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VESTABURG COMMUNITY
SCHOOL

VESTABURG BOARD OF EDUCATION
AND
VESTABURG EDUCATION ASSOCIATION

MASTER CONTRACT

1998 - 2001

Vestaburg Community Schools

Should appear with good result

WESTABURG COLLEGE

WESTABURG BOARD OF EDUCATION
AND
WESTABURG EDUCATIONAL ASSOCIATION

TABLE OF CONTENTS

Article 1	Recognition
Article 2	No Strikes
Article 3	Association Dues, Service Fees, And Payroll Deductions
Article 4	Negotiations Procedure
Article 5	Professional Qualifications and Assignments
Article 6	Behavior and Disciplinary Procedures
Article 7	Professional Improvement
Article 8	Association and Teacher Responsibilities
Article 9	Association and Teacher Rights
Article 10	Board Rights
Article 11	Teacher Evaluation
Article 12	Teaching Condition
Article 13	Student Discipline and Teacher Protection
Article 14	Reduction in Personnel -- Annexation & Consolidation of District
Article 15	Professional Grievance Procedure
Article 16	Leave of Absence
Article 17	Professional Compensation
Article 18	Fringe Benefits
Article 19	School Improvement
Article 20	Mentor Teacher
Article 21	Miscellaneous
Schedule A Schedule B School Calendar	
Article 22	Duration of Agreement

THIS AGREEMENT, entered into this October 12, 1998, by and between the Board of Education of the Vestaburg Community School District, hereinafter called the "Board" and the Vestaburg Education Association, hereinafter called the "Association."

PREAMBLE

WHEREAS, The Board has a statutory obligation, pursuant to the Public Employment Relations Act, Act 336 of the Public Act of 1947 as amended, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

IN CONSIDERATION of the following mutual covenants, it is hereby agreed as follows:

ARTICLE 1

RECOGNITION

The Board hereby recognizes the Vestaburg Education Association, affiliated with the MEA-NEA, as the exclusive and sole bargaining representative for all certificated personnel employed by the Board, excluding: Superintendent, Assistant Superintendent, Principals, Assistant Principals, Business Manager, Director of School and Community Relations, Director of Vocational Education, Substitute Teachers, supervisors, and part-time administrators within the meaning of the Public Employment Relations Act. The term teacher, when used hereafter in this Agreement, shall refer to all employees represented by the Vestaburg Education Association in the bargaining unit as above defined.

The Board agrees not to negotiate with any teachers' organization other than the Vestaburg Education Association for the duration of this Agreement.

ARTICLE 2

NO STRIKES

The Association recognizes that strikes (as defined by Section I of Public Act 336 of 1947, as amended, of Michigan) by teachers are contrary to law and public policy. The Board and the association subscribe to the principle that differences shall be resolved by appropriate and peaceful means in keeping with the high standards of the profession, without interruption of the school program. Accordingly, the Association agrees during the term of this Agreement it shall not direct, instigate, participate in, encourage or support any strike against the Board by any teacher or group of teachers.

ARTICLE 3

ASSOCIATION DUES, SERVICE FEES AND PAYROLL DEDUCTIONS

- A. 1. The Board of Education agrees to deduct from the teachers' salaries, dues for the Vestaburg Education Association, Michigan Education Association, National Education Association, MEA-PAC, NEA-PAC, MEA-R, amounts deposited to the Montcalm Public Employees Credit Union, Isabella County Credit Union, annuities,* and Blue Cross/Blue Shield or MESSA insurance, with the carrier being left up to the discretion of the employee during the twelve (12) months of September through August. Changes may be made during the months of September, January, and June. Payments will be made the first pay of the following months.

*A maximum of three (3) companies on record in the Superintendent's Office, with a minimum of five (5) people per annuity.

2. The Vestaburg Education Association, Michigan Education Association, and National Education Association dues shall be deducted in eight (8) equal monthly installments, October through May.
- B. This section of Article III shall be applicable as a condition of continued employment to all teachers except those who fall within all of the following conditions:
- Teachers who were recognized as part of the bargaining unit in 1984-85
 - Teachers who were not members of the Vestaburg Education Association (VEA) in 1984-85
 - Teachers who have not since voluntarily joined the VEA since 1984-85
1. 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 either pay to the Vestaburg Education Association Scholarship Fund an amount not to exceed the dues uniformly required to be paid by members of the Vestaburg Education Association, MEA/NEA, or pay a legally permissible Service Fee to the Association pursuant to the Association's "Policy Regarding Objection to Political-Ideological Expenditures" and the administrative procedures adopted pursuant to that policy. The teachers may authorize payroll deduction in the same manner as provided in Section A above.
2. In the event that the bargaining unit member shall not pay such Service Fee directly to the Association, or authorize payment through payroll deduction, the employer shall, pursuant to MCLA 408.477; MSA 17.277 (7) and at the written request of the Association, deduct the Service Fee from the bargaining unit

member's wages and remit same to the Association.

3. Pursuant to *Chicago Teachers Union v. Hudson*, 106 S Ct 1066 (1986), the Union has established a "Policy Regarding Objections to Political-Ideological Expenditures." That Policy, and the administrative procedures (including the time-table for payment) pursuant thereto, applies only to non-union bargaining unit members. The remedies set forth in that Policy shall be exclusive, and unless and until such procedures, including any administrative or judicial review there, shall have been availed of and exhausted, no dispute, claim or complaint by an objecting bargaining unit member concerning the application and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement, or any other administrative or judicial procedure. The Michigan Education Association shall provide to all non-members copies of the Association's Policy and Procedures.
4. The Association agrees to assume the legal defense of any suit or action brought against the Board regarding this Article of the collective agreement. The Association further agrees to indemnify the Board for any costs or damages which may be assessed against the Board as the result of said suit or action.

ARTICLE 4

NEGOTIATIONS PROCEDURE

- A. If either party desires to negotiate a new contract, it shall notify the other party in writing no less than ninety (90) days prior to the current contract expiration date.
- B. Upon notification, the parties will establish a mutually agreeable date, prior to June 15, to meet and begin negotiations.
- C. Both parties shall have the right to select the members of their negotiation/bargaining teams. It is understood and agreed that both negotiating/bargaining teams shall come to the table with full powers and authority to make proposals, consider proposals and enter into concessions and compromises, subject only to the final ratification of the contract by the Board of Education and the members of the Association.

ARTICLE 5

PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

- A. No new teacher shall be employed by the Board for a regular teaching assignment who does not have a bachelor's degree from an accredited college or university and a provisional, permanent, or continuing certificate. A vocationally - certified person may be an exception.
- B. Teachers shall not be assigned outside the scope of their teaching certificates nor their major or minor field of study except for a good cause, and with mutual consent of the teacher and the Superintendent. The Association shall be so notified in each instance and shall be provided with a written statement of reasons for such assignment.
- C. All 7-12 teachers shall be given written notice of their schedules and all K-6 teachers shall be given written notice of their assignments for the forthcoming year as soon as practicable. In the event that changes in such schedules or assignments are proposed, all teachers affected shall be promptly notified and changes discussed. In no event will changes in teachers' schedules or assignments be made later than the 15th day of August preceding the commencement of the school year, unless an emergency situation requires same, and the Association be so notified in each instance.
- D. All vacated or newly-created position, including coaching and extra-curricular, shall be posted as they occur in order to provide present personnel bidding rights. During the school year, notification shall be posted in both elementary and secondary teacher lounges. During times when school is not in session, the Board will notify the Association President and Secretary. In curricular positions, when the board deems that qualifications are equal, the applicant with the most seniority shall be selected.

