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U/30/99

**PLAINWELL  
COMMUNITY SCHOOLS**

**and**

**PLAINWELL  
EDUCATION ASSOCIATION**

**COLLECTIVE BARGAINING AGREEMENT**

**JULY 1, 1997 TO JUNE 30, 1999**

*Plainwell Community Schools*

1880-1881

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## ARTICLE 1

### PURPOSE AND RECOGNITION

- 1.1 Purpose. The general purpose of this Agreement is to promote orderly and peaceful relations between the Board and the professional employees for the mutual benefit of the public, the Board, the Association, and the employees.
- 1.2 Recognition. The Board recognizes the Association as the sole and exclusive collective bargaining representative for all K-12 employees.
- 1.3 Definitions.
- 1.31 Association means the Plainwell Education Association.
- 1.32 Day shall mean all days except Saturday, Sunday, school holidays and scheduled employee vacations, unless the context clearly otherwise requires.
- 1.33 Emergency as used herein means a sudden or unforeseen occurrence or condition that calls for immediate action.
- 1.34 Part-Time Employee means an employee regularly employed under contract for less than a full work week or full work day, or for less than a full school year. The fringe and leave benefits of a part-time employee shall be proportionately reduced.
- 1.35 Party means the Board or the Association.
- 1.36 Employee shall mean all full-time and regularly scheduled part-time school psychologists, social workers, speech pathologists and certified persons employed by the Board for K-12 for the regular school term except:
- A. Temporary employees and employees' aides.
  - B. Supervisory and administrative personnel, including but not limited to, the Superintendent, Assistant Superintendent, Business Manager, Principals and Assistant Principals, Guidance Counselor Director, Athletic Director, Community Education personnel, and all other certified employees who devote more than fifty (50%) percent of their time to administrative assignments.
- 1.37 Temporary Employee means a person who is certified and qualified to serve as a replacement for a regularly employed employee on either a day-to-day basis or for one (1) semester or less during a school year.

1.4 General Interpretation.

- 1.41 Captions. Captions are included only for convenience of reference and shall not modify in any way the provisions herein.
- 1.42 Interpretation. The Board has the final responsibility for the direction and control of all aspects of the affairs of the School District and this Agreement shall be so applied and interpreted. Whenever possible each provision shall be interpreted in such manner as to be effective and valid under applicable state or federal law, but if any provision shall be prohibited by or be deemed invalid, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.
- 1.43 Policies. Nothing in this agreement shall limit the right of the Board to adopt policies, initiate programs and enter into agreements with employees or others that are not contrary to the terms of this Agreement. The Board shall consult the Association prior to the adoption of any policy made pursuant to this agreement and shall furnish the Association a copy of any such policy thereafter adopted by it, including any amendments thereto.
- 1.44 Schedule Modification. The Board may alter the work schedule to the extent the Board determines necessary to comply with applicable local, state or federal laws or regulations; the availability of utilities; or for other circumstances beyond the control of the Board after consultation with the Association.
- 1.45 Subordination. Any individual contract or letter of agreement between the Board and an employee for the performance of duties that are subject to the terms of this Agreement shall be subject and subordinate to the provisions hereof.
- 1.46 Non Discrimination. The Employer agrees that it will in no way discriminate against or between any employee covered by this Agreement because of their race, creed, religion, color, national origin or ancestry, age, sex, sexual orientation, marital status, physical characteristics or handicap, or place of residence.



## ARTICLE 2

### ASSOCIATION RIGHTS

2.1 Association Rights. The Association shall have, in addition to other rights expressly set forth herein or provided by statute, the following rights:

2.11 The use of the school buildings at reasonable hours for meetings, provided that no such use shall interfere with the primary educational use of the facilities.

2.12 The use of employee mail boxes and a designated bulletin board in each building for the purpose of giving notice of meetings, elections, the results of elections and related matters.

2.13 The use of school equipment, including typewriters, duplicating equipment, adding machines and audiovisual equipment, provided that it shall pay the reasonable costs of all materials and supplies used and for damage to any equipment, and provided further that such use shall not interfere with its primary educational use.

2.14 Information concerning the financial resources, budgetary requirements and such information as may be necessary for collective bargaining with respect to wages, hours and other terms and conditions of employment.

2.15 The Board shall furnish the Association with the name of each new employee employed for the contract year. The information shall be furnished on or before the fifteenth (15) school day following the date of employment.

2.16 The Association shall be granted, upon request, up to six (6) Association leave days for the purpose of permitting designated bargaining unit members to participate in Association Activities. The request shall be signed by the Association President and shall be submitted to the Director of Personnel at least five (5) days prior to the requested leave date. The Association agrees to reimburse the Board for the cost of any necessary substitute employees employed as a direct result of this provision, such cost to be based on the current non-permanent substitute employee rate and the retirement contribution for the employee's association day.

2.2 Association Responsibilities. The Association, having been recognized as the exclusive bargaining agent for the employees, agrees that:

2.21 It will give reasonable notice of all meetings, the right of free expression and the right to a secret ballot.

2.22 It will make every reasonable effort not to permit or allow the employees or any state or national association to cause any slowdown, deviation from the teaching schedule,

or other device, of any nature whatsoever, designed to be used as a means of coercing the Board to accept any demands or adjust any grievances relating to wages, hours or any other terms and conditions of employment.

- 2.23 It will use its best efforts to correct breaches of professional performance or conduct, including but not limited to failure to maintain satisfactory teaching standards, willful insubordination, abuse of leave privileges and chronic tardiness or absenteeism.
- 2.24 It will promptly notify the Board in writing of the names of those persons who have been authorized to act on its behalf and the authority of each such person, which notice shall remain in effect until superseded by a new written notice.

### 2.3 Agency Shop.

- 2.31 Association Membership. Membership in the Association is not compulsory. Employees have the right to join or not join, maintain or drop their membership in the Association, as they see fit. Neither party shall exert any pressure on nor discriminate against any employee by reason of his/her joining or refusing to join the Association.
- 2.32 Financial Responsibility. Membership in the Association is separate and distinct from the assumption by an employee of his/her equal obligation to compensate the Association for the benefits he receives from representation. The Association is required under this Agreement to represent all of the employees in the bargaining unit fairly and equally without regard as to whether or not any employee is a member of the Association. The terms of this Agreement have been equally made for all of the employees in the bargaining unit and not solely for the benefit of the members of the Association. Accordingly, it is agreed that it is fair that each employee in the bargaining unit pay equally for benefits received and that each assume his/her fair share of the cost of representation.
- 2.33 Agency Service Fee. Each employee who is not a member of the Association shall pay to the Association an agency service fee. The fee shall be determined by the Association and shall be equivalent to each member's proportionate share of the cost of negotiating and administering the Collective Bargaining Agreement but in no event shall it be more than the dues paid by the Association member. If during the term of this Agreement, it should be determined by a court of competent jurisdiction that the foregoing amount is unlawful, the amount shall be modified to such amount as shall be lawful. This provision shall not apply to employees who were not members prior to June 30, 1970.
- 2.34 Deduction of Dues. An employee may pay membership dues, or the agency service fee, as the case may be, through payroll deduction or may terminate an authorization previously given by submitting a written authorization or termination request to the Board within forty-five (45) calendar days following the beginning of the school

year or the date of employment, whichever is later. Employees authorization for the deduction of Association dues, or for the payment of the agency service fee, shall identify the employee, the amount of each deduction, the period for which deductions are to be made, and be signed by such employee. The Board shall deduct the authorized amount due from each employee's pay and transmit the total deductions to the Treasurer of the Association each month together with a listing of each employee for whom deductions were made. The Board shall use its best efforts to make the aforesaid deductions in the manner set forth but assumes no responsibility for any errors in making such deductions other than to correct such errors. In the event of overpayment, the Association agrees to refund such monies within twenty (20) days.

2.35 After a service fee payer has utilized the Association's Administrative Procedures, pursuant to the Association's "Policy Regarding Objections to Political Ideological Expenditures", the procedure in all cases of non-payment of the appropriate service fee shall be as follows:

1. The Association shall notify the employee of non-compliance by certified mail, return receipt requested, explaining that he/she is delinquent in not tendering the service fee, specifying the current amount of the delinquency and warning him/her that unless the delinquent service fees are paid or a properly executed deduction form is tendered within fourteen (14) days of the Association's notification to the employee, he/she shall be reported to the Board, and a deduction of the service fee shall be made from his her salary.
2. If the employee fails to comply, the Association shall give a copy of the letter sent to the delinquent employee and the following written notice to the Board at the end of the fourteen (14) day period.

The Association certifies that (name) has failed to tender the periodic service fee required as a condition of employment under this Agreement and demands that under the terms of this Agreement, the Board deduct the delinquent service fees from the employee's salary. The Association certifies that the amount of the service fee includes only those items authorized by law.

3. The Board, upon receipt of said notice and request for deduction, shall act pursuant to Section A above. In the event of compliance at any time prior to deduction, the request for deduction will be withdrawn. The Association, in enforcing this provision, agrees not to discriminate between employees.

2.36 The Association shall indemnify and hold harmless the school district and its employees and agents for any and all damages, costs or expenditures in applying dues deduction.

2.4 Non-Discrimination. The Association agrees that it will not discriminate against any employee in the bargaining unit by reason of sex, race, religion, marital status, age or national origin and that any employee who has paid an agency service fee shall be entitled to participate in all of the activities of the Association relating to the negotiation and administration of the Collective Bargaining Agreement.

## ARTICLE 3

### PROFESSIONAL DUTIES

3.1 Contract Period. The contract period shall be as provided in the School Calendar for the contract year. The term of the School Calendar may be extended by the Board in order to comply with membership day standards established by State law or regulations.

3.2 Professional Services. Although the parties recognize that the commitment of an employee cannot be measured merely by time, the compensation set forth on Schedule "A" for regular professional duties is based on a professional work day consisting of the regular student instructional day plus one (1) hour on the school premises or at a duty-connected facility designated by the Board. It is understood and agreed that the length of the student instructional day shall not be extended during the term of this Agreement.

Employee's daily hours shall consist of pupil contact time and employee preparation time. Pupil contact time shall be defined as the time the employee shall be required to instruct and/or supervise students. Employee preparation time shall include time for lesson planning, curriculum study, curriculum council, a reasonable number of employees' meetings, parent conferences, student conferences, and administrator conferences.

The employee's normal professional day will include the following:

1. A 30 minute duty free lunch period.
2. A normal work day not to exceed a total of 7 hours and 25 minutes of pupil contact time and employee preparation time, including the duty-free lunch period, as scheduled by the Employer.

3.21 Elementary Classroom Employees.

A. An employee regularly assigned as an elementary classroom employee (Grades K-) shall be entitled to receive:

1. A lunch period of thirty (30) minutes, which period shall be duty free except as an employee may be required to supervise pupils as they pass to lunch and to be available to receive students upon the termination of the thirty (30) minute lunch period, and except as supervisory employees may be required on a rotational basis or in the case of reasonable unavailability of non-certified personnel, provided, however, that employees shall not be assigned to lunchroom supervision.
2. A planning period when responsibility for a class has been assumed by another employee for special instruction such as physical

education, music, art, or library, except as such other employee or a substitute employee may be reasonably unavailable. In addition, employees may elect in their discretion to provide one or more additional planning periods by means of rotating recess duty among themselves.

3. Preparation time for all regular, specialists, special education employees in grades K-5 shall be two hundred twenty-five (225) minutes per week. The schedule shall include a minimum of forty (40) minutes, four (4) days a week. Secondary employees shall have one (1) period each day. The period shall be defined by the building schedule. All planning periods shall be scheduled during the student day.

