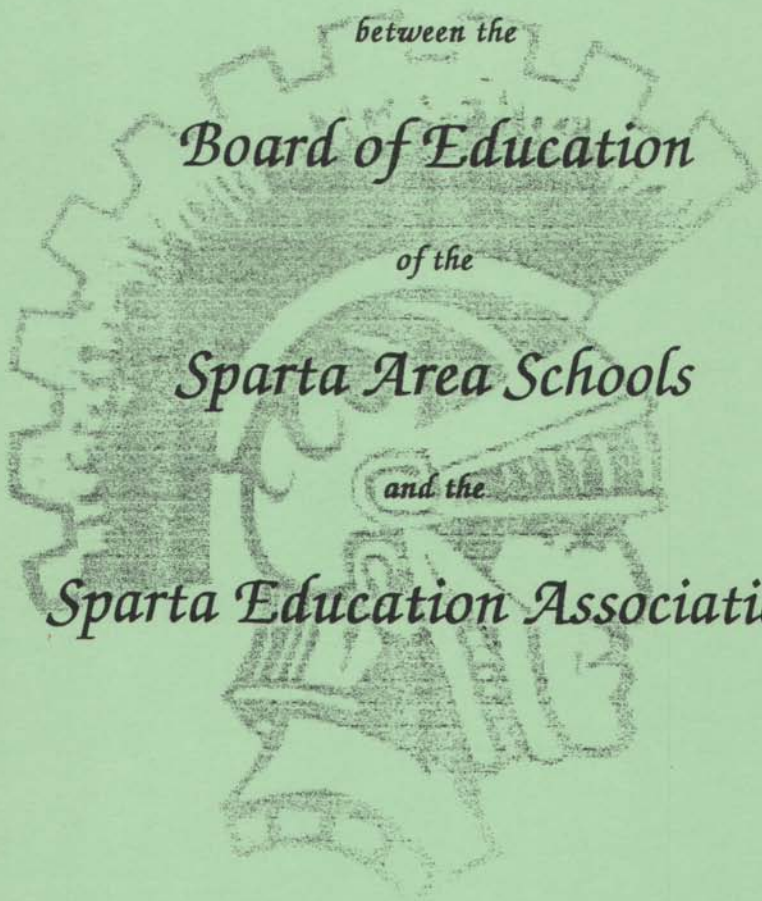


3955

8/16/99

MASTER CONTRACT  
 AGREEMENT  
 August 13, 1997 - August 16, 1999



between the

Board of Education

of the

Sparta Area Schools

and the

Sparta Education Association

*Sparta Area Schools*



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## **AGREEMENT**

This agreement is made and entered into as of August 13, 1997, until August 16, 1999, by and between the Board of Education of the Sparta Area Schools (SAS) hereinafter called the "Board" and the Sparta Education Association (SEA/MEA/NEA) hereinafter called the "Association".

### **WITNESSETH**

The Board and the Association recognize and declare that providing a quality education for the children of Sparta Area Schools is their mutual aim and that the character of such education depends predominately upon the quality and morals of the teaching service, and

The members of the teaching profession are particularly qualified to assist in curriculum matters designed to improve educational standards, and

WHEREAS the Board has a statutory obligation to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms, and conditions of employment, and

WHEREAS the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize and agree as follows:

## **ARTICLE I**

### **Recognition**

Section 1.1 - The Board hereby recognizes the Sparta Education Association, the Michigan Education Association, and the National Education Association (SEA/MEA/NEA) as the sole and exclusive bargaining agent as defined in Section Eleven of PA 379, of Public Acts of 1965, as amended, for all Association members who are employed by the Sparta Area Public Schools, including personnel on tenure, probation, permanently employed substitute teachers, vocational education teachers, guidance counselors, librarians, social workers, school psychologists, speech pathologists, Englishville alternative education teachers, part-time teachers under full year contract employed or to be employed by the Board (whether or not assigned to a public school building). Such representation shall cover all personnel assigned to newly created positions except those that are supervisory as determined under PA 379.

Section 1.1.A - Such representation shall exclude supervisory, administrative, executive, office, and clerical employees, and all other non-teaching personnel.

Section 1.1.B - The term "teacher" when used hereinafter in this Agreement shall refer to all employees represented by the SEA/MEA/NEA.

Section 1.1.C - The Board agrees not to negotiate with or recognize any teachers' organization for negotiating purposes other than the Sparta Education Association (SEA/MEA/NEA) for the duration of this agreement.

## **ARTICLE II**

### **Association Representation**

Section 2.1 - Within fifteen (15) days of the beginning of his/her employment hereunder, each teacher will sign and deliver to the Association an assignment authorizing the deduction of his/her membership dues of the Association - including the National Education Association, the Michigan Education Association, and Sparta Education Association or will authorize said sum to be deducted and forwarded to the Association. The assignment form shall be provided by the Association. Such sum shall be deducted by the Administration in ten (10) monthly installments beginning in September and ending in June unless the employee is a new hire or circumstances beyond the Administration's control prevent the deductions from occurring in this manner.

Section 2.2 - Any teacher who is not a member of the Association in good standing or who does not make application for membership within thirty (30) days from the first day of active employment shall, as a condition of employment, pay a Service Fee to the Association an amount equivalent to the dues uniformly required to be paid by members of the Sparta Education Association. The teacher may authorize payroll deduction for such fee. In the event that a teacher shall not pay such Service Fee directly to the Association or authorize payment through payroll deduction, as provided in the preceding Article, the Board shall, at the request of the Association, make mandatory deduction of such dues/fees for the teacher. The parties expressly recognize that the failure of any teacher to comply with the provisions of this Article is just and reasonable cause for such action.

Section 2.3 - The Association, in all cases of violation of this Article, shall notify the teacher of non-compliance by certified mail, return receipt requested. Said notice shall detail the non-compliance and shall provide ten (10) days for compliance, and shall further advise the recipient that a request for discharge may be filed with the Board in the event compliance is not effected.

Section 2.4 - In the event of any action against the Board brought in a court or administrative agency because of its compliance with Article II, Section 2.1 (agency shop provision and payroll deduction of dues) of this Agreement, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

- A. The Board gives timely notice of such action to the Association; and
- B. The Board gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and appellate levels.

Section 2.5 - The Association agrees that in any action so defended, it will indemnify and hold harmless the Board from any liability for damages and costs imposed by a final judgement of a court or administrative agency as a direct consequence of the Board's compliance with Article I, Section 2.1. Further, that the Board reserves the right to review and be consulted concerning the settlement prior to its implementation.

Section 2.6 - Nothing contained herein shall be construed to deny or restrict to any teacher rights he/she may have under the Michigan General School Laws or applicable civil service laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

## **ARTICLE III**

### **Board Rights**

Section 3.1 - In order to carry out its responsibility for the development and operation of educational programs providing the best possible educational opportunity for the Sparta Area School District consistent with community resources the Board retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in the Board by law including by way of illustration and not by way of limitation the following:

- A. The right to executive management and administrative control of the school system and its properties and facilities and activities of its employees.
- B. The right to hire all employees and subject to the provisions of the law to determine their qualifications and the conditions for their continued employment or their dismissal or demotion; to promote, and transfer all such employees.
- C. The right to establish grades and courses of instruction including special programs, and to provide for athletic, recreational and social events for students as deemed necessary or advisable by the Board.
- D. The right to decide upon the means and methods of instructions, the selection of textbooks and other teaching materials and the use of teaching aids.
- E. The right to determine class schedules, class size, the hours of instruction, duties, responsibility, and assignments of teachers.

Section 3.2 - The exercise of the foregoing powers, rights, duties and responsibilities by the Board and the adoption of policies, rules, regulations and practices in the furtherance thereof, shall be the exclusive prerogative of the Board except as otherwise limited by the express provision of this Agreement.

## **ARTICLE IV**

### **Teacher Rights**

Section 4.1 - The Board hereby agrees that every teacher as defined in Article I, Section 1.1, employed by the Board shall have the right to freely organize, join and support the Association for the purpose of engaging in negotiation for mutual aid and protection. The Board agrees that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association, his/her participation in any activities of the Association or collective

professional negotiations with the Board, or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

Section 4.2 - The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, marital status, physical characteristics, or membership in or association with the activities of any employee organization.

Section 4.3 - Teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher outside of the school shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher.

## **ARTICLE V**

### **Sparta Education Association Rights**

Section 5.1 - The SEA and its members shall have the right to use school building facilities at all reasonable hours for meetings upon clearance with the Administration. No teacher shall be prevented from wearing insignia, pins, or other identification of membership in the Association either on or off school premises. Bulletin boards, local telephone service, intercom service, interschool mail, and teacher mail boxes shall be made available to the SEA and its members according to established policy in effect at the signing of the Agreement.

Section 5.2 - The Board agrees to furnish to the SEA a monthly report of general fund receipts and disbursements, tentative budgetary requirements, allocations, and such other information as will assist the SEA in developing intelligent and accurate information which may be used by the SEA for the purpose of processing any grievance or of preparing for negotiations only.

Section 5.3 - The Board shall make available to the SEA, upon request, all fiscal, budgetary and tax information affecting the district which is normally available to the district residents. The SEA shall, whenever feasible, have the opportunity, in advance, to consult with the Board with respect thereto prior to general publication.

Section 5.4 - The Superintendent shall place on the agenda of a regular Board meeting and present any subject requested by the Sparta Education Association Executive Board if such a request is made in writing to the Superintendent at least one (1) week prior to the Board meeting.

