

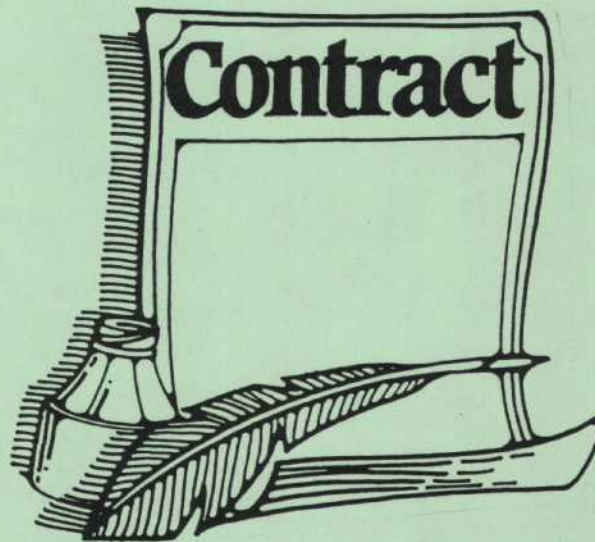
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MASTER AGREEMENT

August 25, 1997 - AUGUST 31, 1999

SCHOOL DISTRICT OF ZEELAND



*Zeeland Public Schools*

BETWEEN

ZEELAND EDUCATION ASSOCIATION

AND

BOARD OF EDUCATION



TABLE OF CONTENTS

			Page
Article	I	Preamble. . . . .	1
Article	II	Recognition . . . . .	2
		A. Bargaining Unit Description . . . . .	2
		B. Negotiating with Association. . . . .	2
		C. Teachers' Rights Under Law. . . . .	2
Article	III	Board Rights. . . . .	3
Article	IV	Association Rights. . . . .	4
		A. Use of Buildings. . . . .	4
		B. Use of Equipment, Materials . . . . .	4
		C. Providing Information to the Association. . . . .	4
		D. Negotiating During School Day . . . . .	4
		E. Payroll Deductions. . . . .	4
		F. Agency Shop . . . . .	4-6
Article	V	Teacher Evaluation. . . . .	7
Article	VI	Teaching Conditions . . . . .	8
		A-1 Teachers Hours. . . . .	8
		(a) Pupil Day . . . . .	8
		(b) Bus Accommodations. . . . .	8
		(c) Number Classes Taught . . . . .	8
		(d) Student Contact Time. . . . .	8
		A-2 Teacher Meetings. . . . .	8
		A-3 Staff Meetings. . . . .	8
		A-4 Violations. . . . .	9
		B. Change in Hours . . . . .	9
		C. School Calendar and Snow Days . . . . .	9
		D. Inclement Weather Days. . . . .	9
		E. Elementary Prep Time. . . . .	9
		F. Middle School Prep Time . . . . .	9
		G. High School Prep Time . . . . .	9
		H. Records Day . . . . .	9
		I. Pupil-Teacher Ratio . . . . .	9-10
		J. Teacher Certification Requirements/ Change in Assignment. . . . .	10-11
		K. Lunch Periods, Recess . . . . .	11
		L. Maintenance of Conditions . . . . . (Phones, lounges, parking, mail, payroll deductions, aides, cleaning, furniture, equipment, relief periods)	11
		M. Teacher Discipline/Just Cause . . . . .	11
		N. Teacher Conference Committee (TCC). . . . .	11-12
		O. School Improvement Plan (SIP)/ Site-Based Decision Plan (SBD). . . . .	12

Table of Contents (cont.)

Article VII	Leaves of Absence . . . . .	13
	A. Sick Leave. . . . .	13
	B. Uses of Sick Leave. . . . .	13
	C. Medical Leave and Return Rights . . . . .	14
	D. Personal Business . . . . .	14
	E. Jury Duty . . . . .	14
	F. Association Business. . . . .	14
	G. Military Leave. . . . .	14
	H. Visitation Day. . . . .	15
	I. Maternity Child Care Leave. . . . .	15
	J. Sabbatical Leave. . . . .	15
	K. Other Provisions. . . . .	15
	(1) Increment . . . . .	15
	(2) Fringe Benefit Continuation . . . . .	15
	L. Family and Medical Leave Act . . . . .	15-a
	M. Unpaid Leave of Absence . . . . .	16
	N. Early Retirement/Severance. . . . .	16
	Plan A, Option 1. . . . .	16
	Plan A, Option 2. . . . .	17
	Plan B. . . . .	17
	O. Universal Retirement Credit . . . . .	18
Article VIII	Professional Compensation . . . . .	19
	A. Salaries. . . . .	19
	B. Paydays . . . . .	19
	C. Summer Checks . . . . .	19
	D. Extra Duty Compensation . . . . .	19
	E. Credit for Prior Teaching . . . . .	19
	F. Teachers Without Certificates . . . . .	19
	G. Mileage . . . . .	19
	H. Pay for Extended School Year. . . . .	19
	I. Pay for Added Teaching Load . . . . .	19
	J. Part-Time Proration . . . . .	20
	K. Insurance Program . . . . .	20-21
	(MESSA PAC) - Health, LTD, Neg. Life, Vision, Dental	
	L. Employee Election Plan B. . . . .	21
	M. Length of Insurance Coverage. . . . .	21
	N. Part-time Insurance . . . . .	21
	O. LTD Benefits/Contractual Salary . . . . .	21
Article IX	Grievance Procedure . . . . .	22-23
Article X	Negotiation Procedures. . . . .	24
Article XI	Agreements Contrary to Law and Matters Contrary to Agreement . . . . .	25
Article XII	Vacancies, Promotions, and Transfers. . . . .	26
	A. Posting of Vacancies. . . . .	26
	B. Filling Vacancies . . . . .	26
	C. Preference to Qualified Teachers (Extra Duty) . . . . .	26
	D. Administrative Vacancies. . . . .	26
	E. Requested Transfer. . . . .	26

Table of Contents (cont.)

Article XIII	Reduction of Personnel. . . . .	27
	A. Necessary Reduction . . . . .	27
	A-(4)-(a,b) Order of Layoff . . . . .	27
	A-(4)(c) Seniority, Administrative Seniority, Ties . . . . .	27
	(d) Seniority List . . . . .	28
	(e) Notice by June 30th. . . . .	28
	A-(5) Other Employees . . . . .	28
	A-(6) Appointed to Vacancy. . . . .	28
	(a) Certification Defined. . . . .	28
	(b) Qualified Defined. . . . .	28
	(c) Tuition Reimbursement. . . . .	28
	A-(7) Recall. . . . .	28
Article XIV	Miscellaneous Provisions. . . . .	29
	A. Individual Teacher Contracts. . . . .	29
	B. Workers' Compensation . . . . .	29
Article XV	Duration of Agreement . . . . .	30
Schedule A	Salary Schedules	
	1997-98 . . . . .	31
	1998-99 . . . . .	32
Schedule A-1	Extra Duty Schedule . . . . .	33
	High School Sports. . . . .	34
	High School Activities. . . . .	35
	Middle School Sports/Activities . . . . .	36
	Elementary Activities/Miscellaneous . . . . .	37
Attachment #1	Department Chairs/Grade Group Chairs. . . . .	38
Attachment #2	Mentor. . . . .	39
Attachment #3	Staff Subbing . . . . .	40
Schedule A-2	Calendars	
	1997-98 . . . . .	41-42
	1998-99 . . . . .	43-44
Schedule A-3	Teacher Evaluation. . . . .	45-49
Schedule A3-1	Tenure Non-Evaluation Form. . . . .	50
Schedule A3-2	Individualized Development Plan (IDP) . . . . .	51
Schedule A-4	K-3 and 4-5 Grade Level Aide Assignments . . . . .	52
	Letter of Agreement - Teachers' Files (FOIA). . . . .	53
	Letter of Agreement (Mentor Teacher). . . . .	54

ARTICLE IPREAMBLE

A. This agreement entered into this 23rd day of September 1997, by and between the Zeeland School District, the city of Zeeland, Michigan, hereinafter called the "Board" and the Zeeland Education Association (MEA/NEA), hereinafter called the "Association."

B. The Board and the Association recognize: That their joint objective is to provide a quality education to the children of the District, and that the quality of education provided depends upon the dedication, preparation, and morale of the teaching staff and upon the effectiveness and efficiency of the administration.

C. The Board, the Administration and the Association agree that this is an equitable contract and, therefore, agree to work cooperatively and jointly to provide the students of our school district with a quality education program.

## ARTICLE II

RECOGNITION

A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in the Michigan Public Employment Relations Act (MCLA 423.201 et.seq.) for a bargaining unit of those employees of the Board of Education employed as teachers, including Vocational Instructors, Counselors, Librarians, Special Education Teachers, Psychologists, and Social Workers.

Other employees such as, paraprofessionals, substitutes, principals, assistant principals, and administrators shall be excluded from the unit. The term "teacher," when used hereinafter in this agreement, shall refer to all employees presented by the Association in the bargaining unit as defined, and reference to male teachers shall include female teachers.

B. The Board agrees not to negotiate with any individuals or organizations other than the Association for the duration of this Agreement.

C. Nothing contained herein shall be construed to deny or restrict to any teacher rights he/she may have under any state or federal laws and/or regulations. The rights granted to teachers hereunder shall be applied consistently with state and federal laws, but shall be deemed to be in addition to those provided by law.

## ARTICLE III

BOARD RIGHTS

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

(1) To the executive management and administrative control of the school system and its properties and facilities and staff.