ARTICLE 6

BEHAVIOR AND DISCIPLINARY PROCEDURES

A. Teachers are expected to comply with rules, regulations, and directions adopted by the Board which are not inconsistent with the provisions of this Agreement.

B. The Association recognizes that abuses of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession and creates undesirable conditions in the school building. The Association will use its best efforts to correct breaches of professional behavior.

C. Probationary teachers

No probationary teacher shall be subjected to disciplinary sanctions for reasons which are arbitrary or capricious. 'Disciplinary sanctions' shall include reprimands, suspensions with pay, suspensions without pay, discharge and non-renewal of contract.

D. Before any meeting is called from which disciplinary action may result, the teacher shall be notified and shall be entitled to have present a representative of the Association. If an Association representative is requested to be present, no longer than two (2) days may lapse before such meeting is held.

E. Whenever the result of a reprimand, or disciplinary action for any infraction of discipline, or delinquency in professional performance is reduced to writing by the administrator, the findings and decisions of the administrator shall be filed, in writing, in the teacher's personnel file and a copy thereof given to the teacher.

F. No tenure teacher shall be disciplined without just cause.

ARTICLE 7

PROFESSIONAL IMPROVEMENT

Any attendance of teachers to conferences shall be approved by the Board of Education or their designee. Visitations to other schools and programs shall be considered a conference. If approved, the Board will reimburse expenses for such conferences. Provided, however, that in the event that the teacher(s) approved to attend a conference at Board expense shall fail to attend such conference, all expenses incurred by the Board which cannot be recovered from the organization sponsoring the conference shall be charged as a set-off against the teacher(s) salary, except, that the Superintendent of Schools may in his sole discretion waive such set-off if the teacher(s) present satisfactory evidence of a compelling reason why he/she could not attend (or timely cancel so that the full expenses of the conference could be recovered).

ARTICLE 8

ASSOCIATION AND TEACHER RESPONSIBILITIES

- A. Teachers are responsible for maintaining a continuous high level of professional proficiency, to plan adequately and made conscientious efforts to meet, if necessary, with children, parents and/or administrators.
- B. Teachers must recognize that their responsibility to students and their profession may require the performance of duties that involve the expenditure of time beyond the normal working day.
- C. Teachers are expected to indicate to the Board as soon as possible if they do not intend to return for the coming school year. Any teachers knowing on or before February 15 that they will not return the following school year shall file a notice of such intent with the Superintendent on or before such date. Teachers determining after such date that they will not return the following school year will immediately upon knowing file a notice of such intent with the Superintendent.
- D. No teacher on continuing tenure shall discontinue service with the Board except by mutual consent, without giving a written notice to said Board at least sixty (60) days before September 1 of the ensuing school year. Any teacher discontinuing services in any other manner than as provided in this section shall forfeit, in accordance with Act, the rights to continuing tenure previously acquired under the Tenure Act.
- E. All teachers must comply with the state law which requires that an employee furnish evidence of freedom from communicable tuberculosis. Failure to provide such statement to the Superintendent's Office shall result in automatic disqualification and suspension without pay.
- F. Duly authorized officials of the association shall report their presence in a building to the building principal or designee before their conference with any teacher.
- G. All Association materials intended for distribution or display on any property under the management of the Board shall be identified as Association material before display or distribution.
- H. Teachers unavailable for work have the following two (2) responsibilities:
 - 1. Teachers must call their principal before 6:15 a.m. to report unavailability for work. Each teacher shall at the time of reporting the absence state the type of leave being taken and the anticipated length of absence.
 - 2. Teachers absent due to illness shall call their building prior to student dismissal whenever possible to indicate their availability for work the next day.

ARTICLE 9

ASSOCIATION AND TEACHER RIGHTS

- A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every teacher shall have the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining and other lawful concerted activities for mutual aid and protection. As a duly-elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly encourage, discourage, or deprive or coerce any teacher in the enjoyment of any rights conferred by the Act or other laws of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the association, his/her participation in any activities of the Association or collective professional negotiations with the Board, or his/her institution of any grievance under this Agreement or otherwise with respect to any term or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict any teacher rights he/she may have under Michigan General school Laws, or the Constitutions of the United States and the State of Michigan, or other applicable laws and regulations.
- C. The Association shall have the right to post notices of its activities and matter of Association concern on lounge bulletin boards in the various school buildings. The Association may use the district mail service and teacher mail boxes for communication to teachers. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the association, either on or off school premises.
- D. The Board shall make available to the Association for inspection all public records of the Vestaburg School system. The requests for such information should be in writing stating specifically the information desired. This is not to imply that oral requests will be denied. Official records will be made available at the Office of the Superintendent and will not be removed from the Superintendent's Office. These records will be available between 8:00 AM and 4:30 PM, Monday through Friday. Upon reasonable written request, the Board shall furnish copies of financial information to the association. The VEA shall reimburse the Board for all reasonable expenses incurred in providing this information.
- E. Teachers shall be entitled to full rights of citizenship as to their private and personal lives. No religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher except when the same shall interfere with effective teaching or bring discredit upon the Vestaburg Community Schools.
- F. The provisions of this Agreement and the wages, hours, terms and conditions of

employment shall be applied in a manner which is not discriminatory and without regard to race, creed, religion, color, national origin, age, sex, marital status, height, weight, or handicap.

- G. The Association shall have the right to use the school building facilities, and equipment, including all of those available for teacher use, at reasonable times and intervals for Association meetings before or after regular class hours. Other duplicating equipment and calculating machines may be used with permission of the administration. The Board of Education reserves the right to regulate before and after-hours use of buildings, and in no case are association meetings to interfere with other regularly-scheduled activities. The Association shall pay for the cost of all materials and supplies incident to such use.

ARTICLE 10

BOARD RIGHTS

- A. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the laws of the State of Michigan and of the Federal Government of the United States. Except as stated by this Agreement, all the rights, powers, and authority the board had prior to this Agreement are retained by the Board.
- B. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Board, except those which are relinquished herein by the Board, shall continue to vest exclusively in and be exercised exclusively by the Board without prior negotiations with the Association either as to the taking of action under such rights or with respect to the consequence of such action during the term of this Agreement. Such rights shall include, by way of illustration and not by way of limitation, the right to:
1. Manage and control its business, its equipment, and its operations and the affairs of the Board.
 2. Continue its rights, policies, and practices of assignment and direction of its personnel and scheduling.
 3. Direct the working forces, including the right to hire, promote, transfer and determine the size of the work force.
 4. Determine the services, supplies and equipment necessary to continue its operations.
 5. Adopt rules and regulations.
 6. Determine the qualifications of employees.
 7. Determine the number and location or relocation of its facilities, including the establishment or relocation of new school, buildings, departments and the relocation or closing of offices, departments, buildings or other facilities.
 8. Determine the financial policies, including all accounting procedures.
- C. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the terms of this Agreement and then only to the extent such terms thereof are in conformance with the laws of the State of Michigan and the laws of the United States.