For 1998-1999, the K-5 preparation periods shall be 250 minutes per week, with forty consecutive minutes per day. The parties shall enter into a letter of understanding for the implementation of this language.

4. Recess periods shall remain at the 1996-1997 level.

- B. The Board agrees to assign at least one (1) employee's aide to each elementary building, exclusive of employee's aides assigned to special program areas such as special education, for the purpose of providing assistance to employees in that building. Any such aide(s) shall be under the direction of the building principal.

3.22 Secondary Classroom Employees. An employee regularly assigned as a Secondary Classroom Employee (Grades 6-12) shall be entitled to receive:

- A. A duty-free lunch period, except as supervisory employees may be required on a rotational basis or in the case as reasonable unavailability of non-certified personnel.
- B. A planning period of each school day, or its equivalent.

3.23 General Duties. The professional duties of each employee shall include non-instructional duties including homeroom and club assignments, faculty, departmental and curriculum meetings and in-service training.

3.24 Class Loads. The parties recognize that the pupil-employee ratio is an important aspect of an effective educational program. Therefore, the Board agrees to:

- A. Assure that class size is appropriate to the room assigned and the equipment and materials available; and

B. Continue to make every effort to balance class sizes in Grades 1 through 5.

3.3 Reporting of Employees. If school shall be closed because of adverse weather on isolated days, employees shall not be required to report; however, when school is closed for three (3) or more successive days, employees may be required to report in the discretion of the Superintendent beginning on the third day unless such days are required to be made up in which case employees shall not be required to report.

3.4 Professional Assignments. Both parties recognize the desirability of placing each employee, to the extent practicable, in a position that will most effectively use the employee's skills and experience while providing for the present and future staff needs of the District.

3.41 Assignment Requests.

Any employee requesting a change in assignment for the next school year shall do so in writing to the Assistant Superintendent prior to March 1 of the current school year.

3.42 Assignment Criteria. Assignments shall be made by the Board on the basis of the following criteria, namely:

- A. The contribution that the employee could make to students in the new position.
- B. The preference of the employee for the assignment.
- C. The certification, applicable academic preparation (including majors and minors,) teaching experience and performance evaluation records of the employee compared to the certification, applicable academic preparation (including majors and minors), teaching experience and performance evaluation records of outside candidates, both the position to be vacated and the position to be filled.
- D. The opportunity for the professional growth of the employee.
- E. The length of service of the employee in the District.

3.43 General Provisions.

- A. The tentative teaching assignment of an employee for the fall semester shall be made prior to the end of the spring semester if an employee has stated

his/her intention in writing to return for the next school year prior to March 1. An employee who will be affected by a change in grade or subject shall be consulted as soon as possible and prior to sixty (60) days before the opening of the ensuing school year, if possible.

- B. A high school employee (grades 9-12) shall not be required to accept more than four (4) difference course preparations for a six (6) period day for each full semester except by mutual consent. For the purpose of this provision, "course" shall mean subjects offered by the Board to students for credit with different titles and requiring daily preparation.
- C. A professional assignment shall ordinarily be within the scope of an employee's certificate or his/her major or minor field(s) of study.

3.5 Vacancies. A vacancy shall be defined as a position that will be filled occurring because of a newly created opening, a retirement or a resignation and after all employees, including those returning from leaves, have an assignment.

3.51 Notice of Vacancy.

- A. If a vacancy occurs in the bargaining unit during the regular work year, the Board may temporarily fill the position for the remainder of such year in order to minimize any disruption in the educational program provided, however, that if the Board determines that the position is to be filled on a permanent basis for the ensuing work year, it shall be posted in accordance with 3.51B.
- B. Any vacancy occurring shall be posted for 10 (ten) days. All notices shall be posted in each building on the appropriate bulletin boards and with the building representative of each building. Postings occurring during the summer recess shall be mailed to any employee making a request and supplying the Central Office with pre-addressed envelopes and the Association President.
- C. Any properly certified employee responding to the notice of a vacancy, as described, shall be interviewed for the postings. The Employer shall consider these factors in filling the position.
  - 1. Certification.
  - 2. North Central Guidelines.
  - 3. Input from the interviewing team.
  - 4. Other qualifications as established by the job description.

No employees with less experience in the District shall be awarded by the position unless his/her qualifications as outlined are determined by the



District to be greater than the employee with more experience in the District.

3.6 Shared Position.

- A. Two (2) employees may agree to share one (1) full-time position with the approval of the Superintendent or his/her designee.
- B. Salary and fringe insurance shall be pro-rated to equal the percentage of the contract worked.
- C. Employees for shared positions must agree to accept full-time employment in the event the other employee in the shared time positions terminates employment. This provision may be waived in the event an acceptable alternative is available.
- D. The participating employees must agree to share the position for the entire school year.
- E. An unpaid leave of absence shall not be available by one employee without the consent of the partner assuming the full-time position.
- F. The position shall be reviewed by all parties in the Spring for the continuation for the following school year.
- G. If the partnership is dissolved by any party, both partners shall be given full-time positions in accordance with the seniority provision of the Master Agreement provided that it does not result in layoff of an on-staff teacher.
- H. The Employer shall have sole discretion not subject to grievance procedure, to accept or reject proposed shared time.

## ARTICLE 4

### STUDENT DISCIPLINE

- 4.1 A. The building-level School Improvement Committees will be charged with the responsibility to annually review the efficacy of that building's behavioral management policies and procedures as well as the methods of implementing such policies and procedures.
- B. An employee who is subjected to physical assault or severe verbal abuse by a student shall be relieved of responsibility for such student until completion of a formal conference that may involve the student, the student's parent(s), the employee, and the building administration.

## ARTICLE 5

### CONTRACT RESOLUTION

- 5.1 Objectives. It is the intention of the parties to provide a peaceful and orderly procedure to resolve any disagreement concerning the interpretation of this Agreement that has not been resolved through the use of normal administrative procedures. Any tenured employee who believes that he/she has been subject to an unjust disciplinary action based on or arising out of the application of this Agreement may file a claim in accordance with the procedure herein set forth except where the Tenure Act applies.
- 5.2 Review Levels.
- 5.21 Informal Level. Prior to filing a written claim, the claimant shall meet with the Supervisor against whom such claim is to be asserted for the purpose of attempting to adjust such alleged claim without further proceedings. The request for the meeting must be made within ten (10) days from the time of the event or the time the claimant reasonably should have known of the event.
- 5.22 Principal's Level. If the claim is not satisfactorily resolved at the informal conference, the claimant shall have ten (10) days within which to file a written claim with the Building Principal, which claim shall include:
- A. An identification of the claimant(s);
  - B. The facts upon which the claim is based;
  - C. The applicable portion(s) of the Agreement allegedly violated;
  - D. The specific relief requested;
  - E. The date of the claim; and
  - F. The signature of the claimant.

The principal shall file a reply, which shall be filed within ten (10) days from the receipt of the written claim.

- 5.23 Superintendent Level. If the reply is not satisfactory and a request is made within ten (10) days from the receipt of the reply, a formal conference shall be held within ten (10) days from their receipt of such request with the Superintendent or his/her designee. The purpose of the formal conference shall be to seek a positive and constructive disposition of the claim and to avoid the necessity for further proceedings. Any mutual agreement as to the disposition of the claim shall be in

writing. If the parties are unable to reach agreement, the party against whom the claim is filed a reply within twenty (20) days after the completion of the formal conference unless both parties shall request that the conference be adjourned and reconvened with a state mediator.

5.24 Arbitration. If the claim is not satisfactorily resolved at the formal conference or before a state mediator, the claim may be submitted to arbitration by the Association in accordance with the following provisions:

- A. The request for arbitration shall be made within thirty (30) days from the receipt of the formal conference reply or from the termination of the mediation conference, whichever shall first occur.
- B. The arbitrator shall be selected and the hearing conducted in accordance with the rules and regulations of the American Arbitration Association provided, however, that:
  - 1. The arbitrator shall not have the authority to vary the terms of the Agreement or to determine that any provisions is unconstitutional or contrary to any federal or state law, it being expressly agreed that any such determination shall be made by a court of law.
  - 2. The arbitrator shall render his/her written decision within thirty (30) days from the conclusion of the hearing.
  - 3. The arbitrator's decision shall be binding upon the parties.

### 5.3 General Provisions.

5.31 Definitions. As used in this Article the word:

- A. "Claimant" means the Association or employee filing the claim. If a claimant is an employee, the employee shall have the right to personally attend each conference or hearing and/or have an authorized representative present.
- B. "Event" means the act or omission that the claimant alleges violates one or more provisions of this Agreement.
- C. "Day" means a scheduled work day during the regular school year. During the summer recess, however, day means a calendar day exclusive of Saturdays, Sundays or holidays.

5.32 Form of Action. All claims, replies and requests shall be in writing and shall be filed with each party.

5.33 Exclusions. The claim procedure shall not apply to:

- A. The failure to re-employ a probationary employee on the expiration of the employee's individual contract of employment.
- B. The content of performance evaluation of the employee.
- C. Any claim in which proceedings are pending before any state or federal administrative tribunal, agency or court, it being the intention of the parties that a claimant shall have one (1) remedy only.
- D. Any provision of this Agreement that contains an express exclusion from this procedure.

5.34 Withdrawals and Denials. Any claim or request for advancement to the next claim level that is not made within the time prescribed, shall be deemed to have been withdrawn and shall automatically terminate any further proceedings. Any claim that is not answered within the time specified shall be deemed to have been denied and the claim shall automatically advance to the next claim level unless withdrawn.

5.35 Place of Proceedings. All proceedings shall be held in the School District unless the parties agree otherwise.

5.36 Costs. Any fee paid for the services of an arbitrator shall be shared equally by the parties, except as the arbitrator for cause shall otherwise decide. Each party shall be responsible for its own costs, including the cost of witnesses.

5.37 Contract Expiration. The provisions of this Article shall be automatically extended beyond the contract expiration date to the extent required to complete the processing of a claim filed prior to such expiration date.

## ARTICLE 6

### EVALUATION

The Board has delegated to the administrative staff the responsibility for evaluating the performance of employees on a continuing basis. The primary purpose of performance evaluation is to identify specific ways a professional employee may increase effectiveness in the classroom and as a member of the school community. The goal of performance evaluation is to strengthen and promote the effectiveness of the total educational program of the District. To achieve the purposes and attain the goals of performance evaluation, particularly with respect to classroom teaching, it is agreed that the evaluation of employees in the discharge of their professional assignments in the classroom shall conform to the following guidelines, namely:

#### 6.1 General Procedure.

- 6.11 All monitoring or observation of the classroom performance of the employee shall be conducted openly and with the full knowledge of the employee.
- 6.12 If an employee has been assigned involuntarily to teaching assignments outside the scope of such employee's certificate or major or minor field(s) of study, such fact shall be affirmatively shown on any formal evaluation.
- 6.13 In order for each employee to understand the basis on which his/her professional performance will be evaluated, a copy of the evaluation form to be used shall be furnished to the employee before the observation. The evaluator shall provide verbal notice to the employee before conducting a classroom observation. The first observation shall be preceded by a pre-observation conference.
- 6.14 All classroom observations conducted for the purpose of preparing a written evaluation shall be completed within (4) weeks from the date of the first observation. The evaluator shall then prepare a written evaluation. Upon completion of the written evaluation, the evaluator and the employee shall confer for the purpose of reviewing the results of the written evaluation and, if applicable, an Individual Development Plan (IDP) (See Appendix 1A). The conference shall be held within ten (10) work days of the last observation on which the evaluation is based. If the conference is not held within such a time period, the evaluator shall attach a written statement to the evaluation stating the reasons why the conference was not held, a copy of which shall be given to the employee. In any event, the conference shall be rescheduled at the mutual convenience of the evaluator and the employee but not later than twenty (20) work days from the date of the last observation. Upon completion of the conference, the employee shall sign the completed evaluation form. Upon receipt of an unsatisfactory evaluation, the Administrator and employees shall confer to develop an individual development plan as defined by the Tenure Act.