(2) To hire all teachers and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, and to promote, discipline, and transfer all such employees.

(3) To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.

(4) To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature.

(5) To determine class schedules and the hours of instruction, the duties, responsibilities, and assignments of teachers with respect thereto, and with respect to administrative and non-teaching activities, the terms and conditions of employment.

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



## ARTICLE IV

ASSOCIATION RIGHTS

A. The Association and its members shall be permitted to use school buildings and/or classrooms free of charge at all reasonable hours for meetings of the Association and other Association business. Dates, times, and building designation are to be arranged by the Association with the Board or its representative.

B. The Association shall be given permission to use equipment and materials for Association work. Materials and supplies used by the Association shall be reimbursed to the school district at cost. Such use of equipment and materials will be arranged by the Association with the Board or its representative.

C. The Board agrees to furnish to the Association in response to reasonable requests all available written information, in the form in which it is kept, concerning the financial resources of the district, allocations and such other written information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers, together with information which may be necessary for the Association to process any grievance or complaint. Tentative or proposed budgets shall be available only after copies have been made available to board members.

D. At the request of the Board of Education, a negotiation committee teacher of the Zeeland Education Association may be engaged during the school day in negotiating on behalf of the ZEA without the loss of compensation.

E. The deduction of membership dues shall be made from the first 20 paychecks beginning, with the first paycheck in September and the Board agrees to remit to the respective associations (ZEA/MEA/NEA) all monies so deducted, accompanied by a list of teachers from whom the deductions have been made.

Upon appropriate written authorization from the bargaining unit member, the Employer shall deduct from the salary of any such bargaining unit member and make appropriate remittance as requested subject to availability of computer space (at present 10 slot limit).

F. Any bargaining unit member who is a member of the Association, or who has applied for membership, may sign and deliver to the Employer an assignment authorizing deduction of dues, assessments and contributions in the Association as established by the Association. Such authorization shall continue in effect from year to year, unless revoked in writing between June 1 and September 1 of any year. Pursuant to such authorization, the Employer shall deduct such dues, assessments and contributions from the first 20 paychecks of the bargaining unit member beginning with the first paycheck in September.

Deduction for bargaining unit members delivering their authorization after the beginning of the school year shall be appropriately prorated to complete payment within 20 pay periods or by the following June.

(1) Each bargaining unit member shall, as a condition of employment, (1) within thirty (30) calendar days of the beginning of their employment or by October 1, 1988, whichever is later, join the Association and authorize deduction of membership dues pursuant to Article IV, E. or (2) pay a service fee to the Association, pursuant to the Association's "Policy Regarding Objections to Political-Ideological Expenditures" and the Administrative Procedures adopted pursuant to that policy. The service fee shall not exceed the amount of Association dues collected from Association members. The bargaining unit member may authorize payroll deduction for such fee. 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 request of the Association, deduct the service fee from the bargaining unit member's wages and remit same to the Association. Payroll deductions made pursuant to this provision shall be made in equal amounts, as nearly as may be, from the paychecks of each bargaining unit member. Monies so deducted shall be remitted to the Association, or its designee, no later than twenty (20) days following deduction.

(2) The Association has established a "Policy Regarding Objections to Political-Ideological Expenditures." That policy, and the Administrative Procedures (including the timetable for payment) pursuant thereto, applies only to non-Association 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 thereof, 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 section shall be subject to the grievance procedure set forth in this Agreement, or any other administrative or judicial procedure.

(3) Due to certain requirements established in recent court decisions, the parties acknowledge that the amount of the fee charged to non-members along with other required information may not be available and transmitted to non-members until after the school year has begun. Consequently, the parties agree that the procedures in this section relating to the payment or non-payment of the Representation Fee by non-members shall be activated thirty (30) days following the Association's notification to non-members of the fee for that given school year. Any payroll deduction of the Representation Fee by non-members which commences after the beginning of the school year shall be appropriately prorated to complete payment by the following June.

(4) In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

- (a) The Employer gives timely notice of such action to the Association and permits the Association intervention as a party if it so desires, and
- (b) The Employer 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.

The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's compliance with this Article, but this does not include any liability for unemployment compensation paid under the Michigan Employment Security Act.

(5) This section shall apply to all members of the Bargaining unit who were members of the ZEA/MEA/NEA, as of June 30, 1988, and all other teachers employed after June 30, 1988.

TEACHER EVALUATION

Teacher evaluations shall be made in accordance with the following procedure:

A. The forms to be used for each evaluation are set forth in Schedule A-3 of this Agreement, it being understood that these forms may be supplemented by such elaboration and other written materials as may be prepared by the evaluator.

B. Tenure teachers shall be evaluated, in the classroom, at least once every three years. However, tenure teachers may be evaluated at least once a year at the discretion of administration. Each year tenure teachers are not evaluated formally in the classroom, they shall receive notification on Schedule A3-1. An IDP, Schedule A3-2, must be developed for any tenure teacher receiving an overall unsatisfactory on the evaluation form.

Probationary teachers shall be evaluated at least once each semester. At least two of these evaluations shall be 60 days apart. The IDP, Schedule A3-2, shall be in writing and must be provided to the probationary teachers by May 1.

C. Each evaluation shall be performed by the principal or his designee and shall include a classroom visit of at least thirty (30) minutes duration.

D. In connection with each evaluation, there shall be a pre-evaluation conference between the teacher and the principal at least five (5) school days before the date of the classroom visit provided in Paragraph C. above.

E. There shall be another conference between the teacher and the principal within five (5) school days after the classroom visit. In the course of this conference, the teacher shall be given a copy of the evaluation form described in Paragraph A. above, including any supplements. In the event that such evaluation form includes any area of deficiency, the teacher shall be informed therein of the expected correction or improvement, and shall be given a reasonable time to achieve such correction or improvement.

F. A teacher shall be entitled to submit a written response to the evaluation described above. Such response must be submitted within ten (10) school days after the conference described in Paragraph E.

G. All evaluations and related conferences shall be completed by May 1st of each year for probationary teachers and by May 15th for tenure teachers.

H. A statement of the philosophy and goals of this evaluation process, as well as the desirable teacher characteristics for evaluation, shall be printed and a copy provided for each teacher.

I. Observations: Observations of teacher performance may be made by administrative personnel from time to time. If any written record of such an observation is used in connection with a disciplinary matter of the evaluation procedure, the teacher shall be given the opportunity to review such record within one week of the observation and to submit a written response within ten (10) school days. Observations as set forth in this paragraph are understood to be in addition to the evaluation procedure set forth above.

## ARTICLE VI

TEACHING CONDITIONS

A. The Association and the Board of Education hereby agree to participate in the professional program involving teacher hours.

A-1 Teachers shall arrive at their assigned building at least fifteen (15) minutes before the opening of the pupils' regular school day and shall stay at least fifteen (15) minutes after classes end. For ten (10) minutes prior to classes starting and for ten (10) minutes after classes end, teachers shall be engaged in professional activities in or near their classrooms.

On Fridays and the day preceding school vacations, all teachers may leave when school busses have vacated the school premises. Special arrangements to leave early may be made with the building principal.

The work day of school psychologists, social workers, and therapists shall be the same as the school in which they begin their day.

(a) The pupils' school day shall follow the same beginning and ending hours as listed unless such changes are mutually agreed upon by the Association and the Board of Education.

ECC	8:55 a.m. - 3:25 p.m.
Elementary	8:50 a.m. - 3:35 p.m.
Cityside Middle School	8:00 a.m. - 2:30 p.m.
Creekside Middle School	7:55 a.m. - 2:25 p.m.
Main Avenue Campus High School	8:00 a.m. - 2:37 p.m.
96th Avenue High School	7:45 a.m. - 2:22 p.m.

(b) The district reserves the right to move all times forward or backward by up to ten (10) minutes to accommodate bus schedules provided that the pupils' school day does not exceed the total times listed above.

(c) The number of classes five (5) taught per teacher at the 7th - 12th grade level shall not be increased unless mutually agreed upon by the Association and the Board of Education. It is understood that the middle school teachers will also be assigned a homeroom that will meet daily.

(d) In the event the schedule of classes is changed, the teacher-student contact time shall not be increased.

A-2 The Administrative staff shall establish all regular meetings and conferences deemed necessary to carry out a sound educational program. Meetings shall be set for a specific time and date each month. The number of regular meetings shall be limited to no more than two meetings per month.

A-3 All teachers shall participate in the staff meetings at their particular school and with their individual departments unless specifically excused by the building principal.

A-4 Teachers who are in violation of the professional program will be dealt with individually, and if necessary, will appear before the administration for appropriate discipline. In the event a teacher is in violation of any of the above items in Article VI, the Board may deduct salary based upon 1/186 per day or prorated thereof for an hourly amount.

(e) In the event that the scheduled student instruction time does not meet minimum state requirements, the District and the Association will meet to negotiate the changes.

B. If duties require a change in hours for some personnel, such hours shall be mutually agreed upon by the Association and the Board after consultation with the teacher or teachers.

C. The salary schedules are based upon the regular school calendars as set forth in Schedule A-2 and the normal teaching assignment as defined in this Agreement.

(1) The School Calendars are set forth in Schedule A-2 of this Agreement and are attached to and incorporated in this Agreement. Such calendars shall remain in effect during the two-year term of this Agreement.

(2) In the event all of the makeup days as listed on each calendar in Schedule A-2, do not bring student attendance days and hours to the minimum required for full state aid, the parties will negotiate over the matter.