## **ARTICLE VI**

### **Cooperative Decision Making**

Section 6.1 - Teachers will be involved in co-operative decision-making at both the building and district level for the purpose of school improvement, professional development, curriculum planning, and the introduction of new, innovative, or pilot programs. Co-operative decision-making is a joint planning



and problem solving process involving teachers, administrators, parents, students, support staff members, and other community members. It is a process through which those individuals responsible for the implementation of a decision at the building and district level are actively and legitimately involved in the making of decisions. The following provisions are agreed to for the purpose of establishing the conditions which shall govern site-based decisions.

Section 6.2 - In implementing co-operative decision-making, the Board and Association agree that site based decision-making bodies and school improvement teams shall in no way intrude on the integrity of this agreement. In the event that any decision or action violates, contradicts, or is inconsistent with any provisions of this agreement, the terms of this agreement will prevail. However, the Board and Association recognize that changing circumstances and conditions may necessitate possible modification of certain provisions of this agreement. Accordingly the two parties agree to meet periodically to consider the decisions of co-operative decision-making bodies and how their work affects this agreement. Any resulting modification of this agreement must be mutually agreed to in writing by the Board and Association.

Section 6.3 - The District School Improvement Team shall establish specific operating procedures for the co-operative decision-making bodies. These procedures shall be in force for the duration of this agreement and open for review at its expiration. These operating procedures will use the following principles as guidelines:

- A. All of the bodies shall reasonably reflect and be representative of the various department, grades, areas, buildings, etc.
- B. The teacher members of the Building School Improvement Team shall be elected by the professional staff at a regular faculty meeting.
- C. Each teacher shall be a member of a particular strategic planning committee.
- D. The chairpersons of Building School Improvement Teams and Strategic Planning Committees shall be teachers.
- E. An effort will be made to use consensus in decisions reached by all the bodies. However, if this is not possible, then at least 80 percent of those present must agree with the decision.
- F. Any recommendations from a Building School Improvement Team to its building staff must receive the support of at least 80 percent of those present in order for a proposal to be sent to the District School Improvement Team.
- G. The Association shall have a representation on all bodies.

## **ARTICLE VII**

### **Professional Compensation**

Section 7.1 - The salaries of teachers covered by this Agreement are set forth in Appendix I, which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the term of this Agreement.

Section 7.1.A - Teachers with a bachelor's degree plus 18 semester hours on an approved master's degree program will receive 60 percent of the difference between the bachelor's and master's degree at their appropriate yearly step on the salary schedule. Beginning the 1998-99 school year, this is in effect only for the BA+30 members.

Teachers who do not meet the above criteria, but rather have 30 graduate/undergraduate semester hours beyond the AB/BS will be placed on the AB+18 scale. Twelve (12) hours of the 30 must be approved by the Superintendent and earned after June 1, 1984. (18 graduate hours within the curriculum or program of the Sparta Area schools will be "grandfathered" to meet this 30 hours criteria.)

Section 7.1.B - Increments become effective at the beginning of each school year. Advancement on the salary schedule due to completion of degrees or required courses will be effective only at the beginning of either semester following the completion and submission of proof of such degree or required courses. (Any of the above completions coming prior to February 15 will be allowed at the beginning of the second semester.)

Section 7.1.C - All persons regularly employed on a part time basis shall receive compensation, fringe benefits, and credit on the salary schedule in proportion of their employment.

Section 7.1.D - Credit for previous experience will be based on evaluation of prior teaching experience and credit given by placing the new teacher on one (1) of the salary schedule steps as warranted by evaluation.

Section 7.2 - The salary schedule for a weekly teaching load is based on the School Calendar and weekly teaching hours as stated in Article VIII. Such hours will remain in effect (as stated in 8.2) during the term of this Agreement.

Section 7.3 - Teachers individually contracted for extra duty assignments as set forth in the Appendix, which is attached to and incorporated in this Agreement, shall be compensated in accordance with the provisions of the Agreement without deviation. This provision shall not prohibit an employee from volunteering for an assignment nor shall it prohibit the Board from accepting a volunteer providing the position being volunteered for is not listed in schedules A or B in the Appendix.

Section 7.3A - In addition to the basic teacher salary as provided above, there shall be paid the specific percentage of the teacher's salary for the following assignments: See Schedule A and B. (All extra reimbursement will be paid in a lump sum upon completion of the extra-curricular assignment.) Compensation for coaching new sports shall be determined with a comparable sport.

\*Individuals who have been coaching in these sports who would be adversely affected by the new percentages are grandfathered on the previous percentage.

\*\*Credit for previous experience will be based on an administrative evaluation of previous experience and credit given by placing the new head coach on one (1) of the salary schedule steps as warranted by evaluation.

Section 7.4 - Teachers requested in the course of their work, to drive personal automobiles from one school building to another shall receive a car allowance of (Board approved amount) or not less than twenty-nine (29) cents. The same allowance shall be given for use of personal cars for field trips or other business of the district upon approval of the Superintendent.

Section 7.5 - A teacher engaged during the school day in negotiating in behalf of the Association with any representative of the Board or participating in any grievance procedure, including arbitration, shall be released from regular duties without loss of salary.

Section 7.6 - Upon approval of the Superintendent, an officer or member of the Association may be released from regular duties without loss of salary, for the purpose of participating in Association business. Other representatives may be released for the above activities, with loss of pay upon approval of the Superintendent. A minimum of five (5) days shall be approved.

Section 7.7 - The President of the Association shall be released as needed, without loss of salary, from regular duties during times of the day when he or she is not directly involved with students.

Section 7.8 - Each teacher's salary will be compensated in twenty-six (26) equal bi-weekly pay periods. Exceptions to this may be granted by the Superintendent. Teachers wanting a lump sum payment in June shall make such request in writing by October 1st of each year. Lump sum payments will be made the last payday before summer break. Exceptions to the October 1st deadline may be made at the discretion of the Superintendent for reasons of early retirement or personal emergencies of a teacher. If employment is discontinued, at any time, the last paycheck will be prorated for the portion of the school year worked. All benefits subsidized by the Board of Education will be prorated for the portion of the school year worked. Payroll deductions authorized by the employee will be discontinued as of the date employment was terminated. Benefits for teachers going on leaves of absence will be subsidized on a prorata basis for the year according to the amount of the completion of the individual contract.

Section 7.9 - Each teacher completing graduate hours beyond his/her Master's Degree shall receive credit on the Salary Schedule provided such hours are within the curriculum or program of the Sparta Area Schools. All graduate hours earned prior to January 1, 1980, will be "grandfathered" and applied to the M.A. plus schedules. Undergraduate and/or other courses not meeting the above criteria may be approved by the Superintendent.

Recognizing the need for continued professional development, the Board agrees to the following:

- A. An employee hired for the 1991-92 school year and thereafter shall not receive tuition reimbursement until the employee has completed his/her 18 hours beyond the BA and has received his/her 18 hour Continuing Certificate.
- B. An employee who has earned his/her 18 hour Continuing Certificate will be reimbursed at the rate of actual cost up to a maximum of \$250.00 per contract year for one (1) course taken.

- C. The Board limits its responsibility to a maximum payment of \$8,000 per contract year (July 1 - June 30) for all teachers involved.

The following criteria must be met for a given teacher to be eligible for reimbursement:

- A. Prior approval of the course must be given by the Superintendent.
- B. After this approval has been given, monies will be reserved for individual teachers up to the \$8,000 total maximum available.
- C. Monies will be paid upon presentation of a RECEIPT and transcript indicating a passing grade in the course.

Section 7.10 - Teachers who consent to substitute during the day shall be compensated, at their option, in one of the following ways:

A. Planning Period

- 1. Teachers shall be reimbursed at \$14.00/hour (or),
- 2. Teachers shall accrue one (1) additional personal day for each time they complete a series of six (6) substituting assignments during their planning period. No time restrictions shall be placed upon teachers in their accumulation of said assignments necessary to qualify for the personal day.

Any personal day accrued under this section shall be subject to the same usage requirements as outlined in article 12.34, except that it will not be chargeable against sick leave. Further, personal days accrued under this section shall be limited in number to four (4) per participating teacher at a given time. In addition, the days may not be used during the first or last full week of school.

B. Team Member

If a team member substitutes for another team member during a teaming hour, due to unusual circumstances, as asked by the administration, he/she shall be compensated at the hourly rate of \$14.00 or one (1) hour compensation time, accumulating to a maximum of four (4) days per year. The remaining time shall be paid at an hourly rate of \$14.00.

Section 7.11 - Detention supervision (if teacher) and Homebound teacher (not to include KISD personnel hired to perform this function): 1997-99 = \$14.48 per hour

Section 7.12 - Early Retirement Incentive (ERI)

A. Any teacher in the Sparta Area Schools may choose early retirement subject to the following qualifications:

- 1. Must be 55 years of age or older for Option A.

2. Must have 15 years or more full time service in the Sparta Area Schools.
3. Cannot be on social security, long term disability, or worker's compensation at the time early retirement is chosen unless this restriction is waived by the Board.
4. See Option B, #4, for Option B exception.

B. Notification for early retirement and a written resignation must be filed with the Superintendent's Office prior to April 1 each year for retirement effective June 30 of that year unless the April 1 restriction is waived by the Board.

C. All teachers hired prior to June 7, 1995, are grandfathered in being eligible to choose early retirement under the provisions of this plan. Those teachers who choose early retirement before the end of the 1999-2000 school year will be eligible for Options A, B, or C as listed below. After the 1999-2000 school year only Option C will be offered.

D. Should the ERI plan ever be revised or modified, those who have already elected a particular option shall be carried uninterrupted to the conclusion of their option choice.