- 6.15 Following the post-evaluation conference, an employee may file a written statement concerning the evaluation and/or the conference. If an employee does not agree with the evaluation and so indicated by checking the "disagree" box on the evaluation form, a written statement setting forth the grounds for such disagreement shall be filed.

Such statements shall be filed within ten (10) working days following the post-evaluation conference. A copy of the evaluation and, if applicable, the IDP and any written statement by the teacher pertaining to the evaluation or the conference, or both, shall be filed in the employee's personnel file.

## 6.2 Probationary Employees.

- 6.21 The teaching effectiveness of each probationary employee shall be formally evaluated by direct classroom observation at least twice during the school year, the first of such evaluations to occur no later than ninety (90) days after the beginning of the school year or the employee's commencement of service, if such service begins before the end of the first semester. At least one additional evaluation shall be made no later than April 1, but at least sixty (60) calendar days after the first evaluation, except in the case of emergency. In the case of the employee who commences service at the beginning of the second semester, there shall be an evaluation including at least two (2) observations with a minimum of thirty (30) days between observing prior to the end of the school year.
- 6.22 The evaluator making a formal evaluation shall endeavor to be present in the classroom for a period of time sufficient to provide a reasonable basis for evaluating an employee's performance. One observation time period shall be at least thirty(30) minutes.
- 6.23 Any formal classroom evaluation of a probationary employee shall conform to the guidelines set forth in Sections 6.11 - 6.15 above.

## 6.3 Tenure Employees.

- 6.31 Except as provided hereafter, the teaching effectiveness of each tenure employee shall be formally evaluated by direct classroom observation at least once during each three-year period beginning with the school year after the year in which an employee is placed on continuing contract. The evaluation procedure shall be completed no later than May 1, except in the case of emergency.
- 6.32 The performance evaluation shall be based on at least two (2) classroom observations, one of which must be at least thirty (3) minutes in duration. The 30 Minute observation will be during a mutually agreed upon time. The other observation will be during a time announced by the evaluator.

- 6.33 Any formal classroom evaluation of a tenure employee shall conform to the guidelines set forth in 6.11 - 6.15 above.
- 6.34 If, after completing two (2) observations, the evaluator determines that a formal evaluation may be waived, the employee and the administrator shall meet and confer. If the employee agrees, then the administrator shall complete and sign a Performance Statement (See Appendix 1) and submit it for the employee's signature at that time. The employee will receive a copy and the original shall be filed in the employee's personnel file.
- 6.35 If, after completing at least two observations, a tenure employee's performance is deemed less than satisfactory or unsatisfactory, then at the post-evaluation conference, the school district shall provide the employee with an Individualized Development Plan (IDP) developed by appropriate administrative personnel in consultation with the individual employee.

6.4 Mentors.

- 6.41 A Mentor shall be defined as a Master Teacher as identified in Section 1526 of the School Code and shall perform the duties of a Master Teacher as specified in the Code.
- 6.42 Each employee in his/her first three (3) years in the classroom shall be assigned a Mentor by the Administration with the recommendation of the Association. The Mentor shall be available to provide professional support, instruction and guidance. The purpose of the mentor assignment is to provide a peer who offers assistance, resources and information in a non-threatening collegial fashion.
- 6.43 A Mentor shall be assigned in accordance with the following:
- A. Participation of bargaining unit members as a Mentor shall be voluntary.
  - B. Every effort will be made to match the employee with the Mentor who works in the same building/department.
  - C. Probationary teachers may be assigned one (1) or more Mentor Teachers. Where possible, at least one (1) shall be a member of the bargaining unit.
  - D. The Mentor selected from the staff shall be compensated at the rate of pay identified in Schedule B, per probationary teachers with no Mentor being assigned more than two (2) probationary teachers. Any Mentor sharing the responsibility of a probationary teacher. This release time, if granted, shall be limited to no more than three (3) times per quarter.



E. Each Mentor shall receive a job description and training, which will be developed jointly by the Board and the Association.

6.44 The purpose of the Mentor/employee match is to acclimate the employee and to provide necessary assistance toward the end of quality instruction. Mentors shall not be required to provide evaluative information to an administrator regarding a probationary teacher.

## ARTICLE 7

### COMPENSATION

- 7.1 Professional Experience. The Board shall place new professional employees on such step as the Board shall determine as professionally indicated by reason of education, experience (including military service and vocational experience), and past professional performance.
- 7.2 Basic Compensation. The basic salary shall be as set forth on Schedule "A". An employee shall advance to the next step upon the completion of a satisfactory school year, except herein otherwise provided. Recognition on the salary schedule for academic or certification advancement shall be made at the beginning of the first semester following such advancement, subject to the following guidelines:
- 7.21 The employee shall, not later than sixty (60) calendar days after the beginning of the semester, submit proof of such advancement unless extenuating circumstances effectively prevent an employee from filing such proof within the specified time period.
- 7.22 If proof of advancement is not provided pursuant to 6.21, recognition on the salary schedule shall in any event take effect at the beginning of the semester following submission of such proof.
- 7.3 Compensation Adjustment.
- 7.31 Column Advancement Requirements:
- A. Credits used to qualify an employee for level "B" must be earned after completion of the BA or BS and the issuance of the provisional teaching certificate. These credits must be in a graduate program or be in fields related to the employee's assigned work.
  - B. Graduate credits taken to qualify for levels "D", "E", and "F" must be earned after earning the MA degree and be in fields related to the employee's major or minor. Prior approval must be secured from the Board of Education for courses that are not in the employee's field of concentration.
  - C. A non-degree employee holding a valid vocational teaching certificate shall be compensated at the rate of pay provided in Column A of Schedule "A". A degree employee holding a valid vocational teaching certificate shall receive in addition to any experience credit for teaching, an additional credit for actual work experience to the extent required for vocational certification.

\*\* An employee who, on or before September 1, 1981, earned sufficient hours to advance to Column "B" pursuant to the requirements set forth in the 1980 - 1981 Salary Schedule (BA + 15) shall be compensated in accordance with revised Column "B" (BA + 18).

7.32 Longevity Adjustments. Subject to the following guidelines, an employee shall not advance to the next step on the salary schedule or be granted an increase in basic compensation pursuant to this Agreement if, prior to providing professional services for which the increased compensation is due, the Board shall determine that the professional services of an employee are unsatisfactory.

The Superintendent shall give a written Notice of Unsatisfactory Service to an employee not less than sixty (60) days prior to the end of the school year, except for events that may have occurred subsequently, together with a definite written statement setting for the reasons for such action, copies of which shall be furnished to the Board.

The employee shall be given an opportunity to:

- A. File a written reply to the written statement of unsatisfactory service with the Superintendent, a copy of which shall also be furnished to the Board;
- B. Request that a copy of the statement and the reply be filed with the Association; and
- C. Request an open or closed hearing before the Board, provided that such request is made in writing within ten (10) days following the receipt of the written notice.

Advancement to the next salary step or increase in basic compensation shall not be withheld except by prior Board action.

For purposes of this provision, the professional services of an employee shall be deemed to be unsatisfactory if the employee received two (2) consecutive unsatisfactory formal classroom evaluations, provided that the employee has been:

- A. Advised of corrective actions to be taken;
- B. Given a reasonable time period within which to take corrective action(s); and
- C. Involved in a systematic review of such corrective action(s).

7.4 Additional Compensation. An employee shall be entitled to receive additional compensation as follows:

- 7.41 Student Activities. Student activities described on Schedule "B" shall be compensated as therein provided. The Board may add or delete activities during the contract period. An activity not included on Schedule "B" shall receive such compensation as may be agreed upon by the Board and the Association.
- 7.42 Extended Contract Period. Except for the reasons set forth in Section 3.1, an employee required to work in excess of the contract period herein set forth shall be entitled to a proportionate increase in compensation.
- 7.43 Professional Assignments. The Board may provide additional compensation of professional assignments requiring additional professional responsibility, effort or skill. The amount of such compensation shall be determined by the Board and the additional compensation shall terminate upon the completion of the assignment.
- 7.44 Administrative Assignment. The Board may contract for the professional services of an employee for the performance of non-classroom professional assignments on such terms as the Board and employee may mutually agree. The additional compensation shall terminate upon the completion of the assignment. The employee shall not have tenure rights as to such assignment.
- 7.5 Fringe Benefits. The Board shall provide fringe benefits as set forth in Schedule "A-1".
- 7.6 Pay Periods. The basic compensation of an employee shall normally be paid in twenty-six (26) or twenty-seven (27) substantially equal installments, plus additional compensation, if any, provided, however, that an employee on or before August 1 may elect in writing to receive his/her basic compensation for the ensuing school year in twenty-one (21) substantially equal installments. No change in pay periods shall be permitted after the above date.
- 7.7 Reimbursed Expenses. An employee required to use his/her motor vehicle in the discharge of his/her duties shall be reimbursed in accordance with policies adopted by the Board.
- 7.8 General Provisions For Schedule B.
- 7.81 All positions listed in Schedule "B" may not necessarily be filled.
- 7.82 All positions listed in Schedule "B" shall first be offered to members of the teaching faculty if they are to be filled; however, if no members of the teaching faculty wish to fill any open additional duty assignment, the Board may offer such assignment to a non-bargaining unit member at a rate on the individual's qualification and experience, which rate shall be applied to Step "1" of Column A of Schedule "A".
- 7.83 Schedule "B" assignments that are open shall be posted in all buildings for a period

of one (1) week.

- 7.84 Except as hereinbefore provided, the applicable percentage rate set forth in Section 1, Athletic Assignments, shall be applied to Step "1" of Column A of Schedule "A". The applicable percentage rate set forth in Section 2, Other Activity Assignments, shall be applied to the compensation level of the employee as determined by such employee's placement on the Basic Compensation Schedule (Column and Step).
- 7.85 An employee shall not have tenure in any additional duty assignment, and assignments may be made or terminated for reasons satisfactory to the Board.

## ARTICLE 8

### LEAVES OF ABSENCE

Unnecessary tardiness or absence decreases teaching effectiveness, lowers the quality of the educational program and increases scheduling difficulties and costs. Unexcused absence or tardiness shall constitute grounds for discipline, or, if repeated, discharge.

8.1 Sick Leave. Each employee shall be credited at the beginning of the school year with ten (10) days sick leave with pay. Sick leave shall be administered in accordance with the following guidelines, namely:

A. Sick leave may be used for:

1. Any physical or mental condition that disables an employee from rendering professional services, excluding any condition compensable by Worker's Compensation or resulting from other employment.
2. Any communicable disease that would be hazardous to the health of students or other employees.
3. Serious illness in the employee's immediate family. This leave shall not normally exceed five (5) days per illness except that the Superintendent, or his/her designee, in his/her discretion and for good cause shown, may grant the use of additional days for such purpose.
4. In the case of death of a member of the employee's immediate family, the use of such leave shall normally not exceed ten (10) days per occurrence.