(3) In the event the state law regarding the minimum is amended or repealed, the parties will negotiate over the matter.

D. Nothing in this Article shall require the Board to keep school open in the event of severe inclement weather or when otherwise prevented by an act of God. When the schools are closed to students due to the above conditions, teachers shall not be required to report for duty.

E. The Elementary (K-5) teachers will be provided with five (5) unassigned class periods of at least thirty (30) minutes per week, plus released time for Art and Computer instruction, for preparation and student conferences. Teachers must remain in the school building unless excused by the building principal or his/her designee.

F. Middle School (6-8) teachers will be provided with one unassigned class period for preparation and student conferences. Teachers must remain in the school building unless excused by the building principal or his/her designee.

G. High School (9-12) teachers will be provided with one unassigned class period for preparation and student conferences. Teachers must remain in the school building unless excused by the building principal or his/her designee.

H. One day at the end of each semester shall be provided for K-12 teachers for marking cards.

I. It is recognized by the Board of Education that pupil-teacher ratio may have, in some instances, an effect on the educational program. The Board agrees to keep class size at a reasonable number as dictated by the financial condition of the district, the building facilities available, the availability of qualified teachers, and the best interest of the district.

The following table will be used as a guide for the pupil-teacher ratios:

(1) Because the pupil-teacher ratio is an important aspect of an effective education program, the parties agree that class size should be lowered whenever possible to meet the following standards, except in traditional large or small group instruction and/or in experimental classes.

(a) Except in certain activity type classes such as Keyboarding, exploratory, physical education and music, the average pupil load for teachers within a department shall not exceed 160 pupils daily for the long period (88 min.) nor 170 pupils daily for the short period (46 min.). These figures will supersede for class figures below.

(b) The following criterion would incorporate several aspects of the education process such as teaching difficulties; individualization of instructors, and physical setting. These would change throughout the years as improvements would be made and techniques change.

(2) Table and Guide:			Aide Available if requested by the teacher.
Grade	Range	Total Students	
K-3	22-26 Elementary		See Schedule A-4
4-5	24-28 Elementary		See Schedule A-4
6	26-30 (MS)		over 32
7-8	24-28 (MS)		over 32
9-12	25-30 (HS)		over 32

(a) In the event a split grade is assigned to one teacher, the maximum number of students shall be 3 less than listed above, with an aide.

(b) No teacher shall be assigned more students than the number of student stations in the rooms.

(c) A special education student assigned to regular classrooms on temporary basis ("mainstreamed") will be counted as two (2) for that classroom period only (i.e., a ratio of 1 to 2).

(d) To the extent possible, secondary teachers' assignments shall be limited to not more than a total of three (3) teaching preparations at any one time. Under no conditions shall a secondary teacher be required to teach more than four (4) preparations.

J. All teachers shall be assigned by the Board of Education or the Superintendent to that level of instruction for which they are certified. Teachers may not be assigned except for good cause outside the scope of their teaching certificate. Notification shall be given to the teacher as far in advance as possible when a change must be made. The Association shall also be informed of the change.

Teachers who may be affected by a proposed change in grade or subject assignment and their respective departmental chairpersons will be so notified and be given an opportunity on request to submit any comment or suggestion before a final decision is made. Such notice and opportunity ordinarily will be given before the end of the school year if possible under the circumstances.

K. Lunch Periods

(1) All high school and middle school teachers shall have a duty free lunch period of at least 30 minutes.

(2) High school and middle school teachers may voluntarily supervise during lunch time the cafeteria or other student eating facilities, or other noon hour supervised areas for extra duty pay contained in the extra duty schedule, but such duty will not be required.

(3) All elementary teachers shall have a duty free lunch period of at least thirty (30) minutes.

Elementary teachers will supervise students eating in their classroom and will receive \$3.50 per day.

Elementary teachers may voluntarily supervise the noon playground, for extra duty pay contained in the Extra Duty Schedule, but such duty will not be required.

A.M. and P.M. recess will be rotated as in the past.

L. All conditions and benefits of employment specified in this Agreement shall be maintained in the district.

In addition the Board agrees to maintain the following work benefits in the district as they have been in the past: (1) Availability of telephones; (2) Teacher lounges; (3) Parking facilities; (4) Inter-school mail service; (5) Availability of payroll deductions; (6) Paraprofessional and aide assistance; (7) Classroom cleaned; (8) Furniture and equipment; (9) Relief periods.

M. No teacher shall be demoted, transferred, reduced in rank, discharged, or otherwise disciplined without just cause.

N. The amount of money made available to the Teacher Conference Committee (TCC) shall be \$75 per teacher, per year, based upon the number of professional teaching staff members on the first day of school following labor day.

The TCC shall be composed of five (5) persons appointed by the Association, one of whom will be the chairperson. Association appointees shall be so distributed as to provide Elementary, Middle School, and Secondary level representation. The TCC shall adopt procedures and rules for operation.



The TCC shall have the final voice regarding teacher requests for funds in connection with programs or activities that will result in significant contribution to the educational program of the district and may include items such as:

- (1) Educational conferences
- (2) Workshop programs

For the purposes included in 1 and 2 above, the fund shall be used to pay the out-of-pocket expenses incurred in connection with the program or activity and such other expenses as are reasonable and directly related to the program or activity for which funds are requested. In connection with each request, the TCC shall decide the share of the expenses, if any, to be assumed by the individual teacher in connection with the program or activity.

In no case shall the amount recommended for approval by the TCC exceed out-of-pocket expenses, and the teacher shall not be paid any additional salary by the District for any service in connection with the program or activity performed on any regular school day. There shall be no duplicating of payments under any other section of this Agreement.

All materials obtained in this program shall remain available to the district.

O. School Improvement Plan (SIP). It is hereby agreed by and between the parties that with respect to the responsibility contained in P.A. 25 of 1990 MSA 15.4627 et. seq.) to adopt and implement a three to five year school improvement plan and continuing school improvement process for each school within the school district, they acknowledge and recognize that the terms of the collective bargaining agreement between them govern as to the wages, hours, and terms and conditions of employment of teachers addressed therein and that those terms shall not be altered or modified through the school improvement process except by mutual agreement of the undersigned Board of Education and Association, executed in writing.

In the event that any provision(s) of a SIP or application thereof violates, contradicts, or is inconsistent with the collective bargaining agreement, the collective bargaining agreement shall prevail. Any provision(s) of the SIP or applications thereof affecting wages, hours, and/or other terms and conditions of employment of any bargaining unit members must have the written approval of the Board of Education and the Association prior to being adopted and/or implemented.

Staff input and involvement on the SIP committee(s) and various planning subcommittees and projects is encouraged. This allows the teachers in the buildings the opportunity to provide educational input and expertise to improve the quality of education. Employee participation on the various "SIP" committees is voluntary and nonparticipation shall not be used as a criterion for evaluation, discipline, or discharge.

The provisions of Article VI, section O, shall also apply to Site-Based Decision Making (SBD). The ZEA and the BOE agree to work cooperatively to develop a SBD model for the school district.

## ARTICLE VII

LEAVES OF ABSENCE

A. Paid Sick Leave. Each teacher shall be credited with ten (10) days (60 hour equivalent) of sick leave as of the first work day of the school year. Teachers employed after the first month of the school year will be deducted one day (6 hour equivalent) of sick leave for each month not previously employed in the school year. Teachers having sick days (hour equivalent) remaining at the end of a school year may carry up to 30 of those days (180 hour equivalent) forward to the next school year. Teachers with over thirty days accumulated under contracts prior to 1980, may continue to carry forward those days without limit until used.

There shall be no future accumulation by any teacher in excess of 30 days (180 hour equivalent). The Board of Education is authorized to offset against the final paycheck of an employee, the dollar amount of any unearned sick days taken by a teacher who leaves the district before the teacher has accrued each such day.

(1) On or before October 1st of each school year, each teacher shall be informed of the total amount of his accumulated sick leave, if any, as of the beginning of such school year.

B. Absence Charged Against Sick Leave. Leaves of absence with pay chargeable against the teacher's sick leave allowance shall be granted for the following reasons:

(1) The sick leave may be used for sickness, accident, or disability of self or immediate family.

(a) In case of the family, this is expected to be limited to those cases of any emergency nature. Extended cases of nurse care or babysitting are not to be interpreted as coming under this provision.

(b) Personal Illness or Disability - The teacher may use all or any portion of his sick leave to recover from his own illness or disability which shall include childbirth and complications of pregnancy.

(2) The sick leave may be used for the funeral of immediate relation or of a close associate--such as close friends or neighbors.

(3) Upon approval by the administration, the sick leave may be used for the other leaves resulting from an emergency of an unusual nature.

(4) The Board reserves the right to require a written report from a licensed physician indicating the teacher's inability to perform his duties. If a teacher should be absent more than 10 consecutive school days, the Board may provide a list of 5 licensed physicians from which the teacher shall select one for the purpose of providing a new examination. If any type of request is made, the Board will compensate the physician making the report.

C. Medical Leave. Any teacher who is unable to perform his duties because of a personal illness or disability (including for this purpose maternity) which extends beyond the period for which sick pay is received under Paragraph A. above shall be granted a medical leave of absence without pay for the duration of such illness or disability, up to a total of three (3) calendar years, provided that this period may be extended at the sole discretion of the Board up to the number of years of service of such teacher in the district.

Any application for Medical Leave shall be in writing and be supported by a doctor's statement if requested by the Superintendent.