E. The Board shall pay the teacher the designated amounts due according to the following schedule on August 1 of each year using the column indicating early retirement age (the retiree's age on June 30 will govern the age column used.)

**Option A**

Yr	Age: 55	56	57	58	59	60	61
1	5,000	5,000	4,000	4,000	4,000	3,000	2,000
2	2,500	2,500	2,500	2,500	2,500	2,500	
3	2,500	2,500	2,500	2,500	2,500		
4	2,500	2,500	2,500	2,500			
5	2,500	2,500	2,500				
6	2,500	2,500					
7	2,500						
	20,000	17,500	14,000	11,500	9,000	5,500	

The medical insurance would be that offered by the State Retirement Program and would be actual cost to the individual/spouse/family to a maximum of \$1,800. In addition, the retiree would receive a \$5,000 Group Life Insurance policy which would be terminated when the retiree reaches age 62. After the death of the retiree, the spouse will be covered by medical insurance to a cap of \$200/year until the retiree would have reached age 62.

### Option B

1. The Board will pay the teacher an amount equivalent to the following percentage scale, based on the teacher's salary (excluding any extra-duty compensation) for the year which he/she elects early retirement.
2. Teachers will receive this amount in three (3) checks, one-third on September 15 or January 5 of the first three (3) years of retirement, or may elect two (2) checks at age 59 or older.
3. In the event of the retiree's death, any balance not yet paid is to be paid to the surviving spouse.
4. In the event that the State Retirement allows retirement prior to age 55, the teacher may elect Option B at the 55 age percentage.

### Schedule

AGE AS OF JULY 1 FORTHCOMING	PERCENT APPLIED TO TEACHER'S SALARY
55	80%
56	70%
57	60%
58	50%
59	30%
60	20%
61	10%

### Option C

Years in retirement system and qualified for state retirement:

<u>YEARS WORKED OR LESS</u>	<u>PERCENT</u>
30	80%
31	70%
32	60%
33	50%
34	40%
35	30%
36	20%
37	10%

1. The Board will pay the teacher an amount equivalent to the following percentage scale, based on the teacher's salary (excluding any extra-duty compensation) for the year which he/she elects early retirement.

2. Teachers will receive this amount in three (3) checks, one-third on September 15 or January 5 of the first three (3) years of retirement, or may elect two (2) checks at age 59 or older.
3. In the event of the retiree's death, any balance not yet paid is to be paid to the surviving spouse.

Should these early retirement benefits be found to be illegal during the life of this agreement, by a court or administrative body having jurisdiction, this early retirement provision shall be cancelled. Existing retirees shall be covered by these provisions to the extent permitted by law.

Section 7.13 - Supplementary summer work by teachers will earn them compensatory days or per diem pay as approved by the Superintendent.

Section 7.14 - Professional Development, Curriculum Improvement, and conference attendance outside the regularly contracted hours will be compensated at \$50.00 per day.

## **ARTICLE VIII**

### **Teaching Loads, Hours, and Assignments**

Section 8.1 - Each teacher in a departmentalized program shall be provided with one (1) full period during his/her working day which is to be used for preparation, conference, and evaluation. An equivalent amount of time will be provided each teacher in nondepartmentalized programs during his/her working day for preparation, planning, and evaluation.

Section 8.2 - The normal teaching load in the Senior High shall be five (5) assigned periods per day and in the departmentalized area of the Middle School shall be six (6) assigned periods per day. Teachers will work 7.5 continuous hours per day between the hours of 7:00 a.m. and 4:30 p.m. Exceptions to this time frame include regularly scheduled Monday staff meetings and parent-teacher conferences.

Section 8.2.A - For the purposes of improving student performance and maximizing instruction, the High School will:

- A. Institute an eight-period school day within the existing time constraints as stated in Article VIII, Section 2 of the Master Agreement.
- B. Teachers will teach a maximum of five (5) class periods per day and be assigned for one (1) period to one of the following additional duties involving the eight-period day: monitoring an academic center, a testing center, a reading-writing center, a math center, a computer lab, noon recreation, or curriculum coordination.
- C. One period will consist of a duty-free lunch period for teachers.
- D. One period will consist of a planning period as described in Article VIII, Section 1 of the Master Agreement.

E. Minimum high school staffing numbers as having existed in the 1992-93 school year will be maintained for implementation and continued maintenance of the eight-period day.

Section 8.2.B - For the purpose of improving student performance and maximizing instruction, the middle school will:

A. Institute the team-teaching philosophy within the existing time constraints as stated in Article VII, Section 2 of the Master Agreement.

B. Teachers will teach a maximum of five (5) class periods per day and be responsible for one (1) period of team planning within the daily structure.

C. One period will consist of a duty-free lunch period for teachers.

D. One period will consist of a planning period as described in Article VIII, Section 1 of the Master Agreement.

E. Minimum middle school staffing numbers as having existed in the 1994-95 school year will be maintained for implementation and continued maintenance of the team-teaching philosophy.

Section 8.3 - The setting of the daily teaching schedule and the teachers' work days is the responsibility of the Administration. Released time may be made available during the working day by the Administration for faculty meetings, division, and departmental meetings. All teachers are free to leave Friday and days preceding holidays five minutes after students are dismissed.

Section 8.4 - All teachers at the Elementary and Englishville High School levels shall receive a duty free lunch period of forty-five (45) minutes. All teachers at the High School level shall receive a duty free lunch period of at least thirty-four (34) minutes and all teachers at the Middle School a duty free lunch period of at least thirty (30) minutes. As compensation for the reduced lunch period, teachers shall receive an equal number of minutes deducted from the beginning and/or the end of their work day. The schedule will be determined by the Administration after consulting with the Association.

Section 8.5 - Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be assigned, except temporarily and for good cause, outside the scope of their teaching certificates or their major or minor field of study.

Section 8.6 - Teachers who will be affected by a change in grade assignments in the elementary school grades and by changes in subject assignment in the secondary school grades will be notified and consulted by their principals as soon as practicable. Such changes will be voluntary to the extent possible. Every effort will be made to avoid reassigning probationary elementary school teachers to different grade levels unless the teacher requests such change.

Section 8.7 - No teacher shall be required to engage in fund raising activities.

Section 8.8 - Provisions for parent-teacher conferences in the Elementary, Middle School, and two High Schools will be included in each of the building calendars.



## ARTICLE IX

### Teaching Conditions

Section 9.1 - Class size - The Board of Education has the statutory duty to educate all children within the boundaries of the school district. The student-teacher ratio is an important aspect of an educational program. The number of students a teacher is required to instruct has a direct bearing upon the amount of work required of the individual teacher. Therefore, the Parties agree that the size of the individual classes shall be given careful consideration and that small class size in early elementary grades (K-3) and in remedial classes is desirable. Therefore, the following class sizes have been agreed upon.

<u>DESIRED</u> Class Size Maximums	<u>CONTRACT</u> Limit
<u>ELEMENTARY SCHOOL</u>	
Young Five's - 15	17
Kindergarten - 22	24
Trans. 1st - 15	17
1 - 22	24
2 - 24	26
3 - 24	26
4 - 25	27
<u>MIDDLE SCHOOL</u>	
5 - 26	28
6 - 26	28
Increased Individualized Instruction - (IN) 3 - 15 (K-12)	17
<u>HIGH SCHOOL AND MIDDLE SCHOOL</u>	
English 2nd Level - 22	24
English - 26	28
English (NG) - 20	22
Social Studies - 26	28

<u>DESIRED</u>	<u>CONTRACT</u>
Class Size Maximums	Limit
Math - 26	28
Math (REM) - 20	22
General Math - 20	22
Science - 26	28
Language - 26	28
Business - 26	28
Typing - 32	34

HIGH SCHOOL AND MIDDLE SCHOOL

Drafting-Industrial Arts - 24	26
Home Economics - 24	26
Art - 26	28
Physical Education - 32	34
Health - 24	26
Phys. Ed./Health Combination-28	30
Voc. Music (Unlimited)	Unlimited
Instrumental Music (Unlimited)	Unlimited
Fresh. Orientation - 22	24
Instructional Music - 26	28
Reading Improvement - 16	18
Journalism - 24	26
Yearbook - 24	26

DESIRED  
Class Size Maximums

CONTRACT  
Limit

ENGLISHVILLE HIGH SCHOOL

Physical Education - 16	34
All Others - 16	22

At no time shall a class exceed the reasonable physical limits of the classroom, lab facility, or number of work stations available and equipped for students.

Section 9.2 - Excess numbers will be paid as follows:

K - 4 = The cost will be calculated by the formula:

K = Excess # to 29 x \$.90 per child x membership days.  
Excess above 29 x \$1.48 per child x membership days.

1 - 4 = Excess # to 29 x \$1.80 per child x membership days.  
Excess above 29 x \$2.95 per child x membership days.

5 - 12 = The cost will be calculated by the formula:  
Excess # beyond contract limit # x \$.35 per child x membership days.

Excess # above 30 x \$.60 per child x membership days.

Music and physical education limits apply throughout K-12. It is understood that October 1 of each school year will be the starting date for calculating excess costs. Any student enrolled as of October 1 will be retroactively calculated to date of entry.

Section 9.3 - The Board recognizes that appropriate tests, library reference facilities, maps and globes, laboratory equipment, audio visual, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are necessary for teaching.

Section 9.4 - The Board shall make available to each school, when and where possible, adequate lunchroom, rest room and lavatory facilities exclusively for teacher use.

Section 9.5 - Telephone facilities for local calls shall be made available to teachers for their use at locations approved by and under regulations established by the Administration. Long distance calls must be approved by an administrator or a designated person and recorded in writing.