ARTICLE 11

TEACHER EVALUATION

"Routine Evaluation" shall only contain the following: Teacher's name, years of service, position(s) held, whether overall performance is satisfactory, needs improvement or unsatisfactory and the signature of the evaluator and evaluatee. In evaluating the work of the teacher, the Board agrees to the following:

- A. All monitoring or observation of work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
- B. Each teacher shall have the right, upon request, to review the contents of his/her own personal files maintained at the individual school or at the individual school or at the central personnel office. A witness or advisor of the teacher's choice may, at the teacher's request, accompany said teacher in this review. Each teacher's personal file shall contain the following minimum of information — all teacher evaluation reports, letters of commendation, annual tuberculosis report and required medical information, official transcript of academic records, tenure recommendation, record of voluntary extra-curricular activities, copies of annual contracts, teacher certificate, record of Sick Leave and Personal Leave updated at the end of each semester.
- C. Each teacher shall receive a copy of his/her evaluations by Vestaburg's administrators, commendations, and complaints directed toward the teacher and a copy shall be included in the personal file.
- D. The teaching performance of non-tenure teachers will be evaluated in writing two (2) times each year, once by the end of the first semester and once by May 1. Prior to October 30 and March 30, the Principal in charge will hold a meeting with the non-tenure teacher to discuss his/her teaching performance. A formal written evaluation need not be conducted or concluded by October 30 and March 30. The Principal or his/her designee will hold a conference with the non-tenure teacher within ten (10) days upon completion of his/her observations. A copy of the written evaluation shall be submitted to the teacher at the time of such conference and the teacher shall have the opportunity to review the evaluation report and add his/her comments.
- E. The teaching performance of tenured teachers will be observed and an evaluation prepared at least once every three (3) years. The Principal or his/her designee will hold a conference with tenured teacher within ten (10) days of completion of his/her observations(s). This conference must be held prior to April 15. A copy of the written evaluation shall be submitted to the teacher at the time of such conference and teacher shall have the opportunity to review the evaluation report and add his/her comments.

F. At the beginning of each school year all teachers will be given a copy of the current teacher evaluation form. If during the course of the school year the form is changed, all teachers will receive a new form immediately.

G. A complaint regarding a teacher made to the Administration by any parent, student or other person which is considered in evaluating said teacher's performance will be called to his or her attention with two (2) weeks of receipt of said complaint.

ARTICLE 12

TEACHING CONDITIONS

- A. The Board will provide room and time for consultations and preparation for teachers and will assign teachers as much as possible in accordance with preparation and interest.
- B. The administration will attempt to secure outside substitute teachers when necessary. In cases where the services of a substitute teacher cannot be procured, or in cases of emergency, a teacher may be required to substitute in another teacher's classroom during his/her planning period. This shall be done on a rotation basis. A teacher whose turn has come to substitute and wishes not to, must find a replacement for himself/herself. In the event an elementary art, music, or physical education teacher is absent and no substitute is provided, the classroom teachers involved must be notified prior to the class and required to cover that class period.
- C. Scheduled days of student instruction which are not held because of conditions not within the control of school authorities such as inclement weather, fires, epidemics, mechanical breakdowns, or health conditions as defined by the city, county or state health authorities, may be rescheduled only at the end of the school year by the Board of Education to insure that there are a minimum of one hundred eighty (180) days of actual student instruction. Teachers will receive their regular pay for days which are canceled, but shall work on any rescheduled days with no additional compensation.

When schools are closed due to impracticable driving conditions, teachers shall not be required to report or suffer loss of salary for the first two (2) days. If, after two (2) days, it becomes necessary that school be made up, both students and teachers with the possible exception of seniors will report, and there will still be the scheduled work day at the end of the school year for teachers. However, if the law governing this section is repealed, both parties agree to replace two (2) days with six (6) days in order to return to contract language negotiated prior to State Department of Education restrictions regarding snow day make-up

- D. All teachers shall have at least a 28-minute duty-free lunch period, which includes the passing time.
- E. Duty day
 - 1. The Board shall have the right to establish the daily duty day for staff and the daily schedule for student instruction (including length of, and the daily starting and ending times for, both the staff duty day and the student instruction day), and may in its discretion from time to time modify same as deemed necessary by the board to best serve the educational interests of students. Provided, however, that the length of the daily duty day for staff and the student instruction

day shall not exceed the levels set forth below unless the board shall determine such increase to be necessary in order for the school district to meet legal criteria required to receive full state aid funding:

- A) daily duty day for staff: 7 hours 5 minutes
- B) student instruction day: 6 hours 37 minutes

2. The Board shall have the right to establish the instructional format for presentation of instruction at any grade level(s) in order to better accomplish the educational/curricular goals of the school district, and may in its discretion from time to time modify same as deemed necessary by the Board to best serve the educational interests of students. Alternative instructional formats which may be implemented shall include, but not be limited to, 'block schedules,' 'seven period' student day and/or such other format(s) as the Board and Association mutually agrees upon.

F. On Fridays, and days preceding holidays, the teacher may leave after buses have gone.

G. Teachers should plan to make themselves available twice a month for a period not to exceed sixty (60) minutes for teachers' meetings. All teachers are to be present except teachers participating in interscholastic competition or performance. Teachers shall be notified at least two (2) school days prior to the date of the meeting.

H. Duty year

1. The Board shall have the right to establish the number of duty days in the annual duty year for staff, and may in its discretion from time to time modify same as deemed necessary by the Board to best serve the educational interests of students. Provided, however, that the number of student instruction days per duty year shall not exceed the level set forth below unless the board shall determine such increase to be necessary in order of the school district to receive full state aid funding:

- A) 181 student instruction days
- B) 184 teacher duty days

2. The specific dates of all relevant activities during each school year shall be as established in the negotiated calendar as set forth in "Schedule C" of this agreement (subject to any additional days added by the Board pursuant to article 12.G., above).

3. Any increase in the number of student instruction days added to the staff duty year pursuant to article 12.G., above, shall be no more than the minimum number of days necessary for the school district to receive full state aid.

Teachers may be required to attend two one-half day or one full day in service programs that may be scheduled the week before school begins in August. Teachers shall be paid \$60.00 for full day and \$30.00 for one-half day attendance at these programs. Teachers shall be notified at least six months in advance of their required attendance. Attendance requirement exceptions may be made by the Superintendent at his/her discretion.

- I. During contracted hours, the teachers must receive permission to leave their school area from their respective building Principal or his/her designated representative. School areas are defined as:

Elementary — Elementary building
Middle School — Middle School building
High School — High School building

- J. The Board will continue to provide assistance to elementary teachers in the form of aides provided funds are available.

- K. Reasonable attempts will be made by the administration to balance the size of the classes.

ARTICLE 13

STUDENT DISCIPLINE AND TEACHER PROTECTION

- A. Good order and discipline are necessary for effective teaching. While each teacher is responsible for maintaining such an atmosphere in each of his/her classes, the Board recognizes that, through its administration, it must support its teachers in taking all reasonable actions to maintain proper classroom order, and it agrees to do so.
1. It is recognized that incorporating remedial and/or special education students into the regular classroom is educationally sound. Regular classroom teachers will receive such additional support from special education teachers or specialists as the building administrator shall in his/her discretion decide is appropriate and necessary. The teacher shall not be charged with the responsibility for psycho-therapy.
- B. It is recognized that well-taught classes and constructively applied methods or preventive discipline minimize discipline problems. Discipline of students by teachers shall be in accordance with both Michigan law and any applicable Board policies and/or administrative directives.
- C. A teacher may exclude a pupil from his/her class for up to one hour 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 in the classroom intolerable. A meeting will be held between the administrator in charge and the teacher, if the teacher or administrator request such a meeting in order to work out a solution before the student can be returned to class.
- D. Any case of assault upon a teacher shall be promptly reported to the building administrator. If the Board/Administration in its discretion determines that the teacher's conduct in such an incident was appropriate and in compliance with all applicable statutes, policies and directives: (1) the Board shall provide legal counsel to advise the teacher of his/her rights and obligations regarding the criminal aspects of the assault and (2) the Board shall render reasonable assistance to the teacher in conjunction with the handling of the criminal charges by law enforcement and judicial authorities. (3) time lost by a teacher for consultation or court appearances in connection with any incident mentioned in D above shall not be charged against the teacher's sick leave.
- E. Any teacher who is absent because of an injury suffered from a physical assault and/or battery as a result of employment related activity, shall receive from the Board the difference between the teacher's weekly income and the amounts to which the teacher is entitled under provisions of the Worker's Compensation laws for a period up to ten work weeks. Beyond 10 work weeks such payments would be charged against compensable leave on a prorated basis computed on the

relationships of the differential pay to the teacher's regular weekly pay until the compensable leave is exhausted.