The term "immediate family" shall mean the employee's spouse; the grandparents, parents, siblings and children of the employee and the employee's spouse; and any other person who is a regular member of the employee's household.

5. Physical examinations or required medical treatment, exclusive of non-emergency surgery, which cannot reasonably be scheduled outside of the regular work day.
  6. Non-emergency surgery, including the resultant disability period, which cannot reasonably be scheduled outside of the regular work day or while school is not in session.
- B. Sick leave may accumulate without limits. It shall not be paid in addition to Worker's Compensation benefits. The amount of unused leave shall be certified at least each twelve (12) months.

- C. Verification by competent medical authority may be required.
- D. No payment for unused leave shall be made. If an employee shall not complete the contract period, the Board shall be reimbursed for any days, or fractions of days, used in excess of the proportionate leave days earned as of the termination date. It is understood and agreed that sick days are earned at the rate of one (1) day per month beginning with the first day of September and thereafter on the first day of each month of the school year.
- E. Leave shall be allocated in one-half (1/2) day increments unless the Board shall otherwise agree, shall be charged against duty days and shall cease to accumulate and shall not be used by an employee during such periods as the employee is on a leave of absence, laid off, or otherwise not regularly providing services to the District.
- F. Sick Leave Bank - A teacher has the option of transferring no more than one (1) day per year of his/her accumulated personal leave to a designated fellow employee who has exhausted his/her sick leave due to a period of prolonged illness or disability. The donor involved shall send written notification to the Superintendent at the time of transfer.

8.2 Personal Leave. An employee shall be allowed two (2) days with pay for personal leave days in accordance with the following guidelines, namely:

- A. A request for personal leave shall be made at the earliest practicable time but in no event on less than twenty-four (24) hours prior written notice except in the case of an emergency. Employees shall be notified of either approval or denial as soon as practicable but in no event later than 12:00 o'clock noon on the day preceding the requested leave period, provided, however, that if no notification is given to the employee, leave shall automatically be granted.
- B. No specific description of the intended use of the leave shall be required on the request form except for a leave requested for an emergency. Personal leave days may accumulate to a maximum of five (5); however, any personal leave day(s) beyond the five (5) not used by an employee during a given contract year shall be added to such employee's accumulated sick leave.
- C. The Board shall not be required to grant leave on any one day to more than a maximum of ten percent (10%) of a building staff on any given day. If leaves are to be denied because more than 10% of the building staff requested leave on the same day, these denials shall be in inverse order of receipt.
- D. A request for leave may be denied if:
  - 1. The employee has failed to make adequate provision for the discharge of

his/her professional responsibilities during his/her absence.

2. The Board is reasonably unable to obtain an adequate substitute for the employee.
3. The number of employees applying is in excess of the number provided.

If a leave is denied, the reasons for the denial shall be given to the employee in writing with copies thereof to be sent to the Superintendent and to the President of the Association.

8.3 Court Leave. An employee shall be entitled to leave for jury service and for court appearances when subpoenaed as a witness in connection with the employee's employment. The employee shall be entitled to receive regular compensation, without deduction of leave days, less any fees paid. The employee shall return to his/her duties whenever his/her attendance in court is not actually required.

8.4 Disability Leaves. An employee who is or will be physically or mentally disabled for more than ten (10) days shall be granted a leave of absence in accordance with the following guidelines:

8.41 Foreseeable Disability. If the employee knows, or reasonably should know, that he/she has a physical or mental condition, which will result in disability the employee shall:

- A. Notify the Board as to the nature and extend of the expected disability in accordance with Section 8.61.
- B. Furnish the Board a statement from the attending physical specifying in the physician's opinion:
  1. Any limitations on the performance of duties;
  2. The probable date when the employee will be significantly impaired in the performance of his/her duties; and
  3. The probable length of time, if any, during which the employee will be disabled from performing his/her work assignments.
- C. Furnish the Board such other information as the Board shall determine, including the attending physician's release, to assure the safety and welfare of the employee, students and other employees.

8.42 Unforeseeable Disability. If an employee is disabled by unforeseen circumstances, and the employee desires to be granted a disability leave, the employee shall, as



soon as practicable, furnish the Board the information, to the extent applicable, required for a foreseeable disability.

8.43 Duration of Leave. An employee shall be granted a leave of absence for the period of disability except that the Board shall not be required to grant a leave for more than one (1) year. It is understood and agreed that an employee shall normally return to work upon the termination of his/her disability unless other leave provisions in Section 8.5 of this Article are approved.

8.44 Compensation Benefits. An employee who has been granted a disability leave shall have the right to use accumulated sick leave in accordance with the provisions set forth in Section 8.1 above, provided, however, that if the employee is eligible to receive disability insurance benefits pursuant to an employer-paid insurance plan, then fractional sick leave days may be deducted to the extent necessary to equal the employee's daily rate of compensation.

8.5 Other Leaves. The Board may grant a leave of absence without pay upon the request of an employee. This discretionary leave shall be granted for no less than one (1) semester and no longer than the school year.

The length of the leave shall include any period of a paid leave that occurs prior to the unpaid leave, *i.e.* A six (6) week sick leave in addition to a twelve (12) week unpaid leave to equal one (1) semester.

The employee shall notify the Board by November 1 for leave ending the first semester and April 1 for semester leaves at the end of the school year, if the employee intends to return from such leave. If the Board does not receive notice of the employee's intent to return within dates set forth in the previous sentence, the employee shall be terminated.

8.6 Family Medical Leave. Provisions of the Federal law are available upon request from the Central Administration office.

8.7 Leave Administration.

8.71 Notice. An employee shall give the Board notice of his/her desire to be granted a leave as soon as the employee is aware of his/her need to be granted a leave so that the Board will have the maximum time to provide for the employee's absence. The minimum notice time in any event for personal leave, court leave, a foreseeable disability leave, or other leaves shall be at least seven (7) work days prior to the requested leave date unless the request required Board action in which case the request shall be made at least seven (7) calendar days prior to the meeting at which the Board is to consider the request, except that a shorter notice may be permitted in an emergency. The Board representative shall notify the employee of his/her determination within three (3) work days following receipt of the leave request unless the request requires Board action.

- 8.72 Verification. The employee shall have the responsibility of verifying his/her eligibility for leave and any benefits due. If the Board determines that an employee knowingly withheld or misrepresented material information concerning the purpose or the employee's eligibility for leave or for any benefits, the employee may be disciplined, in addition to any other discipline, by the loss of all or any portion of the employee's leave benefits due or to be due under this Agreement.
- 8.73 Reinstatement Rights. On the termination of a leave, the employee shall be placed in the position that he/she held prior to such leave or in a similar position in accordance with the provisions of Section 3.4, subject to the rights of other employees pursuant to Article 9 of this Agreement.
- 8.74 Family Leave. The provisions of this Article 8 are understood to be subject to the terms of the Family Medical Leave Act of 1993 in accordance with the procedures adopted by the Board consistent with the Act.

## ARTICLE 9

### LAYOFF AND RECALL

9.1 Determination. If the Board determines that it is necessary to decrease the number of employees or otherwise reduce the number of employees in a given subject area, field or program, or eliminate or consolidate positions, the Board shall notify the Association in writing of its intention to do so and the reasons therefor.

9.2 Layoff Procedure. Layoffs shall conform to the following guidelines:

A. Employees shall be laid off in the order of seniority starting with the least senior employee, provided that:

1. The remaining employees are eligible employees as defined hereafter.
2. The Board may offer an employee part-time employment in lieu of layoff, provided that if such offer of employment is refused, the employee shall retain his/her position on the recall list subject to the rights of other employees pursuant to this Article.

B. The Board shall give not less than twenty (20) calendar days notice of layoff if such layoff is scheduled to take effect during a school year or not later than July 1 if such layoff is to take effect at the opening of a new school year, except in the case of unforeseen circumstances.

C. Any layoff shall suspend, for the duration of the layoff, the Board's obligation to pay salary or fringe benefits under any individual contract of employment or under this Agreement; however, an employee shall be eligible to receive any benefits that were earned but not yet paid prior to the layoff.

9.3 Recall Procedure. Recalls shall be subject to the following conditions:

A. Employees shall be recalled in the order of seniority starting with the most senior eligible employee on layoff.

B. If no recall date is set forth in the notice of layoff, the Board shall give written notice of recall from layoff by sending a certified letter to the employee at the employee's last known address as it appears on Board records, which address shall be conclusive for purposes of this Article. It shall be the responsibility of each employee to notify the Board of any change in address.

C. Except as hereinafter provided, an employee who fails to report to work at the specified time, which time shall not be less than ten (10) calendar days from the date of the mailing of the recall notice if no time was specified in the notice of layoff,

unless an extension is granted in writing by the Board, shall be considered a voluntary quit and shall thereby terminate his/her individual employment contract and any other employment relationship with the Board. An extension shall be granted provided that:

1. Prior to the issuance of a recall notice, the employee has executed a written contract of employment for a teaching position in another school district; and
2. The employee has, within the ten (10) day reporting period, requesting in writing an extension and also indicated his/her intention to accept the position to which recalled upon the termination of the contract in the other school district.

D. The obligation of the Board to rehire a tenured employee shall terminate thirty-six (36) months following the effective date of layoff.

9.4 Seniority. The Board shall maintain an up-to-date seniority list, a copy of which shall be furnished to the Association at least once each contract year on or before December 1. The seniority list shall be conclusively deemed to be correct unless the Association notifies the Board of any error within thirty (30) days after notification. Except as hereinafter provided in 11.5D, the names of all employees in the bargaining unit at the time of the preparation of the seniority list shall be listed in order of their service dates, starting with the employee with the greatest amount of seniority at the top of the list. If two (2) or more employees have the same service date, their social security numbers shall be used in determining their respective positions on the seniority list, with the employee having the lowest number being assigned first to the seniority list.

9.5 Interpretation. For the purpose of this Article:

- A. An "eligible employee" means an employee who the Board determines is certified and complied with the recommendations of North Central Accreditation for teacher qualifications where applicable, to perform the duties of the position to be filled.
- B. "Service Date" means the date when the employee first provided professional services for the Board since any break in service. Termination of service as an employee shall constitute a break in service, except that an employee employed by the Board in a non-bargaining unit position shall neither nor lose seniority during the period of such employment.
- C. An employee on layoff or on a leave of absence shall neither accrue nor lose seniority.
- D. Part-time employees under contract shall accrue seniority as follows:
  1. Less than one-half ( $\frac{1}{2}$ ) time: one-half ( $\frac{1}{2}$ ) for each one (1) year of such employment.

2. One-half ( $\frac{1}{2}$ ) time or more: one (1) year for each of such employment.
- E. The procedures set forth in this Article shall not apply to any reduction in the teaching staff by virtue of the failure to re-employ a probationary employee at the end of his/her individual contract of employment, the involuntary termination of the employee for unsatisfactory service or breach of contract, or the voluntary termination of an employee.
  - F. Employees on layoff will be given priority on the substitute list.

**ARTICLE 10**  
**NEGOTIATIONS**

10.1 Rules.

Negotiations shall be conducted in accordance with such rules and procedures as the parties may from time to time agree upon, except that all proceedings shall be closed to the public.

10.2 Negotiators. Neither party shall have any control over the selection of the negotiating representatives of the other party and each party may select its representatives from within or outside the School District; however, the parties mutually agree that their representatives will be clothed with all necessary power and authority to make the consider proposals. No agreement between the negotiators shall be effective until the same shall be approved by the parties.