Section 9.6 - Vending machines for beverages shall be installed at the request of the members of the Association. The cost and proceeds shall be the responsibility of the group using the machine.

Section 9.7 - Adequate parking facilities, where possible, shall be made available to teachers for their exclusive use.

Section 9.8 - When emergency conditions necessitate the cancellation of school, information of such closing will be broadcast on Grand Rapids radio stations and teachers need not report. In the event emergency conditions force the cancellation of schools on a semester ending exam day, in which a 1/2 student day and full staff records day is cancelled, the schedule will be instituted on the next day school is in session unless otherwise agreed to by the Administration and SEA.

Section 9.9 - Inclusion of special education students into regular education classrooms is part of the Least Restrictive Environment Philosophy. Sparta Area Schools supports this philosophy and will promulgate a group of procedures to delineate the teachers rights and responsibilities in regard to these least restrictive placements.

## **ARTICLE X**

### **Vacancies - Promotions - Transfer**

Section 10.1 - Vacancies occurring within the bargaining unit as described in the recognition provision, including newly created positions, shall be posted on a designated bulletin board in each building along with a copy of such posting to the Sparta Education Association President. Positions, as above described, shall be posted at least five (5) days during the school year and fourteen (14) calendar days during the summer prior to being filled.

Section 10.1.A - A vacancy shall be defined for purposes of this Agreement as a position presently unfilled, one currently filled but which will be open in the future, or a new position that is currently not in existence.

Section 10.1.B - During the summer months, when regular school is not in session, the Board will post in the Personnel Office all vacancies as above described. Positions so posted shall remain posted at least fourteen (14) calendar days prior to being filled with the exception of leave notices delivered after August 10. Summer notices will be sent in paychecks. After August 10, anyone interested in posting must contact the Superintendent's Office.

Section 10.1.C - Interested teachers may apply for such positions by submitting a written application to the Personnel Office. Teachers who have filed an application shall be reviewed along with outside applicants. Said positions will be filled on the basis of the experience, competency, and qualifications of the applicant. When experience, competency, and qualifications are substantially equal, the applicant with greater seniority shall be given preference.

Section 10.2 - Requests by a teacher for a transfer to a different building or position may be made at any time. Such requests shall be made in writing to the Personnel Office with a copy to the Sparta Education Association President. The application shall set forth the school, grade or position sought, and applicant's qualifications. Applicants must contact the Personnel Office during the last month of each semester to update their request. The record of transfer, the transfer request, and all evaluative data pertaining thereto shall be made a part of the teacher's personnel file. No teacher will be discriminated against because of a request to transfer.

Section 10.2.A - Receipt of all applications shall be acknowledged by the Personnel Office within five (5) working days.

Section 10.2.B - Since transfers of teachers from one school to another can be disruptive to the educational process and may interfere with optimum teacher performance, the Board agrees that unrequested transfers are to be minimized. Prior to the effectuation of an involuntary transfer, the Superintendent or designee shall provide the affected teacher with the reason or reasons for the transfer.

Section 10.2.C - When involuntary transfers are effected for a necessary reduction in a school's staff allocation due to reduced student enrollment or the closing and/or consolidation of a building, said transfers will be made on the basis of years of service in the district. Teacher(s) in the affected building possessing the least amount of service and applicable certification will be transferred first.

Section 10.3 - Any teacher who shall be transferred to a supervisory or executive position and shall later return to a teacher status shall be entitled to resume such rights as he/she may have had under this Agreement as a teacher prior to such transfer. Time served in a supervisory or executive position shall be credited as time taught for placement on the salary schedule.

Section 10.4 - Job sharing is defined as a teacher initiated employment arrangement where two (2) teachers, through a job share proposal, have agreed to share one (1) full time position in a manner which meets the educational objectives of the school and the district and has the approval of the principal and the Superintendent or designate.

Section 10.4.A - Any employee interested in establishing a job sharing arrangement shall make written application to the building principal and the Superintendent or designate. In each instance of job sharing, the employees involved will be advised of the terms of the arrangement and of the terms of recall and termination of such an arrangement.

Proposals for a job share position may be made only by currently employed teachers. Upon the Superintendent's approval, a written proposal regarding hours of work, job duties, in-service, conferences, and division of responsibilities shall be created for Board approval.

Section 10.4.B - No job sharing shall be permitted if the arrangement will in any way adversely affect the seniority, layoff or recall rights of another bargaining unit member, including those on layoff. In such situations, the adversely affected teacher(s) and the Association may, in writing, elect to waive his or her seniority rights for that specific situation. Failure of said teacher(s) or the Association to waive such rights, shall nullify the proposed job share and shall in no way result in adverse effects upon the refusing teacher.

The fraction of a teacher's job share shall not be reduced unless otherwise agreed to by the teacher. In the event that the needs of the school require a reduction in the fraction of that assignment, the teacher will be reassigned pursuant to Article XI of this Agreement.

Teachers should enter into a job sharing assignment for the complete school year.

Section 10.4.C - Compensation shall be covered by Article VII, Section 7.1C of this agreement.

Section 10.4.D - Seniority shall be covered by Article XI, Section 11.1.C of this agreement.

Section 10.4.E - Teachers wishing to terminate job sharing shall do so only at the end of the school year and if a position is available.

When the job sharing arrangement is terminated, the partner who formerly held the position retains the same. If neither partner held the position, both will be reassigned pursuant to Article XI of this Agreement.

A teacher who is unable to continue to the end of the school year for medical reasons or a leave of absence, the following procedure shall apply:

1. Remaining job share teacher may choose to go full time;
2. An internal job posting shall be done;
3. An external job posting shall be done; or
4. Remaining teacher shall be assigned to full time with a minimum of ten (10) working days notice.

## **ARTICLE XI**

### **Seniority of Personnel Reduction and Recall**

Section 11.1 - No later than sixty (60) days following the ratification of this Agreement, and by every September 30th thereafter, the Board shall prepare a seniority list. Seniority shall be defined as the length of unbroken service since the initial date of hire as a teacher employee of the Sparta Area Schools. Seniority is accrued only as a member of the bargaining unit as described in the recognition provision. All teachers shall be ranked on the list in order of their effective date of hire wherever documentation is possible. In circumstances of more than one (1) individual having the same effective date of employment, all individuals so affected, will participate in a drawing to determine placement on the seniority list. The Sparta Education Association and teachers so affected will be notified, in writing, of the date, place, and time of drawing. The drawing shall be conducted openly and at a time and place that will reasonably allow affected teachers and the SEA representatives to be in attendance.

Section 11.1.A - The seniority list shall be published and posted in all buildings of the district by October 15th of each school year. Any revisions and updates of the seniority list shall also be published and posted as they are made. A copy of the seniority list and subsequent revisions and updates shall be forwarded to the SEA President and posted in each building by the administration.

Section 11.1.B - All seniority is lost when employment is severed from Sparta Area Schools by resignation, retirement, or discharge; however, seniority is retained if severance of employment is due to a layoff.

Section 11.1.C - A part-time teacher shall be granted seniority on a prorata basis according to the daily load of the building in which they teach.

Section 11.1.D - A teacher on leave of absence shall neither lose nor accumulate seniority while on such leave.

Section 11.1.E - Seniority shall be determined by the length of continuous teacher service K - 12, from the date of hire or a date established by procedure in Section 11.1.

Section 11.2 - In the event of, or a need to, lay off teaching staff due to decreased student enrollment, or a shortage of revenues, the Board will have the right to lay off individual teaching staff members by written notice at least sixty (60) days prior to the last teacher work day of the preceding school year.

Section 11.2.A - Layoff shall be defined as a necessary reduction in the work force due to decreased student enrollment or shortage of revenue requiring revision of the curriculum, exclusive of resignation, retirement, or death.

Section 11.2.A.1 - The Board shall develop, considering input from the Sparta Education Association and teachers, the educational program for the forthcoming school year. Whenever possible, notice and publication of programs and positions affected by layoff shall be posted prior to implementation of layoffs.

Section 11.2.A.2 - Beginning with the first name on the seniority list, each teacher shall be placed in an assignment in the following order of priority as certified and \*qualified:

Section 11.2.A.2.a - Current grade/department or a voluntary transfer if agreed upon by the teacher, Administration, and Association; if not available then,

\*\*Section 11.2.A.2.b - Current grade/department in another building; if not available then,

\*\*Section 11.2.A.2.c - Another grade/department in their current building; if not available then,

\*\*Section 11.2.A.2.d - Another grade/department in another building,

\*\*Section 11.2.A.2.e - If no vacancy is available in any grade/department for which the individual is certified and \*qualified in any building, the individual will be laid off. Written notification in accordance with the time lines herein provided will be forwarded to the affected teacher(s) and the Sparta Education Association President.

\*\*If a choice of building, grade or department is possible, the teacher's choice shall be honored.

\*Section 11.2.A.3 - Qualification for placement in position shall be defined as holding the appropriate K - 12 provisional, permanent, life, vocational, or continuing teaching certificate from the State of Michigan. Other special requirements will apply as follows:

In language arts, one must have six (6) semester hours of English plus one (1) course in reading.

