendments shall be subject to the approval of the parties in accordance with Article 1 of this addenda.

VIII. Relationship to Local Master Agreements

The parties agree that this K.I.D.S. ADDENDA will continue in force and effect until August 15, 1997. The addenda shall not be extended orally.

Agreed to on July 11, 1994 by:
Michael A. Stephens
For K.C.E.A.

Robert Zittle
For Kenowa Hills Public Schools

LETTERS OF AGREEMENT
BETWEEN
KENOWA HILLS PUBLIC SCHOOLS
AND
KENT COUNTY EDUCATION ASSOCIATION

LETTER #1

The above named parties agree to the following provisions regarding Article VII, Teaching Conditions, I. Elementary Preparation Time:

1. On three days per year students shall be dismissed not later than 12:30 p.m. but after the lunch period. Two of the three days shall be for grade level planning on a District-wide basis (excluding in-service). The use of the third day shall be either district-wide grade level planning or building planning at the discretion of the district.
2. The Administration shall make a reasonable effort to mitigate any loss of KHSSA work time resulting from these days.
3. If either party is dissatisfied with the effect of these provisions, the elementary preparation time provision shall automatically terminate on June 6, 1997. In such event, the parties shall return to the original language in the Agreement.

LETTER #2

Restructuring of Instructional Delivery Services

Letter of Understanding

1. High School In the Fall of 1994, the high school will be allowed four (4) half days (September 21, October 5 and 19, November 2). Those dates shall be used for research, school visitation, and design of a restructured instructional delivery system/school day for the high school.
2. Elementary and Junior High Beginning in January, 1995 (second semester) there will be one early release day per month for the purpose of restructuring instructional services. The dates have been established as January 31, February 28, March 15 and May 10, 1995.
3. Both parties to this agreement strongly endorse this plan and agree to actively promote it.
4. The Board of Education will continue its investigation and evaluation of the restructuring plan, and may at its option, discontinue the plan so long as such a decision is reached and, communicated to the Association no later than December 16, 1994. Once the plan is implemented it shall continue in effect for the remainder of the semester.
5. Each school building improvement team in conjunction with the Director of Instruction will determine the activities planned for the half days at the elementary and junior high. The planned activities will reflect the current school improvement goals of the building. If two or more buildings identify similar needs, combined meetings could be held.

6. In the event the restructuring plan is initiated and either party is dissatisfied with the effect of these provisions, this restructuring provision shall terminate and the parties shall return to original provisions of the agreement effective the last day of school in June 1995. The parties shall communicate such no later than the last day of school in June 1995.

Dean B. West

Board of Education

Samuel X. Carter
Kenowa Hills Education Association

December 16, 1994

Date

December 16, 1994

Date

1900

1900



KENOWA HILLS PUBLIC SCHOOLS

2325 Four Mile N.W.
Grand Rapids, Michigan 49544
Phone 616/784-2511

JAMES GILLETTE, SUPERINTENDENT

JOSEPH HAINES
ATHLETIC DIRECTOR
COMMUNITY ED DIRECTOR

SHARON PRISLIPSKY
SPECIAL ED DIRECTOR

ROBERT ZITTER
BUSINESS MANAGER

CHERI MEYER
DIRECTOR OF INSTRUCTION

TO: All Kenowa Teaching Hills Teaching Staff

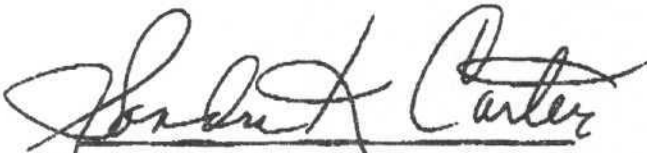
**FROM: Jim Gillette, Superintendent
Sandra K. Carter, President KHEA**

DATE: April 25, 1996

RE: Job Sharing

We are pleased to announce that the attached job sharing agreement has been reached between the Kenowa Hills Board of Education and the Kenowa Hills Education Association. This job sharing opportunity will be available for the 1996/97 school year. Please review carefully, particularly the time lines that are established for application to participate for the upcoming school year. We are excited about the opportunity to offer this opportunity to Kenowa Hills teachers. Please be aware that this will be implemented on a one year trial basis, with a possibility that it could be extended to future years.


