

3100

8/31/97

4000

MASTER AGREEMENT

**BETWEEN THE
KENTWOOD BOARD OF EDUCATION**

AND THE

**KENTWOOD EDUCATION ASSOCIATION
KCEA/MEA/NEA**

Kentwood Public Schools

SEPTEMBER 1, 1994 - AUGUST 31, 1997

M A S T E R A G R E E M E N T
K E N T W O O D P U B L I C S C H O O L S
C O N T E N T S

	<u>Page</u>
PREAMBLE	1
GENERAL STATEMENT OF POLICY.	1
ARTICLE 1. RECOGNITION.	2
ARTICLE 2. BOARD RIGHTS	4
ARTICLE 3. ASSOCIATION AND TEACHER RIGHTS	
A. Public Act 379	6
B. Building Use	6
C. School Documents	6
D. Association Days	6
E. Board Paid Released Time/KEA President	7
F. Teacher Protection	7
ARTICLE 4. AGENCY SHOP	
A. Agency Shop.	8
B. Save Harmless.	8
ARTICLE 5. SALARY AND FRINGE BENEFITS	
A. Salaries	9
B. Advanced Degrees	10
C. Tuition Reimbursement.	10
D. Supervising Teachers	11
E. Insurance Benefits	11
F. Payroll Deductions	15
G. Severance.	15
ARTICLE 6. TEACHING WEEK, DAY AND HOURS	
A. Staff Meetings	17
B. Scheduled Working Day Regulations.	17
C. Duty Free Lunch Period Regulations	19
D. Recess Duty Regulations.	19
E. Conference Planning.	19
F. Teaming.	20
G. School Work Year	20
H. School Closings	21

ARTICLE 7.	TEACHING ASSIGNMENTS	
	A. Transfers	22
	B. Involuntary Transfers	22
	C. Voluntary Transfers	22
	D. Notice of Vacancies	22
ARTICLE 8.	ACADEMIC FREEDOM	
	A. Rights	23
	B. Responsibilities	23
ARTICLE 9.	LEAVE PRIVILEGES	
	A. Leaves With Pay (Chargeable)	24
	B. Leaves With Pay (Not Chargeable)	26
	C. Sabbatical Leaves	27
	D. Worker's Compensation	28
	E. Leaves Without Pay	29
	F. Leaves Taken Under FMLA (Family and Medical Leave Act)	30
	G. General Provisions	31
ARTICLE 10.	CONTRACTUAL RELATIONS	
	A. Dismissals	32
	B. Letters of Intent	32
ARTICLE 11.	TEACHER EVALUATION	
	A. Evaluative Process	33
	B. Evaluation Calendar	33
	C. Observations	33
	D. Record and Frequency of Formal Evaluations	33
	E. Personnel Files	34
	F. Notification	34
ARTICLE 12.	INSTRUCTION	
	A. Curriculum Change	35
	B. Final Report Cards	35
	C. Class Size	35
	D. Least Restrictive Environment	37
ARTICLE 13.	GRIEVANCE PROCEDURE AND ARBITRATION	
	A. Grievance Definition	38
	B. Grievance Steps	38
	C. Regulations for Grievance Steps	40
	D. Unjust Discharge	40
	E. Disposition of Grievances	41
	F. Grievance Expenses	41
	G. Powers of the Arbitrator	41
	H. Binding Arbitration	41
	I. Arbitration Expenses	41

ARTICLE 14. REDUCTION IN STAFF	
A. Certification of Personnel	42
B. Seniority of Personnel	42
C. Qualification of Personnel	44
D. Necessary Reduction of Personnel	44
E. Recall of Personnel.	45
ARTICLE 15. NEGOTIATION PROCEDURES	
A. Negotiations	46
B. Negotiators.	46
C. Mediation.	46
D. Educational Experimentation/Pilot Projects	46
ARTICLE 16. NONSTRIKE CLAUSE	47
ARTICLE 17. SAVINGS CLAUSE	47
ARTICLE 18. DURATION OF AGREEMENT	
A. Duration	48
B. Procedures for Agreement Changes	48
SCHEDULE A - 1994-95	49
SCHEDULE A - 1995-96	50
SCHEDULE A - 1996-97	51
SCHEDULE B - 1994-95	52
SCHEDULE B - 1995-96	57
SCHEDULE B - 1996-97	62
SCHEDULE C - 1994-95	67
SCHEDULE C - 1995-96	68
SCHEDULE C - 1996-97	69
SCHEDULE D - 1994-95	70
SCHEDULE D - 1995-96	71
SCHEDULE D - 1996-97	72
SCHEDULE E	73
INDEX.	74



This is a Master Agreement between the Board of Education of the Kentwood Public Schools, Kentwood, Michigan, hereinafter called the "Board", and the Kent County Education Association (KCEA-MEA-NEA), hereinafter called the "Association."

GENERAL STATEMENT OF POLICY

The Board and the Association agree that the development and implementation of a high quality instructional program is the responsibility of both the Board and the educators who are employed by the Board. It is further agreed that the best way to discharge this joint responsibility is through close consultation among the Board, the Administration, and the Teaching Staff.

Since these groups have the same goal, providing the best possible education for all students enrolled in the schools, relationships must be maintained which are based upon these high ideals and common interests and the proposition that education is a public trust and a professional calling.

The effective implementation of the above-stated policy requires a mutuality of relationship between the parties of this Agreement, both collectively and as individual members of the respective groups.

ARTICLE 1

RECOGNITION

- A - The Board recognizes the Kent County Education Association as the exclusive bargaining unit for all full-time and regular part-time certified professional personnel employed in the district's K-12 programs, including classroom teachers, speech pathologists, school psychologists, guidance counselors, school social workers, instructional coordinators, instructional specialists, teacher consultants, athletic trainer and librarians under written contract with Kentwood Public Schools, and including all full-time and regularly scheduled part-time certified teachers, academic advisors, and counselors employed in the Adult/Alternative Education programs of the district consisting of adult high school completion, alternative middle or high school programs, adult basic education, English as a second language, and all lead teachers in such programs, but excluding:
1. Per diem and per hour substitute teachers
 2. Supervisory and executive personnel
 3. Office and clerical employees
 4. Paraprofessionals/aides
 5. Custodians
 6. Food service employees
 7. School bus drivers
 8. Maintenance employees
 9. Leisure time personnel
 10. All other employees of the Board.
- B - The term "teacher(s)" when used hereinafter in this Agreement shall refer to all employees of the Kentwood Board represented by the Association in the bargaining unit above.
- C - The term Local Association shall refer to the Kentwood Education Association (K.E.A.) as defined by the bargaining unit above.
- D - The implementation of this Agreement shall be the responsibility of the Board, the Local Association, and the Association as specified.
- E - Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association if the adjustment is consistent with the terms of this Agreement provided that the Local Association representative has been given an opportunity to be present at such adjustment.
- F - Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under any State or Fed-

eral laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

- G - In the event a new professional employee classification or position is created which is not administrative or supervisory in nature, the Board agrees to notify the Association. The Board further agrees to meet upon request of the Association to discuss the inclusion of the position within the unit. If the parties mutually agree to include the position, any necessary adjustments in the provisions of the agreement or new provisions shall be subject to negotiations. If the parties do not mutually agree that the position should be included, the issue may be referred to the procedures provided under the Public Employment Relations Act.

ARTICLE 2

BOARD RIGHTS

A - The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States including, and 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, and the professional activities of its employees;
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 all such employees;
3. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students, all as deemed necessary or advisable by the Board;
4. To decide upon the means and methods of instruction, the approval of textbooks and other teaching materials, and the use of teaching aids of every kind and nature;
5. To determine class schedules, hours of instruction, duties, responsibilities, assignments and the terms and conditions of employment of teachers and other employees with respect to administrative and non-teaching activities.
6. To discipline an employee or group of employees for willful violation of this Agreement.

B - Copyright

Any materials prepared by a teacher specifically for his/her teaching assignment shall become the property of the Board for use in this school system. No syndication or sale of this material may be made without the express release of the creator and the Board. Such restrictions shall be limited to materials produced on school time or during Board subsidized courses. The development of material by committee in which there is no creator shall also be exempt from the preceding requirement.

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

ARTICLE 3

ASSOCIATION AND TEACHER RIGHTS

A - PUBLIC ACT 379

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

B - BUILDING USE

1. The Local Association and its members shall have the right to use the school building facilities before or after regular hours and during lunch periods. Such use of the building for Local Association meetings must be arranged with the building principal in advance. The principal retains the right of room assignment.
2. Bulletin boards and teachers' mailboxes shall be made available to the Local Association for the posting or placement of materials relating to official business of the Association and Local Association. These materials must be signed by a delegated Local Association official. Copy of such materials shall be sent to the Superintendent at the time of posting.

C - SCHOOL DOCUMENTS

The Board agrees to furnish to the Association upon request to the Superintendent of Schools, copies of those school documents it is required by law to make available to the public.

D - ASSOCIATION DAYS

The Local Association shall be allowed to use a maximum of 15 days per school year for the handling of Association business. Additional Association days may be allowed with the approval of the Assistant Superintendent for Human Resources. Such days shall be subject to the following provisions:

1. A minimum of 1 day of advance notice is given to the principal on appropriate form.
2. The Association assumes the cost of the substitute for the time lost from regular teaching duties.

3. Must first make presence known in the principal's office before conducting Association business in buildings within the district.
4. Association days shall not be used during scheduled parent-teacher conference times, open house meetings, orientation meetings, or immediately before or after holiday and vacation periods except with the approval of the principal.

E - BOARD PAID RELEASED TIME/KEA PRESIDENT

The Board agrees to provide the Association President with .4 released time from a full time teaching position. The Association will reimburse the District .2 of the President's Schedule A salary.

F - TEACHER PROTECTION

Any case of assault upon a teacher while in the performance of assigned teaching or additional contract duties shall be reported immediately in writing to the Superintendent or designee. In the event of such an assault, the teacher involved may request assistance of the Board (including legal fees).

1. Reimbursement shall be allowed for approved loss or damage of a teacher's personal property.
2. Reimbursement shall be allowed for approved medical expenses not covered by compensation or insurance.

ARTICLE 4

AGENCY SHOP

A - AGENCY SHOP

All teachers as a condition of employment shall within thirty (30) days of the first day of work shall (1) pay dues to the Association; or (2) pay to the Association a representation fee.

The foregoing provisions shall be implemented as follows:

The payroll deduction of dues and service fees shall be considered required under the terms of this agreement. The Board shall, pursuant to MCLA 408.477; MSA 17.277(7), deduct the representation fees and dues and remit them to the local Association. The payroll deduction of dues or representation fees shall be in 10 equal installments beginning in October unless the Association sets forth a different schedule.

B - SAVE HARMLESS

The Association agrees to assume the legal defense of any suit or action brought against the Board regarding this article of the collective agreement. The Association further agrees to indemnify the Board of any costs or damages which may be assessed against the Board as a result of said suit or action, subject, however, to the following conditions.

1. The damages have not resulted from 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 selection 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 represent the Association and the Board in defense of any suit or action.
4. The Association has the right to compromise or settle any claim made against the Board under this section.

ARTICLE 5

SALARY AND FRINGE BENEFITS

A - SALARIES

Salaries of teachers covered by this Agreement are set forth in Schedules A, B and C which are attached hereto and incorporated in this Agreement.

K-12

1. Schedule A personnel working extra days in extension of regular assignment shall be compensated on a prorated basis of Schedule A.
2. All teachers that work in addition to Schedule A shall be paid at the teacher's hourly rate except as provided otherwise in Board policy and Schedule B.
3. Teachers shall be entitled to appropriate additional compensation as set forth in Schedule B when assigned Schedule B responsibilities. The Board and the Association agree that the acceptance of a Schedule B assignment is voluntary except when the Schedule B assignment is directly related to the teacher's Schedule A assignment.
4. An extra class assigned to a secondary teacher shall be paid at the rate of 1/5 of said teacher's step on the salary schedule. If the assignment is less than a full school year the salary shall be prorated.
5. Credit on the Kentwood salary schedule may be allowed to those new employees with satisfactory prior experience. The number of years of prior experience credit, if any, will be at the discretion of the Superintendent, or his/her designee. Any credit to be granted would be included in the initial contract with the Board.

Adult/Alternative Education

1. The hourly rate of pay for adult and alternative education teachers shall be as set forth in Schedule C.
2. Adult and alternative education teachers shall receive one step on the wage schedule for each year of employment with the Board, provided they worked a full semester or more each year.
3. The pay for Adult/Alternative Education teachers when they substitute in the Adult/Alternative Education programs will be at their hourly rate.

4. Teachers with a stable, non-fluctuating first semester work assignment of twenty-five (25) hours or more per week may elect at the beginning of the semester to have their pay spread over 26 pay periods. If the work assignment drops below 25 hours per week at any time during the first or second semester, the Board may discontinue the extended pay plan.
5. Teachers assigned to work more than the minimum required for a full-time position shall be compensated at their pro-rata rate of pay. In assigning additional work hours, the Board will endeavor to offer such hours to teachers with work assignments of less than forty (40) hours per week. Bumping rights shall not apply to hours in excess of forty (40) hours per week. Hours over 40 hours per week will be paid at time and a half.
6. Teachers assigned classes or other responsibilities in excess of 30 hours shall be compensated for the additional hours at their standard hourly rate.

B - ADVANCED DEGREES

1. Teachers receiving either BA, BA plus, MA or MA plus 30 semester hours of graduate credit after the issuance of the MA degree shall be eligible for placement on the appropriate advanced salary schedule provided:
 - a. Salaries shall be effective at the start of the first semester providing official evidence of earned appropriate credit (official grade report or transcript) is on file in the Personnel Office prior to October 1 of the effective school year.
 - b. Salaries shall be effective at the start of the second semester providing official evidence of earned appropriate credit (official grade report or transcript) is on file in the Personnel Office prior to March 1 of the effective school year.
2. Courses must be taken from a college or university accredited by the North Central Association of Colleges and Schools or one of its five regional affiliates.
3. Those K-12 teachers who earned CEU credits under the provisions of Article 5. B.2 of 1988-91 Master Agreement will not lose CEU credits earned prior to August 31, 1991.

C - TUITION REIMBURSEMENT

The tuition reimbursement rate for additional credit earned beyond permanent or continuing certification shall be the average tuition rate of the following schools: Western Michigan Univer-

sity, Central Michigan University, and Michigan State University. The rate for each academic year shall be determined by the effective tuition rates for off-campus graduate level courses on October 1 of that school year. Reimbursement shall be the actual cost of tuition, or the average as described above, whichever is less.