- B. Grades 9 - 12 - Teachers in these grades must meet North Central Association requirements. A one (1) year waiver to allow an individual teacher to meet these requirements may be allowed at the discretion of the Superintendent.
- C. Present staff will be considered grandfathered in position in regard to Item #1 and #2 above.
- D. These requirements must be met prior to the start of the school year, with the exception of Item #2 above.
- E. Englishville High School - Grades 9 - 12 - Teachers must meet requirements of a major or minor field of study. A one (1) year waiver to allow an individual teacher to meet these requirements may be allowed at the discretion of the Superintendent.
  - 1. One core teaching position shall be an English/Social Studies combination and one core teaching position shall be a Science/Math/other combination. Additional core teaching positions can be added as the program population increases requiring additional staff. A waiver on the "other" component of the Math science/other combination may be allowed at the discretion of the Superintendent, provided there is documented evidence of at least two (2) semester hours of additional course work in the "other" certification area by February 1st of each year.
  - 2. A teacher must have had prior teaching experience in a secondary alternative education program and must have received a "satisfactory" formal evaluation in this area. A waiver to the alternative education program requirement may be granted upon the mutual agreement of the Superintendent and Association.
  - 3. In order to teach at Englishville High School, an assigned teacher must attend one day (7.5 hours) of in-service designed by the employer for each period assigned at Englishville up to a maximum of five days (37.5 hours). This in-service shall begin two weeks prior to the teacher's first work day specified in the master contract or in the case of an individual hired during the year, training will take place two weeks prior to the individual's contract.

In-service days can be designed within the school year by mutual agreement of the staff to participate during after school hours. This time can be included as part of the five (5) days mentioned in the above paragraph.

- 4. Compensation for required Englishville In-Service shall be based on Step 1, Index 1.00 at AB (189 days).

Section 11.2.A.4 - Tenure teachers shall have priority over probationary teachers when all consideration other than seniority are equal. No teacher will be issued an individual contract granting him/her tenure in position.



Section 11.2.A.5 - The provisions of Article XI will prevail over other sections of this Agreement when the Reduction and/or Recall process is in effect.

Section 11.3 - Laid off teachers shall be recalled to the first vacancy for which they are certified and \*qualified and in reverse order of layoff. Laid off teachers shall be recalled within a reasonable time following the resolution of circumstances which precipitated the reduction of staff. If the position that the teacher is recalled to is more or less than the laid off position, the teacher may turn down the recall and retain lay off status as provided in Section 11.31. \*(Refer to Section 11.223 for definition of qualified)

Section 11.3.A - Notifications of recall shall be in writing with a copy to Sparta Education Association President. The notification shall be sent by certified mail, restricted delivery, to the laid off teacher's last known address. It shall be the responsibility of each teacher to notify the Board in writing of any change in address. Recalled teachers must notify the Board of acceptance or denial of recall within five (5) days of receipt of notification of recall. Failure to do so will result in termination.

Section 11.3.B - A laid off teacher shall be considered laid off until he/she is reinstated in the Sparta Area Schools or terminates employment provided that the employee yearly updates, by certified mail on or before June 30 of each year, his/her wish to remain on lay off status.

Section 11.3.C - Recalled teachers shall be entitled to all accrued rights and benefits obtained during employment at the time of their notice of layoff. The need to use such benefits shall not be reason to delay or obstruct recall to a position under these provisions.

Section 11.3.D - All teachers subject to layoff shall receive full fringe benefits, as provided within this Agreement, prorated on the portion of the current school year completed.

Section 11.3.E - A laid off teacher may continue his/her health, dental and life insurance benefits during the period of layoff by paying monthly the normal per subscriber group rate premium for such benefits to the Board.

Section 11.3.F - During a period of impending layoffs, the Board agrees to consider all requests for voluntary layoffs from those teachers who make such requests.

Section 11.3.F.1 - The option to exercise voluntary layoff by the teacher shall be done on an annual basis.

Section 11.3.G - Teachers completing the period of voluntary layoff will be assigned to their previous grade/department assignments.

## **ARTICLE XII**

### **Leave Pay and Leave of Absence**

Section 12.1 - Teachers will receive ten (10) work days available as sick leave at the beginning of the school year with unlimited accumulation.

Section 12.2 - Any teacher whose personal illness extends beyond the period compensated under Section 12.1 shall be granted a leave of absence without pay for such time as is necessary for complete recovery

from illness. This leave extension shall be reviewed annually. Upon return from leave, a teacher shall be assigned to the same position, if available, or a substantially equivalent position.

Section 12.3 - Upon recommendation of the Superintendent, the Board may, at Board expense, require a teacher to submit to a mental or physical examination by a mutually agreed upon appropriate specialist to determine whether involuntary sick leave is warranted. (The mutual agreement will be between the Board and the Association.) The Board expense will be that not covered by health insurance.

Section 12.4 - Leaves of absence with pay, chargeable against the teacher's allowance, shall be granted for the following reasons:

- A. Personal illness
- B. Illness in \*immediate family
- C. Upon administrative approval, time necessary for attendance at the funeral services of persons whose relationship to the teacher warrants such attendance.
- D. Each teacher shall be allowed two (2) personal days to be deducted from accumulated work days. These days are not to precede or follow vacation or holiday time and may not be used on teacher in-service days. These personal days are not to be used intentionally to lengthen vacation or holiday time, either prior to or following a vacation or holiday period. In the event of an emergency, which can be documented and for which leave request forms are submitted to the Superintendent, the Superintendent may waive the above extension stipulation and allow the use of the personal day(s).
- E. Matters of an emergency or business nature that cannot be accomplished on other than a school day will be allowed at the discretion of the Superintendent. These days may be requested only after personal leave time outlined in Section 12.4D has been exhausted.

Section 12.5 - Leaves of absence with pay, not chargeable against the teacher's allowance, shall be granted for the following reasons:

- A. A maximum of three (3) days per school year for each death in the \*immediate family. Additional leave may be allowed under Section 12.4 of this Article. Two (2) additional days not charged against the sick leave allowance may be requested of the Superintendent.

\*Spouse, children, mother, father, mother-in-law, father-in-law, sister, brother, grandparents, grandchildren, or any other member of the family who clearly has the same relationship as these as determined by the Superintendent.

- B. Absence when a teacher is called for jury service. Pay will be allowed for the difference between the jury duty pay and the teacher's salary.
- C. Court appearances as a witness in any case connected with the teacher's employment or the school or whenever the teacher is subpoenaed to attend any proceedings.
- D. Time necessary to take the selective service physical examination for draft classification.

Section 12.6 - Leaves of absence without pay, not to exceed one year, shall be granted upon application for the following purposes: (Application may be made for renewal.)

A. A sabbatical leave shall be granted according to the provisions of the School Code of 1955, General School Laws (presently employed by the system "at least seven (7) consecutive years). A teacher on sabbatical leave under this Agreement shall receive full insurance benefits for that year.

B. Family Medical Leave Act - The conditions of this leave request will conform to the FMLA. The teacher shall be entitled to return from such a leave at any time within (one) year without loss of place on the salary schedule provided a position is available. (Request for leave extension shall be reviewed annually).

C. A career exploration leave, not to exceed one year, will be granted with the understanding that at the end of the leave, the teacher either returns to a position assigned by the Administration or he/she submits a letter of resignation.

Section 12.7 - A maternity leave shall be granted without pay commencing at a date mutually agreed upon by the teacher and administration with the written approval of the teacher's physician. The teacher shall be entitled to return from such leave at any time within one (1) year without loss of her place on the salary schedule provided a position is available. (Requests for leave extension shall be reviewed annually.)

Section 12.8 - Military leaves of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty to any branch of the armed forces of the United States in accordance with the Veteran's Reemployment Acts Law.

Section 12.9 - A teacher, upon return from a family medical leave, shall be restored to his/her former position or to a position of like nature and status.

Section 12.9.A - A teacher, upon return from a sabbatical, shall be restored to his/her former position, subject to the conditions of Section 11.2.

Section 12.9.B - Any period spent on sabbatical leave or military service shall be treated as time taught for purpose of the salary schedule and seniority as set forth in Schedule A of the Appendix of this Agreement.

Section 12.10 - Short periods of time off without pay for personal reasons may be granted at the discretion of the Superintendent of Schools. Pay shall be deducted for each day lost, based upon the number of teacher workdays.

Section 12.11 - A teacher who retires from teaching after fifteen (15) years or more of service in the Sparta Area Schools, will receive terminal pay of \$20.00 per day for his/her unused sick leave.

Section 12.12 - The Superintendent may approve visitation at other schools and attendance at educational conferences or conventions, including Association meetings.

Section 12.13 - Teachers shall be reimbursed by the Board for reasonable gasoline costs (Board approved amount) or not less than twenty-nine (29) cents per mile. Approved conference or convention fees will be paid by the district. Meals shall be reimbursed up to \$17.00 per day when attending approved conferences

or conventions. A teacher wishing to attend a conference at his/her own expense may do so upon the approval of the Superintendent.

## **ARTICLE XIII**

### **Evaluation**

Section 13.1 - All monitoring or observations, including the use of closed circuit television, audio systems, and similar devices when used for teacher evaluation, shall be conducted openly with the full knowledge of the teacher. The administration must deal openly and on a continuing basis with perceived problems concerning teacher performance. That criteria outlined on the evaluation form and standards of measurement used must be shared with the teachers by the administration at a staff meeting. Any teacher missing said staff meeting will be responsible for obtaining the criteria and standards of measure from the building administrator.

Section 13.2 - Evaluations of teachers shall be conducted by the teacher's immediate principal or an administrator working in the same building. A teacher or the building administrator may request such evaluation to be conducted by a central office administrator. The request will be granted upon mutual agreement between the Association and Superintendent.

Section 13.3 - The work performance of all teachers shall be evaluated in writing. The length of a planned observation will be determined at the pre-observation conference by mutual agreement.