James R. Gillette, Superintendent
Kenowa Hills Public Schools


Sandra K. Carter, President
Kenowa Hills Education Association

KENOWA HILLS PUBLIC SCHOOLS JOB SHARING

The District may consider job-sharing it determines to be appropriate. Job sharing shall be defined as two teachers sharing one full time assignment.

1. Application

Two bargaining unit members desiring to share a teaching position may make application to the Superintendent by March 15 for the following school year (by May 1 for 1996 only) . Such applications shall include a written proposal regarding the division of days + hours of work, methods of communication, job duties, meetings, in-service, conferences, and the division of responsibilities and any other information requested by the employer, and shall be provided to, and reviewed by, the building principal and Association President or designee. The Superintendent or designee shall meet with the applicants to discuss their proposal. The Association shall present any concerns about adverse impact under the bargaining agreement to the Superintendent or designee. The Superintendent or designee shall make his/her decision granting or denying the application in writing. The decision shall be made by May 1 (by May 10 for 1996). The decision of the Superintendent to deny a job share is discretionary and shall be final and non-grievable. Once approved for job sharing, both employees must reapply annually, in writing, by March 15th to the Superintendent.

The following shall be required of staff members involved with job sharing.

1. Job sharing assignments shall be filled by teachers who have jointly agreed to work together.
2. Teachers in a shared assignment shall substitute in each other's absence whenever possible and shall be paid at the substitute rate. The absent teacher shall notify the building principal of such arrangement.
3. Sick leave days, personal business days and other paid leave shall be accrued on a pro-rated basis.

4. Teachers in a shared time assignment will be paid on a pro-rata share of salary. Fringe benefits will be made available on a pro-rata basis.
5. Attendance at staff meetings, staff development, and other days of required attendance for full-time staff will be required by share time teachers, with no extra compensation. The principal may, at his/her discretion, allow exceptions to the staff meeting requirement. However, such exceptions shall establish no precedent or practice.
6. Attendance at parent teacher conferences will be required by both shared time teachers with no additional compensation.
7. Records day, daily attendance, and report cards are a shared requirement and staff members shall receive no additional compensation.
8. In the event that one of the two shared time teachers takes an unpaid leave or resigns, for any reason, for the remainder of the school year and commencing more than ten days prior to the end of the school year; the other teacher will be required to become full time for such period and be compensated at the full contracted rate.

No job share shall be permitted if the agreement will, in any way, adversely affect the seniority, layoff, or recall rights of another bargaining unit member, including those on layoff. In such situations, the adversely affected bargaining unit member(s) and the Association may, in writing, elect to waive his/her seniority rights for that specific situation. Failure of said bargaining unit member(s) or the Association to waive such rights shall nullify the proposed job share and shall in no way result in an adverse effect upon the refusing bargaining unit member or the employer.

To provide an environment conducive to learning, both staff members shall rely on consistent approaches to discipline. The district may impose additional conditions on the acceptance of a job share proposal. Further, the acceptance of a job share proposal is at the discretion of the employer.

It is understood that the administration or the teachers may opt to terminate the job sharing arrangement, effective at the end of the school year. If the decision to terminate is made by the administration, the administration shall be responsible for assigning the staff members to a position that is equal to or greater than the numbers of hours worked prior to the job-sharing assignment.

If one or both of the employees desire to return to full-time status, they shall have the right to return to full-time employment at the end of the school year provided no layoff is required. The existing position will be awarded to the most senior of the two employees. Application for termination or continuation of a job sharing arrangement must be made by March 15.

For the purpose of this Agreement, application for job sharing represents a voluntary request for a reduction in work hours.

James R. Gillette, Superintendent
Kenowa Hills Public Schools

Sandra K. Carter, President
Kenowa Hills Education Association

Dennis B. Webb, President
Kenowa Hills Board of Education

Mike Stephens
Kent County Education Association

Application for Job Sharing

Directions: Please complete all sections (attach additional pages if necessary).

Names of Individuals Applying:

What building are you recommending this take place in _____

What grade level _____ **or position** _____

Provide an explanation of how the areas described below will be addressed:

1. Days of work (attaching a calendar may be easier)

2. Hours of work

3. Job duties/division of responsibilities

4. Classroom management

5. Curriculum

6. Parent/Teacher Conferences

7. Staff development/in-service

8. Meetings (staff, grade-level, etc.)

9. Methods of communication (parents, principal, staff)

10. Joint Planning