1. Only tenured teachers are eligible for tuition reimbursement. Classes that commence after a teacher's tenure status is effective will qualify for reimbursement. (It is understood that for most teachers their tenure would commence July 1 unless they were hired midyear.)
2. Payments are made for courses taken during the calendar year (January-December). Only teachers still in employment with Kentwood Schools at the time payment is made are eligible.
3. Payment for courses taken during the calendar year will be made upon receipt of the tuition reimbursement application and an official grade report or transcript.
4. The maximum payment to any individual shall be for nine (9) semester hours per calendar year.
5. Only graduate or undergraduate courses related to the teaching and/or administration field will be considered for tuition reimbursement.
6. Courses must be taken from a college or university accredited by the North Central Association of Colleges and Schools or one of its five regional affiliates.

D - SUPERVISING TEACHERS

1. Supervising teachers may accept student teachers on a voluntary basis.
2. Each student-teacher supervisor shall receive from the Board the equivalent amount received from the university.
3. Upon a teacher's acceptance of a student teacher, the teacher will be notified of the stipend remitted by the university.

E - INSURANCE BENEFITS

Upon submission of a proper application form to the Kentwood Public Schools Employee Benefit Office, the Board shall provide the premium contributions towards the benefits described for those employees who meet the qualifications stated in this Agreement.

The descriptions of benefits in this Article are only general in nature and are superseded and controlled by the terms and conditions of the applicable insurance plan, a summary of which is

available for inspection during normal working hours at the Benefits Office of the Board and are subject to underwriting rules and regulations.

AN OPEN ENROLLMENT PERIOD SHALL BE PROVIDED ANNUALLY DURING THE MONTH OF OCTOBER.

1. The Board shall provide without cost to each of the full time bargaining unit members one of the following MESSA PAK options for a full (12) twelve month period for the bargaining unit member and his/her entire family. The employer shall sign an EMPLOYER PARTICIPATION AGREEMENT.

Eligible bargaining unit members not electing MESSA PAK "A" will select MESSA PAK "B".

Option I - MESSA-PAK "A"

MESSA Super Care 1
MESSA Long Term Disability
MESSA Term Life Insurance \$35,000
MESSA Vision VSP-2
MESSA Delta Dental 80/80/80

MESSA Super Care 1 protection for a full twelve (12)-month period for the employee and his/her eligible dependents as defined by MESSA and its underwriter. When appropriate, MESSA-Care and Medicare premiums will be paid on behalf of the eligible employees, spouses, or dependents.

MESSA Long Term Disability Insurance for each employee. Benefits shall begin upon determination of 90 calendar days or the expiration of the employee's sick leave, whichever is greater, and continue at 66 2/3% of the employee's contractual salary (maximum on long term disability - \$5,000/mo.) and shall be guaranteed to the end of the school year in which the employee attains age 65. If continuously disabled after age 65, benefits shall be guaranteed for 12 months.

MESSA negotiated term life insurance protection in the amount of \$35,000 inclusive of any life insurance protection received under the MESSA Super Care 1 program. This insurance shall carry an accidental death and dismemberment rider and waiver of premium rider. The employee shall designate his or her beneficiary.

MESSA Vision VSP-2 for the employee and their eligible dependents MESSA Vision VSP-2.

MESSA Dental/80/80/80: \$1300 with Adult Ortho (\$1000 Maximum for Class I & II for all employees and their eligible dependents plus adult orthodontic rider.

OR

Option II - MESSA PAK "B"

MESSA Long-Term Disability
MESSA Term Life Insurance (\$45,000)
MESSA Vision VSP-3
MESSA Delta Dental Auto Plus
MEA Financial Services Annuity \$110 per Month (95-96, \$115;
96-97 \$120)

MESSA Long Term Disability Insurance for each employee. Benefits shall begin upon determination of 90 calendar days or the expiration of the employee's sick leave, whichever is greater, and continue at 66 2/3% of the employee's contractual salary (maximum on long term disability - \$5,000/mo.) and shall be guaranteed to the end of the school year in which the employee attains age 65. If continuously disabled after age 65, benefits shall be guaranteed for 12 months.

MESSA term life insurance protection in the amount of \$45,000. This insurance shall carry an accidental death and dismemberment rider and waiver of premium rider. The employee shall designate his or her beneficiary.

MESSA full-family Vision Care - VSP3.

MESSA/"Auto +" 100:90/90/90: \$1500 with Adult Ortho
(\$1000 Maximum for Class I & II)

Deposit to MEA Financial annuity program an amount of \$110 (95-96, \$115; 96-97 \$120) per month. Those teachers directing their option annuity to another carrier prior to September 1, 1994 will continue to have their deposits made to their chosen annuity program absent change to the contrary.

2. Board paid premiums for insurance protection as described above shall be provided on the following basis:
 - a. Board premium contributions shall not apply to employee purchased benefits not described above (i.e., loss of income benefits, dependent life, survivor income insurance, etc.).
 - b. Board contributions shall begin, in the case of new teachers, at the beginning of the insurance month immediately following the time they begin their teaching duties if an application is made in sufficient time to allow for making necessary payroll deductions.

- c. Teachers working less than full time shall be entitled to insurance in accordance with the insuring carriers underwriting rules and regulations.

Part-time teachers will not be eligible to enroll in Option 1 or Option 2 referenced in Section E(2) above. Part-time teachers will be entitled to elect either one of the following options:

Option A: Part-time teachers desiring MESSA SuperCare I health insurance may apply the entire prorated portion of premiums of Option 1 benefits toward health insurance and forego dental, vision, long-term disability and term life insurance. The excess, if any, may be applied towards an annuity as long as the excess is \$10 or more.

For K-12 teachers, pro-rated means a portion equal to their portion of a full FTE according to their individual contract.

For Adult/Alternative Education teachers, pro-rated means a portion equal to their hours worked as compared to 1,110 hours, which is a full FTE in Adult/Alternative Education. If the number of hours changes during the school year, a change in the pro-rated portion would be made on the first day of the month - but no less than 30 days - following the change of hours.

Option B: Part-time teachers who do not elect health insurance may elect fully paid Option 2 benefits: Delta Dental "Auto +" plan, MESSA VSP3 vision plan, long-term disability, and term life insurance in the amount of \$45,000. The excess, if any, may be applied towards an annuity as long as the excess is \$10 or more.

- d. Teachers who fulfill their teacher contract are entitled to 12-month coverage commencing September 1 and ending August 31.

Teachers who terminate employment for any reason prior to the end of their contract, are laid off, or go on an unpaid leave of absence during the contract year, shall be entitled to fringe benefit premiums and salary prorated as per the "benefits earned" formula in this section.

The Board will pay monthly premium costs equal to the percentage of the school year that the employee worked or had Board-paid sick leave. An insurance year for

purposes of computation will commence September 1. If the above calculation results in a partial month, the

Board's portion of premium for that partial month will be paid only if the employee agrees to pay the balance of the premium for that month. Proration formula:

BENEFITS EARNED =

Number of Days Paid ÷ Employee Contract Year

Note: Four (4) days or less results in no deduction of fringe benefits.

F - PAYROLL DEDUCTIONS

Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit unions, saving bonds, charitable donations, professional dues, and assessments. However, such plans or programs shall be jointly approved by the Association and the Board.

The number of annuity carriers shall be limited to a maximum of five (5) with the Association having approval of any changes.

G - SEVERANCE

1. Upon the severance of a teacher who has taught ten (10) years or more for Kentwood Public Schools, the teacher shall be compensated for any unused accumulated sick leave at the following rates:

Rate 1 applies to teachers with 25-99 leave days
Rate 2 applies to teachers with 100-249 leave days
Rate 3 applies to teachers with 250 or more leave days

<u>RATE 1</u>	<u>RATE 2</u>	<u>RATE 3</u>
\$30/day	\$45.00/day	\$60/day

2. To qualify for the severance compensation described above, the employee must give written notification to the Human Resources Office by the last day of school of their intent to resign at the end of that school year. Teachers who do not complete the full school year contract will not be eligible for this benefit.

Once the resignation has been accepted by the Administration, the teacher may not withdraw his/her resignation.

3. Upon the death of a teacher, the spouse/beneficiary will be paid at the appropriate rate set forth above for each unused sick leave day accumulated by the teacher regardless of the deceased teacher's eligibility under the Michigan Public School Employee Retirement Act or years of service.

ARTICLE 6

TEACHING WEEK, DAY AND HOURS

A - STAFF MEETINGS

1. K-12 Unless excused by the administrator, teachers shall attend one meeting per week as part of their teaching duties. Except under unusual circumstances, Monday shall be considered staff meeting day.

By mutual agreement of the building staff and principal, staff and curriculum meetings may be scheduled in the morning.

Adult/Alternative Education Staff are required to attend regular meetings as directed by the administration, not to exceed four per month.

2. Attendance at any meetings beyond the aforementioned (A-1) shall be considered voluntary.
3. I.E.P.C. and building special services team meetings shall not be considered a meeting for purposes of section A-1.

B - SCHEDULED WORKING DAY REGULATIONS

K-12

1. The scheduled working day for all teachers shall not exceed 7 hours except on staff or curriculum meeting days when the working day is extended to allow time for the meeting.

While the above provides for the scheduled work day, the Association recognizes that each teacher has a responsibility to devote additional time for attending:

- a. Annual "Open House" and/or Orientation meetings.
 - b. Parent-teacher conferences.
2. All teachers shall be in their classrooms or assigned duty stations 15 minutes before the official class starting time in the morning and shall remain 15 minutes after class dismissal time in the afternoon.
 3. The elementary student classroom instruction day shall be a maximum of 5 hours 10 minutes excluding recess.
 4. Middle school teachers shall report to their assigned buildings no later than 30 minutes before the official class starting time in the morning and shall remain in their assigned

buildings at least 15 minutes after the official class dismissal time in the afternoon.

5. High school teachers shall report to their assigned buildings no later than 15 minutes before the official class starting time in the morning and shall remain in their assigned buildings at least 25 minutes after the official class dismissal time in the afternoon.

Adult/Alternative Education

1. The Director, with assistance from Program administrators, is responsible for assigning the specific work days and hours for personnel employed in each of the various Adult and Alternative Education programs.
2. Adult and Alternative Education enrollments and program needs fluctuate within a given school year. Personnel assignments as to days and hours may, of necessity, change periodically during the school year.
3. Teachers are to be at their assigned places of duty on time and are to remain until the end of the assigned day or evening. Teachers are not to leave a classroom of students unattended at any time except for urgent situations. Arrangements must be made with the immediate supervisor or office prior to leaving the premises.
4. Teachers assigned to morning, afternoon or evening classes longer than three (3) consecutive hours shall have a fifteen (15) minute break provided the teacher is available to meet with and continues to supervise students.
5. In fulfilling their teaching assignments, teachers shall be required to prepare and keep records of students' progress, lesson plans, attendance, conference reports, test scores, as determined by the Program Administrator or Director. All teachers are required, as part of their normal teaching assignment, to include duties as directed by their Program Administrator such as, filling out enrollment forms, calling "No Shows" on class lists, and documenting reasons for student absences.
6. Prior to the beginning of each semester teachers will be tentatively assigned hours based on the highest number of hours worked one semester or more during any contract year less any voluntary reduction in assignment hours to a maximum of 1480 hours. However, the Employer will attempt to meet previously assigned hours above 1480. Hours worked is defined as instruction hours, preparation time as defined by the master agreement, and other assigned hours, all as identified on the teacher assignment sheet and actually worked for the

full school year. Any necessary reduction in hours shall be applied to the assignments of the least senior teachers in that classification. The final assignment date shall be the official fall student count date.

C - DUTY FREE LUNCH PERIOD REGULATIONS

1. Elementary teachers shall be provided with a duty-free lunch period of not less than 40 uninterrupted minutes. Noon supervision duty during inclement weather shall not be handled by teachers except when absolutely necessary. In those cases the principal shall secure an individual or individuals for noon supervision duty during inclement weather as an annual assignment. If an individual cannot be secured on an annual assignment, then each teacher shall be required on a rotating calendar-day basis with pay (teacher's hourly rate) to perform this duty. The teacher assigned on the rotating calendar basis shall have the privilege of securing other teachers in the building to perform their duty and shall be required to be on said duty for no more than one-half of the teacher's lunch period.
2. K-12 Middle school and high school teachers shall be provided with a duty-free lunch period of not less than 30 uninterrupted minutes.
3. Adult/Alternative Education Teachers with an assignment of five hours or more per day shall be entitled to a duty free, half hour, unpaid lunch period.

D - RECESS DUTY REGULATIONS

1. Elementary teachers shall not be required to supervise the playground during recess periods. Inclement weather duty within the building may be assigned to teachers on a rotation basis with no more than 50% of the teachers required to be on duty during a particular day.
2. Teachers assigned inclement weather duty shall be released early at the end of the working day an amount of time equivalent to said duty. On staff meeting days and/or parent conferences, the released time shall be taken on the succeeding day.

E - CONFERENCE PLANNING

1. Elementary teachers shall be provided with a daily conference-planning period of not less than 55 minutes. With the exception of those mornings designated as staff or curriculum meeting days (also see Article 6, A-1), elementary teachers shall be provided with a daily conference-planning period of 55 minutes before the start of the student day. No other

meetings will be conducted during this time period absent agreement between the administration and the affected teachers.

2. An attempt shall be made to schedule an equal amount of physical education, music, and art time within each grade level. This scheduled released time shall be used by the elementary teacher as a conference-planning period. In those instances where the district is not able to obtain a substitute for an absent physical education, music, or art teacher, the elementary classroom teacher filling in for an absent special teacher shall be paid for the appropriate prorated portion of time at the teacher hourly rate (see Appendix B).
3. The normal weekly teaching load in secondary schools shall not exceed 25 teaching periods and a minimum of 5 conference planning periods. No changes in the format of the teacher's regular work day will occur without consultation with the Association.
4. Adult/Alternative Education teachers will receive preparation time at the ratio of one hour for every nine hours of teaching time in the 94-95 school year, one hour for every eight hours of teaching time for the 95-96 school year, and one hour for every six hours of teaching time in the 96-97 year. Preparation time shall not apply to teachers classified as Academic Advisors.
5. It is expected that all teachers will commence full teaching schedules, beginning on the students' first day of school, and continuing until the students' last day of school.