Teachers who are on Medical Leave for one year or less will return to their former position. Teachers who are on such leave for more than one year shall be returned to their former position, if available, or otherwise to a substantially equivalent position. The teacher shall give at least two weeks notice of such return date, if possible.

D. Personal Business. At the beginning of each school year each teacher shall be credited with two (2) days for personal business, to be taken on a work day chosen by the teacher. No more than ten percent (10%) of the teachers in any one building shall take such a day off without the consent of the Superintendent. Any such day must be scheduled at least two (2) days in advance, except in case of emergency. It is understood and agreed that no such day shall be scheduled on the work day immediately before or after a holiday or vacation period without prior approval of the administration.

Requests during the months of May and June shall be limited to no more than 1 person or 5 percent of the teachers in any one building per day--except in case of emergency.

Unused leave days shall be credited to the teacher's sick leave accumulation.

E. Jury Duty Service. Any teacher who performs jury duty and/or any other kind of witness duty service under subpoena during school hours shall receive his normal compensation. Any remuneration received by him for such service (excluding mileage allowance) shall be remitted by him to the Board. Not more than three (3) teachers may be released at one time for the purpose of testifying or representing the Association at any arbitration or fact finding proceedings involving employees covered by this Agreement held during a normally scheduled school day.

F. Association Days. At the beginning of each school year, the Association shall be credited ten (10) Association days, for use by teachers who are designated by the Association, for Association business involving the representation of employees covered by this Agreement. The Association shall notify the Superintendent at least forty-eight (48) hours in advance of taking such a day. Unused Association days shall not accumulate from year to year. No one (1) teacher shall use more than three (3) days per school year.

G. Military Leave. The school district shall pay the difference between the reservists' pay rate and his daily school rate for fifteen (15) days only when reserve duty cannot be fulfilled outside of the school year.

H. Visitation Day. A teacher shall be allowed one day per year without loss of pay to be used to visit other schools for the purpose of observing methods and practices of instruction. The choice of day and school visited must have approval of the Principal and Superintendent by using the forms available in each Principal's office well ahead of the day being requested. Additional days may be given at the request of the Administration. A written report of all visits shall be made to the Principal and Superintendent. Mileage and meal expense will be paid by the Board.

I. Maternity Child Care Leave. An unpaid leave of absence for maternity and/or child care shall be granted on request of a tenure teacher or, after a second year of probation by a non-tenured teacher under the following conditions:

(1) The tenured teacher leave shall begin on the date requested, and shall extend for a period of no less than the remainder of that semester, and for no longer than such remainder plus an additional two (2) semesters.

The non-tenured teacher leave shall begin on the date requested, and shall extend for a period of no less than the remainder of that semester, and for no longer than such remainder plus an additional one (1) semester.

(2) A teacher shall return from such leave at the start of a semester, and shall be placed in his or her former position or in a substantially equivalent position. Notice of intent to return must be made no later than June 1st for the fall semester and December 1st for the spring semester. In the event of miscarriage or death of a child, such leave may be terminated by the teacher.

J. Sabbatical Leave. Sabbatical leave shall be available after 7 years of consecutive full-time employment in the Zeeland school district. No compensation shall be given by the school district during the year of study; however, full fringe benefits shall be given. A teacher shall be restored to his former position or a position of like nature and status and placed at the same position on the salary schedule as he would have been had he taught during such period. Permission must be with the approval of the Board of Education.

K. Other Provisions.

(1) Increment. A teacher on an unpaid leave of absence under Paragraphs C. or I. above shall not receive credit for time on leave when computing salary increments.

(2) Fringe Benefit Continuation. The insurance premiums provided under Article VIII for teachers on leave under Paragraph I. above shall be paid for each calendar month during which the teacher is actively employed plus the following month. An additional month's premium will be paid for each two (2) months taught during that current school year. Anyone teaching through February will receive fully paid fringes through September 30 of that year.

Such premiums shall be continued for the period of any leave under C. above, up to a maximum of three (3) calendar years.

L. Family and Medical Leave Act. A leave of absence of up to twelve (12) weeks during any twelve (12) month period shall be granted to any bargaining unit member in accordance with the Family and Medical Leave Act (FMLA) for any of the following purposes:

(1) The birth or placement for adoption or foster care of a child (up to one year from date of birth or placement).

(2) Because of a serious health condition of a bargaining unit member's spouse, child or parent.

(3) Because of the bargaining unit member's own serious health condition.

To be eligible for a leave of absence, the bargaining unit member must have worked at least 1250 hours during the past 12 month period.

A FMLA leave may be taken on an intermittent or reduced schedule at the employee's option. The District shall continue all health benefits during an FMLA leave. The employee may choose to utilize paid sick leave, personal leave, and/or vacation leave for all or part of the duration of the leave when the leave is requested due to the reasons given in paragraphs (2) and (3) above. When the leave is requested due to the reasons given in paragraph (1) above, paid sick leave shall only be allowed for that portion of the leave involving illness or disability; otherwise the leave will be without pay.

For the purpose of this provision, a child is defined as the biological, adopted, or foster child, or a stepchild, legal ward, or child for whom an employee is standing in loco parentis. The son or daughter must be under eighteen (18) years of age or incapable of self-care because of a mental or physical disability.

A pregnant bargaining unit member may commence the family leave before or after the birth of her child, at her option. The bargaining unit member may request to terminate the leave anytime after the birth of the child or in the event of the death of the child.

Limitations found under Section 108 of the Family and Medical Leave Act of 1993 - "Special rules concerning employees of local educational agencies" - shall apply.

All Family Medical Leave Act Leaves of Absence shall be subject to and administered in accordance with the Family Medical Leave Act and its regulations. The Board reserves all rights granted to school districts under the Act.

M. An unpaid personal leave of absence for a period of one (1) school year may be granted at the discretion of the Board. Any such request must be made in writing no later than April 1st. Upon return from such leave, a teacher shall be assigned to the same or to a substantially equivalent position. There shall be no fringe benefits paid, no sick leave accumulated, nor shall there be any credit given on the salary schedule for time spent on such leave. It is understood that a refusal by the Board to grant a requested leave hereunder shall not be subject to the grievance procedure.

N. Early Retirement Incentive/Severance Pay. Teachers may apply for Programs A or B subject to the following provisions:

a. Application for early retirement must be filed with the Superintendent's Office prior to June 1 each year for retirement effective on June 30 of that year.

b. Teachers may choose Plan A or B, but must state choice of Plan in the application.

c. In the event that these early retirement benefits are found to be illegal in the life of this agreement, by a court or administrative body having jurisdiction, this early retirement provision shall be cancelled. Existing retirees shall continue to be covered by these provisions to the extent permitted by law. In the event the law prohibits continuing benefits to existing retirees, the employee shall have the right to return to active teaching duties at the beginning of the next school year.

d. In the event of a retiree's death, any balance not yet paid under Plan A or B is to be paid to his or her spouse. If no spouse, then to the estate in accordance with whatever payment option has been chosen by the teacher. In lieu of remaining health insurance benefits, due the retiree, \$1,500 per year equivalent will be paid to his or her estate.

e. A teacher who is on medical leave shall not benefit from Plan A or B if he or she does not apply for the retirement benefit within three (3) years of the beginning of such leave.

#### Plan A

A teacher eligible to receive a retirement allowance from the Michigan Public School Employees Retirement System /or is 55 years of age or older and having 15 or more years service (full-time equivalency) with Zeeland Public Schools may apply for this early retirement provision. Such retirement would become effective on June 30 of the school year in which the teacher qualifies and applies under this provision. The terms of this Plan are as follows:

Option 1. (1) The Board shall pay the teacher the sum of \$5,000 within thirty (30) days of the last working day, or on the first payroll of the next calendar year, at the teacher's option, and \$1,500 on the annual anniversary of that date each year thereafter for up to seven (7) years, but in no event after the teacher reaches age 62, subject to the terms of paragraph 3 below.

(2) The Board will continue to provide the same coverage for health insurance benefits as provided for teachers in the bargaining unit in accordance with the terms of the Master Agreement in effect each year, provided such benefits are offered by the insurance carrier, it being understood that the Board's obligation hereunder is limited to the payment of premiums.

(3) Such insurance coverage shall terminate with the month--a) when the teacher reaches age 62; b) accepts benefits under unemployment compensation or workers' compensation chargeable to Zeeland School; c) begins drawing social security retirement benefits; or d) seven (7) years after the initial payment, whichever such event occurs first.

(4) Should a teacher wish to waive his/her right to the health insurance benefits set forth above, said teacher will receive an additional \$1,500 in cash, each year, during the duration of this plan.

Option 2. (1) The Board shall pay the teacher the sum of \$10,000 within thirty (30) days of the last working day, or on the first payroll of the next calendar year, at the teacher's option, and \$4,000 on the annual anniversary of that date each year thereafter for three (3) years.

#### Plan B

A teacher eligible to receive a retirement allowance from the Michigan Public School Employees Retirement System or having 15 or more years service (full-time equivalency) with Zeeland Public Schools may apply for this early retirement incentive. Such retirement would become effective at the end of the school year in which the teacher qualifies and applies under this provision. The terms of this Plan are as follows:

(1) The Board of Education will pay to the teacher an amount equivalent to the following percentage scale, based upon the teacher's salary (excluding any extra-duty compensation) for the year in which he or she applies for early retirement.

(2) No more than five (5) teachers will be permitted to receive this early retirement option in any one calendar year. Teachers may elect to receive up to five (5) equal annual payments to be made beginning in January of the following year. Exception for a different payment schedule, other than listed about, must be with the approval of the administration.