- F. If a teacher is injured while in the line of duty, medical, surgical and hospital care will be furnished in accordance with the Worker's Compensation laws.
- G. Any complaint by a parent or a student directed toward a teacher shall be called to the teacher's attention by the administration before either (1) any judgment is made or (2) disciplinary action taken against involving such teacher based thereon.

ARTICLE 14

REDUCTION IN PERSONNEL - ANNEXATION & CONSOLIDATION OF DISTRICT

- A. To the full extent permitted by law, this Agreement shall be binding upon the Board and its successor personnel and upon any school district into which or with which this district shall be merged or combined.
- B. In the event this district shall be combined with one or more districts, the Board will use its best efforts to assure the continued employment of its teachers in such consolidated district.
- C. Seniority shall be defined as length of continuous employment within the teaching unit of the Vestaburg Community Schools as of the teacher's first day of work. Where one or more teachers have the same seniority date, their placement on the seniority list shall be determined by a lottery conducted in the presence of the affected teachers and Association President.

For administrators currently employed by the school district, seniority is defined as the length of continuous employment within the bargaining unit whether or not such employment has been within the bargaining unit plus only such employment beyond July 1, 1983 as is within the bargaining unit.

A teacher shall lose all seniority rights if he/she retires, resigns, or is discharged for just cause.

- D. The word "qualified" as used in this Article shall mean:
 - K-5: Certification only except that special assignments (remedial math, and reading, music and physical education) shall require the following qualifications in rank order:
 - 1. A major in the special assignment, or;
 - 2. A minor in the special assignment, or;
 - 3. One (1) year of successful teaching experience in a special assignment in the last three (3) years.
 - 6-8 Certification in 7-8 and the following qualifications in rank order:
 - 1. A major in the subject field, or;
 - 2. A minor in the subject field, or;
 - 3. One (1) year of successful teaching experience in the assigned field in the last three (3) years.
 - 9-12 Certification only.
- E. In the event of a layoff, the following procedure will be followed:

1. Probationary teachers will be laid off first unless a tenure teacher is not qualified in any of the remaining subject fields. The following order will be used:
 - a. Certification. Not only must teachers hold valid teachers certificates, but they must be qualified in the subject fields they are teaching
 - b. Competency as determined by administrative evaluation of probationary personnel.
 - c. Seniority.

1. When all probationary teachers (with exception of qualified one kept) have been laid off, tenure teachers shall be laid off by the following procedure:
 - a. Certification. Not only must teachers hold valid teachers certificates, but they must be qualified in the subject field they are teaching.
 - b. Seniority.
 - c. Competency as determined by administrative evaluation of tenure personnel.
 - d. Physical fitness.
 - e. Absentee rate.

F. Teachers on layoff shall be recalled in inverse order of their layoff to any position which becomes vacant and for which he/she is certified and qualified. No new teachers shall be employed by the district, except in an emergency and on a temporary basis, while there are any teachers of the district on layoff who have the certification and qualifications to fill the vacancy.

G. The Board shall give written notice of recall from layoff by sending a registered or certified letter to said teacher at his/her last known address. This notice may be delivered to the teacher personally instead of by registered or certified mail.

A teacher's failure to respond to a recall notice within ten (10) business days of the date of mailing shall be constructive proof of the teacher's resignation. The Association President shall be notified of such action.

H. It shall be the responsibility of each teacher to notify the board of any change of address. The teacher's address as it appears on the Board's records shall be conclusive when used in connection with layoffs, recall or other notices to the teacher.

I. A teacher on layoff shall be listed on the recall list for two (2) years from the date of his layoff. Thereafter, the teacher shall lose all rights of recall.

- J. The Board shall prepare a seniority list and post a copy of same on or before November 1 of each year.
- K. Should a reduction of personnel become necessary, the Superintendent shall meet with the Association President to discuss the proposed layoff list. The Association shall have the right to file a grievance within seventy-two (72) hours of that meeting regarding any disagreements it may have with the layoff list.
- L. Any change in the certification of a teacher while on lay-off shall not be used to displace a teacher not on layoff.
- M. In the event of a layoff, the Board shall notify the teacher at least fifteen (15) days prior to the effective date of the layoff.
- N. A teacher who is laid off and who is paid unemployment compensation benefits during the summer immediately following the layoff and who is subsequently recalled to the teaching position at the beginning of the next school year will be paid according to an annual salary rate, such that his/her unemployment compensation plus that annual salary rate will be equal to the rate of salary he/she would have earned for the school year had he/she not been laid off.

ARTICLE 15

PROFESSIONAL GRIEVANCE PROCEDURE

- A. A grievance shall be defined as a claim by an employee that there has been a specific violation, misinterpretation or misapplication of the expressed terms of this Agreement.

The following matters shall be specifically exempted from the grievance procedure:

1. Extending the probationary period of any teacher
2. The termination of service of any teacher
3. The failure to place or re-hire a teacher in an extra-curricular assignment.
4. The provisions of insurance contracts and insurance policies.
5. Any policies, rules, regulations, or practices of the employer which do not directly relate to or affect wages, hours or working conditions.
6. Any article or section of this Contract that has, by its wording, been excluded from this grievance procedure.
7. Any matter set forth in this Agreement which is covered by a State or Federal law (specifically including but not limited to, Article 9, Sections A, B AND F)
8. Any matter over which the Tenure Commission would assume jurisdiction.

B. Level One Grievance Procedure:

1. Any teacher or group of teachers (or the Association at the request of a teacher or group of teachers) alleging a violation of the terms of the Agreement, shall within five (5) days of the alleged violation meet with his immediate supervisor and attempt to resolve the matter informally.
2. The teacher may be represented by the designated Building Representative or an officer of the Association.
3. Within five (5) days of the informal discussion the supervisor shall give his disposition orally to the grievant.

C. Level Two Grievance Procedure

1. If the grievance is not resolved at Level One and the teacher wishes to pursue it further, he may proceed to Level Two and file a written grievance.

2. A written grievance must be:
 - a. Signed by the grievant.
 - b. Specific to the facts of the alleged violation.
 - c. Specific to the section or subsection of the Agreement that has been violated.
 - d. Specific to the date, time and place of the alleged violation.
 - e. Specific as to the relief requested.
3. Any written grievance not substantially in accordance with the above may be rejected as improper and such rejection shall not extend the time limitation stated.
4. A written grievance may not be filed any later than ten (10) days after the supervisor's response at Level One.
5. The written grievance shall be filed with the immediate supervisor, who shall give a written answer within (10) days after receiving it.