F - TEAMING

That teachers shall have input in determining team make-up at the middle schools. It is understood that the final placement decision rests with the principal.

G - SCHOOL WORK YEAR

1. School Year Schedule A is based upon 185 teacher work days, including no more than 10 working days in June, unless instructional days are missed because of school closings. Instructional days missed will be made up in June by extending the school year the number of days lost. New teachers' work year shall be 187 days.
2. The calendars for K-12 1994-95, 1995-96, 1996-97 are as shown in Schedule D. By February 1 of each preceding school year, the Board and the Association will use the calendar of the majority of the schools in Kent Intermediate School District

as a reference in finalizing implementation of the alternate post-Labor Day calendar for the following year.

3. The Adult/Alternative Education calendar for 1994-95 is shown in Schedule E. Calendars for 1995-96 and 96-97 will be decided upon by the administration and the bargaining unit at a later date.

H - SCHOOL CLOSINGS

On school closings due to inclement weather or equipment breakdown teachers need not report to work on both instruction and inservice days, except when notified to the contrary by the Superintendent of Schools. Instruction days lost are not considered to be work days. Should legislation repeal the need for make-up days, the above language will return to the provisions of the 1984-86 Master Agreement.

ARTICLE 7
TEACHING ASSIGNMENTS

A - TRANSFERS

Teachers who will be affected by change in grade assignment in the elementary school grades, or by changes of subject assignments in the secondary school grades shall be notified and consulted by their principals prior to the end of the school year. Under unusual circumstances, teachers may be assigned or reassigned after that time following notification and consultation by their principal.

B - INVOLUNTARY TRANSFERS

1. Some involuntary transfers from one building to another or reassignments may be unavoidable.
2. Any involuntary transfer or reassignment will be made only after a meeting between the teacher involved, a representative of the Association if requested by the teacher, and the Superintendent of Schools at which time the teacher will be notified of the reasons.

C - VOLUNTARY TRANSFERS

Transfers by request of the teachers shall be honored whenever possible provided that:

1. Teacher is certified and qualified for position requested.
2. First consideration shall be given present Kentwood staff.
3. Ordinarily requests for midyear transfers shall not be approved.
4. Approval of the receiving Principal is presented to the Assistant Superintendent for Human Resources.
5. Final approval shall be by the Superintendent of Schools.
6. Any teacher denied two requests for transfer within a two-year period will be entitled to a meeting upon request with the Assistant Superintendent for Human Resources and an Association Representative at his/her option to discuss the reason for the denial.

D - NOTICE OF VACANCIES

Notices of vacancies shall be posted in each building and sent to the Association. No vacancy shall be permanently filled until it has been posted for at least six normal work days.

ARTICLE 8

ACADEMIC FREEDOM

A - RIGHTS

The parties agree that free discussion of historic, scientific, and/or contemporary issues, with free access to all relevant information, is the heart of the democratic process; therefore, the following rights of teachers in working with students are accepted.

1. The right to study any of the above issues which have political, economic, scientific, or social significance.
2. The right to free access of all relevant information.
3. The right to study and discuss issues in an atmosphere free from bias and prejudice.

B - RESPONSIBILITIES

The teacher has the responsibility of treating subject matter and the issues thereto in an objective and scholarly manner.

1. The teacher approaches historic, scientific, and/or contemporary issues in the classroom in an impartial and unprejudiced manner.
2. The teacher refrains from using his position and prestige to promote a partisan point of view.

ARTICLE 9

LEAVE PRIVILEGES

A - LEAVES WITH PAY (CHARGEABLE)

1. Accumulation of Sick Leave

a. K-12

Each teacher shall be granted 12 days sick leave per school year with full pay. A sick leave day for less than full-time employees is the portion of a full day for which they are contracted to work. Such days of leave shall have unlimited accumulation and shall be credited at the beginning of the school year. Unused personal leave day(s), as described in A-5 below, from the previous school year shall be added to this unlimited accumulation of sick leave.

In the event a teacher terminates employment or is granted any unpaid leave of absence, the above twelve (12) days shall be prorated on the basis of 1 sick leave day per 20 work days, rounded off to the nearest 1/2 day. Such proration shall not occur until leave has exceeded 10 consecutive work days.

b. Adult/Alternative Education

Each teacher shall be granted one hour sick leave per 15 hours worked. In the following section on Use of Sick Leave, wherever the word "days" is used, the leave will be considered to be in hours. One day is equal to seven (7) hours for Adult/Alternative Education teachers.

2. Use of Sick Leave

Accumulated sick leave days may be used for the following reasons:

- a. Personal illness or non job-related injury of the employee.
- b. Illness in the immediate family (spouse, parent, parent-in-law, grandparent, child, stepchild, or stepparent) not to exceed 15 days except with approval of the Human Resources Office.
- c. Absence necessitated by exposure to contagious diseases in which the health of students would be impaired by attendance on duty.

- d. Time necessary for attendance at the funeral service of a person whose relationship to the teacher warrants such attendance, not to exceed 3 days per school year.
- e. Each employee who had 40 sick-leave days accumulated at the end of the previous school year shall be allowed 2 personal leave days. All other employees shall be allowed 1 personal leave day. Such days shall not be cumulative and shall be subject to the following provisions:
 - 1) Arrangements for said leave shall be made at least five (5) days in advance with the principal on the proper form.
 - 2) Matters of an emergency nature shall be allowable upon advance notice to the principal.
 - 3) Personal leave shall not be used during scheduled parent-teacher conference times or immediately before or after holiday and vacation periods except with the approval of the principal.

Personal leave shall be subject to the following daily building quotas:

- 1) Each elementary building - 2 leaves
- 2) Each middle school building - 3 leaves
- 3) High school building - 5 leaves
- 4) Adult/Alternative Education program - 3 leaves

No building may exceed its building quota for personal leave days on any single day unless approved by the building principal. Teachers who service more than one building shall have their personal leave approved by the "home building" principal.

- 4) One extra personal leave day per year, purchased by exchanging two sick leave days, will be available to teachers. This extended extra personal leave day shall not accumulate to following years.
- f. Extended disability (including pregnancy disability and absence required following adoption of child) for a period in excess of ten (10) consecutive work days.
 - 1) In the event of a disability or an adoption, the teacher shall notify the Human Resources Office. This notice shall be accompanied by a statement from the attending physician or agency in the case of adoption specifying the disability and its probable duration.

- 2) An employee on disability leave is to report back to work on the date the employee's physician states that he/she is able to return to work.
- 3) An employee on disability must submit a written, signed statement from his/her attending physician stating that the employee is capable of returning and performing the full duties of his/her assignment before he/she returns to work.
- 4) An employee on adoption leave may use up to 30 accumulated sick leave days and may request unpaid leave for days off beyond sick leave days used.
- 5) One spouse is entitled to one adoption leave per newly adopted child.
- 6) Failure to report to work on the date the disability ends without notification shall be considered as voluntary termination of employment, except under extenuating circumstances.
- 7) The Board shall have the right to request additional medical information or a review of the medical records by a physician of its choice, at the Board's expense, whenever the length of disability is in question. If disagreement arises, the Board may ask for an examination, at Board's expense, by a mutually agreed-upon physician or gynecologist (pregnancy disability).

B - LEAVES WITH PAY (NOT CHARGEABLE)

1. Leaves of absence with pay not chargeable against accumulated sick-leave shall be granted for the following reasons:
 - a. Death in the immediate family (spouse, parent, grandparent, child, brother, sister, stepparent, stepchild, parent-in-law, brother-in-law and sister-in-law) not to exceed 5 days. This leave is available to employees for making funeral arrangements, travel to/from and attendance at the funeral of immediate family members.
 - b. Absence when a teacher is called for jury service less per diem received for jury service. The teacher is required to report to his/her teaching assignment when his/her presence is not required at court.
 - c. Court appearance as witness in any case connected with the teacher's employment of the school, or whenever the teacher is subpoenaed to attend any proceeding, less per diem received for court appearance. The teacher is

required to report to his/her teaching assignment when his/her presence is not required at court.

- d. Approved visitation at other schools.
 - e. Approved attendance at educational conferences or conventions, including Association meetings related to instruction. In those instances where the teacher is serving as a speaker, the teacher may retain all reimbursed expenses (including mileage) and up to the first \$100 of remuneration received for serving as a speaker. Any amount in excess of \$100 will be returned to the Board.
 - f. Approved attendance at the funeral of a current teaching staff member provided that an adequate number of certified volunteer substitutes can be obtained.
 - g. Military reserve training duty, not to exceed two weeks. The Board shall pay the difference between the military pay and the teacher's salary.
2. Leaves of absence with pay not chargeable against the teacher's accumulated sick-leave days may be granted upon recommendation of the principal with approval of the Human Resource Office for the following reasons:
- a. Approved travel, not to exceed 1 week, that is related to teaching assignment.
 - b. Short-term university study, not to exceed 2 weeks, that is related to teaching assignment. A teacher receiving a stipend shall be paid the difference between the stipend and the salary.

C - SABBATICAL LEAVES

Sabbatical leave may be granted for a period not to exceed 1 year for advanced study, on the following conditions:

1. The teacher shall have taught 7 years in the system.
2. The stipend of one-half of his base pay shall be allowed for said one-year period.
3. The teacher agrees to return for 3 years or repay the amount paid.
 - a. In the event the teacher completes only 1 year following sabbatical, he/she shall repay the Board two-thirds of the amount of money received while on sabbatical.

- b. In the event the teacher completes only 2 years teaching following sabbatical, he/she shall repay the Board one-third of the amount of money received during sabbatical.
4. Stipends, fellowships or other monies awarded or earned while on sabbatical shall be retained by the applicant as well as the Board stipend as defined in 2. above.
5. The teacher upon return from sabbatical leave shall be restored to his/her former position, or to one of comparable status.

D - WORKER'S COMPENSATION

Any regular employee of the school district who in the line of duty incurs an injury for which he/she receives compensation under the Worker's Compensation Act shall be paid during the period of disability the difference between his salary and the amount received under the Worker's Compensation insurance plan, provided that:

1. Said sick-leave benefit is valid by law and payable only if the sick-leave benefit compensation shall not reduce the amount of benefit received by the teacher under the Worker's Compensation insurance carrier.
2. Said sick-leave benefit shall not be paid for a longer period than the period equivalent to the accumulated sick-leave as heretofore determined in this article.
3. a. The employee shall not lose earned sick-leave time for that percentage of time compensated under the Worker's Compensation insurance plan.
b. If the employee is absent from work for a period of time that would qualify the employee for "loss of income" benefits from Worker's Compensation, the wage benefits received by the employee for the first six (6) days will be reimbursed to the Board. In the event the six (6) day period under law changes, the six (6) day waiting period will be adjusted accordingly.

Once "loss of income benefits" are available to the employee, the Board will pay the employee the difference between the amount received from Worker's Compensation and the amount of daily base wages normally paid to the employee. The amount paid by the Board will be charged on a prorated basis to the employee's available sick leave.

- c. The employee will be paid his/her normal daily wages for the time off necessary because of a confirmed job-related injury. This time off will NOT be charged to the employee's sick leave for the day of the injury or, if needed, the five (5) work days following. The need for such absence will be based on medical verification from the Board's doctor or a doctor approved by the Assistant Superintendent for Human Resources. If the doctor recommends that the employee work "with restrictions", the supervisor will consult with the employee and the supervisor will make the final determination if the employee will be allowed to work under the conditions stated by the doctor.
4. An employee absent because of a work-related injury will be re-employed in his/her former position if the return to work is authorized by medical personnel approved by the Board and the return is within one (1) year of his/her initial absence. If the date of return exceeds the one (1) year period, the employee will be re-employed to a position if he/she is medically recommended for return to work unless he/she would be affected by a reduction in staff as in Article 15.

E - LEAVES WITHOUT PAY

1. Leaves of absence without pay and without credit on the salary schedule shall be granted for a period not to exceed 1 year for the following reasons:
 - a. Conditions at home require the teacher to remain at home, including child care or adoption (not to exceed 3 such leaves).
 - b. Personal illness or extended disability on advice of physician.
2. Leaves of absence without pay and without credit on the salary schedule may be granted with approval of the Human Resources Office for a period not to exceed 1 year for the following reasons:
 - a. Self-improvement including graduate study.
 - b. Travel which has been approved by the Board of Education which is consistent with the educational growth of the teacher in his/her field.
 - c. Career exploration. (May include employment in another district.)
3. Military - Leaves of absence without pay shall be granted to any teacher who shall be inducted, or shall be called, or

shall enlist in military duty in any branch of the Armed Forces of the United States.

- a. Such leave shall terminate upon any voluntary extension of the tour of duty.
 - b. Teachers on military leave shall be granted the benefit of any increment which would have been credited to them had they remained in active service of this school system.
 - c. Sick-leave days accumulated from the date of enlistment or draft shall be held for said employee until his/her return or otherwise held in accordance with other provisions of this Agreement.
 - d. The above teacher shall not be eligible for the above-stated leave until he/she has taught for a period of no less than 90 working days.
4. Peace Corps - Leaves of absence without pay shall be granted for up to 2 years to any teacher who joins the Peace Corps, or similar domestic program as a full-time participant in such programs. Such leaves shall be treated as time taught for purposes of the salary schedule set forth in salary Schedules A and B.
 5. Association - Teachers who are officers of the Association or Local Association or are appointed to its staff may, upon proper application, be given leave of absence without pay for the purpose of performing duties for the Association or Local Association.
 6. Campaign for Public Office - The Board may grant a leave of absence without pay to any teacher to campaign for, or serve in, a public office.
 7. All leaves covered in this section are without pay or fringe benefits and without sick-leave accumulation (as described in Section A).
 8. If a leave period does not exceed 3 months within the current school year the teacher shall be re-employed in his/her former position. Any tenured teacher returning from a leave shall be guaranteed a teaching position unless he/she would be affected by a reduction in staff as in Article 15, Section D.

F - LEAVES TAKEN UNDER FMLA (Family and Medical Leave Act)

The 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, with health

benefits, in accordance with the Act for birth, adoption or foster care placement, or for a serious medical condition 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 granted in this Agreement. If an employee has need for such leave, he/she should contact the Human Resources Office to determine eligibility and arrange the terms of the leave.