#### SCHEDULE

<u>*Years of service</u>	<u>% applied to teacher's salary (excluding any extra-duty compensation)</u>
30	65%
31	60%
32	55%
33	50%
34	45%
35 or more	10%

\*Note: Present staff members with more than 30 years of service shall be grandfathered at the 30 years of service for the first year and then reduced one year at a time for each year they continue their employment.

O. Universal Retirement Credit

a. In lieu of any benefits as described in Plan A or B of the Early Retirement Incentive/Severance Pay, any teacher who has 15 years of service in the Zeeland Public Schools (unless waived by the board) and is eligible to retire under the Michigan Public School Employees Retirement Plan and who submits a letter of retirement from his/her position with the Zeeland Public Schools shall be eligible to receive the following benefit.

25 years of service credit = 5 years  
26 years of service credit = 4 years  
27 years of service credit = 3 years  
28 years of service credit = 2 years  
29 years of service credit = 1 year

b. Persons electing to retire under this plan shall notify the district by January 1 if they wish to retire in June or September 1 for retirement at the end of the first semester. Any payments made under this section will be made in accordance with MPSERS and IRS guidelines.

c. No more than two (2) teachers may apply for the URC in any one calendar year.

d. If less than two (2) teachers apply for this early retirement option in any one calendar year the number still available to equal two (2) teachers may be used for the Plan B (2)-page 17) option, if requested. The number available to equal two (2) under this URC option would be added to the five (5) teachers allowed under the Plan B.



## ARTICLE VIII

PROFESSIONAL COMPENSATION

A. The salaries of teachers covered by this Agreement are set forth in Schedules A, which are attached to and incorporated in this Agreement.

B. Teachers shall be paid every other Friday during the year beginning the first or second Friday in September. Salary payments shall be based upon a 12 month year rather than upon the school calendar year.

C. Summer checks may be picked up with the last regular payroll in June, provided the teacher notifies the Superintendent by June 1 requesting the remaining salary.

D. Extra duty compensation will be given only for those duties listed in the extra duty schedule, A-1 and attachments 1-3 of the contract.

E. New teacher employees who qualify for a Michigan teaching certificate shall be subject to the following:

(1) All teachers under certification shall be granted teacher experience for placement on the salary schedule up to four (4) years. One (1) year credit will be given for each two (2) years experience beyond four (4).

(2) Credit for all teaching experience gained under other than a provisional or permanent certificate or its equivalent shall be determined by the Board of Education.

F. Any teacher who does not have a valid Michigan teaching certificate shall receive six percent less than his/her normal placement on Salary Schedule A.

G. A teacher who is required in the course of his/her work to drive a personal automobile from one school building to another shall receive a car allowance per mile as may be approved by the Internal Revenue Service, payable on and after the date of announcement of such higher amount by the IRS. This same allowance shall be given to a teacher who uses a personal car for field trips, or other approved business of the district who has secured prior approval. Teachers must furnish written proof of public liability coverage of at least \$100,000/\$300,000 and medical coverage of at least \$2,000.

H. Those professional staff whose duties are the same as during the school year and are required to work longer than the 186 days contained in the school calendar shall be paid at the per diem rate of 1/186 of his/her annual salary for each additional day worked.

I. For classroom assignments in excess of the regular school year and the normal teaching load, the teachers will be compensated 2/11 of their daily pay rate per hour.

J. Part-time certified teachers and teachers whose contracts begin after the opening of the school year, or who are granted leaves of absence for part of a year, will be granted credit for advancement on the salary schedule in one-tenth (0.1) increments. Said increments shall be determined by dividing the individual teacher's experience credit days, as defined below, by the number of contracted work days in the District as determined by the Master Agreement. The increment quotient shall always be rounded to the nearest tenth (0.1) increment. Experience credit days shall include the teacher's actual work days plus all days of absence found in Article VII except those listed in Sections C, I, and L.

Example: Teacher at Step 3 (BA + 18) teaches 76/185 days. Will be advanced to Step 3.4 (BA + 18).

Part-time teachers shall advance on the salary schedule in proportion to the fractional time employed (in one-tenth (0.1) increments) each contract year.

Example: If 1/2 time, the teacher will go up (0.5) step that year on the schedule even though it will take 2 years to advance one step.

K. The Insurance Program shall be as follows:

The Board shall provide without cost to the employees the following MESSA PAK Plan A and B protection for the employee, his/her family, and other eligible dependents as defined by MESSA:

PLAN A For employees needing health insurance

Health	Super Med I (Includes \$5,000 Life with AD&D)
Long Term Disability	70% of annual contractual salary \$7,500 Maximum Benefits 90 Calendar Days - Modified Fill Pre-Existing Condition Waiver Maternity Coverage Freeze on Offsets Alcoholism/Drug - Same as any other illness Mental/Nervous - Same as any other illness Cost of Living Benefits
Negotiated Life	\$50,000 w/AD&D and Waiver of Premium
Vision	VSP 2
Dental	80/80/80 (\$1,000 Maximum Benefits Class I and II) (\$1,300 Maximum Benefits Class III) Including internal and external coordination of Benefits (COB)

PLAN B For employees not needing health insurance

Long Term Disability 70% (Same as above)

Negotiated Life \$50,000 W/AD&D and Waiver of Premium

Vision VSP 2

Dental 80/80/80  
 (\$1,000 Maximum Benefits Class I and II)  
 (\$1,300 Maximum Benefits Class III)  
 Including internal and external coordin-  
 ation of Benefits (COB)

L. Employees electing Plan B. shall apply the amount of the Super Med 1 single subscriber premium toward the MESSA Fixed Option Programs, the MESSA Variable Options, and/or MEA Financial Services annuities. Any amounts exceeding the Board subsidy shall be payroll deducted. An open enrollment period shall be provided whenever premium subsidy amounts change for the groups.

M. The above MESSA PAK (Plan A and Plan B) coverage shall begin October 1, 1997 through September 30, 1999.

N. Part-time teachers who elect Plan A above shall reimburse the Board for the amount of the Super Med 1 health insurance premium, pro-rated for the amount of time the part-time teacher is to full time.

(Examples: In 1993-1994, a half-time elementary teacher covering self and spouse would reimburse the district for 50% of the 2-person SM1 health rate, or \$228.90. A high school teacher covering the full family, who teaches three classes, would reimburse the district for 40% of full-family rate, or \$199.57.)

O. Long term disability benefits will commence after the expiration of the later of an employee's accumulated sick days or the 90 calendar day waiting period. In either case, these days need not be consecutive nor for the same condition as long as the last 3 days are consecutive and for the same condition.

The BOE will pay the regular contractual salary from the 31st calendar day through the 90th calendar day, if applicable in the particular case.

## ARTICLE IX

GRIEVANCE PROCEDURE

A Grievance is defined as:

A claim by a Teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement.

In the event that a Teacher believes there is a basis for a grievance, the teacher shall:

- A. Discuss the matter with the Building Principal.
- B. If you are not satisfied, file a written grievance within 30 working days of occurrence or knowledge thereof and send:
  - 1 copy to the ZEA President
  - 1 copy to the Association Representative
  - 1 copy to the Principal
  - 1 copy for the individualThe Principal must return two copies within 10 working days to the ZEA.
- C. If you are not satisfied, Teacher then meets with the Association.
- D. If you are not satisfied, within 10 working days Principal's copy then goes to the Superintendent. An answer is required within 10 working days to the ZEA.
- E. If you are not satisfied, Teacher then meets with the Association.
- F. If you are not satisfied, within 10 working days Principal's and the Superintendent's copy is mailed to the Board of Education. An answer is required within 10 working days or at the next Board meeting, whichever is sooner.
- G. If you are not satisfied, Teacher then meets with the Association.
- H. In the event the grievance is not satisfactorily resolved, or if no decision is reached within the 10 day period, the Association shall have the right to appeal to arbitration by submitting its written notice of intent to arbitrate within 15 days of receipt of the answer under F. above.

The arbitrator shall be selected jointly by the Association's Grievance Committee and the Board. The costs and expenses of the arbitrator shall be shared equally by the Board and the Association.

If the two parties cannot agree on the selection of the arbitrator, then the services of the American Arbitration Association shall be used and selection shall be made in accordance with the rules of the Arbitration Association. During all proceedings in connection with the arbitration the rules of the A.A.A. shall be observed.

The decision of the arbitrator shall be final and binding.

The authority of the arbitrator shall be limited to interpretation of the terms of this Agreement and the arbitrator shall have no authority to add to, detract from, or vary the terms of the Agreement.

It is further recognized that the following matters are not subject to the arbitration procedures:

- (1) The failure to re-employ any probationary teacher.
- (2) Failure to re-employ any teacher to a position on the Extra Duty Schedule.
- (3) Ratings and comments on teacher evaluations, except that teacher evaluations used as a basis for a written reprimand, discipline, and/or discharge shall be arbitrable.
- (4) Any action relating to selection of personnel to fill job openings outside the bargaining unit or any action relating to a change of assignment, termination of services, or failure to re-employ any personnel to positions outside the bargaining unit.
- (5) Any procedure that is subject to the specific procedures under the Teacher Tenure Act.
- (6) Any claim or complaint in which the teacher has initiated remedial procedures via a forum established by law or by regulation having the force of law.

I. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention from the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such adjustment.