D. Level Three Grievance Procedure:

1. If the grievance is not resolved at Level Two and the teacher wishes to pursue it further, he may proceed to Level Three.
2. Within ten (10) days of receipt of the supervisor's Level Two answer, the teacher must file a written appeal with the Superintendent.
3. The written appeal must contain a copy of the grievance and the Level Two answer and any other material the teacher may wish to submit.
4. The Superintendent shall give the grievant a written answer within ten (10) days from the date of receipt of the appeal.

E. Level Four Grievance Procedure:

1. If the grievance is not resolved at Level Three and the grievant and Association wish to pursue it further, they may proceed to Level Four.
2. Within fifteen (15) days after receipt of the Level Three answer, the Association shall notify the Superintendent that they request an appeals board hearing. They shall request a date and time for a meeting, which shall not conflict with normal school duties, which shall be within thirty (30) days of the date of the request.

3. The appeals board shall consist of the grievant and two representatives of the Association and the immediate supervisor, Superintendent and one other person representing the Board of Education.
4. A written record shall be kept and shall include a copy of the written grievance and all responses as well as any other material which as been submitted.
5. The appeal board shall meet and attempt to resolve the grievance at the first meeting. If mutually agreeable, a second meeting may be held within ten (10) days of the first meeting.
6. A written summary of the meeting(s), including any settlement, if any, shall be prepared and forwarded to the grievant and the Association within ten (10) days of the final meeting.

F. Level Five Grievance Procedure:

1. If the grievance is not settled at the preceding step, it may be submitted to binding arbitration. Within ten (10) working days of the receipt of the Superintendent's answer, the party choosing to arbitrate must give written notice to the other party, (setting forth specifically the nature of the dispute to be arbitrated). And take the necessary actions to initiate a case on appeal in accordance with the procedures of the American Arbitration Association.
2. The arbitrator to be assigned to the case shall be selected in accordance with the procedures of the American Arbitration Association.
3. Upon selection by the parties, the arbitrator shall conduct the arbitration hearing and other related matters in accordance with the rules and regulations of the American Arbitration Association.
4. The rules of the American Arbitration Association shall govern the procedures at this level. The fees and expenses of the arbitrator shall be divided equally by the Board and the Association. Each side shall be responsible for the compensation, fees and expenses of their representatives and witnesses.
5. If the Board challenges the arbitrability of the matter, the arbitrator shall rule on that question first and then, if mutually agreeable, shall hear the merits of the grievance. The Board reserves the right to question the arbitrability of the matter or jurisdiction of the arbitrator in a court of competent jurisdiction.
6. The arbitrator shall be limited to deciding if the board has violated, misapplied or misinterpreted any of the express terms of this Agreement. His powers are further limited as follows:
 - a. He shall have no power or authority to supplement, enlarge, diminish, or alter

the scope or meaning of this Agreement.

- b. He shall have no power to substitute his judgment for that of the board where such judgment has been retained by the Board.
 - c. He shall have no power to make monetary awards or adjustments where no wage loss has been caused by the action of the Board complained of.
 - d. He shall have no power to determine the constitutionality of state or federal laws and/or regulations, nor the legislative intent of any state or federal laws and/or regulations, nor shall he have any power to interpret or apply any such state or federal laws and/or regulations.
 - e. He shall have no power to establish or alter any salary schedule.
 - f. He shall have no power to decide any matter of health.
 - g. He shall have no power to decide any subjective aspect of job evaluation.
 - h. He shall have no power or authority to award any monetary adjustment retroactively to a date earlier than the alleged violation.
7. Both parties agree to be bound by the decision of the arbitrator and agree that either party may enter judgment thereon in any court of competent jurisdiction, provided, however, that either party may seek judicial relief in the event that the arbitrator exceeds his express authority in violation of the terms of this article.
8. No decision in one case shall serve as a precedent in any other case.
- G. The following shall apply to all grievances and all levels of the grievance procedure:
1. An individual employee may present a grievance to the board or its designated representative without the intervention of the Association or its representatives, provided that any adjustment is not inconsistent with the terms of this Agreement.
 2. There shall be no stoppage of work as the result of a grievance. All grievance matters shall take place at a time outside the normal school day.
 3. The term "days" as used in this Article shall mean school days during the school year and shall mean Monday through Friday, excluding holidays, at other times.
 4. The time limits established in the Article shall be strictly applied, but may be extended by mutual written consent. The violation of a time limit by the Association shall render the grievance settled on the basis of the Board/Administration's last response. The violation of a time limit by the

Board/Administration shall allow the Association the right to proceed to the next level of the grievance procedure.

5. The Board may consider two or more similar grievances as one with its responses directed to the Association.
6. Any grievance filed during the life of this Agreement may be process to completion up to and including arbitration.

ARTICLE 16

LEAVE OF ABSENCE

I. Paid leaves of absence

Every regularly-employed, full-time teacher excluding those on leave of absence, shall be granted leave with pay without loss of salary, subject to the following:

A. Eleven (11) days sick leave accumulated to one hundred fifteen (115) days.

Sick leave days can be used for the following:

1. Personal illness, injury or disability (including disability from pregnancy) which prevents the teacher from performing the duties normally assigned to him/her.
2. Illness, injury, or disability in immediate family (spouse, mother, father, brother, sister, children, grandchildren) [for a maximum of twenty (20) days.] A maximum of four (4) days per year may be used for illness, injury, or disability of father-in-law, mother-in-law, and grandparents.
3. Bereavement: Utilization of such leave shall be for the purpose of attending the funeral or making funeral arrangements in the case of death in the immediate family as defined above. This leave shall be for a maximum of five (5) days per occurrence.

Funerals: One day leave may be granted for attending funerals of close friends other than in the immediate family.

4. Personal business: at the beginning of every school year each employee shall be credited with two (2) days deducted from sick leave which may be used for personal business. These days will be non-accumulative. Such leave may be granted upon application submitted in writing to the principal by the employee at least forty-eight (48) hours before the absence in case of personal business or after the absence in case of emergency. An emergency is an unforeseen incident over which the individual has no control and requires immediate attention. The individual should make every effort in his/her power to resolve the situation without taking time off from work. Each case will be decided on its own merit.

Personal business leave shall be used only in situations of urgency, for purposed of conducting personal business which is difficult to transact on the weekend, before or after working hours.

Such leave shall not be used for seeking other employment. Such leaves shall

not be granted for hunting, fishing, shopping, or other recreational activities. Personal days shall not be used on the opening day of school, the closing day of school, or the day before or the day after a holiday, or recess period except for an emergency which is explicitly approved by the Superintendent of Schools.

No more than four (4) teachers from the district may be on personal business leave at any one time without the express written approval of the Superintendent.

During the 1998-99 school year each teacher will be credited with two (2) personal business days. One of these days will be excused for identifying the purpose/activity. However, both days shall be limited to the provisions of this article established permissible purposes for use of personal business leave.

Personal business leave days may not be accumulated or 'carried over' from one school year to the next school year. However, if an employee has one or more unused personal business leave days at the end of a school year, he/she will be excused from identifying the purpose/activity for one (1) of the two (2) days of personal business leave available to him/her in the next school year. Provided, however, that the provisions of this article establishing permissible purposes for use of personal business leave shall still apply to both days of leave available in said next school year.