10.3 Renegotiation. The parties agree to commence the negotiation of a new agreement upon written request made not more than ninety (90) calendar days prior to the expiration of this Agreement, except by mutual agreement of the parties.

## ARTICLE 11

### MISCELLANEOUS PROVISIONS

#### 11.1 Curriculum Council.

11.11 Purpose and Objectives. It is the objective of the parties to achieve a quality educational program and the parties recognize the need:

- A. To establish a representative K-12 coordinating group of employees and administrators.
- B. To determine curriculum study needs.
- C. To evaluate current curriculum practices.
- D. To set priorities for study.
- E. To appoint study committees.
- F. To provide the Board of Education recommendations for curriculum change.

11.12 Council Composition. There is hereby established an advisory committee to be known as the "Curriculum Council." Membership on the Council shall be as set forth from time to time in a policy adopted by the Board of Education provided, that such membership shall provide for overlapping terms and shall include representatives from the elementary, middle and high school facilities. Participation on the Council shall be voluntary.

11.13 Rules and Procedures. The Council shall establish its own rules and procedures.

#### 11.2 Complaints and Employee Discipline.

11.21 Complaints. Any complaint made against an employee by a parent, student or other person that will be used in any evaluation, disciplinary action or added to the employee's personnel file, shall be promptly called to the attention of the employee provided, however, that the employee shall be given notice in writing of any derogatory item(s) placed in the employee's file and an opportunity to file a response thereto within ten (10) school days of receipt of the written notice, which response shall be attached to the original material.

11.22 Disciplinary Action. Any disciplinary action against an employee shall be taken in accordance with the following guidelines, namely:

- A. The employee shall be advised as to the specific violation for which

disciplinary action is to be taken.

- B. The Board shall affirmatively advise an employee that the employee has the right to have a representative of the Association present at a formal conference at which the employee is to be disciplined, provided that the conference need not be delayed for an unreasonable time until such representative can be present and in no event shall the Board be restricted from taking such protective action as the Board may determine to be necessary to protect the rights of students and other spending the holding of the formal conference.
- C. If the violation concerns the professional services of the employee, the employee shall be advised as to the corrective action to be taken and be given a reasonable time within which to take such corrective action, unless the nature of the misconduct would materially prejudice the rights of students or create an unreasonable safety hazard.
- D. Discipline shall include, but not confined to, an oral or written reprimand, the forfeiture of compensation or benefits, suspension, demotion or discharge. Except as the seriousness of an offense shall otherwise require, discipline shall be progressively applied.
- E. No disciplinary action shall be taken against an employee except for reasonable and just cause.

11.2 Scope.

This Agreement shall constitute the full and complete agreement between the parties and may not be modified without the mutual consent of the parties in a written agreement.

11.3 Distribution.

The Board shall pay for the cost of furnishing a copy of this Agreement to each employee who is employed in the bargaining unit during the term of this Agreement.

11.4 Term.

This Agreement shall commence as of July 1, 1997 and shall continue in full force and effect until June 30, 1999.



IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of  
December 12, 1997

PLAINWELL EDUCATION ASSOCIATION  
ALLEGAN, BARRY AND KALAMAZOO  
COUNTIES, MICHIGAN

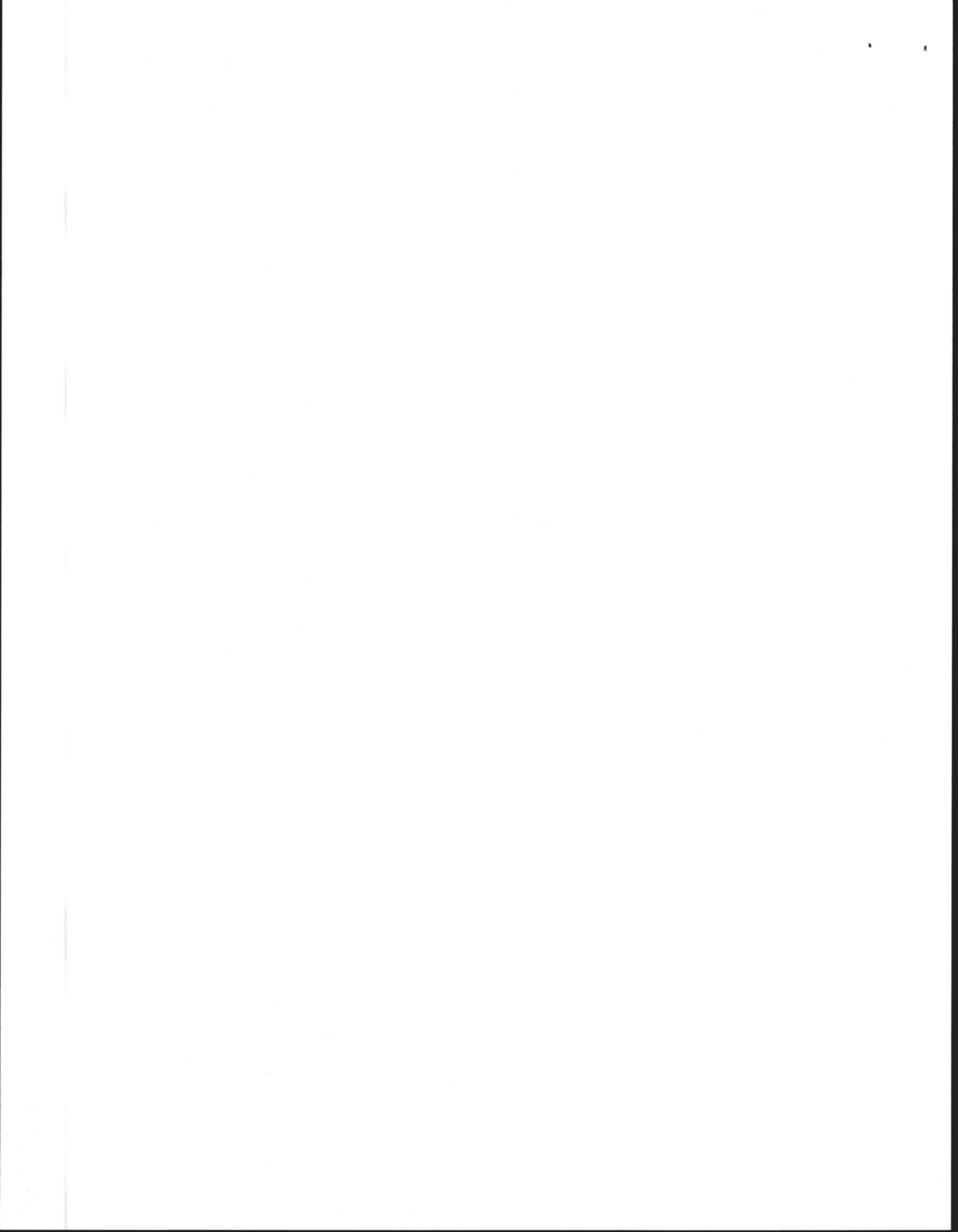
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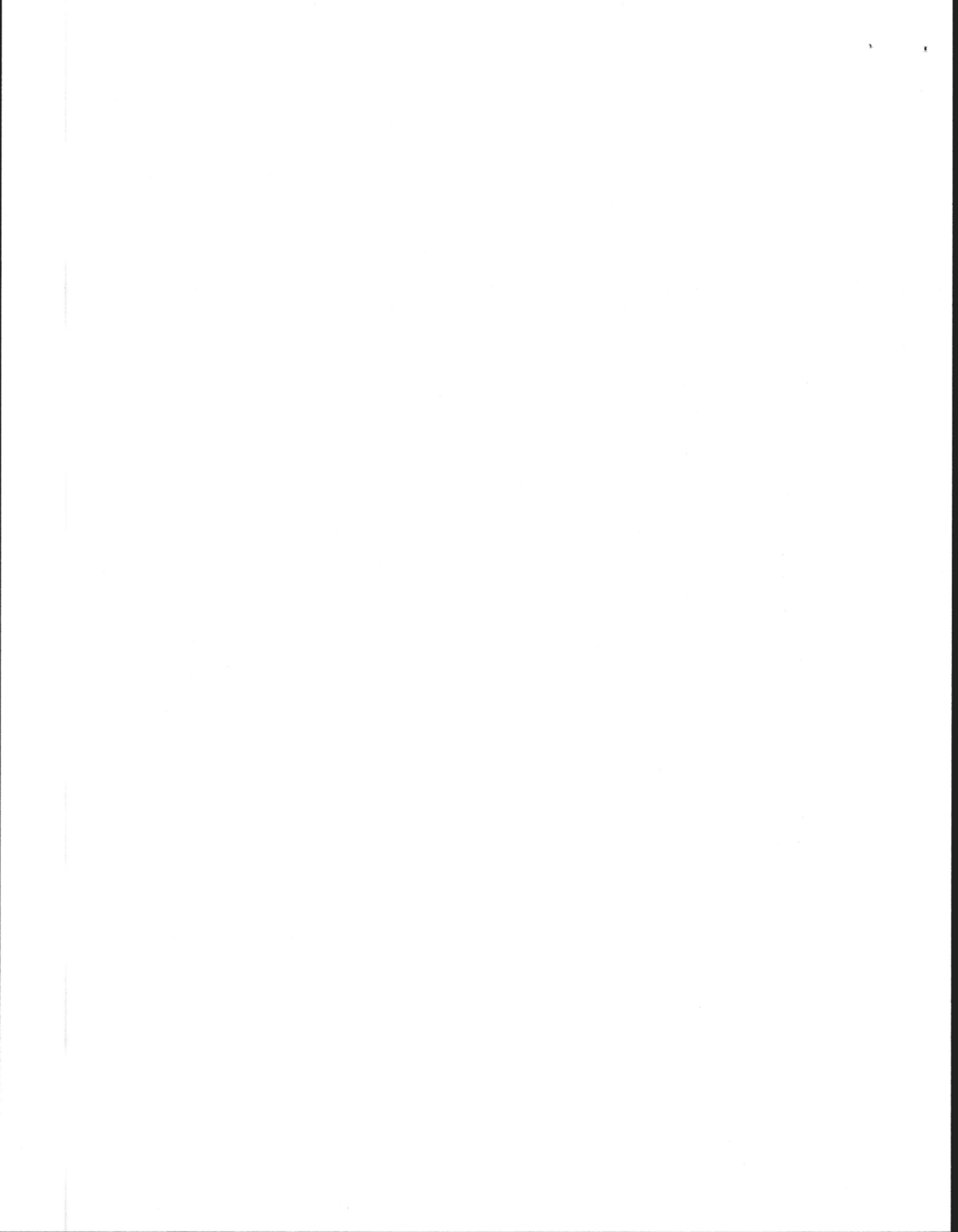
PLAINWELL COMMUNITY SCHOOLS

By: Jeffrey Shina  
Its: Board President Jeffrey Shina

By: Patricia Davis  
Its: Board Secretary Patricia Davis







contribution for an individual set forth in Plan "A" toward the purchase of an approved tax deferred annuity.

\*If an employee and said employee's spouse are both members of the bargaining unit, one may elect Plan A or the other Plan B, but both may not elect Plan A.

PLAN C: Other Insurance. The Board agrees to provide other insurance as follows:

1. Dental Insurance. The Board agrees to pay the full cost of the self-funded dental insurance program administered by MEBS, including:

Class I Benefits: 100% of preventive, diagnostic (except x-rays), emergency palliative; all other Class I Benefits at 70%

Class II Benefits: 70%

2. Vision Insurance. The Board agrees to pay the full cost of the self-funded vision insurance program administered by MEBS.