G - GENERAL PROVISIONS

1. A medical report may be required at the discretion of the Human Resources Office.
2. The Human Resources Office shall certify the legitimacy of a claim for compensation for absence.
3. After having been absent for 10 consecutive work days in excess of accumulated sick-leave days, a teacher upon notification by the Board shall either apply for a leave of absence or submit a resignation. The teacher shall respond within 5 school days. If a leave is requested, it shall be granted with the same reemployment rights (i.e. C5, E8) as all other leaves.
4. Re-employment may be denied for failure to notify the Human Resources Office as directed prior to the termination date of leaves granted in Section E.
5. Any teacher who willfully violates or misuses this policy or misrepresents any statement or condition under this policy shall forfeit all accumulated sick-leave days up to the maximum of 10 days at the discretion of the Human Resources Office.

ARTICLE 10

CONTRACTUAL RELATIONS

A - DISMISSALS

1. All dismissals shall be handled in accordance with the Michigan Tenure Act as amended.
2. No teacher shall be disciplined, reprimanded, reduced in rank or compensation without just cause.
3. Schedule B is an annual assignment. Teachers not renewed for Schedule B positions shall, upon request, be provided with written reasons for the denial of the position and shall have the right to add a written response.

B - LETTERS OF INTENT

1. Employment letters of intent shall be issued in lieu of contracts prior to May 15 in the absence of a completed Master Agreement.
2. Said letters shall be due back in the office of the principal within 10 days of the date of issue. Extensions of time may be granted upon request to the Superintendent of Schools.

ARTICLE 11

TEACHER EVALUATION

A - EVALUATIVE PROCESS

The evaluation of a teacher is a continuing, cooperative process in which the teacher and the administrators who participate in the evaluation review their common understandings of the teacher's task; examine the conditions under which the teacher is working; determine whether or not the teacher is performing the task effectively; and decide upon any changes to be made in the task, the conditions, or the teachings.

B - EVALUATION CALENDAR

An evaluation calendar and procedures as determined by the Superintendent of Schools shall be included in the Administrative Regulations.

C - OBSERVATIONS

1. There shall be at least one extended evaluative observation of classroom teaching for 30 consecutive minutes.
2. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
3. When improvement is needed the principal shall provide suggestions for improvement with a copy to the teacher.

D - RECORD AND FREQUENCY OF FORMAL EVALUATIONS

1. The formal evaluation of the performance of all teachers shall be completed by certified administrative staff only and shall be in writing with a copy to the teacher, and signed acknowledgement of receipt of same by said teacher.
 - a. The evaluation of the performance of all probationary teachers shall be conducted at least 2 times during the school year.
 - b. The evaluation of the performance of tenure teachers shall be conducted at least once every two school years. A tenure teacher may request and shall receive an evaluation annually allowing 30 working days notice to the building administrator.
2. If a teacher requests that their response to the evaluation be included as part of the formal evaluation, it shall be so included.

E - PERSONNEL FILES

Each teacher shall have the right upon request of the Assistant Superintendent for Human Resources to review the contents of their personnel file. A Local Association representative may be in attendance.

F - NOTIFICATION

The Local Association President shall be notified by the building administrator within 5 working days of any evaluation of a teacher which may result in dismissal proceedings.

ARTICLE 12

INSTRUCTION

A - CURRICULUM CHANGE

1. All curriculum changes shall be processed in the appropriate Curriculum Study Committee which shall present a recommendation with rationale to the Curriculum Council.
2. Those recommendations that are approved by the Curriculum Council shall be submitted to the Board for consideration and action.
3. Membership of the Curriculum Council shall consist of:
 - a. The Assistant Superintendent for Instruction, the Local Association Instruction Chairperson, the Chairperson of the High School Student Curriculum Committee and a representative from the community.
 - b. The Chairpersons of the Curriculum Committees and an equal number of representatives of the administrative staff.

B - FINAL REPORT CARDS

Final report cards will be mailed at the option of the building staff.

C - CLASS SIZE

1. Class size is recognized as a crucial component of effective teaching. It is the goal of both the Board and the Local Association to continuously address this issue. During the duration of this contract, efforts will be concentrated at providing relief within the classroom. Upon completion of the current building program and expiration of this contract, class size will be given priority status in future negotiations.

The Board shall make every attempt to maintain equalized class size at all levels.

2. K-12 Class size guidelines shall be as follows:

	<u>Ideal No.</u>	<u>Maximum</u>
K - 2	22	29
3 - 5	24	31
Middle	25	32
High School	26	32
Physical Education		38
Study Hall		90
Vocal & Instrumental Music	Unlimited	
All others		32

3. a. In the categories K - 2 and grades 3 - 5 when class size exceeds the ideal number, a paraprofessional shall be provided, preferably during reading and math, for one hour per student per day over the ideal number. The teacher may choose to forego the assignment of the paraprofessional. Should staff reductions become necessary, it is understood that paraprofessionals will be eliminated prior to certified staff.
- b. At the secondary level if the class size exceeds 30, the teacher may request a meeting with the principal and the Assistant Superintendent for Human Resources to discuss and recommend solutions.
4. If a split class should become necessary, the maximum class size shall be no more than 22.
5. If the number of students exceeds the ideal number in basic or low level classes and a teacher recognizes that the needs of students are not being adequately met because of class size, the teacher may invoke the following procedure:
- The teacher shall communicate with the principal to define the problem and to recommend a solution in an attempt to resolve the matter.
- In no case shall the maximum class sizes for basic or low level secondary classes exceed 28 students.
6. Mainstreamed students shall be counted as part of the elementary teachers' class load when their enrollment in that classroom reaches .5 FTE or above.

7. In the event that the maximum number is exceeded because of an emergency (fiscal or facility limitations), a committee of the Superintendent, the president of the local association, building principal, and the affected teacher(s) shall meet to discuss options and alternatives to remedy the overload situation.
8. There shall be an attempt to balance the assigning of special education students to general education classrooms. However, this shall not preclude other alternatives for the assigning of special education students which teachers may voluntarily approve.
9. The class count shall start:
Elementary - after 15 work days
Secondary - after 15 work days of each semester.

D - LEAST RESTRICTIVE ENVIRONMENT

1. General education teachers shall not be expected to perform routine, scheduled maintenance of an apparatus used by the student to sustain his/her bodily functions nor render routine scheduled care or maintenance of bodily functions (e.g. tracheotomy, custodial care, etc.) related to the student's impaired condition. The teacher shall be informed and instructed as to emergency measure which may be necessary on occasion due to the student's impaired condition. Otherwise, it shall be the teacher's responsibility to implement the student's individualized educational plan and for attending to the educational needs of the student while in the teacher's class.
2. In assigning a mainstreamed student to a general education classroom when more than one classroom placement is available within the building to facilitate the implementation of the student's I.E.P., the Board agrees to consider the severity of the student's condition, the number of other mainstreamed students assigned to the class and the overall class sizes within the applicable classrooms.
3. In each building there will be a designated staff member and an appropriate designated area for the performing of routine maintenance of an apparatus to maintain bodily function and/or routine care or maintenance of bodily functions related to an impaired condition of a student.

ARTICLE 13

GRIEVANCE PROCEDURE AND ARBITRATION

A - GRIEVANCE DEFINITION

1. A grievance shall be defined as a complaint of an alleged violation, misinterpretation, or misapplication of provisions of the Master Agreement, Board Policy, or Administrative and Building Regulations as described in sections 2, 3, and 4 of this article.

The Association, believing that there has been a violation, misinterpretation, or misapplication of the provisions of the Master Contract, Board Policy, Administrative and Building Regulations as described in sections 2, 3 and 4 of this Article may file a grievance. In the event, the grievance involves the rights of a teacher or group of teachers, the Association may file a grievance provided the grievance is either signed by or otherwise identifies the teacher(s) allegedly aggrieved.

2. Class I - Grievance - Master Agreement - Any teacher or group of teachers believing that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement may process the complaint of the alleged violation by continuing the grievance through steps 1, 2, 3 and 5. (Step 5 requires Association approval.)
3. Class II - Grievance - Board Policy - Any teacher or group of teachers believing that there has been a violation, misinterpretation, or misapplication of any provision of a Board Policy applicable to teachers may process the complaint of the alleged violation through Step 4.
4. Class III - Grievance - Administrative and Building Regulations - Any teacher or group of teachers believing that there has been a violation, misinterpretation, or misapplication of any provision of an Administrative and Building Regulation applicable to teachers may process the complaint of the alleged violation through Step 3.

B - GRIEVANCE STEPS

Step 1. (Discussion)

A teacher with a grievance shall discuss it with the immediate supervisor, Principal, Assistant Superintendent, individually, or together with the Association representative within ten (10) work days of said unjust treatment.

Step 2. (Written to Immediate Supervisor)

- a. A teacher having a complaint of unjust treatment shall file form Grievance Complaint Step 2 with the Principal or immediate supervisor within 5 work days of conference provided for in Step 1.
- b. The administrator with whom the Grievance Complaint Step 2 has been filed shall respond within 5 work days on form Grievance Reply Step 2.
- c. The written grievance as contemplated by this paragraph shall:
 - (1) Be specific and contain a statement of the facts upon which the grievance is based. This statement shall be repeated in all succeeding steps.
 - (2) Refer to the specific articles and sections of the Master Agreement, Board Policy, or Administrative and Building Regulations which have been allegedly misinterpreted or violated. These references shall be repeated in all succeeding steps.
 - (3) State the relief requested. This statement shall be repeated in all succeeding steps.
 - (4) Be signed by the employee or employees involved.

Step 3. (Written to Superintendent of Schools or Representative)

In the event the aggrieved person is not satisfied, he shall have 10 work days from the receipt of form Grievance Reply Step 2 to transmit form Grievance Complaint Step 3 to the Superintendent of Schools or representative who shall have 10 work days from receipt to approve or disapprove it on form Grievance Reply Step 3.

Step 4. (Written to Board of Education)

- a. If the grievance is denied by the Superintendent of Schools, form Grievance Reply Step 3 shall be heard by the Board at its next regular meeting or no later than 20 work days from the date the grievance is received.
- b. Final determination of the Grievance Reply Step 3 shall be made by the Board within 10 work days of the date of review on form Grievance Reply Step 4. An extension of time may be mutually agreed upon.
- c. The Board shall prescribe such hearing procedures as it may determine appropriate.

Step 5. (Arbitration)

- a. If a satisfactory disposition of the grievance is not made as a result of the meeting provided for in Step 3, the Association shall have the right to appeal the dispute to an impartial arbitrator who may be selected in accordance with the rules of the American Arbitration Association.
- b. Such appeal shall be taken within 20 work days from the date of receipt of written notice to the grievant of the Superintendent or his/her representatives final determination provided in Step 3.

C - REGULATIONS FOR GRIEVANCE STEPS

1. Any grievance not advanced to the next step by the aggrieved within the time limit in that step shall be deemed abandoned and not grievable.

Time limits imposed in Steps 2, 3, 4, and 5 may be extended only by mutual consent of the Board and aggrieved.

2. The aggrieved has the right to a hearing individually or with the Local Association representative present in Steps 2, 3, and 4.

A request for hearing shall be made to the administrator or Board with whom the grievance has been filed within 3 work days of date of grievance receipt.

3. All complaints and replies shall be in written form.
4. Copies of the grievance shall be delivered to the Superintendent of Schools or representative and Grievance Chairperson.
5. Any grievance not receiving formal reply from the Board's agent within the time limits specified shall automatically be moved to the next step of the grievance procedure. If no reply has been received by the aggrieved at each of the steps necessary to process the grievance, then at the lapse of the final time limit for that maximum step for that grievance classification, it shall be deemed approved in favor of the grievant.

D - UNJUST DISCHARGE

1. If any teacher for whom a grievance is sustained shall be found to have been unjustly discharged, he shall be reinstated with full reimbursement of all compensation lost.

2. If he shall have been found to have been improperly deprived of any compensation or advantage, the same or its equivalent in money shall be paid to him.

E - DISPOSITION OF GRIEVANCES

All parties to this Agreement shall make earnest attempts to dispose of grievances at each level, as set forth in the grievance procedure, and the grievance procedure as set forth herein shall be the exclusive procedure to be followed in case of a grievance; provided, however, that where the State law in regard to tenure is in conflict with the Agreement, the State law shall govern.

F - GRIEVANCE EXPENSES

Any expense incurred through grievance procedure shall be borne equally by the Board and by the other party.

G - POWERS OF THE ARBITRATOR

It shall be the function of the arbitrator, and he shall be empowered, except as his powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific articles and sections of this Agreement.

1. He shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
2. He shall have no power to rule on any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Teacher's Tenure Act [Act IV Public Acts (extra session), of 1937 of Michigan, as amended.]

H - BINDING ARBITRATION

1. There shall be no appeal from an arbitrator's decision if within the scope of his authority as set forth above.
2. It shall be final and binding on the Association, its local members, the employee or the employees involved, the Board and its agents.

I - ARBITRATION EXPENSES

1. If the grievance is denied by the arbitrator, all fees and expenses of the arbitrator shall be borne by the Association.
2. If the grievance is upheld by the arbitrator, all fees and expenses of the arbitrator shall be borne by the Board.
3. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.

ARTICLE 14

REDUCTION IN STAFF

A - CERTIFICATION OF PERSONNEL

Certification of teachers is determined by the Michigan Department of Education.

B - SENIORITY OF PERSONNEL

There shall be two separate seniority lists: one for the K-12 division and one for the Adult/Alternative Education division. Teachers who have taught in one division and later teach in the other shall appear on both lists, but they shall retain only the seniority they have earned in each individual division. The programs in K-12 and Adult/Alternative Education divisions are described in the Appendix.

By February 1 of each year, the Board shall furnish to the Association and to all building representatives a copy of the two seniority lists stating the seniority, certification, majors and minors of all teachers. Teachers shall have thirty (30) calendar days to correct any errors, provide evidence of additional certification(s), or raise objections to such lists, which shall be done in writing. Failure to timely object, correct errors or provide additional certification will constitute a forfeiture of the right to object to Board decisions based on such lists.

K-12

1. New employees hired into the unit shall be considered as probationary employees as prescribed by the Tenure Act.
2. The term seniority as hereinafter used shall be length of continuous service with the Kentwood Board of Education and in the KEA bargaining unit within the K-12 division.
3. Teachers granted an unpaid leave of absence of more than one-half of a full teacher work year in accordance with the provisions of the Master Agreement shall retain but not accumulate seniority during such periods.
4. Members of the KEA bargaining unit who accept a position in administration in the Kentwood Public Schools will forfeit all accumulated seniority unless they return to a position in the bargaining unit within a period of two years after leaving the unit. If the former member wishes to return to a bargaining unit position within the two-year period, he/she may return to any opening (vacancy) for which he/she is certified. The return of the former member may not cause any bargaining unit member to be bumped or laid off. Upon the return of the

former member under the above circumstances, he/she will retain only the number of years of seniority he/she had accumulated while a member of the bargaining unit.