5. Compensatory time earned in Article 12, Section G shall be used in whole day increments.
- B. Leaves of absence with full pay not chargeable against the teacher's sick leave shall be granted for the following reasons:
1. Absence when a teacher is called for jury service.
 2. When subpoenaed as a witness at any judicial or administrative proceedings.
 3. Approved visitation of other schools.
 4. Time necessary to take the selective service physical examination.
 5. When attending any function when so directed by the administration.
- Concerning jury duty and subpoenaed witness duty, the teacher shall forfeit to the board the money paid solely for jury duty and subpoenaed witness duty, not including mileage.
- C. The Board retains the right to ask the court to excuse an impaneled jury member.
- D. At the beginning of the school year, the Association shall be credited with five (5) days of business leave to be used by a teacher who is an officer or representative of

the Association. The day shall be scheduled as early as possible by mutual agreement with the principal. The Association agrees to notify the Board in writing no less than forty-eight (48) hours in advance of the requested date. The Association shall reimburse the Board for the cost of the substitute.

II. Unpaid leaves of absence

Any teacher who is not qualified for a paid leave under the terms of this article may request an unpaid leave of absence. Military and health leave requests shall be granted. All other unpaid leaves shall be at the discretion of the board and may be granted for any reason, subject to the following limitations and requirements:

- A. A written request must be received by the Board not less than ninety (90) calendar days prior to the requested commencement of the leave. Waiver of this provision shall be at the sole discretion of the Board.
- B. All requests shall state the reason for the leave, the requested commencement date, the length of the leave, and if applicable, the benefit to the teacher and school.
- C. The commencement and termination dates (except as limited in sections d and e of this article) of leaves based upon illness, injury or disability (including disability from pregnancy) shall be based upon the teacher's ability to perform the work normally assigned to him/her. In cases of dispute the determination will be made by a doctor mutually agreeable to the association and the Board.
- D. Leaves shall be for no more than one (1) year.
- E. Leaves may be extended at the discretion of the Board for no more than one (1) additional year. Requests for an extension must be filed with the Board no later than ninety (90) days prior to the termination of the original leave. Waiver of this provision shall be at the sole discretion of the Board.
- F. A teacher on an unpaid leave shall retain accumulated seniority, but shall not accrue additional seniority while on leave; and shall not be entitled to any compensation or benefits under the contract. A teacher who completes more than 50% of the class days in any school year shall receive credit for that year as it applies to placement on the salary schedule.

III. Miscellaneous conditions

- A. The Board shall place a teacher returning from a leave of one (1) year or less in their former position or one of similar nature. Teachers returning from a leave of more than one (1) year shall be re-hired in the first position available for which he/she is certified and qualified.
- B. The Superintendent for good reason may require a teacher to submit to a physical

or mental examination by a doctor mutually selected by the Superintendent and the teacher or the teacher's designee. Such examination shall be conducted during the teacher's normal workday without loss of pay. The cost of such examination and associated testing shall be paid by the Board.

ARTICLE 17

PROFESSIONAL COMPENSATION

- A. The salaries and extra-pay benefits of employees represented by this Association are set forth in Schedule A and Schedule B respectively.
- B. Longevity will be paid at the 16th (sixteenth), 20th (twentieth), and 24th (twenty-fourth) year at the rate per longevity step. The teacher must earn three (3) semester hours of credit to reach a new longevity step. These must be college credits or courses pertaining to his/her teaching field, approved by the administration.

- C. Schedule A index shall be as follows:

MA Base = 1.062 times the BA Base

MA + 20 = 1.073 times the BA Base

Schedule A Index:

BA/BS	.04025
MA or BA + 40	.044
MA + 20	.044

- D. Pay options are as follows:

1. Twenty-six (26) equal pays from September until August;
2. Twenty-six (26) pays with a lump sum by the end of June;
3. Twenty-one (21) equal pays through each teaching year.

- E. Library: during the last two weeks of the school year, library materials may be checked out at the librarian's discretion. At the discretion of the librarian, the library may be closed one week before school is out for the summer.
- F. All extra pay for extra duty involving percentages will be calculated on the B.A. scale according to the number of years experience in that position. (Exception: Junior and Senior Advisor, First Step, B.A. only)
- G. Any teacher who substitutes in another classroom during their preparation period will be credited with one (1) additional day of personal time, as provided in Article 16, Section A.4. for each five (5) hours of substituting to a maximum of three (3) personal days per year. Elementary teachers who substitute for any Art, Music, or physical education period shall be credited with 40 minutes per period of substituting.

Personal days earned under this provision are not accumulative and must be utilized

except that at the teacher's option these days may be cased in at the rates defined below:

Any partial days, any full days earned during the last two (2) weeks or any days carried into the last two (2) weeks of school shall be paid to the teacher before July 1 of that year at the following rate:

\$13.50 per hour of substituting in 1998-1999

\$14.25 per hour of substituting in 1999-2000

\$15.00 per hour of substituting in 2000-2001

Required committee work will be paid according to the following rate:

\$13.50 per hour in 1998-1999

\$14.25 per hour in 1999-2000

\$15.00 per hour in 2000-2001

- H. Graduate hours that are necessary to qualify for the MA/BA +40 graduate — hour scale and the MA + 20 graduate - hour scale found in Schedule A must be validated by a transcript of credit, and presented to the business office no later than the end of the teacher's first working day.

ARTICLE 18

FRINGE BENEFITS

- A. The Board shall provide the following MESSA PAK Plan A for the bargaining unit member and his/her eligible dependents as defined by MESSA:

MESSA Super Care 1

MESSA/DELTA DENTAL 75/75/75; \$1500 Ortho

VSP 2

\$20,000 life with AD & D

Bargaining unit members not electing MESSA PAK Plan A will select MESSA PAK Plan B:

MESSA/DELTA DENTAL 75/75/75; \$1500 Ortho

VSP 2

\$20,000 life with AD & D

The Board will also contribute the following dollar amounts each month toward the purchase of any MESSA tax-exempt variable and/or fixed options, or MEA Financial Services IRS approved tax-deferred annuities.

1998-1999 \$105.00

1999-2000 \$110.00

2000-2001 \$115.00

For the period from July 1, 1998 through June 30, 1999, the Board's contribution to the monthly premium for each employee in the bargaining unit eligible for MESSA Pak A or MESSA Pak B shall be increased (if necessary) by an amount calculated as follows. The "total cost of insurance in prior year" {cost_{prior}} will be computed as the total of premiums paid by the district for either Pak A or Pak B employees during the twelve months from 7-1-97 through 6-30-98 (based on the 'census' of employees in Pak A or Pak B as of 9-1-97). The "total cost of insurance in current year" {cost_{current}} shall be calculated in the same manner (using the 7-1-97 census figures) except that the 1998-99 premium rates for MESSA Pak A and MESSA Pak B shall be used in the calculation.

The increase in the "total cost of insurance for the current year" over the "total cost of insurance for the prior year" shall be converted to a percentage of the "total cost of insurance for the prior year" as follows =

$$\% \text{ increase} = \frac{(\text{Cost current}) - (\text{Cost prior})}{(\text{Cost prior})}$$

The Board agrees that it will absorb up to a maximum of a ten percent (10%) increase in total cost of premiums for the 1998-99 school year. Therefore, if the calculated "% increase" is less than or equal to ten percent (10%), the Board shall pay the actual full monthly premiums from July 1, 1998 through June 30, 1999 for each employee in the bargaining unit eligible for MESSA Pak A or MESSA Pak B. However, if the calculated "% increase" is more than ten percent (10%) the excess premium costs (above 10%) for the entire 1998-99 year shall be calculated, and that shall be apportioned equally between each employee in the bargaining unit. The dollar amount apportioned to each bargaining unit member shall then be deducted from each member's salary in equal increments over the course of the 1998-99 school year (based on the number of paychecks in which the employee has elected to receive his/her 1998-99 salary).