PLAN D: The Board shall establish an IRS Section 125 Plan for all employees eligible under the law.

Conditions and Limitations.

A. Limited Medical Reimbursement Plan. The Board agrees to reimburse each employee for:

1. Eligible expenses incurred in satisfying the applicable individual or family calendar year deductible, and
2. The difference between the \$2.00 co-payment per prescription or authorized refill and \$.50, in accordance with following procedures, namely:

\*Quarterly Reimbursement Schedule. Except as hereinafter provided, reimbursements will be made in accordance with the following schedule:

January 1  
April 1  
July 1  
October 1

\*Submission of Data. Copies of MESSA Benefit Worksheets and receipts of paid prescriptions shall be submitted by each employee to the Business Office before the 10th of the month prior to the applicable quarterly reimbursement date. Data submitted after such date will be processed during the next quarterly reimbursement period.

\*Payment of Reimbursements. Reimbursements will be made by separate check or as part of the employee's regular payroll check on the first payroll date subsequent to the applicable quarterly reimbursement date except as follows:

1. No reimbursement will be made for expenses incurred by an employee unless such expenses total Five Dollars (\$5.00) or more.
2. Notwithstanding the quarterly reimbursement schedule set forth above, an employee may request reimbursement of eligible expenses incurred prior to the applicable quarterly reimbursement date if the amount involved is Fifty Dollars (\$50.00) or more.

Section 2. Duration of Coverage.

- A. The Board shall make payments of insurance premiums on behalf of each employee to provide insurance coverage for a full twelve (12) month period commencing with the first work day of each school year, provided that each such employee completes the full work year.
- B. An employee who does not complete the full work year shall receive insurance benefits through the end of the month in which services were last provided.
- C. An employee employed for ninety (90) work days or more but less than a full work year who resigns or is terminated at the close of the school year shall receive insurance benefits through the end of the month in which services were last provided.

**SCHEDULE "B"**  
**ADDITIONAL DUTIES**

**Section 1. Athletic Assignments.**

Assignment	1st Year	2nd Year	3rd Year	4th Year	5th Year
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Football

Varsity	10%	11%	12%	13%	14%
Assistant	8	9	10	11	12
Reserve	7	8	9	10	11
Assistant	7	8	9	10	11
Freshman	7	8	9	10	11
Assistant	7	8	9	10	11

Basketball

Varsity - B&G	10	11	12	13	14
Reserve (JV)-B&G	8	9	10	11	12
Freshman- B&G	7	8	9	10	11

Track

Varsity-B&G	8	9	10	11	12
Assistant	6	7	8	9	10

Baseball

Varsity	8	9	10	11	12
Reserve (JV)	6	7	8	9	10

Softball

Varsity	8	9	10	11	12
Reserve (JV)	6	7	8	9	10

Schedule B (Cont'd)

<u>Assignment</u>	<u>1st Year</u>	<u>2nd Year</u>	<u>3rd Year</u>	<u>4th Year</u>	<u>5th Year</u>
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Volleyball

Varsity	8	9	10	11	12
Reserve (JV)	6	7	8	9	10
Freshman	5	6	7	8	9

<u>Cross Country</u>	8	9	10	11	12
Assistant	6	7	8	9	10

<u>Golf</u>	7	8	9	10	11
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Tennis

Varsity-B&G	7	8	9	10	11
Reserve (JV)	5	6	7	8	9

The applicable rate shall be equally divided between the coaches for the fall program (Girls) and the spring program (Boys).

Wrestling

Varsity	8	9	10	11	12
Assistant	6	7	8	9	10

Cheerleading - Fall -- Sideline Cheer Only

Coach	3	4	5	6	7
Assistant	2	3	4	5	6

Cheerleading - Winter -- Sideline & Competitive

Coach	8	9	10	11	12
Assistant	6	7	8	9	10

Schedule B (Cont'd)

Swimming - B&G



Varsity	9	10	11	12	13
Assistant	6	7	8	9	10

Soccer - B&G

Varsity	8	9	10	11	12
Reserve (JV)	6	7	8	9	10

Notes

- A. An employee who accepts an assignment to a coaching activity on or after September 4, 1979 shall be placed on the applicable Schedule "B" Compensation schedule as of the date of his/her appointment by the Board. Placement on the Schedule shall be determined on the basis of the experience of such employee as a coach in the Plainwell Community Schools, provided, however, that the Board may grant up to five (5) years of credit for prior successful coaching experience.
- B. A coach shall advance to the next experience step automatically at the beginning of each school year unless he/she shall have received a definite written statement of unsatisfactory service.
- C. An employee who served as a coach during the 1978-79 school year and who continues to serve as a coach in the same coaching assignment without interruption during subsequent school years shall be compensated in the manner set forth in the 1977-79 Master Agreement.

Section 2. Other Activity Assignments.

<u>Assignment</u>	<u>Compensation</u>
School Paper	4%
School Annual	10%
Junior Play	5%
All-School Play	5%
Musical Director/All-School Musical Play	5%
Band - High School	8%
Band - Middle School	4%
Debate	4.5%
Forensics	4.5%
Vocal Music	5%

Schedule B (Cont'd)

Head Class Sponsors	
Grade 9	\$300
Grade 10	\$250
Grade 11	\$300

Grade 12	\$300
High School Student Council	\$400
High School Intramurals	\$6.50 per hour
High School N.C. Committee Chairs	\$150
High School Building Council Members	\$150
High School Department Chairs	\$150
High School National Honor Society	\$150
Middle School - SIT Members	\$150
Middle School Student Council	\$350
Middle School Paper	\$250
Middle School Intramurals	\$6.50 per hour
Cooper Elementary - Chairs and co-chairs of N.C. Accreditation Team	\$150
Gilkey Elementary - Chairs and co-chairs of School Improvement Team	\$150
Starr Elementary - S.T.E.A.R. committee members	\$150
Mentor	\$150 20% of Substitute Rate/Per Hour
Curriculum Council Committee/Chairperson Year of Review	\$500 per Year
Other Years	\$250 per Year

## SCHEDULE "C"

### PAYROLL DEDUCTIONS

Section 1. Schedule. The deduction shall be as follows:

#### EACH PAY PERIOD

FED Withholding  
State Withholding  
Retirement  
T.S.A.  
Credit Union

#### LIMITED

MEA, PEA, NEA DUES	Every check Nov. 1 - May 30*
United Way	10 checks - \$1.00 minimum per check
Insurance	1st check each month.

\*If an employee shall be employed after the first deduction for dues, the dues for such employee shall be deducted in substantially equal installments over the balance of the deduction period.

Section 2. Deduction Changes. Deductions may be changed subject to the following limitations:

- A. Credit Union Changes must be processed through the employee's credit union office and reported to the Business Office in writing by the 10th of the month for the first check in the next month.
- B. T.S.A. Changes may be made only on the basis of an official form provided by the insurer and signed by the insurer's agent and the employee.
- C. Insurance After expiration of open enrollment period, changes shall be limited to changes for reasons permitted by the insurance carrier.



**APPENDIX 1-A**  
**PLAINWELL COMMUNITY SCHOOLS**  
**INDIVIDUAL DEVELOPMENT PLAN**

Name: \_\_\_\_\_

Teacher Status:                    \_\_\_\_\_ Probationary                    \_\_\_\_\_ Tenure

Mutually Developed By:

\_\_\_\_\_  
(Teacher's Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Principal's Signature)

\_\_\_\_\_  
Date

GOAL 1:

Purpose of Goal: \_\_\_\_\_

Teacher Plan: \_\_\_\_\_

Administrative Support \_\_\_\_\_

GOAL 2

Purpose of Goal: \_\_\_\_\_

Teacher Plan: \_\_\_\_\_

Administrative Support \_\_\_\_\_

GOAL 3:

Purpose of Goal: \_\_\_\_\_

Teacher Plan: \_\_\_\_\_

Administrative Support \_\_\_\_\_

## PLAINWELL COMMUNITY SCHOOLS TEACHER EVALUATION

Teacher \_\_\_\_\_  
 Last Name First Mi  
 School \_\_\_\_\_

Class \_\_\_\_\_

Date of Evaluation \_\_\_\_\_

### EDUCATIONAL PRACTICES AND PROCEDURES

1. Demonstrates sufficient mastery of content
2. Makes effective use of a variety of methods/materials
3. Makes clear, practical demonstrations and/or explanations
4. Provides for pupil participation
5. Provides interesting and adequate reinforcement
6. Varies procedures in working with pupils of varying abilities
7. Reasonable standards for student achievement
8. Formulates goals and objectives
9. Objectives effectively taught
10. Displays evidence of teacher prepared material

### CLASSROOM ENVIRONMENT AND ATMOSPHERE

1. Bulletin boards and displays have educational value
2. Environment is generally neat and attractive
3. Manages routine so as to avoid confusion
4. Maintains pupil interest and attention
5. Maintains consistent and responsible control
6. Handles problems of discipline effectively

### STUDENT-TEACHER RELATIONSHIP

1. Creates a friendly and respectful teacher pupil relationship
2. Uses positive statements to pupils
3. Avoids the use of sarcasm or ridicule
4. Graciously accepts less than the "right" response from students
5. Provides help outside regular classroom time
6. Consistently fair and impartial

### RELATIONSHIP TO SCHOOL AND PARENTS

1. Discreet and professional in communication
2. Willingness to perform on committees and other extra curricular functions
3. Prompt and accurate with reports
4. Evidence loyalty toward established programs, policies, and procedures
5. Effective relationships with staff, administration and all other personnel
6. Follows proper procedures in making suggestions, complaints, and requests
7. Communicates and works well with parents
8. Use of community resources

### PERSONAL ATTRIBUTES

1. Accepts constructive criticism
2. Exhibits poise, voice control, tact, and integrity
3. Appropriate dress and appearance
4. Uses good oral and written language
5. Is industrious and shows initiative
6. Seeks advice and help
7. Demonstrates acceptance to change
8. Assumes responsibility for professional growth

What is your overall evaluation of this teacher's effectiveness? \_\_\_\_\_

RATING CODE: 1 - Outstanding    2 - More Than Satisfactory    3 - Satisfactory    4 - Less Than Satisfactory    5 - Unsatisfactory

Comments By The Evaluator:

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I Agree  Disagree  with this evaluation. Date: \_\_\_\_\_

Signature of Teacher Receiving Copy of Report

Signature of Person Making Evaluation

**CONTRACT RESOLUTION PROCEDURE REPORT**

**Plainwell Community Schools**

Building: \_\_\_\_\_ Assignment: \_\_\_\_\_

Name of Claimant: \_\_\_\_\_ Date: \_\_\_\_\_

**WRITTEN CLAIM**

1. Date of event on which claim is based: \_\_\_\_\_

2. Facts upon which claim is based:  
(Attach additional page(s) if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Section(s) of the Agreement allegedly violated:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Specific relief requested:

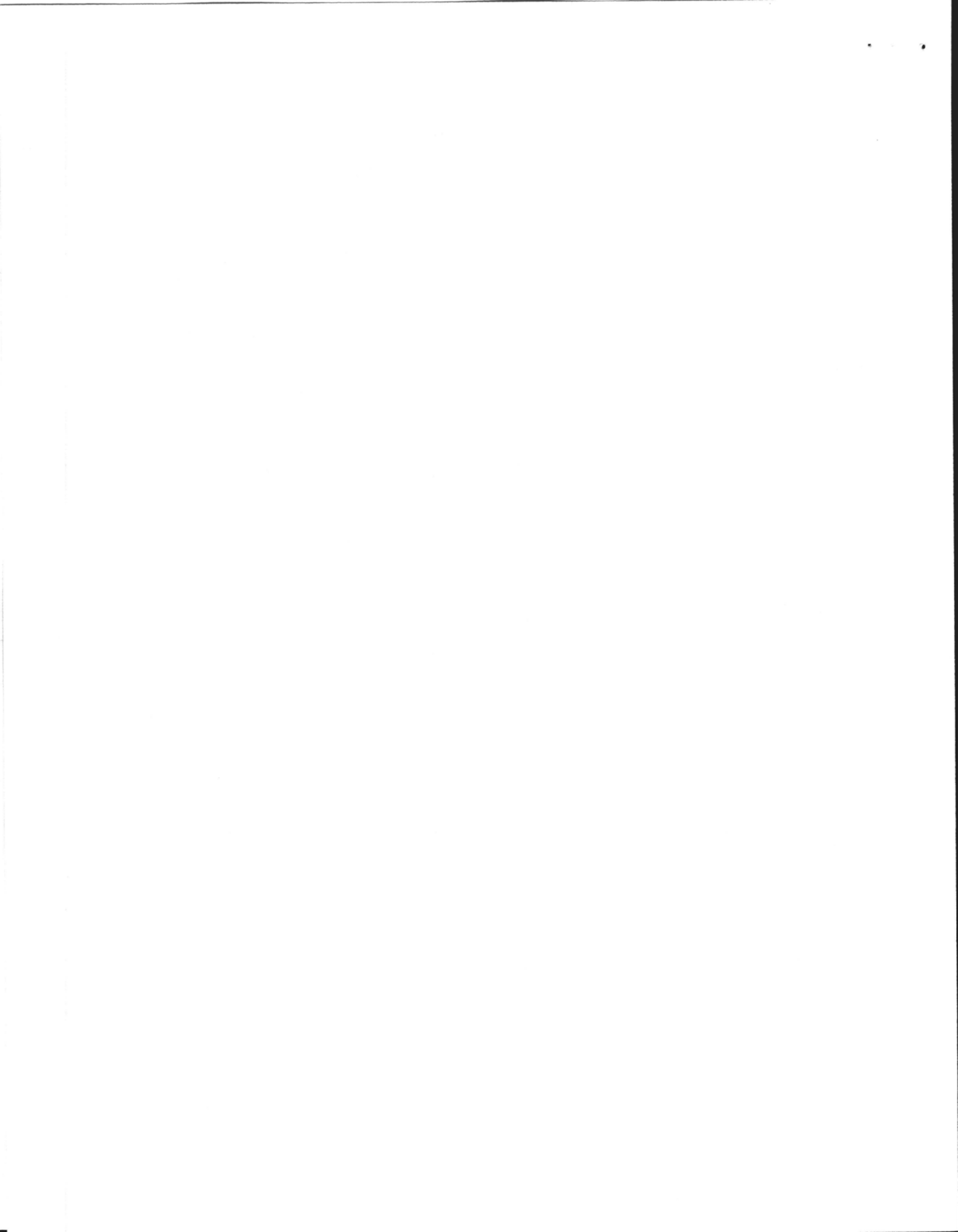
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Received by Employer: \_\_\_\_\_

Date Response Filed by Employer: \_\_\_\_\_





**CONTRACT RESOLUTION PROCEDURE REPORT**

**Plainwell Community Schools**

Building: \_\_\_\_\_ Assignment: \_\_\_\_\_

Name of Claimant: \_\_\_\_\_ Date: \_\_\_\_\_

**WRITTEN CLAIM**

1. Date of event on which claim is based: \_\_\_\_\_

2. Facts upon which claim is based:  
(Attach additional page(s) if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Section(s) of the Agreement allegedly violated:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Specific relief requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Received by Employer: \_\_\_\_\_

Date Response Filed by Employer: \_\_\_\_\_

**FORMAL CONFERENCE REQUEST**

1. Date request filed: \_\_\_\_\_

2. Date request received: \_\_\_\_\_

3. Additional factual information (if any) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Claimant information:

A. I (do) (do not) wish to personally attend the conference.

B. I wish to have a representative present: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, then name representative: \_\_\_\_\_

5. Date(s) conference (and mediation, if applicable) held:

\_\_\_\_\_

6. Disposition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Date conference reply filed: \_\_\_\_\_

**ARBITRATION**

1. Date request filed: \_\_\_\_\_

2. Date received: \_\_\_\_\_




1997-98  
CALENDAR

PLAINWELL COMMUNITY SCHOOLS

August 21, 22	Staff Days, No Students	Wednesday, February 11	Winter Pupil Count Day
August 25	½ Day Elementary Full Day 9-12	Friday, February 20	Staff Development Building No Students – Staff Report
Monday, Sept. 1	Labor Day – No School	Monday, February 23	Mid-Winter Break(Snow Make Up Day)
Monday, Sept. 15	Adult Ed. Classes Begin	Friday, March 20	End of 9 <sup>th</sup> Week
Wednesday, Sept. 24	Fall Pupil Count Day	Wednesday, March 25	Parent/Teacher Conferences(P.M./Evenings) Full Day – H.S. . . . . Half Day K-12 A.M. All Day For Staff
Friday, October 24	End of 9 <sup>th</sup> Week	Thursday, March 26	Parent/Teacher Conferences(P.M./Evenings) Half Day K-12 – A.M. All Day For Staff
Wednesday, November 5	Parent/Teacher Conf. Half Day for K-12 A.M.	Friday, March 27	Staff Development – Building No Students – Staff Report
Thursday, November 5	Parent/Teacher Conf. Half Day for K-12 A.M.	Monday, March 30 → Friday, April 3	Spring Break
Friday, November 7	Teacher InService Day District Wide Choice Plan No Students – Staff Report	Monday, May 25	Memorial Day – No School
Thursday, November 27 Friday, November 28	Thanksgiving No School	June 1 →5	Last Week of Semester
Monday, December 22 → Friday, January 2, 1998	Holiday Recess	Tuesday, June 2 Wednesday, June 3	Varying Attendance Times For Students
January 12 →16	Last Week of 1 <sup>st</sup> Semester	Thursday, June 4	Last Day For Students Varying Attendance Times – H.S. Half Day For K-12 – A.M.
Wednesday, January 14	Half Day – High School – A.M.	Friday, June 5	Staff Day Staff Report
Thursday, January 15 Friday, January 16	Half Day – K-12 A.M. Staff Report		



# 1997-1998 PCS Calendar

-  No school
-  No students, staff reports
-  Different Attendance Times/students

August 1997

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

September 1997

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 1997

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 1997

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

December 1997

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 1998

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 1998

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March 1998

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 1998

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 1998

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 1998

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**September**

- 1 Labor Day
- 7 Grandparents Day

**October**

- 13 Columbus Day
- 16 National Boss Day
- 31 Halloween

**November**

- 11 Veterans Day
- 27 Thanksgiving

**December**

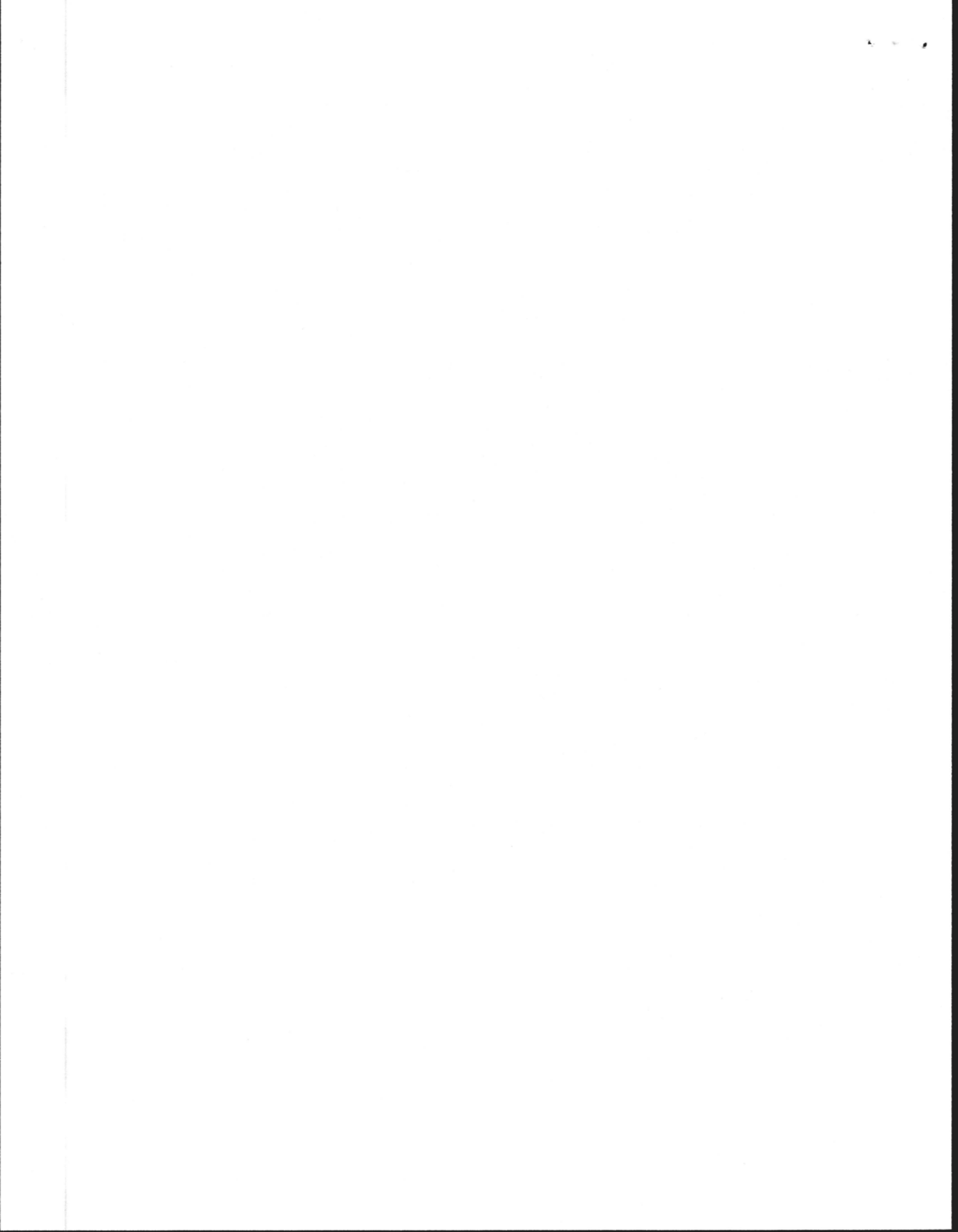
- 25 Christmas Day

**January**

- 1 New Year's Day
- ? Martin Luther King Day

**February**

- 2 Groundhog Day
- 14 Valentine's Day



LETTER OF UNDERSTANDING  
FOR  
PLAINWELL COMMUNITY SCHOOLS  
AND THE  
PLAINWELL EDUCATION ASSOCIATION

The parties agree that health insurance premium contributions shall be as follows:

1997-98	100% Employer paid
1998-99	Employer paid all premium including any premium increases up to 7%

If increase in premium cost is greater than 7%; the teacher and employer shall share cost increases equally; however, the teacher shall not be required to pay for more than 2% of the increased cost.