5. Credit given for outside teaching experience shall not be considered for the purpose of accumulating seniority. However, Adult/Alternative Education teachers, who were employed by Southkent Consortium immediately prior to their employment by Kentwood for the 1994-95 school year, shall be granted program seniority in Kentwood's Adult/Alternative Education division equal to the teacher's years of continuous service with Southkent in one of the programs specified in the appendix.

Adult/Alternative Education program seniority shall be used only within the Adult/Alternative Education programs for purposes of assignment, transfer, layoff and recall.

6. Any teacher shall have seniority on the following basis:
 - a. Starting date.
 - b. Board confirmation date.
 - c. Date on which written contract was signed based on last date of hire.
 - d. Drawing by lot to break remaining seniority ties.
7. Seniority shall be considered continuous when a teacher is transferred within his/her division, or granted a change-of-status request to teach a different grade level within the teacher's certification.

Adult/Alternative Education

1. New employees hired into the Adult/Alternative Education program are probationary employees as prescribed by the Tenure Act.
2. Seniority shall be defined as length of service with the Kentwood Board of Education in the KEA bargaining unit within the Adult/Alternative Education division. Teachers must work a semester or more each year to accumulate seniority. Accumulation of seniority shall begin with the teachers first working day of continuous employment with Kentwood Public Schools.
3. Otherwise, the provisions of paragraphs 3-7 above shall apply in the Adult/Alternative Education division.

C - QUALIFICATION OF PERSONNEL

North Central Association requirements shall apply to grades 7 - 12.

D - NECESSARY REDUCTION OF PERSONNEL

1. The Board and the Local Association realize that education, to a large degree, depends upon the financial resources available to the Board, and in accordance with this realization, understand that in some instances it may be economically necessary to reduce the educational program and subsequently the staff when funds are not available.
2. It is hereby specifically recognized that it is within the sole discretion of the Board of Education to reduce the educational program and the staff when economic necessity dictates.
3. All notices of layoff shall be issued no later than 30 days before the end of each semester in the regular K-12 program. When the Board determines that layoffs are necessary, an up-to-date seniority list shall be made available in all buildings prior to the layoff notices so that members can verify and/or update valid certification(s).

In Adult/Alternative Education, notice of layoff shall be given as soon as possible but not less than 30 days in advance. In the case of an agency or client reduction in staff (DSS, Pine Rest, Business and Industrial Programs), it may be necessary to reduce the number of days below 30, but a minimum of 14 days notice shall be given. When scheduled classes are cancelled, subsequent to the tentative assignment date, no advance notice of layoff is required.

4. In order to promote an orderly reduction in personnel when the educational program is curtailed, the following procedure shall be used:
 - a. Probationary employees within each division shall be laid off first where any tenured teacher whose position has been curtailed is certified and qualified to perform the services of the probationary teacher.
 - b. In the event seniority teachers must be laid off, layoff shall be determined by the following order within each division (K-12 and Adult/Alternative Education):
 - (1) Certification
 - (2) Seniority
 - (3) Qualifications

5. In order to assure that teachers with the least seniority are the ones subject to layoff, it may be necessary to reassign seniority teachers within a division from their current assignments to other areas/grade levels for which they are certified. When making reassignments, seniority of those affected shall be considered.
6. Procedure for review and appeal:
 - a. The proposed layoff list shall be delivered to the Local Association president prior to notification of affected employees.
 - b. Upon request of the Local Association president, the Superintendent of Schools shall arrange for a review of the effects of such layoff. The request for such review shall be made in writing within 5 working days of the date of the proposed list.
 - c. If the Local Association is not satisfied with the review, it may make a written request for a hearing with the Board of Education within 5 working days after the date of the above review.
7. A teacher who is laid off pursuant to this article has the right to be placed in a position in his/her division(s) for which the teacher is certified and qualified (Paragraph C) which is occupied by the teacher with the least seniority.

E - RECALL OF PERSONNEL

1. Seniority teachers shall be recalled in inverse order of layoff for new positions for which they are certified and qualified to the division(s) from which she/he was laid off (i.e. K-12 or Adult/Alternative Education).
2. The recall list shall be maintained by the Board for three full school years or the equivalent of the individual teachers accumulated seniority, whichever is greater.
3. Failure of a teacher to accept a teaching position of at least equivalent time when laid off shall remove the teacher from the recall list.

ARTICLE 15

NEGOTIATION PROCEDURES

A - NEGOTIATIONS

In the event the salary schedule or any other of the provisions contained in this Agreement are open for negotiations as provided in the other sections of this Agreement, the parties shall promptly negotiate for the purpose of reaching an agreement upon such provisions.

B - NEGOTIATORS

1. In any negotiations described in this Agreement, neither party shall have any control over the selection of the negotiators of the other party and each party may select its representatives within or outside the school district.
2. The parties mutually pledge that the negotiators selected by each shall be clothed with all necessary power and authority to make concessions in the course of negotiations, subject only to ultimate ratification.
3. A teacher engaged during the school day in negotiating in behalf of the Association with any representative of the Board or participating in any necessary grievance or negotiation shall be released from regular duties without loss of salary. Such teachers are not to be excused from their duties until a substitute can be secured.

C - MEDIATION

If the parties fail to reach an agreement in any negotiations described in this Agreement, either party may invoke the mediation process with the Michigan Employment Relations Commission in conformance with State Law.

D - EDUCATIONAL EXPERIMENTATION/PILOT PROJECTS

The Board, professional staff, and Association recognize and endorse continuing educational experimentation and change. The parties recognize that some forms of experimentation or change may conflict with the terms of the Master Agreement or established practice. To the extent the experimentation or change conflicts with conditions of employment under the Master Agreement, no changes in the conditions of employment will be made absent mutual agreement between the Board and the local Association.

ARTICLE 16

NONSTRIKE CLAUSE

The Local Association and its individual members agree not to strike (i.e. the concerted failure to report for duty, or willful absence of a teacher from his/her position, or stoppage of work or abstinence, in whole or in part, from the full, faithful and proper performance of the teacher's duties of employment) for any purpose whatsoever as long as this Agreement is in effect.

ARTICLE 17

SAVINGS CLAUSE

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provisions and application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or application shall continue in full force and effect.

ARTICLE 18

DURATION OF AGREEMENT

A - DURATION

This Agreement shall commence September 1, 1994 and shall remain in force and effect until August 31, 1997.

B - PROCEDURES FOR AGREEMENT CHANGES

1. Either of the parties hereto desiring to change or terminate this Agreement shall notify the other party in writing during the terminal year of this Agreement.
2. Negotiations shall be started no later than May 1, 1997 unless a different date is mutually agreed upon by the parties hereto.

ASSOCIATION

Karen Hamelink
Karen Hamelink
KCEA President

Emalee J. Jernstadt
Emalee J. Jernstadt
KEA President

Chet Murawski
Chet Murawski
Chief Negotiator

December 1, 1994
Date

BOARD OF EDUCATION

Linda J. David
Linda J. David
President

Lynette P. Agard
Lynette P. Agard
Secretary

Glenn A. Nienhuis
Glenn A. Nienhuis
Chief Negotiator

December 1, 1994
Date

ADDENDUM TO THE AGREEMENT BETWEEN THE
 KENTWOOD BOARD OF EDUCATION
 AND
 THE KENTWOOD EDUCATION ASSOCIATION/
 KCEA/MEA/NEA

P 4000

SCHEDULE A - 1994-95

Yrs. Exper.	BA	BA+	MA	MA+
1	28319	28885	31151	32850
2	29168	29735	32000	33699
3	30301	30867	33416	34832
4	32000	32567	35115	36814
5	33983	34266	37098	38797
6	35682	35965	39080	40779
7	37381	37664	41062	42761
8	39080	39646	42761	44744
9	40779	41345	44744	46443
10	42478	43045	46726	48425
11	44177	44744	48708	50407
12	45310	45876	50124	52107
13	45310	46160	50691	52673
14	45310	46443	51257	53239
15	45310	46726	51823	53806
16	45310	47009	52107	54372
17	45310	47292	52390	54938
18	45310	47576	52673	55505
19	45310	47859	53239	56071
20	45310	48142	53522	56638
21	45310	48425	53806	57204
22	45310	48708	54089	57770
23	45310	48991	54372	58337
24	45310	49275	54655	58903
25	45310	49558	54938	59469
26	45310	49841	55222	60036

Notes:

1. BA Plus means a Bachelors Degree and a Continuing or Professional Certificate from the State of Michigan.
2. MA means Masters Degree.
3. MA Plus means 30 SH of graduate credit after the issuance of the M.A. degree.

8/23/94

ADDENDUM TO THE AGREEMENT BETWEEN THE
 KENTWOOD BOARD OF EDUCATION
 AND
 THE KENTWOOD EDUCATION ASSOCIATION/
 KCEA/MEA/NEA

P 4000

SCHEDULE A - 1995-96

Yrs. Exper.	BA	BA+	MA	MA+
1	28800	29376	31680	33408
2	29664	30240	32544	34272
3	30816	31392	33984	35424
4	32544	33120	35712	37440
5	34560	34848	37728	39456
6	36288	36576	39744	41472
7	38016	38304	41760	43488
8	39744	40320	43488	45504
9	41472	42048	45504	47232
10	43200	43776	47520	49248
11	44928	45504	49536	51264
12	46080	46656	50976	52992
13	46080	46944	51552	53568
14	46080	47232	52128	54144
15	46080	47520	52704	54720
16	46080	47808	52992	55296
17	46080	48096	53280	55872
18	46080	48384	53568	56448
19	46080	48672	54144	57024
20	46080	48960	54432	57600
21	46080	49248	54720	58176
22	46080	49536	55008	58752
23	46080	49824	55296	59328
24	46080	50112	55584	59904
25	46080	50400	55872	60480
26	46080	50688	56160	61056

Notes:

1. BA Plus means a Bachelors Degree and a Continuing or Professional Certificate from the State of Michigan
2. MA means Masters Degree.
3. MA Plus means 30 SH of graduate credit after the issuance of the M.A. degree.

8/23/94

ADDENDUM TO THE AGREEMENT BETWEEN THE
 KENTWOOD BOARD OF EDUCATION
 AND
 THE KENTWOOD EDUCATION ASSOCIATION/
 KCEA/MEA/NEA

P 4000

SCHEDULE A - 1996-97

Yrs. Exper.	BA	BA+	MA	MA+
1	29520	30110	32472	34243
2	30406	30996	33358	35129
3	31586	32177	34834	36310
4	33358	33948	36605	38376
5	35424	35719	38671	40442
6	37195	37490	40738	42509
7	38966	39262	42804	44575
8	40738	41328	44575	46642
9	42509	43099	46642	48413
10	44280	44870	48708	50479
11	46051	46642	50774	52546
12	47232	47822	52250	54317
13	47232	48118	52841	54907
14	47232	48413	53431	55498
15	47232	48708	54022	56088
16	47232	49003	54317	56678
17	47232	49298	54612	57269
18	47232	49594	54907	57859
19	47232	49889	55498	58450
20	47232	50184	55793	59040
21	47232	50479	56088	59630
22	47232	50774	56383	60221
23	47232	51070	56678	60811
24	47232	51365	56974	61402
25	47232	51660	57269	61992
26	47232	51955	57564	62582

Notes:

1. BA Plus means a Bachelors Degree and a Continuing or Professional Certificate from the State of Michigan.
2. MA means Masters Degree.
3. MA Plus means 30 SH of graduate credit after the issuance of the M.A. degree.

8/23/94

ADDENDUM TO KENTWOOD EDUCATION ASSOCIATION
KCEA/MEA/NEA MASTER AGREEMENT

APPENDIX II
SCHEDULE B 1994-1995
PAY FOR SERVICES BEYOND THE SCHEDULED WORK DAY

ELEMENTARY SCHOOLS

	Step	1	2	3	4	5
Clubs		198	212	227	241	255
Editor Building Newsletter		198	212	227	241	255
Gifted/Talented Coordinator		481	510	538	566	595
Intramural Sports (per Hour)						21.24
Red Cross Sponsor		184	198	212	227	241
Safety Director		623	651	680	708	736
Science Coordinator		481	510	538	566	595
Student Council		566	595	623	651	680

MIDDLE SCHOOL (all .25 steps)

Athletics

Basketball	2067	2138	2209	2280	2350
Cheerleading	1090	1161	1232	1303	1373
Cross Country	1558	1628	1699	1770	1841
Diving	2067	2138	2209	2280	2350
Softball	1274	1345	1416	1487	1558
Swimming	2067	2138	2209	2280	2350
Tennis	1784	1855	1926	1996	2067
Track	1784	1855	1926	1996	2067
Volleyball	2067	2138	2209	2280	2350
Wrestling	2067	2138	2209	2280	2350

Fine Arts

Band	1133	1204	1274	1345	1416
Choral	920	991	1062	1133	1204
Musical Director	1133	1189	1246	1303	1359
Musical Assistant-Costumes	198	255	312	368	425
Musical Assistant-Choreographer	57	85	113	142	170
Musical Assistant-Accompanist	57	85	113	142	170
Musical Assistant-Sets	57	85	113	142	170
Musical Assistant-Drama	113	170	227	283	340
Orchestra	935	991	1048	1104	1161

Other

8th Grade Banquet	227	255	283	312	340
Area Coordinator	227	255	283	312	340
Computer Coordinator	425	453	481	510	538
Editor of Building Newsletter	227	255	283	312	340
Gifted/Talented Coordinator	481	510	538	566	595

Intramurals (per Hour)					21.24
Odyssey of the Mind	396	425	453	481	510
Other Club	312	340	368	396	425
Science Coordinator	481	510	538	566	595
Special Olympics	227	255	283	312	340
Student Council	623	651	680	708	736
Student Paper	481	510	538	566	595
Student Yearbook	623	651	680	708	736

HIGH SCHOOL

Athletics (All steps .5% of base except were noted)