## ARTICLE X

NEGOTIATION PROCEDURES

A. It is contemplated that matters required to be negotiated under the Michigan Public Employment Relations Act (MCLA 423.201 et.seq.) which are not specifically covered by this Agreement but of common concern to the parties, shall be subject to professional negotiations between them from time to time during the period of this Agreement upon the request by either party to the other. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information, and otherwise constructively considering and resolving any such matter.

## ARTICLE XI

AGREEMENT CONTRARY TO LAW AND  
MATTERS CONTRARY TO AGREEMENT

A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees 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 and effect.

B. In the event of a conflict, the terms of this Agreement shall take precedence over policies or regulations of the Board concerning the same subject or matter.

## ARTICLE XII

VACANCIES, PROMOTIONS AND TRANSFERS

A. Whenever there is a vacancy in any position covered by this Agreement (including for this purpose those positions set forth in the Extra Duty Schedule) or in any administrative position, the Board shall give written notice of such vacancy to the president of the Association and post such notice in every school building. No vacancy shall be filled except in case of emergency until such vacancy has been posted at least ten (10) calendar days.

B. Any teacher may apply for such a vacancy. In filling such vacancy, the Board shall consider the professional background and attainments of each applicant and the length of time each has been in the school system of the district. The Board maintains the right to promote or employ the person who, in the Board's opinion, is the best qualified applicant.

C. As to positions set forth in the Extra Duty Schedule, the Board shall give preference to teachers having the necessary qualifications over other applicants, it being understood that the Board may employ such other applicants where there are no qualified teachers who apply.

D. A written request by any teacher for a vacant Administrative position will be forwarded directly to the Superintendent of Schools, with a copy to the Secretary of the Board. The failure to obtain appointment to any such Administrative position shall not be a grievable issue, provided the notice posting procedures listed above have been followed.

E. A request by a teacher for transfer to a different building or position may be made at any time. Any request shall be made in writing to the personnel office with a copy to the Association. The application shall set forth the school, grade or position sought, and the applicant's qualifications. Such requests shall be reviewed twice each school year to assure active consideration by the Board. Any such request must be renewed each school year in order to be reviewed as provided herein. 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.

F. Every attempt shall be made to prevent the involuntary transfer of any elementary teacher two (2) years in a row.



## ARTICLE XIII

REDUCTION OF PERSONNEL

A. The following provisions shall apply to a necessary reduction in personnel:

(1) The Board, realizing that education, to a large degree, depends upon the financial resources available to the Board as provided by the local public and the State of Michigan, and in accordance with this realization, understands that in some instances it may be economically necessary to reduce the educational program and subsequently the staff when funds are not available.

(2) It is hereby specifically recognized that it is within the sole discretion of the Board of Education to reduce the educational program and the staff when economic necessity dictates.

(3) Such personnel reductions will be made in a way to assure the community that the most adequate educational program is maintained.

(4) In order to promote an orderly reduction in personnel when the education program is curtailed the following procedure shall be used:

(a) The Board or its designee shall confer with the Association regarding those programs that should be adjusted or eliminated.

(b) Probationary employees will be laid off first where any Teacher who has acquired any seniority and whose position has been curtailed is certified and qualified to perform the services of the probationary teacher. In the event seniority teachers must be laid off, layoff will be on the basis of least seniority first provided that the remaining staff is certified and qualified for that position.

(c) Seniority shall be defined as the length of continuous service in the bargaining unit. A leave of absence shall not be deemed a break in service.

Service in districts which are annexed to the Zeeland Public Schools prior to 1970 shall be considered service as if that district had always been part of the Zeeland Public Schools.

Persons employed as administrators in the district as of 9-1-80 and who were previously bargaining unit members, shall be credited with their bargaining unit years of service in the event they return to the bargaining unit at a later date.

If two or more persons have equal seniority, such ties will be broken by using the last four digits of social security numbers, with the highest seniority ranking going to the highest social security number and rank thereafter computed respectively.

(d) The Board shall maintain a current list of seniority. Not later than November 1 of each year, the District shall provide the Association president with a current seniority list.

(e) Any notice of layoff must be sent by June 30th.

(5) All reduction in school personnel due to financial causes shall be so indicated on the personnel records of the employees. Other possible employers shall be encouraged to furnish employment to those dismissed.

(6) Any teacher in the Zeeland Public Schools whose services are terminated because of a necessary reduction in personnel shall be appointed to the first vacancy in the school district for which he is certified and qualified.

(a) Certification shall be defined as: Possessing a valid Michigan teaching certificate appropriate to the teaching level.

(b) Qualified shall be defined as: Possessing a major or a minor appropriate to the teaching assignment, as well as sufficient number of credit hours in that academic area to meet accrediting agency standards.

(c) Teachers will be reimbursed the cost of college courses (books, tuition, and fees) to enable them to meet the standards of the North Central Association.

(7) All laid-off teachers shall be recalled, when conditions so allow, in the order of their seniority provided they are certified and qualified to teach the available positions. A person being recalled shall be so notified by registered mail and shall have 10 days from the time the notice is received to reply and/or report to work but may state their decision in writing any time before the end of the ten-day period.

## ARTICLE XIV

MISCELLANEOUS PROVISIONS

A. All individual teacher contracts shall be made expressly subject to the term of this Agreement for the duration of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

B. Absence due to injury or illness incurred in the course of the teacher's employment and for which benefits are received under the Michigan Workmen's Compensation Act, shall not be charged against the teacher's sick leave days. The Board agrees to pay the difference in cases covered by this Workmen's Compensation Act, between all other disability benefits received from other sources and 70% of regular salary until such time as long-term disability becomes effective.

## ARTICLE XV

DURATION OF AGREEMENT

A. This Agreement shall be effective as of August 25, 1997 and shall continue in effect through August 31, 1999.

B. IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals this 23rd day of September 1997, in Zeeland, Michigan.

For the Association:

JoAnn Bird President

Kevin Kremer Secretary

Robert Larsen Chief Negotiator

For the Board:

Don Van Singel President

Luann DeVries Secretary

Michael Z. Jones Chief Negotiator

ZEELAND PUBLIC SCHOOLS  
SALARY SCHEDULE A  
1997 - 1998

(STEP)		B.A. B.S.	B.A./B.S. +18	B.A./B.S. +30	M.A.	M.A. +15	ED. SPEC.
INCREMENT		1.00	1.03	1.05	1.08	1.10	1.12
1	1.00	\$30,323	\$31,233	\$31,839	\$32,749	\$33,355	\$33,962
2	1.05	\$31,839	\$32,794	\$33,431	\$34,386	\$35,023	\$35,660
3	1.10	\$33,355	\$34,356	\$35,023	\$36,024	\$36,691	\$37,358
4	1.15	\$34,871	\$35,918	\$36,615	\$37,661	\$38,359	\$39,056
5	1.20	\$36,388	\$37,479	\$38,207	\$39,299	\$40,026	\$40,754
6	1.25	\$37,904	\$39,041	\$39,799	\$40,936	\$41,694	\$42,452
7	1.30	\$39,420	\$40,602	\$41,391	\$42,573	\$43,362	\$44,150
8	1.35	\$40,936	\$42,164	\$42,983	\$44,211	\$45,030	\$45,848
9	1.40	\$42,452	\$43,726	\$44,575	\$45,848	\$46,697	\$47,546
10	1.45	\$43,968	\$45,287	\$46,167	\$47,486	\$48,365	\$49,245
11	1.50	\$45,485	\$46,849	\$47,759	\$49,123	\$50,033	\$50,943
				1.06	1.09	1.11	1.13
12	1.55	\$47,001	\$48,411	\$49,821	\$51,231	\$52,171	\$53,111
13-16	1.61	\$48,820	\$50,285	\$51,749	\$53,214	\$54,190	\$55,167
17	1.67	\$50,639	\$52,159	\$53,678	\$55,197	\$56,210	\$57,223
20	1.71			\$54,963	\$56,519	\$57,556	\$58,593
25	1.81			\$58,178	\$59,824	\$60,922	\$62,020

1. Column 2 and 3. The 18 or 30 semester hours need not be graduate hours but must be taken after the provisional or permanent certificate received.
2. Column 5. The 15 graduate semester hours must be taken after the Master degree.
3. Credits earned and reported, prior to the beginning of the school year, will receive full year salary adjustment. Credits earned and reported before the beginning of the 2nd semester will receive salary adjustment for the second semester.
4. Present staff members previous to 1974-75 on B.A. +15 will go to B.A. +18.