Section 13.4 - The teaching performance of non-tenure teachers will be observed at least three (3) times each school year: two (2) times in the first semester and once before the end of the third quarter. The first observation shall be made prior to October 30th; the second, prior to December 30th. The third shall be conducted prior to March 31st. Documentation of observations and conference with the teacher will be done in writing and become part of the summative evaluation. The summative evaluation will be completed prior to March 31 of each probationary year. An Individual Development Plan (IDP) will be developed and/or revised by December 30th of each probationary year.

Section 13.5 - Tenured teachers will be evaluated when performance seems to warrant it, but at least once

The success or failure of the enrichment plan will not be a criterion for evaluations. However, good faith or lack of good faith effort to carry out the enrichment plan will be noted on the next formal evaluation.

Section 13.8 - A copy of the written evaluation shall be given to the teacher at the final evaluation conference. A copy would then be signed indicating completion of the conference and returned to the administrator. In the event that the teacher feel his/her evaluation was incomplete or unjust, within ten (10) days following the final conference, the teacher may put his/her objections in writing and have them attached to the evaluation report of the principal to be placed in his/her personnel file. All evaluations shall be based upon the criteria as outlined in the evaluation form contained in the contract. All unsatisfactory work performance will be documented.

Section 13.9 - In the event that an administrator indicates an area(s) unsatisfactory in a teacher's work performance, the administrator will allow reasonable time for correcting the deficiency(ies) and prescribe a written plan of assistance using the following procedure to assist the teacher:

- A. Specific behaviors representing the deficiency(ies) will be clearly stated.
- B. Specific strategies for overcoming the deficiency(ies) will be stated.
- C. The expectations of the administrator will be stated using measurable criteria so that both the teacher and administrator recognize if/when the deficiency(ies) is corrected.
- D. During the time given for correcting the deficiency(ies) the administrator will monitor and discuss progress with the teacher on a regular basis.
- E. When the procedure for correcting the deficiency(ies) has been completed, the administrator will place in the file a letter stating such, with a copy to the individual teacher.
- F. In subsequent observation and evaluation reports, failure to again note specific deficiency(ies) shall be interpreted to mean that the teacher has made adequate improvement.

Section 13.10 - The content of an adverse evaluation of teacher performance shall not be considered subject to the grievance provision. Only violations of the procedures are grievable.

Section 13.11 - The evaluation form used to begin the evaluation process will remain in effect for the duration of the contract and appear in the Appendix. By mutual agreement of the Board and the Association, the contents of the form may be modified or altered, if necessary.

See Appendix 2 for evaluation forms.

## **ARTICLE XIV**

### **Teacher Protection**

Section 14.1 - Good order and discipline is necessary for effective teaching. Each teacher is responsible for maintaining such an atmosphere in each of his/her classes. The Board recognizes that, through its administrative staff, it will support its teachers in taking actions to maintain proper classroom order.

Section 14.1.A - If, in a teacher's judgment, it appears that a particular student requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, a teacher will consult with the administrative staff in which full particulars are put in writing, with a copy going to each of the two parties. Thereafter, reasonable steps will be taken by the administrative staff to assist in relieving the teacher of responsibility with respect to said student.

Section 14.1.B - After consultation with the administrative staff in which full particulars are put in writing, with a copy going to each of the two parties, a teacher may exclude a student from class when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student detrimental to maintaining proper classroom order and discipline. If no action is taken by the building level administrative staff within five (5) school days, the teacher may appeal to the Superintendent to resolve the problem concerning the student's exclusion.

Section 14.1.C - A teacher may use such reasonable force as is necessary to protect himself/herself from attack or to prevent injury to another teacher, student, administrator, or other school employee.

Section 14.2 - Any case of assault upon a teacher while in pursuit of his/her employment or any complaint or suit against a teacher as a result of any action taken by the teacher while in pursuit of his/her employment, shall be promptly reported to the Board or its designated representative. The Board will promptly provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault, complaint, or suit.

Section 14.2.A - If any complaint or suit against a teacher as a result of any action taken by the teacher while in pursuit of his/her employment requires the teacher to hire legal counsel for his/her defense, the Board shall provide the opportunity for the teacher to receive an advance of his earnings accumulated up to that time.

Section 14.3 - Any employee who is absent due to injury or illness compensable under the Michigan Worker's Compensation Law, shall receive the difference between the disability wage benefit and his/her regular wage. The amount of regular wages received will be based upon the teacher's accumulated sick leave and charged prorata against such sick leave accumulation.

Section 14.3.A - Time lost by a teacher because of injury arising out of assault upon said teacher while in pursuit of his/her employment will not be charged against the teacher's sick leave allowance.

Section 14.3.B - The Board shall reimburse a teacher for damage or destruction, by a student, of the teacher's clothing or personal property in his/her classroom not covered by the teacher's insurance while the teacher is on duty or in a job related function.

Section 14.4 - Any complaints by a parent or student directed toward a teacher shall be called to the teacher's attention immediately before any judgement is made or action taken involving such teacher. If a complaint is put in writing and is placed in the teacher's personal or personnel file, the teacher will have an opportunity to add comments and be provided a copy of the complaint.

Section 14.4.A - If a complaint by a parent or student is lodged against a teacher to a Central Administrator or Board of Education member, the Administrator or Board member shall direct the parent or student to the building administrator.

Section 14.5 - A bargaining unit member shall be entitled to have present a representative of the Association during any meeting which leads to disciplinary action. When a request for such representation is made, no action shall be taken with respect to the teacher until such representation of the Association is present. Such representation must be present within twenty-four (24) hours following the request by the Administration.

Section 14.6 - Should disciplinary action likely occur at a given meeting, the teacher shall be advised immediately of said possibility and be advised of the right to representation under this provision of the Agreement.

Section 14.7 - Each teacher shall have the right upon request, to review the contents of his/her own personnel or personal file. A representative of the Association may, at the teacher's request, accompany the teacher in his/her review. This review must be made in the presence of the administrator responsible for the safekeeping of such a file.

Section 14.8 - Each teacher's personal or personnel file shall contain the following items of information:

- A. Medical information if pertinent
- B. All teacher evaluation reports
- C. A copy of the teaching certificate
- D. Transcript of academic records
- E. Tenure recommendation
- F. Layoff and recall notices
- G. Application and resume
- H. Criminal Record Check (as provided by law)
- I. Letter of Hire by the Board of Education
- J. Request of transfer

Section 14.9 - Documents - Material placed in the teacher's personal or personnel file of an adverse nature, requires that the teacher have an opportunity to examine and file a response before said material shall become a part of the file.

When the process for correcting areas mentioned as needs improvement or unsatisfactory has been completed, the administration will place in the file a letter stating such, with a copy to the individual teacher.

## **ARTICLE XV**

### **Grievance**

Section 15.1 - Any grievance is defined as a disagreement on the part of any teacher, group of teachers, or the Association in connection with wages, hours, terms, and conditions of employment as defined in this Agreement. Such grievances shall be limited to the provisions of this Agreement. The SEA/MEA/NEA will designate a representative(s) for the purpose of processing grievances in accordance with his/her duty of representation as expressed under Section Seven and Eleven of PA 379 as amended.

The Association will not pursue any grievance without the expressed written approval of the teacher or group of teachers involved.

In order that grievances may be handled in an orderly fashion, the following procedure shall be followed:

#### **LEVEL I**

Any teacher, group of teachers, or the Association or designee believing that there has been a violation of any provision of this Agreement shall, within ten (10) school days after the alleged violation, orally discuss the matter with the building Principal of the school involved. If a satisfactory settlement cannot be reached, the grievance and the Principal's answer shall then be reduced to writing, utilizing the grievance report form in the Appendix, within five (5) school days with notice given to the grieving party/parties and the Association or designee.

#### **LEVEL II**

Within five (5) school days following the receipt by the teacher, group of teachers, or the Association's designee of the Principal's written response, the grievance shall be filed with the Superintendent or designee. The Superintendent or designee shall, within five (5) school days after receipt of the written grievance, meet with the grieving party/parties in an attempt to resolve the dispute. If such a meeting does not resolve the grievance, the Superintendent or designee shall submit an answer, in writing, to the Association designee and teacher within five (5) school days. The grievance shall then be transmitted by the Superintendent to the Board within five (5) school days.

#### **LEVEL III**

At its next regular meeting, the Board shall review the grievance. The Board may hold a hearing, may designate one (1) or more of its members to hold a hearing or otherwise investigate the grievance, or may prescribe such other procedure that it deems appropriate for consideration of the grievance, provided however, that in no event, except by written agreement between the Board and the Association's designee, shall final determination of the grievance be made by the Board or its delegated representatives more than fifteen (15) school days after the above meeting.

#### **LEVEL IV**

If the decision of the Board does not result in a satisfactory settlement, the grievance may be submitted to arbitration by a written notice given to the Board by the Association's designee within fifteen (15) school days after receipt of the written decision from the Board.

An impartial arbitrator may be selected by the parties to decide the matter. If they cannot agree as to the arbitrator, he/she shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration proceedings. The power of the arbitrator shall be limited to the interpretation or application of the expressed terms of this Agreement, and he/she shall have no power to alter, add to, or subtract from the terms of this Agreement. The parties shall not be permitted to assert, in



such arbitration proceeding, any ground or to rely on any evidence not previously disclosed. The decision of the arbitrator shall be binding on both parties. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association.

Section 15.2 - Every grievance shall be processed within the time limits provided herein, unless extended by mutual written agreement.

Section 15.3 - If a teacher is found to have been discharged without just cause, he/she shall be reinstated on such terms as the parties may agree or as the arbitrator shall order.

Section 15.4 - Either party may have representation at any step of the grievance procedure.