Athletic Trainer	5947	6089	6230	6372	6,513
Ass't Athletic Director	4389	4531	4673	4814	4,956
Baseball-Varsity	3,540	3,681	3,823	3,965	4,106
-J.V.	2,549	2,690	2,832	2,973	3,115
-Freshman	2,266	2,407	2,549	2,690	2,832
Basketball-Varsity	4,956	5,097	5,239	5,381	5,664
-J.V.	2,973	3,115	3,257	3,540	3,681
-Freshman	2,832	2,973	3,115	3,257	3,398
Cheerleading-Varsity	2,124	2,266	2,407	2,549	2,690
-J.V.	1,982	2,053	2,124	2,195	2,266
-Freshman	1,345	1,558	1,699	1,841	1,982
Cross Country	2,549	2,690	2,973	3,257	3,398
Diving-Varsity	3,681	3,823	3,965	4,106	4,248
Dance-Varsity	1,416	1,558	1,699	1,841	1,982
-JV	1,133	1,274	1,416	1,558	1,699
Football-Varsity Head	4,956	5,097	5,239	5,522	5,664
-"A" Assistant (5)	3,398	3,540	3,681	3,823	3,965
-"B" Assistant (4)	2,832	2,973	3,115	3,257	3,398
-78'ers (4)	1,274	1,416	1,558	1,699	1,841
Golf-Varsity	2,690	2,832	2,973	3,115	3,257
-JV	991	1,274	1,558	1,841	2,124
Gymnastics-Varsity	3,681	3,823	3,965	4,106	4,248
-Assistant	1,982	2,124	2,266	2,407	2,549
Ice Hockey-Head	3,681	3,823	3,965	4,106	4,248
-Assistant	2,266	2,407	2,549	2,690	2,832
Soccer-Varsity	3,257	3,398	3,540	3,681	3,823
-JV	1,699	1,841	1,982	2,124	2,266

Softball-Varsity	3,540	3,681	3,823	3,965	4,106
-J.V.	2,549	2,690	2,832	2,973	3,115
-Freshman	2,266	2,407	2,549	2,690	2,832
Swimming-Varsity	3,681	3,823	3,965	4,106	4,248
-Assistant	3,625	3,738	3,851	3,965	4,078
Tennis-Varsity	2,832	2,973	3,115	3,257	3,398
-JV	1,841	1,982	2,124	2,266	2,407
Track-Varsity Head	3,823	3,965	4,106	4,248	4,389
-Assistant	2,549	2,690	2,832	2,973	3,115
Volleyball-Varsity	3,681	3,823	3,965	4,106	4,248
-J.V.	2,407	2,549	2,690	2,832	2,973
-Freshman	2,266	2,407	2,549	2,690	2,832
Water Polo	2,549	2,690	2,832	2,973	3,115
Wrestling-Varsity	3,823	3,965	4,106	4,248	4,389
-JV	2,690	2,832	2,973	3,115	3,257
Freshman	2,266	2,407	2,549	2,690	2,832

Instrumental Music

9th Grade Band	481	538	595	651	708
Advanced String Ensemble	496	552	609	665	708
Advanced Woodwind Ensemble	496	552	609	665	708
Concert Band	906	963	1,019	1,076	1,133
Concert Orchestra	481	538	595	651	708
Jazz Band	496	552	609	665	708
Marching Band Assistant (2) (including camp)	906	963	1,019	1,076	1,133
Marching Band Color Guard (1) (including camp)	1,204	1,274	1,345	1,416	1,487
Marching Band Director (including camp)	1,912	1,982	2,053	2,124	2,195
Pep Band (per appearance)	34	37	40	42	45
Symphonic Band	1,019	1,076	1,133	1,189	1,246
Symphony Orchestra	1,019	1,076	1,133	1,189	1,246

Vocal Music

9th Grade Choir Director(2)	198	255	312	368	425
Concert Choir director	170	227	283	340	396
Honors Choir Director(2)	566	623	680	736	793
Madrigal Singers Director	935	991	1,048	1,104	1,161
Mens Chorus Director	224	229	235	241	246
Varsity Voices Director	1,204	1,274	1,345	1,416	1,487
Womens Chorus Director	481	538	595	651	708

Drama

Ass't Accompanist	453	510	566	623	680
Ass't Choreographer	566	623	680	736	793
Ass't Costumes	246	252	258	263	269
Ass't Make-up	116	122	127	133	139
Ass't Orchestra	850	906	963	1,019	1,076
Ass't Production	793	850	906	963	1,019
Ass't Sets	793	850	906	963	1,019
Ass't Vocal	850	906	963	1,019	1,076
Drama Club	170	227	283	340	396
HS Fall Play	1,104	1,161	1,218	1,274	1,331
HS Musical Director	1,416	1,487	1,558	1,628	1,699
HS One Act Play	340	396	453	510	566

Other

Area Coordinator	906	935	963	991	1,019
Bookstore	2,379	2,407	2,435	2,464	2,492
Class Sponsor-Senior	1,161	1,189	1,218	1,246	1,274
Class Sponsor-Junior	935	963	991	1,019	1,048
Class Sponsor-Sophomore	453	481	510	538	566
Class Sponsor- Freshman	453	481	510	538	566
Computer Services Coordinator	906	935	963	991	1,019
Debate	2,011	2,039	2,067	2,096	2,124
Debate-Assistant	1,019	1,048	1,076	1,104	1,133
Department Head (plus \$125 per teacher)	850	878	906	935	963
Forensics	1,586	1,614	1,643	1,671	1,699
Gifted/Talented Coordinator	481	510	538	566	595
Insights Newsletter (\$100 per issue)	85	99	113	127	142
National Honor Society	935	963	991	1,019	1,048
Other Clubs	312	340	368	396	425
Radio Station Director	312	340	368	396	425
Shakespeare Club	396	425	453	481	510
Student Council	1,558	1,586	1,614	1,643	1,671
Student Paper	991	1,019	1,048	1,076	1,104
Weight Training Supervisor (per hour)					21.24
Yearbook	1,189	1,218	1,246	1,274	1,303

DISTRICT WIDE

Curriculum Chairperson	453	481	510	538	566
Driver Education Director	850	878	906	935	963
Driver Education- per hour	16.99	18.41	19.82	21.24	22.66
Fine Arts Festival Coordinator	227	255	283	312	340
K-12 Gifted/Talented Coord.	1,359	1,416	1,473	1,529	1,586
Teacher Hourly Rate					21.24

Mileage

see Administrative Regulation

Curriculum Workshops Teacher Hourly Rate/Sub Pay

Summer School (plus Preparation) Teacher Hourly Rate

PAY OPTIONS:

26/21 pays

Lump sum (June)

At completion of duties

ADDENDUM TO KENTWOOD EDUCATION ASSOCIATION
KCEA/MEA/NEA MASTER AGREEMENT

APPENDIX II
SCHEDULE B 1995-1996
PAY FOR SERVICES BEYOND THE SCHEDULED WORK DAY

ELEMENTARY SCHOOLS

	Step	1	2	3	4	5
Clubs		202	216	230	245	259
Editor Building Newsletter		202	216	230	245	259
Gifted/Talented Coordinator		490	518	547	576	605
Intramural Sports (per Hour)						21.6
Red Cross Sponsor		187	202	216	230	245
Safety Director		634	662	691	720	749
Science Coordinator		490	518	547	576	605
Student Council		576	605	634	662	691

MIDDLE SCHOOL (all .25 steps)

Athletics

Basketball	2102	2174	2246	2318	2390
Cheerleading	1109	1181	1253	1325	1397
Cross Country	1584	1656	1728	1800	1872
Diving	2102	2174	2246	2318	2390
Softball	1296	1368	1440	1512	1584
Swimming	2102	2174	2246	2318	2390
Tennis	1814	1886	1958	2030	2102
Track	1814	1886	1958	2030	2102
Volleyball	2102	2174	2246	2318	2390
Wrestling	2102	2174	2246	2318	2390

Fine Arts

Band	1152	1224	1296	1368	1440
Choral	936	1008	1080	1152	1224
Musical Director	1152	1210	1267	1325	1382
Musical Assistant-Costumes	202	259	317	374	432
Musical Assistant-Choreographer	58	86	115	144	173
Musical Assistant-Accompanist	58	86	115	144	173
Musical Assistant-Sets	58	86	115	144	173
Musical Assistant-Drama	115	173	230	288	346
Orchestra	950	1008	1066	1123	1181

Other

8th Grade Banquet	230	259	288	317	346
Area Coordinator	230	259	288	317	346
Computer Coordinator	432	461	490	518	547
Editor of Building Newsletter	230	259	288	317	346

Gifted/Talented Coordinator	490	518	547	576	605
Intramurals (per Hour)					21.60
Odyssey of the Mind	403	432	461	490	518
Other Club	317	346	374	403	432
Science Coordinator	490	518	547	576	605
Special Olympics	230	259	288	317	346
Student Council	634	662	691	720	749
Student Paper	490	518	547	576	605
Student Yearbook	634	662	691	720	749

HIGH SCHOOL

Athletics (All steps .5% of base except were noted)

Athletic Trainer	6048	6192	6336	6480	6,624
Ass't Athletic Director	4464	4608	4752	4896	5,040
Baseball-Varsity	3,600	3,744	3,888	4,032	4,176
-J.V.	2,592	2,736	2,880	3,024	3,168
-Freshman	2,304	2,448	2,592	2,736	2,880
Basketball-Varsity	5,040	5,184	5,328	5,472	5,760
-J.V.	3,024	3,168	3,312	3,600	3,744
-Freshman	2,880	3,024	3,168	3,312	3,456
Cheerleading-Varsity	2,160	2,304	2,448	2,592	2,736
-J.V.	2,016	2,088	2,160	2,232	2,304
-Freshman	1,368	1,584	1,728	1,872	2,016
Cross Country	2,592	2,736	3,024	3,312	3,456
Diving-Varsity	3,744	3,888	4,032	4,176	4,320
Dance-Varsity	1,440	1,584	1,728	1,872	2,016
-JV	1,152	1,296	1,440	1,584	1,728
Football-Varsity Head	5,040	5,184	5,328	5,616	5,760
-"A" Assistant (5)	3,456	3,600	3,744	3,888	4,032
-"B" Assistant (4)	2,880	3,024	3,168	3,312	3,456
-78'ers (4)	1,296	1,440	1,584	1,728	1,872
Golf-Varsity	2,736	2,880	3,024	3,168	3,312
-JV	1,008	1,296	1,584	1,872	2,160
Gymnastics-Varsity	3,744	3,888	4,032	4,176	4,320
-Assistant	2,016	2,160	2,304	2,448	2,592
Ice Hockey-Head	3,744	3,888	4,032	4,176	4,320
-Assistant	2,304	2,448	2,592	2,736	2,880
Soccer-Varsity	3,312	3,456	3,600	3,744	3,888
-JV	1,728	1,872	2,016	2,160	2,304

Softball-Varsity	3,600	3,744	3,888	4,032	4,176
-J.V.	2,592	2,736	2,880	3,024	3,168
-Freshman	2,304	2,448	2,592	2,736	2,880
Swimming-Varsity	3,744	3,888	4,032	4,176	4,320
-Assistant	3,686	3,802	3,917	4,032	4,147
Tennis-Varsity	2,880	3,024	3,168	3,312	3,456
-JV	1,872	2,016	2,160	2,304	2,448
Track-Varsity Head	3,888	4,032	4,176	4,320	4,464
-Assistant	2,592	2,736	2,880	3,024	3,168
Volleyball-Varsity	3,744	3,888	4,032	4,176	4,320
-J.V.	2,448	2,592	2,736	2,880	3,024
-Freshman	2,304	2,448	2,592	2,736	2,880
Water Polo	2,592	2,736	2,880	3,024	3,168
Wrestling-Varsity	3,888	4,032	4,176	4,320	4,464
-JV	2,736	2,880	3,024	3,168	3,312
Freshman	2,304	2,448	2,592	2,736	2,880

Instrumental Music

9th Grade Band	490	547	605	662	720
Advanced String Ensemble	504	562	619	677	720
Advanced Woodwind Ensemble	504	562	619	677	720
Concert Band	922	979	1,037	1,094	1,152
Concert Orchestra	490	547	605	662	720
Jazz Band	504	562	619	677	720
Marching Band Assistant (2) (including camp)	922	979	1,037	1,094	1,152
Marching Band Color Guard (1) (including camp)	1,224	1,296	1,368	1,440	1,512
Marching Band Director (including camp)	1,944	2,016	2,088	2,160	2,232
Pep Band (per appearance)	35	37	40	43	46
Symphonic Band	1,037	1,094	1,152	1,210	1,267
Symphony Orchestra	1,037	1,094	1,152	1,210	1,267

Vocal Music

9th Grade Choir Director(2)	202	259	317	374	432
Concert Choir director	173	230	288	346	403
Honors Choir Director(2)	576	634	691	749	806
Madrigal Singers Director	950	1,008	1,066	1,123	1,181
Mens Chorus Director	228	233	239	245	251
Varsity Voices Director	1,224	1,296	1,368	1,440	1,512
Womens Chorus Director	490	547	605	662	720

Drama

Ass't Accompanist	461	518	576	634	691
Ass't Choreographer	576	634	691	749	806
Ass't Costumes	251	256	262	268	274
Ass't Make-up	118	124	130	135	141
Ass't Orchestra	864	922	979	1,037	1,094
Ass't Production	806	864	922	979	1,037
Ass't Sets	806	864	922	979	1,037
Ass't Vocal	864	922	979	1,037	1,094
Drama Club	173	230	288	346	403
HS Fall Play	1,123	1,181	1,238	1,296	1,354
HS Musical Director	1,440	1,512	1,584	1,656	1,728
HS One Act Play	346	403	461	518	576

Other

Area Coordinator	922	950	979	1,008	1,037
Bookstore	2,419	2,448	2,477	2,506	2,534
Class Sponsor-Senior	1,181	1,210	1,238	1,267	1,296
Class Sponsor-Junior	950	979	1,008	1,037	1,066
Class Sponsor-Sophomore	461	490	518	547	576
Class Sponsor-Freshman	461	490	518	547	576
Computer Services Coordinator	922	950	979	1,008	1,037
Debate	2,045	2,074	2,102	2,131	2,160
Debate-Assistant	1,037	1,066	1,094	1,123	1,152
Department Head (plus \$125 per teacher)	864	893	922	950	979
Forensics	1,613	1,642	1,670	1,699	1,728
Gifted/Talented Coordinator	490	518	547	576	605
Insights Newsletter (\$100 per issue)	86	101	115	130	144
National Honor Society	950	979	1,008	1,037	1,066
Other Clubs	317	346	374	403	432
Radio Station Director	317	346	374	403	432
Shakespeare Club	403	432	461	490	518
Student Council	1,584	1,613	1,642	1,670	1,699
Student Paper	1,008	1,037	1,066	1,094	1,123
Weight Training Supervisor (per hour)					21.60
Yearbook	1,210	1,238	1,267	1,296	1,325