- B. A teacher employed after the beginning of school shall have his/her fringe benefits terminated at the end of June unless said teacher returns the following school year, in which case the rates will be paid through August 31.
- C. Those teachers who work at least one-half (1/2) time will receive prorated health insurance benefits.
- D. All claims submitted are subject to the terms set forth by the various insurance administrators and underwriters. As such any claims disputes are, therefore, not subject to the grievance procedure.

Eligible employees as set forth herein are responsible for the completion of all necessary enrollment forms and for fulfilling any requirements established by the insurance administrators or underwriters.

The Board shall be responsible for providing insurance information including applications and claim materials and be responsible for transmitting the applications to the insurance company or MESSA in a timely manner.

The Board by payment of the premium payments required to provide the insurance coverage shall be relieved from all liability with respect to the benefits provided by the insurance coverage described. The terms of any contract or policy issued by an insurance company of MESSA herein shall be controlling as to all matters including but not limited to benefits, eligibility, commencement and termination of coverage.

Where both spouses are employed by the Board, the Board shall not be obligated to provide dual health insurance coverage. Where both spouses are employed by the Board, one employee must elect Plan B of the MESSA Pak.

ARTICLE 19

SCHOOL IMPROVEMENT

- A. The Board, Administration, teachers and Association recognize the necessity of maintaining ongoing district-wide school improvement plans and importance of continued recognition of quality educational services as a fundamental priority and shared goal of the parties.
- B. The Board recognizes that the terms and conditions of the collective bargaining agreement will govern with respect to wages, hours and other conditions of employment and that those terms shall not be altered or modified through the school improvement process, absent written mutual agreement and ratification by the parties.
- C. To the extent any proposed element of the District's school improvement plan conflicts with the terms of the Master Agreement, the identified provisions will be subject to renegotiation at the request of the Board. Any amendments to the agreement will be subject to ratification by the parties.
- D. The involvement for teachers in school improvement planning shall be voluntary and shall not require additional compensation.

ARTICLE 20

MENTOR TEACHER

- A. In accordance with Public Act 335 of 1993, Section 1526, for the first four (4) years of employment in classroom teaching, a teacher shall be assigned one (1) or more master teachers, or college professors or retired master teachers who shall act as a mentor or mentors to the teacher. The building principal shall make the assignment(s). The Mentor Teacher assignment shall be subject to review by the Mentor Teacher and the Mentee after each semester. Either the Mentor Teacher or the Mentee may terminate the relationship at that time. Participation as a Mentor Teacher is voluntary.
- B. The Mentor Teacher shall not be involved in evaluating the Mentee. Bargaining unit members will receive a stipend of \$100 per semester.

ARTICLE 21

MISCELLANEOUS

- A. The parties agree that this contract incorporates their full and complete understanding and that any prior oral agreements or practices are superseded by the terms of this Agreement. The parties further agree that no such oral understanding or practices will be recognized in the future unless committed to writing and signed by the parties as supplement to this Agreement.
- B. Copies of this Agreement shall be provided to all teachers. In addition, the Vestaburg Education Association shall be given thirty (30) additional copies. The cost shall be divided as follows: The Association shall provide and cut the stencils, the Board shall duplicate, collate, and distribute the copies.
- C. If any provision or application of this Agreement shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force.

VESTABURG COMMUNITY SCHOOL SCHEDULE "A"

1.0300			
98-99 Teachers			
Step	BA/BS	MA(Or BA+40 HOURS	MA+20* HOURS
1.00	26,470	28,110	28,402
2.00	27,535	29,347	29,651
3.00	28,644	30,639	30,956
4.00	29,797	31,987	32,318
5.00	30,997	33,394	33,740
6.00	32,244	34,862	35,225
7.00	33,541	36,396	36,775
8.00	34,892	37,998	38,393
9.00	36,297	39,670	40,082
10.00	37,758	41,415	41,846
11.00	39,277	43,236	43,687
12.00	40,858	45,138	45,609

* = Graduate Hours

Longevity:	16th Year	500
	20th Year	1,000
	24th year	1,500

VESTABURG COMMUNITY SCHOOL SCHEDULE "A"

1.0300

99-00
Teachers

Step	BA/BS	MA(Or BA+40 HOURS	MA+20* HOURS
1.00	27,264	28,954	29,254
2.00	28,361	30,228	30,541
3.00	29,504	31,558	31,885
4.00	30,691	32,946	33,288
5.00	31,927	34,396	34,752
6.00	33,212	35,908	36,282
7.00	34,547	37,488	37,878
8.00	35,939	39,138	39,545
9.00	37,386	40,860	41,284
10.00	38,890	42,658	43,101
11.00	40,456	44,534	44,997
12.00	42,084	46,492	46,977

* = Graduate Hours

Longevity:	16th Year	525
	20th Year	1,050
	24th year	1,575

**VESTABURG COMMUNITY SCHOOL
SCHEDULE "A"**

			1.0250	
00-01				
Teachers				
		MA(Or BA+40		MA+20*
Step	BA/BS	HOURS		HOURS
1.00	27,945	29,678		29,985
2.00	29,070	30,983		31,305
3.00	30,240	32,347		32,682
4.00	31,458	33,770		34,120
5.00	32,724	35,256		35,621
6.00	34,041	36,806		37,189
7.00	35,411	38,425		38,825
8.00	36,836	40,116		40,533
9.00	38,319	41,881		42,317
10.00	39,861	43,724		44,179
11.00	41,466	45,647		46,122
12.00	43,135	47,654		48,152

* = Graduate Hours

Longevity:	16th Year	550
	20th Year	1,110
	24th year	1,650

32.00	17.00	11.00	0.00
34.00	18.00	12.00	0.00
36.00	19.00	13.00	0.00
38.00	20.00	14.00	0.00
40.00	21.00	15.00	0.00
42.00	22.00	16.00	0.00
44.00	23.00	17.00	0.00
46.00	24.00	18.00	0.00
48.00	25.00	19.00	0.00
50.00	26.00	20.00	0.00
52.00	27.00	21.00	0.00
54.00	28.00	22.00	0.00
56.00	29.00	23.00	0.00
58.00	30.00	24.00	0.00
60.00	31.00	25.00	0.00
62.00	32.00	26.00	0.00
64.00	33.00	27.00	0.00
66.00	34.00	28.00	0.00
68.00	35.00	29.00	0.00
70.00	36.00	30.00	0.00
72.00	37.00	31.00	0.00
74.00	38.00	32.00	0.00
76.00	39.00	33.00	0.00
78.00	40.00	34.00	0.00
80.00	41.00	35.00	0.00
82.00	42.00	36.00	0.00
84.00	43.00	37.00	0.00
86.00	44.00	38.00	0.00
88.00	45.00	39.00	0.00
90.00	46.00	40.00	0.00
92.00	47.00	41.00	0.00
94.00	48.00	42.00	0.00
96.00	49.00	43.00	0.00
98.00	50.00	44.00	0.00
100.00	51.00	45.00	0.00