Section 15.5 - In the event a grievance is filed after May 1st of any year and strict adherence to the time limits may result in hardship of any party, the Superintendent shall use his/her best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible. If the grievance is processed to arbitration, the Association may submit the grievance to expedited arbitration under the rules of the American Arbitration Association.

## **ARTICLE XVI**

### **Miscellaneous Provisions**

Section 16.1 - This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts which shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

This article shall not be construed to limit, impair or affect the right of any teacher to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of employment, so long as the activity is not designed to and does not interfere with the faithful duties of employment. Any individual teacher who violates the above covenant may be disciplined by the Board. Such discipline shall be applied equally to all teachers involved in the violation.

Section 16.5 - A copy of current Board policies including any updates or revisions shall be placed in each building and given to the Sparta Education Association President as they become effective. Revisions will be updated as they take place.

## ARTICLE XVII

### Duration of Agreement

Section 17.1 - This agreement shall be effective as of August 13, 1997, and shall continue in effect until August 16, 1999. This agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

#### EDUCATION ASSOCIATION

By James C. Collins  
S.E.A. President

By John J. Zichil  
S.E.A. Vice-President

By John J. Zichil  
Chief Negotiator

By Mary A. Hastings  
Secretary

#### BOARD OF EDUCATION

By James T. Kerby  
President

By Kelly Pats  
Vice-President

By Ronald A. Cole  
Chief Negotiator

By Debbie L. Bloom  
Secretary

Other members of Association bargaining team are as follows:

John C. Thomas

Michael Figueroa

Robert Powell

\_\_\_\_\_

Dated this 20<sup>th</sup> day of

August, 1997

## **APPENDIX 1**

### **1997-1998**

The Sparta Education Association will receive all step increases and horizontal movements, full insurance increases, all additional retirement, and FICA increases paid by the Board of Education at the beginning of this contract. In addition, on November 3, 1997, the Sparta Education Association will receive:

1. After the foundation goes over \$1,000,000 in new dollars, 64% of each additional dollar is to be used as a salary, retirement, and FICA increase up to a maximum increase of 3%. 1% is agreed to equal \$96,000.
2. This adjustment will be made on the November 21, 1997 payroll.
3. Foundation growth of over \$1,600,000 will be shared on a \$1 for each \$2 to be given in August of 1998 as part of their capped increase in that year.
4. The Board also agrees to maintain current staffing levels except where warranted by student count and other discussed changes.

### **1998-1999**

The Sparta Education Association will receive 64% of each new foundation dollar after all step increases and horizontal movements, longevity, insurance, retirement, and FICA for all employees to paid to a maximum of 3% on the BA base. 1% is agreed to equal \$100,000. The BA+18 scale will be adjusted .2% less than the BA scale. The MA, MA+18 (new), MA+30 will be adjusted .1% higher than the BA scale. Teachers receiving BA+30 will stay on the 60% scale.

**APPENDIX 2**

**SPARTA AREA SCHOOL SYSTEM  
PERFORMANCE-BASED  
DEVELOPMENT TEACHER EVALUATION**

COVER PAGE

Teacher: \_\_\_\_\_ School Year: \_\_\_\_\_

Status: Tenure \_\_\_\_\_ Probationary \_\_\_\_\_ Yr. 1 \_\_\_\_\_ Yr. 2 \_\_\_\_\_ Yr. 3 \_\_\_\_\_ Yr. 4 \_\_\_\_\_

Building: \_\_\_\_\_ Position: \_\_\_\_\_

Pre-observation Conference Date(s): \_\_\_\_\_

Observation Date(s): \_\_\_\_\_

Post-observation Conference Date: \_\_\_\_\_

Professional Development Plan

Date: \_\_\_\_\_

Final Summative Evaluation Date: \_\_\_\_\_

# Sparta Summative Evaluation Tool

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

Administrator: \_\_\_\_\_ Building: \_\_\_\_\_

**I. Instructional Process**

*Expectations:*

The teacher demonstrates:

Met                      Not Met

***Classroom Management & Organization***

- |    |  |       |       |
|----|--|-------|-------|
| 1. | Prepares and organizes material, lessons, and units. | _____ | _____ |
| 2. | Maximizes instructional time.                        | _____ | _____ |
| 3. | Constructively manages student behavior.             | _____ | _____ |

***Presentation of Subject Matter***

- |    |  |       |       |
|----|--|-------|-------|
| 4. | Demonstrates knowledge of subject matter/curriculum. | _____ | _____ |
| 5. | Demonstrates effective communication.                | _____ | _____ |

***Instructional Strategies***

- |    |   |       |       |
|----|---|-------|-------|
| 6. | Provides student opportunities to participate successfully. | _____ | _____ |
| 7. | Provides instruction feedback/evaluates student progress.   | _____ | _____ |

***Learning Environment***

- |    |   |       |       |
|----|---|-------|-------|
| 8. | Demonstrates strategies to motivate students.       | _____ | _____ |
| 9. | Maintains supportive climate conducive to learning. | _____ | _____ |

## *Administrative Summative Report*

Teacher: \_\_\_\_\_ Building: \_\_\_\_\_

Administrator: \_\_\_\_\_ School Year: \_\_\_\_\_

Please check off the appropriate category and forward this form to the administration office in care of the superintendent. Route: Employee personnel file.

- Satisfactory
- Satisfactory with Plan for Improvement
- Not Satisfactory with Plan for Improvement
- Not Recommended for Reemployment

Teacher's comments:

Administrator's comments:

\_\_\_\_\_  
Teacher's signature and date

\_\_\_\_\_  
Administrator's signature and date

\*Signatures imply the content of the document has been reviewed and discussed. Explanatory comments are required for any ratings not meeting expected performance.

**APPENDIX 3**  
**Sparta Area Schools - 1997-98 Calendar**

NEW STAFF ORIENTATION .....	AUGUST 19 TU
ALL STAFF DAY (1/2 DISTRICT AND 1/2 BUILDING) .....	AUGUST 20 W
1/2 D.S.I. AND 1/2 PROFESSIONAL DEVELOPMENT .....	AUGUST 21 TH
FIRST DAY OF SCHOOL .....	AUGUST 25 M
LABOR DAY (NO SCHOOL) .....	SEPTEMBER 1 M
NO STUDENTS (1/2 D.S.I. AND 1/2 PROFESSIONAL DEVELOPMENT) .....	OCTOBER 17 F
NO STUDENTS (1/2 PROFESSIONAL DEVELOPMENT AND 1/2 BUILDING) .....	NOVEMBER 14 F
THANKSGIVING RECESS .....	NOVEMBER 27 TH - 28 F
LAST DAY OF SCHOOL BEFORE CHRISTMAS VACATION .....	DECEMBER 19 F
CHRISTMAS VACATION .....	DECEMBER 20 SA - JANUARY 4 SU
SCHOOL RESUMES WITH STUDENTS .....	JANUARY 5 M
1/2 DAY STUDENTS AM (SEMESTER EXAMS) 1/2 TEACHER RECORD DAY .....	JANUARY 15 TH
1/2 DAY STUDENTS AM (END OF 1ST SEMESTER) (EXAMS) 1/2 TEACHER RECORD DAY .....	JANUARY 16 F
NO STUDENTS (1/2 D.S.I. AND 1/2 PROFESSIONAL DEVELOPMENT) .....	FEBRUARY 27 F
NO STUDENTS (1/2 BUILDING AND 1/2 BUILDING) .....	APRIL 2 TH
NO STUDENTS (1/2 BUILDING AND 1/2 BUILDING) .....	APRIL 3 F
SPRING BREAK .....	APRIL 4 SA - APRIL 12 SU
NO STUDENTS (1/2 D.S.I. AND 1/2 BUILDING) .....	MAY 1 F
MEMORIAL DAY .....	MAY 25 M
NO STUDENTS (SCHEDULED FOR SNOW MAKE-UP DAY IF NEEDED) .....	MAY 26 TU
1/2 DAY STUDENTS AM (SEMESTER EXAMS) 1/2 TEACHER RECORD DAY .....	JUNE 8 M
1/2 DAY STUDENTS AM (SEMESTER EXAMS) (LAST DAY) 1/2 TEACHER RECORD DAY .....	JUNE 9 TU
TEACHER CHECKOUT (FULL DAY) .....	JUNE 10 W
<small>(1/2 day may be used for other activity if the individual teacher decides by August 1, 1997, that they do not need a full checkout day. The 1/2 day usage may be Professional Development, Curriculum Development, or room preparation.)</small>	

Teacher days = 189

Student days = 181

2 Days for District School Improvement (D.S.I.)  
 2 Days for Parent/Teacher Conferences  
 1/2 Day for District Start Day

2 Days for Professional Development  
 1 Day for Teacher Checkout  
 1/2 Day for Building Level Activities

The above calendar shall be limited by and subject to the provisions of state law governing the make-up of days missed due to emergency closing. Days not required by law for make-up shall not be added to the calendar year. School days which must be made up for state aid purposes will be scheduled at the end of the school year. Further, any change in state law which negates the make-up of days missed due to emergency closing shall be in immediate effect in regard to the calendar, and days missed shall not be subject to make-up.