DISTRICT WIDE

Curriculum Chairperson	461	490	518	547	576
Driver Education Director	864	893	922	950	979
Driver Education- per hour	17.28	18.72	20.16	21.60	23.04
Fine Arts Festival Coordinator	230	259	288	317	346
K-12 Gifted/Talented Coord.	1,382	1,440	1,498	1,555	1,613
Teacher Hourly Rate					21.60

Mileage

see Administrative Regulation

Curriculum Workshops Teacher Hourly Rate/Sub Pay

Summer School (plus Preparation) Teacher Hourly Rate

PAY OPTIONS:

26/21 pays

Lump sum (June)

At completion of duties

ADDENDUM TO KENTWOOD EDUCATION ASSOCIATION
KCEA/MEA/NEA MASTER AGREEMENT

APPENDIX II
SCHEDULE B 1996-1997
PAY FOR SERVICES BEYOND THE SCHEDULED WORK DAY

ELEMENTARY SCHOOLS

Step	1	2	3	4	5
Clubs	207	221	236	251	266
Editor Building Newsletter	207	221	236	251	266
Gifted/Talented Coordinator	502	531	561	590	620
Intramural Sports (per Hour)					22.14
Red Cross Sponsor	192	207	221	236	251
Safety Director	649	679	708	738	768
Science Coordinator	502	531	561	590	620
Student Council	590	620	649	679	708

MIDDLE SCHOOL (all .25 steps)

Athletics

Basketball	2155	2229	2303	2376	2450
Cheerleading	1137	1210	1284	1358	1432
Cross Country	1624	1697	1771	1845	1919
Diving	2155	2229	2303	2376	2450
Softball	1328	1402	1476	1550	1624
Swimming	2155	2229	2303	2376	2450
Tennis	1860	1934	2007	2081	2155
Track	1860	1934	2007	2081	2155
Volleyball	2155	2229	2303	2376	2450
Wrestling	2155	2229	2303	2376	2450

Fine Arts

Band	1181	1255	1328	1402	1476
Choral	959	1033	1107	1181	1255
Musical Director	1181	1240	1299	1358	1417
Musical Assistant-Costumes	207	266	325	384	443
Musical Assistant-Choreographer	59	89	118	148	177
Musical Assistant-Accompanist	59	89	118	148	177
Musical Assistant-Sets	59	89	118	148	177
Musical Assistant-Drama	118	177	236	295	354
Orchestra	974	1033	1092	1151	1210

Other

8th Grade Banquet	236	266	295	325	354
Area Coordinator	236	266	295	325	354
Computer Coordinator	443	472	502	531	561
Editor of Building Newsletter	236	266	295	325	354

Gifted/Talented Coordinator	502	531	561	590	620
Intramurals (per Hour)					22.14
Odyssey of the Mind	413	443	472	502	531
Other Club	325	354	384	413	443
Science Coordinator	502	531	561	590	620
Special Olympics	236	266	295	325	354
Student Council	649	679	708	738	768
Student Paper	502	531	561	590	620
Student Yearbook	649	679	708	738	768

HIGH SCHOOL

Athletics (All steps .5% of base except were noted)

Athletic Trainer	6199	6347	6494	6642	6,790
Ass't Athletic Director	4576	4723	4871	5018	5,166
Baseball-Varsity	3,690	3,838	3,985	4,133	4,280
-J.V.	2,657	2,804	2,952	3,100	3,247
-Freshman	2,362	2,509	2,657	2,804	2,952
Basketball-Varsity	5,166	5,314	5,461	5,609	5,904
-J.V.	3,100	3,247	3,395	3,690	3,838
-Freshman	2,952	3,100	3,247	3,395	3,542
Cheerleading-Varsity	2,214	2,362	2,509	2,657	2,804
-J.V.	2,066	2,140	2,214	2,288	2,362
-Freshman	1,402	1,624	1,771	1,919	2,066
Cross Country	2,657	2,804	3,100	3,395	3,542
Diving-Varsity	3,838	3,985	4,133	4,280	4,428
Dance-Varsity	1,476	1,624	1,771	1,919	2,066
-JV	1,181	1,328	1,476	1,624	1,771
Football-Varsity Head	5,166	5,314	5,461	5,756	5,904
-"A" Assistant (5)	3,542	3,690	3,838	3,985	4,133
-"B" Assistant (4)	2,952	3,100	3,247	3,395	3,542
-78'ers (4)	1,328	1,476	1,624	1,771	1,919
Golf-Varsity	2,804	2,952	3,100	3,247	3,395
-JV	1,033	1,328	1,624	1,919	2,214
Gymnastics-Varsity	3,838	3,985	4,133	4,280	4,428
-Assistant	2,066	2,214	2,362	2,509	2,657
Ice Hockey-Head	3,838	3,985	4,133	4,280	4,428
-Assistant	2,362	2,509	2,657	2,804	2,952
Soccer-Varsity	3,395	3,542	3,690	3,838	3,985
-JV	1,771	1,919	2,066	2,214	2,362

Softball-Varsity	3,690	3,838	3,985	4,133	4,280
-J.V.	2,657	2,804	2,952	3,100	3,247
-Freshman	2,362	2,509	2,657	2,804	2,952
Swimming-Varsity	3,838	3,985	4,133	4,280	4,428
-Assistant	3,779	3,897	4,015	4,133	4,251
Tennis-Varsity	2,952	3,100	3,247	3,395	3,542
-JV	1,919	2,066	2,214	2,362	2,509
Track-Varsity Head	3,985	4,133	4,280	4,428	4,576
-Assistant	2,657	2,804	2,952	3,100	3,247
Volleyball-Varsity	3,838	3,985	4,133	4,280	4,428
-J.V.	2,509	2,657	2,804	2,952	3,100
-Freshman	2,362	2,509	2,657	2,804	2,952
Water Polo	2,657	2,804	2,952	3,100	3,247
Wrestling-Varsity	3,985	4,133	4,280	4,428	4,576
-JV	2,804	2,952	3,100	3,247	3,395
Freshman	2,362	2,509	2,657	2,804	2,952

Instrumental Music

9th Grade Band	502	561	620	679	738
Advanced String Ensemble	517	576	635	694	738
Advanced Woodwind Ensemble	517	576	635	694	738
Concert Band	945	1,004	1,063	1,122	1,181
Concert Orchestra	502	561	620	679	738
Jazz Band	517	576	635	694	738
Marching Band Assistant (2) (including camp)	945	1,004	1,063	1,122	1,181
Marching Band Color Guard (1) (including camp)	1,255	1,328	1,402	1,476	1,550
Marching Band Director (including camp)	1,993	2,066	2,140	2,214	2,288
Pep Band (per appearance)	35	38	41	44	47
Symphonic Band	1,063	1,122	1,181	1,240	1,299
Symphony Orchestra	1,063	1,122	1,181	1,240	1,299

Vocal Music

9th Grade Choir Director(2)	207	266	325	384	443
Concert Choir director	177	236	295	354	413
Honors Choir Director(2)	590	649	708	768	827
Madrigal Singers Director	974	1,033	1,092	1,151	1,210
Mens Chorus Director	233	239	245	251	257
Varsity Voices Director	1,255	1,328	1,402	1,476	1,550
Womens Chorus Director	502	561	620	679	738

Drama

Ass't Accompanist	472	531	590	649	708
Ass't Choreographer	590	649	708	768	827
Ass't Costumes	257	263	269	275	280
Ass't Make-up	121	127	133	139	145
Ass't Orchestra	886	945	1,004	1,063	1,122
Ass't Production	827	886	945	1,004	1,063
Ass't Sets	827	886	945	1,004	1,063
Ass't Vocal	886	945	1,004	1,063	1,122
Drama Club	177	236	295	354	413
HS Fall Play	1,151	1,210	1,269	1,328	1,387
HS Musical Director	1,476	1,550	1,624	1,697	1,771
HS One Act Play	354	413	472	531	590

Other

Area Coordinator	945	974	1,004	1,033	1,063
Bookstore	2,480	2,509	2,539	2,568	2,598
Class Sponsor-Senior	1,210	1,240	1,269	1,299	1,328
Class Sponsor-Junior	974	1,004	1,033	1,063	1,092
Class Sponsor-Sophomore	472	502	531	561	590
Class Sponsor- Freshman	472	502	531	561	590
Computer Services Coordinator	945	974	1,004	1,033	1,063
Debate	2,096	2,125	2,155	2,184	2,214
Debate-Assistant	1,063	1,092	1,122	1,151	1,181
Department Head (plus \$125 per teacher)	886	915	945	974	1,004
Forensics	1,653	1,683	1,712	1,742	1,771
Gifted/Talented Coordinator	502	531	561	590	620
Insights Newsletter (\$100 per issue)	89	103	118	133	148
National Honor Society	974	1,004	1,033	1,063	1,092
Other Clubs	325	354	384	413	443
Radio Station Director	325	354	384	413	443
Shakespeare Club	413	443	472	502	531
Student Council	1,624	1,653	1,683	1,712	1,742
Student Paper	1,033	1,063	1,092	1,122	1,151
Weight Training Supervisor (per hour)					22.14
Yearbook	1,240	1,269	1,299	1,328	1,358

DISTRICT WIDE

Curriculum Chairperson	472	502	531	561	590
Driver Education Director	886	915	945	974	1,004
Driver Education- per hour	17.71	19.19	20.66	22.14	23.62
Fine Arts Festival Coordinator	236	266	295	325	354
K-12 Gifted/Talented Coord.	1,417	1,476	1,535	1,594	1,653
Teacher Hourly Rate					22.14

Mileage

see Administrative Regulation

Curriculum Workshops Teacher Hourly Rate/Sub Pay

Summer School (plus Preparation) Teacher Hourly Rate

PAY OPTIONS:

26/21 pays

Lump sum (June)

At completion of duties

ADDENDUM TO THE AGREEMENT BETWEEN THE
 KENTWOOD BOARD OF EDUCATION
 AND
 THE KENTWOOD EDUCATION ASSOCIATION/
 KCEA/MEA/NEA

P 4000

ADULT/ALTERNATIVE EDUCATION
HOURLY RATES

SCHEDULE C - 1994-95

Yrs. Exper.	BA	BA+	MA	MA+
1	\$21.87	\$22.31	\$24.05	\$25.37
2	22.52	22.96	24.71	26.02
3	23.40	23.84	25.80	26.90
4	24.71	25.15	27.12	28.43
5	26.24	26.46	28.65	29.96
6	27.55	27.77	30.18	31.49
7	28.87	29.08	31.71	33.02
8	30.18	30.62	33.02	34.55
9	31.49	31.93	34.55	35.86
10	32.80	33.24	36.08	37.39
11	34.11	34.55	37.61	38.92
12	34.99	35.43	38.71	40.24
13	34.99	35.64	39.14	40.67
14	34.99	35.86	39.58	41.11
15	34.99	36.08	40.02	41.55
16	34.99	36.30	40.24	41.99
17	34.99	36.52	40.46	42.42
18	34.99	36.74	40.67	42.86
19	34.99	36.96	41.11	43.30
20	34.99	37.18	41.33	43.74
21	34.99	37.39	41.55	44.17
22	34.99	37.61	41.77	44.61
23	34.99	37.83	41.99	45.05
24	34.99	38.05	42.21	45.49
25	34.99	38.27	42.42	45.92
26	34.99	38.49	42.64	46.36

Notes:

1. BA Plus means a Bachelors Degree and a Continuing or Professional Certificate from the State of Michigan.
2. MA means Masters Degree.
3. MA Plus means 30 SH of graduate credit after the issuance of the M.A. degree.

12/07/94

ADDENDUM TO THE AGREEMENT BETWEEN THE
 KENTWOOD BOARD OF EDUCATION
 AND
 THE KENTWOOD EDUCATION ASSOCIATION/
 KCEA/MEA/NEA

P 4000

ADULT/ALTERNATIVE EDUCATION
HOURLY RATES

SCHEDULE C - 1995-96

Yrs. Exper.	BA	BA+	MA	MA+
1	\$22.24	\$22.68	\$24.46	\$25.80
2	22.91	23.35	25.13	26.47
3	23.80	24.24	26.24	27.35
4	25.13	25.58	27.58	28.91
5	26.69	26.91	29.13	30.47
6	28.02	28.24	30.69	32.03
7	29.36	29.58	32.25	33.58
8	30.69	31.14	33.58	35.14
9	32.03	32.47	35.14	36.47
10	33.36	33.80	36.70	38.03
11	34.69	35.14	38.25	39.59
12	35.58	36.03	39.36	40.92
13	35.58	36.25	39.81	41.37
14	35.58	36.47	40.25	41.81
15	35.58	36.70	40.70	42.26
16	35.58	36.92	40.92	42.70
17	35.58	37.14	41.14	43.15
18	35.58	37.36	41.37	43.59
19	35.58	37.59	41.81	44.03
20	35.58	37.81	42.03	44.48
21	35.58	38.03	42.26	44.92
22	35.58	38.25	42.48	45.37
23	35.58	38.47	42.70	45.81
24	35.58	38.70	42.92	46.26
25	35.58	38.92	43.15	46.70
26	35.58	39.14	43.37	47.15

Notes:

1. BA Plus means a Bachelors Degree and a Continuing or Professional Certificate from the State of Michigan.
2. MA means Masters Degree.
3. MA Plus means 30 SH of graduate credit after the issuance of the M.A. degree.