100.00

SCHEDULE B — 1998-2001 EXTRA PAY ALLOWANCES

Baseball	
Head	6%
Junior Varsity	4%
Basketball	
Boys - Head	9%
Boys - Jr. Varsity	6%
Boys - Freshman	5%
Boys - 8 th Grade	3 ½%
Boys - 7 th Grade	3 ½%
Girls - Head	9%
Girls - Jr. Varsity	6%
Girls - 8 th Grade	3 ½%
Girls - 7 th Grade	3 ½%
Cheerleading	
High School	6%
Middle School	2%
Cross Country	4%
Football	
Head	9%
Assistant	6%
Jr. Varsity	5%
Golf	4%
Softball	
Varsity	6%
Jr. Varsity	4%
Track	
Head	6%
Assistant	3 ½ %
Volleyball	
Head	7%
Jr. Varsity	5%
Wrestling	9%

Student Council
 High School 4%
 Middle School 3%
 Elementary School 2%

National Honor Society 4%

Yearbook 4%

Class Advisors
 Senior Class (2) 2%
 Junior Class (2) 3%

			98-99	99-00	00-01
			(whichever is higher)		
Sophomore Class (2)	1%	or	\$375	\$400	\$425
Freshman Class (2)	1%	or	\$375	\$400	\$425

Counselor(s)		98-99	99-00	00-01
High School		\$550	\$575	\$600
Middle School		\$400	\$425	\$450
Elementary		\$375	\$400	\$425

Drama		\$375	\$400	\$425
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Gifted and Talented		\$375	\$400	\$425
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Spanish Club		\$375	\$400	\$425
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Band Director		98-99	99-00	00-01
School Year		\$725	\$750	\$775
Summer (hourly rate up to:)		\$525	\$550	\$575

Fund Raising Activities
 (Except Homecoming and Carnival; and other than Junior and Senior Class
 sponsors)
 \$8.00 Per Activity

Vestaburg Community School
1998-99 Calendar

August

10 Fall Sports Begin
19 New Teacher Orientation
24 Teacher Orientation
25 Students Begin 8:05 - 11:15

September

2 Open House 6:30 p.m. - 8:00 p.m.
7 Labor Day No School
12 Potato Fest. Band March Parade
18 Homecoming
19 Homecoming Dance

October

7 In Service - No students 8 - 3 pm
7 Midland Marching Band Fest.
31 All Star Band at CMU

November

4 Parent/Teacher Conference 5:30 p.m. - 8:30 p.m.
5 P/T Conf. student 8:05 - 11:15 PTC 1 p.m.- 4 p.m.
& 6:30 p.m.- 8:30 p.m.
6 Students/Staff early release 11:15 am
16 Winter Sports May Begin
20/21 Band Pie Making
26/27 Thanksgiving No School

December

2 National Honor Society Blood Drive
3-5 School Play
7 Elementary Music Program K-4
14 Elementary Music Program Grade 5, Vestaburg Singers, Band
17 Band Concert Jr/Sr. High
18 Winter Break begins at the end of day

January

4 School Resumes
14 Semester Exams 8:20 - 12:55 pm (students released at 12:55)
15 Semester Exams 8:20 - 12:55 pm (students released at 12:55)
30 H.S. Solo Ensemble

February

2-13 MEAP/HSPT Testing
6 J.H. All Star Band
13 Snowball Dance
20 Band Winterfest @ Greenville

March

17 National Honor Society Blood Drive
4 High School Band Concert
6 Volleyball Districts
12 Band Festival
13 Volleyball Regionals
18 Junior High Band Concert
20 National Honor Society Induction's (25 Anniversary)
20 Junior High Band Festival
21-27 Close-up to Washington

April

- 1 Spring Break begins at end of day
- 12 School Resumes
- 5-9 Spanish Trip
- 17 Jr. High Band Solo Ensemble
- 30 Carnival/Art Show

May

- 1 Prom
- 6 High School Spring Band Concert
- 11 J.H. Class competition
- 12 Sr. High Class Competition
- 13-14 Spring Play 7 pm
- 15 Holland or Lansing Band Parade
- 16 Spring Play 3 pm
- 18 Junior High Band Concert w/ Vestaburg Singers
- 20 Vestaburg Singers w/ 5th and 6th grade band
- 22 Drama to Stratford trip
- 29 Band to Mackinaw City Parade
- 31 Memorial Day No School

June

- 2 Final Exams 8:20 - 12:55 pm
- 3 Final Exams 8:20 - 12:55 students last day
- 4 Records day Teachers last day
- 7 NO SCHOOL - Act of God Make-up Day #1 if needed
- 8 NO SCHOOL - Act of God Make-up Day #2 if needed
- 9 NO SCHOOL - Act of God Make-up Day #3 if needed

-MHSAA tournament dates

- Cross Country Regional Oct. 31, Finals Nov. 7
- Girls Basketball Districts Nov 16-21, Regionals Nov 23-25
Finals Dec 1,3,4,5
- Football Pre-Regional Nov 6/7, Regionals Nov 13/14 Semi, Nov 21
Finals Nov 27/28
- Boys Basketball Districts March 8-13, Regionals March 16-20
Finals March 23,25,26,27
- Volleyball Districts March 5/6 Regionals March 13
Finals March 16,19,20
- Baseball/Softball Districts June 1, 4/5 Regionals June 12
Quarter Finals June 15, Finals 18/19

-Athletic contest are not included in this schedule,

-Not all day activities are included such as assemblies, award n programs etc.

-Before scheduling an event please contact your building office and central office to check master calendar.

-Reminder -Record days shall be used for the purpose of grading papers, marking report cards and performing other teacher-related functions within the purview of the teacher's regular position, or as otherwise administratively assigned. As with any school calendar, its provisions are subject to State regulations, legislation, and guidelines.

VESTABURG COMMUNITY SCHOOL
1999-2000 CALENDAR

August

23 Teacher Orientation
24 Students Begin

September

6 Labor Day No School

October

6 In-Service - County Wide

November

10 Parent/Teacher Conference 5:30 p.m. - 8:30 p.m.
11 *P/T Conf. student (time to be determined) PTC 1 p.m. - 4 p.m.
& 6:30 p.m. - 8:30 p.m.
12 *Students/Staff early release
15 Deer Safety Day - No School
25-26 Thanksgiving Break

December

17 Christmas Break begins at the end of the school day

January

3 School Resumes
20 *Semester Exams times to be determined
21 *Semester Exams times to be determined

February

Possible In-service day (all day)

March

April

3-7 Spring Break
21 Good Friday - No School

May

29 Memorial Day No School

June

5 *Final Exams
6 *Final Exams students last day
7 Records day Teachers last day
8 NO SCHOOL - "Act of God" Make-up Day day 1 if needed
9 NO SCHOOL - "Act of God" Make-up Day day 2 if needed
12 NO SCHOOL - "Act of God" Make-up Day day 3 if needed
13 Etc on "Act of God" make-up days until required number of days
by law have been made up.

* Release time will be determined by time schedule for that year

ARTICLE 22

DURATION OF AGREEMENT

This agreement shall be effective as of October 13, 1998 and shall continue in effect until the thirtieth day of June 2001. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

Vestaburg Education Association

By Susan R. Baumgardner
President

By Jody M. Johnston

By Pat Kidwell

Vestaburg Board of Education

By Randa Jewell
President

By Linda Albano
Secretary

By Nancy Nuxon
Treasurer

By Michael Wilton
Vice President

By Scott Miller
Superintendent