### APPENDIX 3

#### Sparta Area Schools - 1998-99 Calendar

NEW STAFF ORIENTATION .....	AUGUST 18 TU
ALL STAFF DAY (1/2 DISTRICT AND 1/2 BUILDING) .....	AUGUST 19 W
1/2 D.S.I. AND 1/2 PROFESSIONAL DEVELOPMENT .....	AUGUST 20 TH
FIRST DAY OF SCHOOL (FULL DAY) .....	AUGUST 24 M
LABOR DAY (NO SCHOOL) .....	SEPTEMBER 7 M
NO STUDENTS (1/2 D.S.I. AND 1/2 PROFESSIONAL DEVELOPMENT) .....	OCTOBER 16 F
NO STUDENTS (1/2 PROFESSIONAL DEVELOPMENT AND 1/2 BUILDING) .....	NOVEMBER 13 F
THANKSGIVING RECESS .....	NOVEMBER 26TH - 27 F
LAST DAY OF SCHOOL BEFORE CHRISTMAS VACATION .....	DECEMBER 18 F
CHRISTMAS VACATION .....	DECEMBER 19 SA - JANUARY 3 SU
SCHOOL RESUMES WITH STUDENTS .....	JANUARY 4 M
1/2 DAY STUDENTS AM (SEMESTER EXAMS) 1/2 TEACHER RECORD DAY .....	JANUARY 14 TH
1/2 DAY STUDENTS AM (END OF 1ST SEMESTER) (EXAMS) 1/2 TEACHER RECORD DAY ..	JANUARY 15 F
NO STUDENTS (1/2 D.S.I. AND 1/2 PROFESSIONAL DEVELOPMENT) .....	FEBRUARY 26 F
GOOD FRIDAY (NO STUDENTS) .....	APRIL 2 F
SPRING BREAK .....	APRIL 3 SA - APRIL 11 SU
NO STUDENTS (1/2 D.S.I. AND 1/2 BUILDING) .....	MAY 7 F
MEMORIAL DAY .....	MAY 24 M
NO STUDENTS (SCHEDULED FOR SNOW MAKE-UP DAY IF NEEDED) .....	MAY 25 TU
1/2 DAY STUDENTS AM (SEMESTER EXAMS) 1/2 TEACHER RECORD DAY .....	JUNE 7 M
1/2 DAY STUDENTS AM (SEMESTER EXAMS) (LAST DAY) 1/2 TEACHER RECORD DAY	JUNE 8 TU
TEACHER CHECKOUT (FULL DAY) .....	JUNE 9 W

(1/2 day may be used for other activity if the individual teacher decides by August 1, 1998, that they do not need a full checkout day. The 1/2 day usage may be Professional Development, Curriculum Development, or room preparation.)

Teacher days = 189                      Student days = 182

2 Days for District School Improvement (D.S.I.)  
2 Days for Parent/Teacher Conferences  
1/2 Day for District Start Day

2 Days for Professional Development  
1 Day for Teacher Checkout  
1/2 Day for Building Level Activities

The above calendar shall be limited by and subject to the provisions of state law governing the make-up of days missed due to emergency closing. Days not required by law for make-up shall not be added to the calendar year. School days which must be made up for state aid purposes will be scheduled at the end of the school year. Further, any change in state law which negates the make-up of days missed due to emergency closing shall be in immediate effect in regard to the calendar, and days missed shall not be subject to make-up.

**SCHEDULE A**  
**Percentage of Base**

	Step I	Step II	Step III	Step IV	Step V
Audio-Visual Middle & Senior High Schools	3	4	5	6	7
Band, Senior High School	5.5	6.5	7.5	8.5	9.5
Band, Middle School	4	5	6	7	8
Choral, Senior High School	4	5	6	7	8
Madrigals	4	5	6	7	8
	<u>Percentage of Base</u>			<u>Percentage of Base</u>	
Art Club	2		Forensics		2
Building Co-ordinators	9		Intramurals, Middle School-Grade 8		2.5
Class Sponsor Grades 9-10	2		Intramurals, Middle School-Grade 7		2.5
Class Sponsor Grades 11-12	2.5		Intramurals, Middle School-Grade 6		1
Drama-Middle School	5		K-12 Study Committee Chairperson		3
Drama - Assistant Middle School	3		Nat'l Honor Society-High School		2
Drama-High School	5		Nat'l Honor Society-Middle School		1
Drama - Assistant High School	3		Science Olympiad		4
Drama-Community Plays	5		Quiz Bowl		2
Drama-Assistant Community Plays	3		Yearbook-Middle School		2
Debate	2		Yearbook-Englishville		2
			Chairperson-Building School Improve. Team		3

If any of the above activities are a part of the teacher's daily assignment, they will not be paid according to Schedule A. Librarians hired after the 1990-91 school year will have A.V. activities as a part of their daily assignment.

**SCHEDULE B**  
**Percentage of Base**

	Step I	Step II	Step III	Step IV	Step V
<b>Baseball-Track</b>					
<b>Softball-Soccer</b>					
Head Coach**	8	8.75	9.5	10.25	12
Assistant	6	6.5	7	7.5	8.5
Middle School Track	2.5	3.5	4.5	5.5	6.5
<b>Volleyball</b>					
Head Coach	10.5	11.5	12.5	13.5	14.5
Assistant	6.5	7.5	8.5	9.5	10.5
<b>Basketball- Football- Wrestling</b>					
Head Coach**	10.5	11.5	12.5	13.5	15.5
Assistant	6.5	7.5	8.5	9.5	11
Middle School Football	3	4	5	6	7
Middle School Basketball-Wrestling- Volleyball	5	6	7	8	9
<b>Cross-Country Golf-Tennis</b>					
Assistant	3.5	4	4.5	5	6
Middle School Cross Country	2.5	3.5	4.5	5.5	6.5
<b>Varsity Cheer- leading and Spartanettes</b>					
Assistant Cheerleading	2.5	3	3.5	4	4.5
Middle School Cheerleading	1.5	1.5	1.75	1.75	2

Coaches salaries paid 1/2 on completion of 1/2 of scheduled athletic events and 1/2 on completion of season.

## **SCHEDULE C**

### **Fringe Benefits**

#### **PLAN A**

1. The Board agrees, pursuant to the authority set forth in Section 617 of the school code of 1955, as amended, to provide MESSA Super Med I with Super Care I hospital, medical and surgical protection according to the following monthly schedule:

Insured	Full Coverage
Insured and Spouse	Full Coverage
Insured and Children	Full Coverage
Full Family	Full Coverage

2. The Board shall pay the current full premium of MESSA Group Long Term Disability Insurance Policy Plan as per previous contract, except maximum monthly benefit increased to \$2,500.

3. The Board agrees to pay the full premium for MESSA Group Term Life Insurance in the amount of \$10,000. This policy shall include accidental death and dismemberment and waiver of premium for disability.

4. The Board will pay the full premium for Delta Dental Plan CO-3.

5. The Board agrees to provide a self-funded Vision Care Program equal to MESSA VSP I Plan, in effect on May 21, 1991.

6. All employees covered by Super Care I in Plan A will recoup their deductibles by submitting their first \$50/\$100 worth of prescription/medical expenses not covered by Super Care I as soon as the entire \$50/\$100 has accumulated. These expenses must be submitted before the end of the calendar year ending December 31. However, the payment to the teacher will be made within one month after the school district has received the proper documentation. Those teachers not using the entire deductible will be reimbursed for whatever prescription/medical expenses they incur.

The above basic coverage will be referred to as Plan A. Each teacher will have the right to select Plan A and one (1) of the following two (2) options referred to as Plans B & C:

#### **PLAN B**

1. The Delta Dental Auto + O8 Plan
2. The MESSA Vision (VSP-III)
3. Same LTD as Plan A
4. Same Life Insurance as Plan A

## PLAN C

1. The Board will pay the full premium for Delta Dental Plan CO-3
2. Same Vision Plan as in Plan B
3. Same LTD as Plan B
4. Same Life Insurance as Plan A
5. Twenty dollars (\$20) in Options

## Notes

1. "If both the employee \*(as defined in Article I Recognition) and his/her spouse have the option to select insurance benefits with his/her employer in lieu of hospital-medical insurance coverage, one (1) must choose an optional package of insurance fringe benefits. If the Sparta Area Schools employee's spouse does not have the option to choose insurance coverage or fringe benefits with their employer, the \*employee shall so indicate by requesting a letter from the spouse's employer to be sent to the Sparta Area Schools. \*Employees with spouses working for other employers provided with insurance fringe benefits and lacking a choice in selection of insurance benefits received, shall have a right to select any of the plans offered under the effective Master Agreement."
2. A full-time teacher can select Plan C only if his/her spouse has a dental coverage plan.

## Grievance Report Form

Grievance # \_\_\_\_\_ School District \_\_\_\_\_

Distribution of form:

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

---

Building	Assignment	Name of Grievant	Date Filed
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**LEVEL I**

A. Date Cause of Grievance Discovered: \_\_\_\_\_

B. 1. Statement of Grievance \_\_\_\_\_

---

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2. Relief Sought \_\_\_\_\_

---

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\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

C. Disposition by Principal \_\_\_\_\_

---

\_\_\_\_\_  
Signature Date

D. Position of Grievant and/or Association \_\_\_\_\_

---

---

Signature

Date

**LEVEL II**

A. Date Received by Superintendent or Designee \_\_\_\_\_

If additional space is needed in reporting Section B1 and B2 attach an additional sheet.

B. Disposition by Superintendent or Designee \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

C. Position of Grievant and/or Association \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LEVEL III**

A. Date Received by Board of Education or Designee \_\_\_\_\_

B. Disposition by Board \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

C. Position of Grievant and or Association \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LEVEL IV**

- A. Date Submitted to Arbitration \_\_\_\_\_
- B. Disposition and Award of Arbitrator \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE: All provisions of Article XIII of the Agreement dated September 1, 1979, WILL BE STRICTLY OBSERVED IN THE SETTLEMENT OF GRIEVANCES.