ZEELAND PUBLIC SCHOOLS  
SALARY SCHEDULE A  
1998 - 1999

(STEP)		B.A. B.S.	B.A./B.S. +18	B.A./B.S. +30	M.A.	M.A. +15	ED. SPEC.
INDEXED							
INCREMENT		1.00	1.03	1.05	1.08	1.10	1.12

1	1.00	\$31,157	\$32,092	\$32,715	\$33,650	\$34,273	\$34,896
2	1.05	\$32,715	\$33,696	\$34,351	\$35,332	\$35,986	\$36,641
3	1.10	\$34,273	\$35,301	\$35,986	\$37,015	\$37,700	\$38,385
4	1.15	\$35,831	\$36,905	\$37,622	\$38,697	\$39,414	\$40,130
5	1.20	\$37,388	\$38,510	\$39,258	\$40,379	\$41,127	\$41,875
6	1.25	\$38,946	\$40,115	\$40,894	\$42,062	\$42,841	\$43,620
7	1.30	\$40,504	\$41,719	\$42,529	\$43,744	\$44,555	\$45,365
8	1.35	\$42,062	\$43,324	\$44,165	\$45,427	\$46,268	\$47,109
9	1.40	\$43,620	\$44,928	\$45,801	\$47,109	\$47,982	\$48,854
10	1.45	\$45,178	\$46,533	\$47,437	\$48,792	\$49,695	\$50,599
11	1.50	\$46,736	\$48,138	\$49,072	\$50,474	\$51,409	\$52,344
				1.06	1.09	1.11	1.13
12	1.55	\$48,293	\$49,742	\$51,191	\$52,640	\$53,606	\$54,571
13-16	1.61	\$50,163	\$51,668	\$53,173	\$54,677	\$55,681	\$56,684
17	1.67	\$52,032	\$53,593	\$55,154	\$56,715	\$57,756	\$58,796
20	1.71			\$56,475	\$58,074	\$59,139	\$60,205
25	1.81			\$59,778	\$61,470	\$62,598	\$63,725

1. Column 2 and 3. The 18 or 30 semester hours need not be graduate hours but must be taken after the provisional or permanent certificate received.
2. Column 5. The 15 graduate semester hours must be taken after the Master degree.
3. Credits earned and reported, prior to the beginning of the school year, will receive full year salary adjustment. Credits earned and reported before the beginning of the 2nd semester will receive salary adjustment for the second semester.
4. Present staff members previous to 1974-75 on B.A. +15 will go to B.A. +18.

## Extra Duty Schedule A-1

## ARTICLE VIII - SECTION D - 1997-1998 -- 1998-1999

It is understood between the parties that a contract stipulating extra compensation for a teacher performing extra duties has a non-tenure status. For a teacher who has attained continuing tenure, failure of the board to re-employ such a teacher in a capacity other than as a classroom teacher shall not be deemed a demotion within the provisions of Act. 4, Michigan Public Acts of 1937, extra session as amended.

Compensation for extra curricular activities will be based upon the first seven steps of the B.A. schedule, depending upon the number of years of service in that particular activity.

Previous experience in the same activity in another school district will be credited for compensation according to the procedure stated above.

\*HIGH SCHOOL DEPARTMENT CHAIRPERSONS

1. All high school teachers will be assigned to the departments in which they teach. Assignments of library and guidance personnel to a department shall be at the option of the principal.

2. Teachers who work in more than one department will serve in each.

3. The pay shall be determined from the following chart and shall be based as a percentage of pay for calculating.

4. The rate of pay shall be based upon a percentage of the extra duty schedule and shall be divided between all of the paychecks for the school year. Calculation shall be done at the beginning of the year for the dollar amount of the extra duty assignment. The extra-duty contract for this shall be issued for the full school year and not for each semester.

\*See Attachment #1 - Extra Duty

## EXTRA DUTY SCHEDULE A-1

ARTICLE VIII - SECTION D - 1997-1998 -- 1998-1999

HIGH SCHOOL SPORTS

Baseball - Boys			
Varsity Head . . .	10%	Assistant. . . . .	8%
			9th Head . . . . . 8%
Basketball - Boys			
Varsity Head . . .	13%	J.V. Head. . . . .	8%
			9th Head . . . . . 8%
Cross Country - Boys.			
Varsity Head . . .	10%		
Football - Boys			
Varsity Head . . .	13%	Assistant. . . . .	8%
		Assistant. . . . .	8%
		Assistant. . . . .	8%
JV Head . . . . .	8%	Assistant. . . . .	7%
9th Head . . . . .	8%		
Golf - Boys			
Varsity. . . . .	9%	JV Head. . . . .	8%
Soccer - Boys			
Varsity Head . . .	10%	Diving . . . . .	8%
Swimming - Boys			
Varsity Head . . .	13%	Assistant. . . . .	8%
Tennis - Boys			
Varsity Head . . .	10%	Assistant. . . . .	8%
Track - Boys			
Varsity Head . . .	10%	Assistant. . . . .	8%
Wrestling - Boys			
Varsity Head . . .	13%	Assistant. . . . .	8%
Basketball - Girls			
Varsity Head . . .	13%	Assistant. . . . .	8%
			9th Head . . . . . 8%
Cross Country - Girls	10%		
Golf - Girls			
Varsity Head . . .	9%	Assistant. . . . .	7%
Soccer - Girls			
Varsity Head . . .	10%	J.V. Head. . . . .	8%
Softball - Girls			
Varsity Head . . .	10%	Assistant. . . . .	8%
Swimming - Girls			
Varsity Head . . .	13%	Diving . . . . .	8%
Tennis - Girls			
Varsity Head . . .	10%	Assistant. . . . .	8%
Track - Girls			
Varsity Head . . .	10%	Assistant. . . . .	8%
Volleyball - Girls			
Varsity Head . . .	13%	J.V. Head. . . . .	8%
			9th Head . . . . . 8%

Note: Any extra Duty Person having fifteen (15) years in the same activity or in the same sport will receive an additional 10% of their extra pay for that position.



ARTICLE VIII - SECTION D - 1997-1998 -- 1998-1999

HIGH SCHOOL ACTIVITIES

All School production . . . . .	8%		
Annual. . . . .	7%		
Art Club. . . . .	3%		
Cheerleaders			
Varsity . . . . .	8%	J.V. . . . .	6%
Freshman . . . . .			6%
Computer Club . . . . .	3%		
Debate. . . . .	5%		
Drama Club. . . . .	8%		
Dutch Dance Sponsor . . . . .	8%	Assistant. . . . .	.6%
Flag Corp . . . . .	4%		
Forensics . . . . .	3%		
Instrumental Music. . . . .	8%		
Intramurals/Per Hour. . . . .	\$10.00		
Musicals. . . . .	.10%		
Band for Musical. . . . .	4%	Choir for Musical. . . . .	5%
Dance for Musical. . . . .			5%
National Honor Society. . . . .	3%		
SADD. . . . .	3%		
Science Olympiad. . . . .	3%		
Sponsors -- Class			
Freshman. . . . .	2%	Sophomore. . . . .	2%
Senior. . . . .	3%	Junior. . . . .	3%
Student Government. . . . .	6%		
US First. . . . .	5%		
Varsity Club. . . . .	3%		
Vocal Music . . . . .	8%		

HIGH SCHOOL MISCELLANEOUS

Adult Education (per hour)		
Credit Courses. . . . .	\$25	Non-Credit Courses \$20
Department Heads/Grade Chairs		
High School - (See Attachment #1)		
Driver Training		
Per Hour . . . . .	\$23	
HS & MS Lunchroom Duty		
Per Hour. . . . .	\$6	
*Mentor. . . . .	\$200	
	(See Attachment #2)	
Staff Subbing - (See Attachment #3)		
Summer Rewrite		
EL., MS & HS Per Hr . . . . .	\$21	1998-99 \$22
Summer School Courses		
EL., MS & HS Per Hr . . . . .	\$21	1998-99 \$22
Title I. and Fed. Programs		
(per hour). . . . .	\$21	1998-99 \$22

Note: Any Extra Duty Person having fifteen (15) years in the same activity or in the same sport will receive an additional 10% of their extra pay for that position.

\*See Letter of Agreement for 1998-1999 Mentor position.

## ARTICLE VIII - SECTION D - 1997-1998 -- 1998-1999

MIDDLE SCHOOL SPORTS

Basketball - Boys		
8th Grade . . . . .	7%	7th Grade . . . . . 7%
Cross Country - Coed . . . . .	6%	
Soccer - Boys		
Head. . . . .	7%	Assistant . . . . . 6%
Swimming - Boys		
Head. . . . .	6%	Diving. . . . . 6%
Tennis - Boys. . . . .	6%	(combined both schools)
Track - Boys		
Head. . . . .	6%	Assistant . . . . . 6%
Wrestling - Boys		
Head. . . . .	7%	Assistant . . . . . 6%
Basketball - Girls		
Head. . . . .	7%	Assistant . . . . . 7%
Softball - Girls . . . . .	6%	
Swimming - Girls . . . . .	6%	Diving. . . . . 6%
Tennis - Girls . . . . .	6%	(combined both schools)
Track - Girls. . . . .	6%	Assistant . . . . . 6%
Volleyball - Girls		
8th Grade . . . . .	6%	7th Grade . . . . . 6%

MIDDLE SCHOOL ACTIVITIES

Art Club. . . . .	2%	Science Olympiad . . . . . 2%
Backpacker's Club . . . . .	2%	Ski Club. . . . . 2%
Youth Chorale . . . . .	4%	Student Council . . . . . 5%
Instrumental Music. . . . .	6%	Vocal & Instrumental
Intramurals . . . . .	6%	(each Musical) . . . . . 2%
Odyssey Program . . . . .	2%	Vocal Music Cityside. . . . . 3%
Play Director . . . . .	5%	Vocal Music Creekside . . . . . 3%

MISCELLANEOUS

Department Heads/Grade Chairs		
Middle School - (See Attachment #1)		
HS & MS Lunchroom Duty		
Per Hour . . . . .	\$6	
Staff Subbing - (See Attachment #3)		
Summer Rewrite		
EL., MS & HS Per Hr . . . . .	\$21	1998-99 \$22
Summer School Courses		
EL., MS & HS Per Hr . . . . .	\$21	1998-99 \$22
Title I. and Fed. Programs		
(per hour). . . . .	\$21	1998-99 \$22

Note: Any Extra Duty Person having fifteen (15) years in the same activity or in the same sport will receive an additional 10% of their extra duty pay for that position.