*Daniel Heckman*  
PLAINWELL COMMUNITY SCHOOLS

Date 12-9-97

*Jayne Trombley*  
PLAINWELL EDUCATION ASSOCIATION

Date 12-9-97





**LETTER OF UNDERSTANDING**  
**FOR**  
**PLAINWELL COMMUNITY SCHOOLS**  
**AND THE**  
**PLAINWELL EDUCATION ASSOCIATION**

The Plainwell Community Schools and the Plainwell Education Association enter into a Letter of Understanding and agree to the following:

1. If Section 166d of the State Aid Act, which prohibits expenditure of funds to provide for health care coverage for District employees or their dependents for abortion services other than for spontaneous abortion or to prevent the death of a woman upon whom the abortion is performed, applies to a collective bargaining agreement ratified prior to October 1, 1997, the coverage for such benefits shall be severed retroactively and prospectively from the labor agreement.

  
PLAINWELL COMMUNITY SCHOOLS

Date 12-9-97

  
PLAINWELL EDUCATION ASSOCIATION

Date 12-9-97



**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**PLAINWELL COMMUNITY SCHOOLS**  
**AND**  
**PLAINWELL E.A., MEA-NEA**

The parties agree in principle that the student/teacher ratio is a factor that can influence the education result, particularly at the lower elementary level. However, there also appears to be an implicit recognition that a variety of other elements are part of the students' education, including, but not limited to, the training and experience of the classroom teacher, the physical plant, the characteristics of the students, the curriculum and societal forces.

Considering the above, the Board shall maintain class sizes within the following range

**Lower Elementary**

	OPTIMUM	ACCEPTABLE
*K - 1	20-23	20-24
2 - 3	22-25	22-26
4 - 5	24-27	24-28

\* This classification does not include DK or Pre - 1 classes.

**Middle School (6-8)**

The Board shall endeavor to maintain an acceptable range defines as between 26 and 29 students per employee. This range shall not apply to those non-academic classes where both program and facilities permit larger enrollments or to those classes in which fewer students are permitted by virtue of SDE rules or predetermined limits approved by the Board.

**High School (9-12)**

Laboratory (hands-on) classes.3 more students than the traditional number of

students per station.

Writing Intensive - 29

Diploma Endorsement Courses 30

In addition, if there are "special circumstances", an affected staff member may make written application for review by a committee of the:

- Department Chairperson,
- Principal and
- Three (3) employees agreed upon by the Chairperson and Principal.

If the imbalance(s) are not resolved by the time final class counts are known (i.e., by the third (3) week of a semester), then an affected staff member may consult with a building administrator and a core group of building personnel (as defined hereafter) to explore ideas and propose solutions.

**Class Size Determination.** For purposes of this document, class size shall be officially determined by the number of students

enrolled in each class on the fourth Friday of each semester, provided, however, that the administration shall make every reasonable effort to ameliorate anticipated or actual overages prior to this date.

In addition, a preliminary assessment of student distribution will be made on the second Friday of each semester for purposes of making necessary and appropriate interventions with the intent of reducing the size of a class outside the acceptable range to one within the acceptable range. The PEA president will be notified of such overages.

**Remediation.** During a two-week period prior to the fourth Friday, the employee and representatives of the parties agree to meet to review the data and to adopt, if at all possible, mutually agreeable interventions, including, but not limited to, redistribution of students (subject to parental consent) within a building or among buildings; the utilization of additional or other professional and/or non-professional support personnel to minimize the impact in increased student-employee ratios.

Subject to the limitations set forth hereafter, if the number of students enrolled in any K - 5 class exceeds the acceptable range:

1. No new student will be assigned to such class during the balance of the school year without the prior mutual agreement of the parties after consultation with the classroom employee.
2. Every reasonable effort will be made to provide employee assistance by means of employee aides and/or other support services.

Upon completion of the initial high school master class schedule, an affected staff member (as defined hereafter) may file a written application with the Building Administrator requesting that a meeting be convened for the purpose of reviewing the initial class assignments if the projected enrollment in a class exceeds the numbers listed above. This meeting will be held as soon as practicable and include the following persons, namely; the affected staff member, the Department Chairperson, building level administrator, and, at the discretion of the principal, a guidance department representative. The goal of the meeting is to review the imbalance(s) and to explore ways to address, alleviate, or rectify them.

**Limitations.** The Board will make every reasonable effort to comply with the above-described class size limitation provisions and remediation measures; however, if available fiscal resources cause a reduction in staff and/or if the School Improvement teams(s) recommends alternative instructional paradigms which impact these provisions, then the parties agree to review the implications and make appropriate adjustments.

Dated: 12-9, 1997

PLAINWELL COMMUNITY SCHOOLS  
ALLEGAN, BARRY AND KALAMAZOO  
COUNTIES, MICHIGAN

By: *Daniel Heckman*  
Daniel Heckman  
Its: Superintendent

PLAINWELL EDUCATION ASSOCIATION

By: *Jayne Trombley*  
Jayne Trombley  
Its: President



**LETTER OF UNDERSTANDING**  
**FOR THE**  
**PLAINWELL COMMUNITY SCHOOLS**  
**AND THE**  
**PLAINWELL EDUCATION ASSOCIATION**

The parties agree to the institution of the following committee. For the 1998-99 school year the parties will form a committee to address professional development of staff members as it relates to incentive pay increases. The committee will consist of an equal number of Board representatives and Education Association members. They shall make recommendations to both parties as it relates to implementation of a professional development staff incentive pay system which may include any components as designated by the committee members. The pay system will be subject to ratification vote by both parties.

Dated: 12-9-97

PLAINWELL COMMUNITY SCHOOLS

By: *Daniel Heckman*  
Daniel Heckman  
Its: Superintendent

PLAINWELL EDUCATION  
ASSOCIATION

By: *Jayne Trombley*  
Jayne Trombley  
Its: President





**LETTER OF UNDERSTANDING**  
**FOR THE**  
**PLAINWELL COMMUNITY SCHOOLS**  
**AND THE**  
**PLAINWELL EDUCATION ASSOCIATION**

**RE: LABOR MANAGEMENT COUNCIL**


Effective September 1, 1995, the parties shall establish a Joint Committee for the purpose of providing a forum for the submission, exchange and consideration of various matters of interest affecting the ongoing relationship between the Board and the Association. Each party shall appoint six (6) representatives, with at least two (2) Board members and the Superintendent and the Association President, one (1) high school, one (1) middle school, and one (1) elementary school employee being so selected.

The Joint Committee shall meet at least three (3) times each school year. It shall be concerned with developing an effective and candid communication relationship between the parties, and may propose non-binding recommendations to the Board or to the Association from time to time.

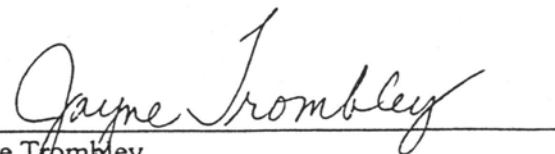
It is expressly understood that this Joint Committee shall not be considered to be engaged in collective bargaining, and neither party shall be under any obligation to accept or implement any particular proposal.

Dated: October 5, 1995

PLAINWELL COMMUNITY SCHOOLS  
ALLEGAN, BARRY AND KALAMAZOO  
COUNTIES, MICHIGAN

By:   
Daniel Heckman  
Its: Superintendent

PLAINWELL EDUCATION ASSOCIATION

By:   
Jayne Trombley  
Its: President



PLAINWELL COMMUNITY SCHOOLS

SCHEDULE "A"

Section 2. BASIC COMPENSATION SCHEDULE: 1997 - 98

	A	B	C	D	E	F
STEP	BA	BA + 18	MA	MA + 10	MA + 20	MA + 30
1	26,754	27,918	29,082	29,432	29,780	30,128
2	28,092	29,314	30,537	30,904	31,273	31,634
3	29,429	30,711	31,990	32,375	32,757	33,140
4	30,767	32,105	33,446	33,847	34,245	34,646
5	32,105	33,501	34,898	35,318	35,735	36,155
6	33,443	34,898	36,354	36,790	37,223	37,661
7	34,780	36,295	37,806	38,261	38,713	39,168
8	36,118	37,688	39,261	39,733	40,203	40,674
9	37,456	39,085	40,714	41,204	41,691	42,181
10	38,793	40,482	42,169	42,676	43,181	43,686
11	40,131	41,875	43,622	44,147	44,669	45,193
12	41,469	43,272	45,077	45,619	46,156	46,699
13	42,894	44,694	46,506	47,000	47,581	48,389

Longevity Adjustment. Teachers who have reached Step 13 on the Basic Compensation Schedule and attained the applicable step level, as set forth hereafter shall receive, in addition to Step 13 compensation, an annual longevity adjustment in accordance with the following schedule.

<u>Step Level</u>	<u>Longevity Adjustment</u>
14 - 16 years	4% of the base (\$1,070)
17 - 19 years	5% of the base (\$1338)
20 + years	6% of the base (\$1,605)

Example: A teacher with 10 years of experience in another district is hired by Plainwell Community Schools and is given credit for 5 of the 10 years. The teacher is placed on Step 5 of the Basic Compensation Schedule. In 8 years, the teacher will have reached Step 13. In the 9<sup>th</sup> year of employment, the teacher shall receive Step 13 and the longevity adjustment for 14 years. The following year the teacher will receive Step 13 and the longevity adjustment for 15 years. This will continue until reaching the top of the longevity adjustments.



PLAINWELL COMMUNITY SCHOOLS

SCHEDULE "A"

Section 2. BASIC COMPENSATION SCHEDULE: 1998 - 99

	A	B	C	D	E	F
STEP	BA	BA + 18	MA	MA + 10	MA + 20	MA + 30
1	27,530	28,728	29,925	30,286	30,644	31,002
2	28,907	30,164	31,422	31,800	32,180	32,551
3	30,283	31,601	32,917	33,314	33,707	34,101
4	31,659	33,036	34,416	34,829	35,238	35,651
5	33,036	34,473	35,910	36,343	36,772	37,204
6	34,413	35,910	37,408	37,857	38,303	38,754
7	35,789	37,348	38,903	39,371	39,836	40,304
8	37,166	38,781	40,400	40,885	41,369	41,854
9	38,542	40,218	41,895	42,399	42,900	43,404
10	39,919	41,656	43,393	43,914	44,433	44,953
11	41,295	43,090	44,888	45,428	45,965	46,503
12	42,672	44,527	46,385	46,942	47,495	48,054
13	44,138	45,991	47,855	48,363	48,961	49,793

Longevity Adjustment. Teachers who have reached Step 13 on the Basic Compensation Schedule and attained the applicable step level, as set forth hereafter shall receive, in addition to Step 13 compensation, an annual longevity adjustment in accordance with the following schedule.

<u>Step Level</u>	<u>Longevity Adjustment</u>
14 - 16 years	4% of the base (\$1,101)
17 - 19 years	5% of the base (\$1,377)
20 + years	6% of the base (\$1,652)

Example: A teacher with 10 years of experience in another district is hired by Plainwell Community Schools and is given credit for 5 of the 10 years. The teacher is placed on Step 5 of the Basic Compensation Schedule. In 8 years, the teacher will have reached Step 13. In the 9<sup>th</sup> year of employment, the teacher shall receive Step 13 and the longevity adjustment for 14 years. The following year the teacher will receive Step 13 and the longevity adjustment for 15 years. This will continue until reaching the top of the longevity adjustments.