12/07/94

ADDENDUM TO THE AGREEMENT BETWEEN THE
 KENTWOOD BOARD OF EDUCATION
 AND
 THE KENTWOOD EDUCATION ASSOCIATION/
 KCEA/MEA/NEA

P 4000

ADULT/ALTERNATIVE EDUCATION
HOURLY RATES

SCHEDULE C - 1996-97

Yrs. Exper.	BA	BA+	MA	MA+
1	\$22.80	\$23.25	\$25.08	\$26.44
2	23.48	23.94	25.76	27.13
3	24.39	24.85	26.90	28.04
4	25.76	26.22	28.27	29.63
5	27.35	27.58	29.86	31.23
6	28.72	28.95	31.46	32.83
7	30.09	30.32	33.05	34.42
8	31.46	31.91	34.42	36.02
9	32.83	33.28	36.02	37.38
10	34.19	34.65	37.61	38.98
11	35.56	36.02	39.21	40.58
12	36.47	36.93	40.35	41.94
13	36.47	37.16	40.80	42.40
14	36.47	37.38	41.26	42.86
15	36.47	37.61	41.72	43.31
16	36.47	37.84	41.94	43.77
17	36.47	38.07	42.17	44.22
18	36.47	38.30	42.40	44.68
19	36.47	38.52	42.86	45.14
20	36.47	38.75	43.08	45.59
21	36.47	38.98	43.31	46.05
22	36.47	39.21	43.54	46.50
23	36.47	39.44	43.77	46.96
24	36.47	39.66	44.00	47.42
25	36.47	39.89	44.22	47.87
26	36.47	40.12	44.45	48.33

Notes:

1. BA Plus means a Bachelors Degree and a Continuing or Professional Certificate from the State of Michigan.
2. MA means Masters Degree.
3. MA Plus means 30 SH of graduate credit after the issuance of the M.A. degree.

12/07/94

KENTWOOD PUBLIC SCHOOLS - 1994-95 CALENDAR
SCHEDULE D

94-95

JULY							AUGUST (3)							SEPTEMBER (21)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				
OCTOBER (21)							NOVEMBER (20)							DECEMBER (12)						
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
JANUARY (21)							FEBRUARY (20)							MARCH (23)						
									1	2	3	4				1	2	3	4	
1	2	3	4	5	6	7	5	6	7	8	9	10	11	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28					26	27	28	29	30	31	
29	30	31																		
APRIL (15)							MAY (22)							JUNE (7)						
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				

INSERVICE DAYS

STUDENT DAYS

VACATION DAYS

KENTWOOD PUBLIC SCHOOLS - 1995-96 CALENDAR
SCHEDULE D

95-96

JULY							AUGUST (4)							SEPTEMBER (19)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			
OCTOBER (22)							NOVEMBER (20)							DECEMBER (16)						
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						
JANUARY (18)							FEBRUARY (21)							MARCH (21)						
											1	2	3						1	2
	1	2	3	4	5	6	4	5	6	7	8	9	10	3	4	5	6	7	8	9
7	8	9	10	11	12	13	11	12	13	14	15	16	17	10	11	12	13	14	15	16
14	15	16	17	18	19	20	18	19	20	21	22	23	24	17	18	19	20	21	22	23
21	22	23	24	25	26	27	25	26	27	28	29			24	25	26	27	28	29	30
28	29	30	31											31						
APRIL (17)							MAY (22)							JUNE (5)						
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

INSERVICE DAYS

STUDENT DAYS

VACATION DAYS

KENTWOOD PUBLIC SCHOOLS - 1996-97 CALENDAR
SCHEDULE D

96-97

JULY							AUGUST (4)							SEPTEMBER (20)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	-2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
OCTOBER (23)							NOVEMBER (19)							DECEMBER (15)						
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
JANUARY (20)							FEBRUARY (20)							MARCH (21)						
													1							1
			-1	-2	-3	4	2	3	4	5	6	7	8	2	3	4	5	6	7	8
5	6	7	8	9	10	11	9	10	11	12	13	14	15	9	10	11	12	13	14	15
12	13	14	15	16	17	18	16	17	18	19	20	21	22	16	17	18	19	20	21	22
19	20	21	22	23	24	25	23	24	25	26	27	28		23	24	25	26	27	28	29
26	27	28	29	30	31									30	31					
APRIL (17)							MAY (21)							JUNE (5)						
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	-7	-8	-9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	1	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

INSERVICE DAYS

STUDENT DAYS

VACATION DAYS

KENTWOOD PUBLIC SCHOOLS/KENTWOOD COMMUNITY EDUCATION
ADULT/ALTERNATIVE EDUCATION CALENDAR

SCHEDULE E - 1994-95

August 26, 1994	Teacher Work Day
August 29, 1994	Teacher Work Day
August 30, 1994	Alternative Education Programs begin
September 5, 1994	Labor Day, no school
September 8, 1994	Adult Education classes begin
September 26, 1994	Fall Leisure Time classes begin
September 30, 1994	Fourth Friday
October 14, 1994	Teacher Inservice
November 24 & 25, 1994	Thanksgiving recess
December 20, 1994	Start of Christmas vacation
January 3, 1995	Classes resume
January 20, 1995	1st Semester Adult Education classes end
January 20, 1994	Teacher Inservice - afternoon
January 23, 1995	2nd Semester Adult Education classes begin
January 30, 1995	Winter Leisure Time classes begin
April 3, 1995	Start of spring break
April 10, 1995	Classes resume
April 17, 1995	Spring Leisure Time classes begin
May 26, 1995	2nd Semester Adult Education classes end
May 29, 1995	Memorial Day, no school
June 7, 1995	Alternative Education classes end
June 8, 1995	Teacher Work Day
June 26, 1995	Summer Programs begin
10/5/94	

Kent County Education Association
Kentwood Education Association

INDEX

- A -

Academic Freedom	
Academic Responsibilities.....	23
Academic Rights.....	23
Accumulation of Sick Leave.....	24
Adoption.....	25
Advanced Degrees.....	10
Adult/Alternative Education	
Hourly Pay.....	67, 68, 69
Work Day.....	18
Agency Shop	
Agency Shop.....	8
Save Harmless.....	8
Annuity Carriers.....	13
Approved Travel.....	27
Arbitration (Binding).....	41
Arbitration Expenses.....	41
Association (Leave Without Pay).....	30
Association Days.....	6

- B -

Binding Arbitration.....	41
Board Rights.....	4
Building Use.....	6

- C -

Calendar K-12 (Schedule D - 1994-95).....	70
Calendar K-12 (Schedule D - 1995-96).....	71
Calendar K-12 (Schedule D - 1996-97).....	72
Calendar Adult/Alternative Education (Schedule E - 1994-95).....	73
Career Exploration.....	29
Certification.....	42, 44
Class Size.....	35
Class Size Balance (with Special Education).....	37
Class Size Equalized.....	35
Class Size Excess.....	36
Class Size Limits.....	36
Class Size Maximums Exceeded.....	37
Conditions At Home Leave.....	29
Conference Planning K-12.....	19
Conference Planning for Adult/Alternative Education.....	20
Contagious Disease Leave.....	24
Contract Changes.....	48
Contract Duration.....	48

Contractual Relations

Dismissals.....32
Letters of Intent.....32

Copyright.....4
Court Appearance.....26
Curriculum Change.....35

- D -

Death - Immediate Family.....26
Dismissals.....32

Duration of Agreement

Contract Changes.....48
Contract Duration.....48

Duty Free Lunch.....19

- E -

Educational Conference.....27
Employment in Another District.....29
Evaluation Calendar.....33
Evaluative Process.....33
Experimental Programs.....46
Extended Disability.....25
Extra Duty (Schedule B).....52, 57, 62

- F -

Family/Medical Leave Act.....30
Final Report Cards.....35
FMLA.....30
Formal Evaluations.....33
Funeral - Teaching Staff.....25
Funeral - Not Immediate Family.....25

- G -

Grievance.....38
Grievance - Arbitration.....40
Grievance - Association.....38
Grievance - Class I.....38
Grievance - Class II.....38
Grievance - Class III.....38
Grievance - Disposition.....41
Grievance - Expenses.....41
Grievance - Regulations.....40
Grievance - Step 1.....38
Grievance - Step 2.....39
Grievance - Step 3.....39
Grievance - Step 4.....39
Grievance - Step 5.....40

Grievance and Arbitration

Arbitration Expenses.....41
Binding Arbitration.....41
Grievance.....38
Arbitration.....40
Association.....38
Class I.....38
Class II.....38
Class III.....38
Disposition.....41
Expenses.....41
Regulations.....40
Step 1.....38
Step 2.....39
Step 3.....39
Step 4.....39
Step 5.....40
Unjust Discharge.....40

- H -

Health Insurance (Part-Time).....14
Hourly Rates Schedule C (1994-95) Adult/Alternative Education.....67
Hourly Rates Schedule C (1995-96) Adult/Alternative Education.....68
Hourly Rates Schedule C (1996-97) Adult/Alternative Education.....69
Hourly Rate K-12 (1994-95).....55
Hourly Rate K-12 (1995-96).....60
Hourly Rate K-12 (1996-97).....65

- I -

I.E.P.C.....17
Ideal Class Size.....36
Illness in Immediate Family.....24

Instruction

Class Size.....35
Class Size Balance (with Special Education).37
Class Size Excess.....36
Class Size Limits.....36
Class Size Maximums Exceeded.....37
Curriculum Change.....35
Final Report Cards.....35
Ideal Class Size.....36
Least Restrictive Environment.....37
Mainstreamed Students.....37
Split Classes.....36

Insurance Benefits.....11
Involuntary Transfers.....22

- J -

Jury Duty.....26

Layoff List.....45
Layoff Notice.....44
Least Restrictive Environment.....37

Leaves With Pay (Chargeable)

Accumulation of Sick Leave.....24
Adoption.....25
Contagious Disease.....24
Extended Disability.....25
Funeral (Not Immediate Family).....25
Illness in Immediate Family.....24
Personal Day (Extended).....25
Personal Days.....25
Personal Illness.....24
Pregnancy Disability.....25
Sick Leave Accumulation.....24
Use of Sick Leave.....24

Leaves With Pay (Not Chargeable)

Association.....27
Court Appearance.....26
Death - Immediate Family.....26
Educational Conference.....27
Funeral - Teaching Staff.....27
Jury Duty.....26
Military Reserves.....27
University Study.....27
Visitation to Other Schools.....27

Leaves Without Pay

Association.....30
Career Exploration.....29
Conditions at Home.....29
Employment in Another District.....29
Extended Disability.....29
Family/Medical Leave Act.....30
FMLA.....30
General Provisions.....31
Military.....29
Peace Corp.....30
Personal Illness.....29
Public Office.....30
Self-Improvement.....29
Travel.....29

Letters of Intent.....32

Mainstreamed Students.....36
Mediation.....46
MESSA PAK "A".....12
MESSA PAK "B".....13
Military.....29
Military Service.....27

Negotiation Procedures

Experimental Programs.....	46
Mediation.....	46
Negotiations.....	46
Negotiators.....	46
Pilot Projects.....	46
Negotiations.....	46
Negotiators.....	46
Nonstrike Clause.....	47
Notice of Vacancies.....	22
Notification - Dismissal.....	34
Notification - Reductions.....	44

Observations.....	33
-------------------	----

Part-Time Benefits.....	14
Pay (See Salary or Hourly Rates Schedule C)	
Payroll Deductions.....	15
Peace Corp.....	30
Personal Day (Extended).....	25
Personal Days.....	25
Personal Days Daily Quota.....	25
Personal Illness.....	24, 29
Personnel Files.....	34
Pilot Projects.....	46
Pregnancy.....	25
President's Released Time.....	7
Public Act 379.....	6
Public Office.....	30

Qualifications of Personnel.....	44
----------------------------------	----

Recall Rights.....	45
Recess Duty.....	19
Recognition.....	2

Reduction in Staff

Layoff List.....	45
Notification.....	44
Qualifications of Personnel.....	44
Recall Rights.....	45
Reduction of Personnel.....	44
Seniority.....	42
Reduction in Personnel.....	44
Return from Leave.....	30

Sabbatical Leave.....27
Salaries.....9
Salary K-12 Schedule A (1994-95).....49
Salary K-12 Schedule A (1995-96).....50
Salary K-12 Schedule A (1996-97).....51

Salary and Fringe Benefits

Advanced Degrees.....10
Annuity Carriers.....13
Insurance Benefits.....11
MESSA PAK "A".....12
MESSA PAK "B".....13
Part-Time Benefits.....14
Payroll Deductions.....15
Salaries.....9
Severance.....15
Student Teachers.....11
Supervising Teachers.....11
Tuition Reimbursement.....10

Save Harmless.....8
Savings Clause.....47
Schedule B (1994-95) Pay for Services Beyond the Scheduled Work Day.52
Schedule B (1995-96) Pay for Services Beyond the Scheduled Work Day.57
Schedule B (1996-97) Pay for Services Beyond the Scheduled Work Day.62
Schedule C (1994-95) Adult/Alternative Education Hourly Rates.....67
Schedule C (1995-96) Adult/Alternative Education Hourly Rates.....68
Schedule C (1996-97) Adult/Alternative Education Hourly Rates.....69
Schedule D (1994-95) Calendar.....70
Schedule D (1995-96) Calendar.....71
Schedule D (1996-97) Calendar.....72
Schedule E (1994-95) Adult/Alternative Education Calendar.....73
Scheduled Working Day Regulations.....17
Scheduled Working Day Regulations for Adult/Alternative Education...18
School Closings.....21
School Documents.....6
School Work Year.....20
School Work Year for Adult/Alternative Education.....21
Self-Improvement.....29
Seniority.....42
Seniority for Adult/Alternative Education.....43
Severance.....15
Sick Leave With Pay (Chargeable).....24
Split Classes.....36
Staff Meetings.....17
Student Teachers.....11
Supervising Teachers.....11

Teacher Evaluation

Evaluation Calendar.....33
Evaluative Process.....33
Formal Evaluations.....33
Notification (Dismissal).....34

Observations.....	33
Personnel Files.....	34
Teacher Hourly Rate K-12.....	55, 60, 65
Teacher Protection.....	7

Teacher Rights

Association Days.....	6
Building Use.....	6
President's Released Time.....	7
Public Act 379.....	6
School Documents.....	6
Teacher Protection.....	7

Teaching Assignments

Involuntary Transfers.....	22
Notice of Vacancies.....	22
Transfers.....	22
Voluntary Transfers.....	22

Teaching Week, Day and Hour

Conference Planning.....	19
Duty Free Lunch.....	19
I.E.P.C.....	17
Recess Duty.....	19
School Closings.....	20
School Work Year.....	20
Staff Meetings.....	17
Teaming.....	20
Work Day.....	17

Teaming.....	20
Transfers.....	22
Travel.....	29
Tuition Reimbursement.....	10

- U -

University Study.....	27
Unjust Discharge.....	40
Visitation.....	27
Voluntary Transfers.....	22

- W -

Work Day K-12.....	17
Work Day Adult/Alternative Education.....	18
Worker's Compensation.....	28