## EXTRA DUTY SCHEDULE A-1

ARTICLE VIII - SECTION D - 1997-1998 -- 1998-1999

ELEMENTARY ACTIVITIES

Safety Patrol . . . . . 2%  
 Elementary Girls & Boys Rec 5%  
 Elementary Math Pentathlon. 5%

ELEMENTARY MISCELLANEOUS

Department Heads/Grade Chairs  
 Elementary - (See Attachment #1)  
 Elementary Playground Duty  
 (See Art. VI.,K.,3) \$6.00  
 Elementary Lunchroom Duty  
 (See Art. VI.,K.,3) \$3.50  
 Staff Subbing - (See Attachment #3)  
 Summer Rewrite  
 EL., MS & HS Per Hr . . . \$21      1998-99 \$22  
 Summer School Courses  
 EL., MS & HS Per Hr . . . \$21      1998-99 \$22  
 Title I. and Fed. Programs  
 (per hour). . . . . \$21      1998-99 \$22

Note: Any Extra Duty Person having fifteen (15) years in the same activity or in the same sport will receive an additional 10% of their extra pay for that position.

## Department Chairs/Grade Group Chairs

## H. S. DEPARTMENTS SHALL BE AS FOLLOWS:

Department	Percent High School	Percent K-12	Total
1. Art	2%	2%	4%
2. Business Education	10%		10%
3. Life Management	2%	2%	4%
4. Technology Education	6%	2%	8%
5. Language Arts (English)/Foreign Language	9%		9%
6. Math	6%		6%
7. Music	4%	2%	6%
8. Physical Education	4%		4%
9. Science	5%		5%
10. Social Studies	5%		5%
11. Special & Alternative Education	6%		6%
12. Zeeland Summit School Director	11%		11%
13. Guidance		4%	4%

## M.S. TEAM LEADERS SHALL BE AS FOLLOWS:

1. 6th Grade - 1 Cityside - 1 Creekside	3% Each	6%
2. 7th Grade - 1 " " - 1 " "	3% "	6%
3. 8th grade - 1 " " - 1 " "	3% "	6%
4. Exploratory 1 " " - 1 " "	3% "	6%
5. Special Ed. 1 for both schools	3% "	3%

## ELEMENTARY DEPARTMENTS SHALL BE AS FOLLOWS:

1. Language Arts (English)	3%	3%
2. Math	3%	3%
3. Science	3%	3%
4. Social Studies	3%	3%
5. Physical Education	3%	3%
6. Special Education	3%	3%
7. Gifted and Talented	6%	6%
1. ECC grade Group Chair	3%	3%
2. 1st grade Grade Group Chair	3%	3%
3. 2nd grade Grade Group Chair	3%	3%
4. 3rd grade Grade Group Chair	3%	3%
5. 4th grade Grade Group Chair	3%	3%
6. 5th grade Grade Group Chair	3%	3%

## CURRICULUM ARTICULATION TEAM SHALL BE AS FOLLOWS:

1. Co-Chairperson (one)	5%	5%
2. Members	3%	3%

MENTOR TEACHER  
JOB DESCRIPTION/GUIDELINES

A. Beginning with the 1994-1995 school year a Mentor Teacher shall be defined as a Master Teacher as identified in section 1526 of the school code and shall perform the duties of a master teacher as specified in the code. A Mentor teacher shall be tenured.

B. A teacher in his/her first three (3) years of employment shall be assigned a Mentor Teacher. A minimum of five (5) days of professional development each year for three (3) years will also be provided to the mentee.

C. The Mentor Teacher assignment is to provide professional support, instruction, resources, counseling, guidance, observation, demonstrate and information to assist the mentee.

D. Participation as a Mentor Teacher shall be voluntary. To the extent possible, the mentor shall be assigned only one mentee. Administrators will not participate as Mentor Teachers.

E. The Mentor Teacher assignment shall be for one (1) year and shall be reviewed by the administration at the end of the year for renewal. The Mentor Teacher shall not participate in the evaluation process.

F. The Mentor Teacher shall attend a workshop or conference approved by the administration for training to serve as a mentor teacher. All expenses are to be paid by the school district.

G. The Mentor Teacher program is to Assist the mentee and

(1) Provide an overview -

Help the mentee to become independent, fully-functioning, able to problem solve in a variety of contexts in the teaching and learning environment.

(2) Provide outcomes -

Background knowledge regarding research and knowledge for teaching as well as methods to incorporate skills.

## ATTACHMENT #3 - EXTRA DUTY

## STAFF SUBBING

SUBJECT: TEACHER SUB PAY FOR COVERING OTHER STAFF MEMBERS CLASS PERIODS.  
DURING A TEACHER CONFERENCE PERIOD.

In order to facilitate the lack of regular substitutes for covering a class assignment when the assigned staff member is unavailable, a teacher with a conference period during that time period may sub for the staff member.

A teacher may not sub for more than one (1) conference period per day. A teacher shall not be required to substitute teach for another staff member during their conference period.

The following provisions shall apply when a teacher subs for another staff member:

1. The teacher may choose one of the following methods of payment for substituting.
  - a. 1 hour of subbing equals 1 hour of "compt" time and may be used as needed later.
  - b. 1 hour of subbing shall pay \$22 per sub hour. 1 block period shall pay \$33 per sub period. Payment shall be made at the end of each semester.
  - c. 1 hour of subbing can be added to personal days until another personal day or more is achieved (5 hours). Personal days may be carried over from year to year for subbing. Subbing days used as personal days must follow the Master Agreement.
2. In the Middle and High School 1 period of subbing will be equal to 1 hour of time. (In High School, Speed Day only)
3. In the Elementary, 1 period of subbing will be equal to 1/2 hour of time.

ARTICLE VI  
Section C-1

SCHEDULE A-2  
CALENDAR  
1997 - 1998

M T W T F  
AUGUST - SEPTEMBER 1997

25	26	27	28	29	(3)
1	2	3	4	5	(4)
8	9	10	11	12	(5)
15	16	17	18	19	(5)
22	23	24	25	26	(5)
29	30				(2) <u>24</u>

OCTOBER

		1	2	3	(3)
6	7	8	9	10	(5)
13	14	15	16	17	(4)
20	21	22	23	24	(3)
27	28	29	30	31	(5) <u>20</u>

NOVEMBER

3	4	5	6	7	(5)
10	11	12	13	14	(5)
17	18	19	20	21	(5)
24	25	26	27	28	(3) <u>18</u>

DECEMBER

1	2	3	4	5	(5)
8	9	10	11	12	(5)
15	16	17	18	19	(5)
22	23	24	25	26	(0)
29	30	31			(0) <u>15</u>

JANUARY 1998

			1	2	(0)
5	6	7	8	9	(5)
12	13	14	15	16	(5)
19	20	21	22	23	(4) <u>14</u>

TOTAL 91

M T W T F  
JANUARY - FEBRUARY 1998

26	27	28	29	30	(5)
2	3	4	5	6	(5)
9	10	11	12	13	(5)
16	17	18	19	20	(5)
23	24	25	26	27	(5) <u>25</u>

MARCH

2	3	4	5	6	(5)
9	10	11	12	13	(5)
16	17	18	19	20	(4)
23	24	25	26	27	(5)
30	31				(2) <u>21</u>

APRIL

		1	2	3	(2)
6	7	8	9	10	(0)
13	14	15	16	17	(5)
20	21	22	23	24	(5)
27	28	29	30		(4) <u>16</u>

MAY

				1	(1)
4	5	6	7	8	(5)
11	12	13	14	15	(5)
18	19	20	21	22	(5)
25	26	27	28	29	(4) <u>20</u>

JUNE

1	2	3	4	5	(5)
8	9	10	11	12	(5) <u>10</u>

TOTAL 92

SCHEDULE A-2  
CALENDAR  
1997 - 1998

ARTICLE VI  
Section C-1

Teachers Begin	August 25
Students Begin	August 26
Labor Day Vacation	August 29 - September 1
Students Return	September 2
PTC Vacation	October 17 (Middle School)
Teacher Inservice	October 23 - 24
PTC Vacation	November 14 (Elementary) (High School)
Thanksgiving Vacation	November 27 - 28
Students Return	December 1
Christmas Vacation	December 20 - January 4
Students Return	January 5
End of Semester - Students	January 22
End of Semester - <u>Teachers</u> Marking Day	*January 23
Begin 2nd Semester	January 26
PTC Vacation	March 20 (District Wide)
Spring Vacation	April 3 - April 12
Students Return	April 13
Memorial Day Vacation	May 25
Students Return	May 26
End of Semester - Students	June 12 - Students (half day a.m.)
End of Semester - Teachers	June 12

Includes: 2 - 1/2 days Tulip Time - Students and Teachers  
released half day each of the 2 days

91 Student Days 1st Semester	94 Teacher Days 1st Semester
<u>92 Student Days 2nd Semester</u>	<u>92 Teacher Days 2nd Semester</u>
183	186

\*Note: If "inclement weather" closures exceed four days, (2 allowed by state + 2 over 181 required), up to One (1) additional day of student contact would be scheduled to meet the 181 day requirement. The day would be rescheduled on January 23. (See Article VI, C., (2) for makeup of additional days due to inclement weather).



SCHEDULE A-2  
CALENDAR  
1998 - 1999

ARTICLE VI  
Section C-1

M T W T F  
AUGUST - SEPTEMBER 1998

24 25 26 27 28 (4)  
31 1 2 3 4 (4)  
7 8 9 10 11 (4)  
14 15 16 17 18 (5)  
21 22 23 24 25 (5)  
28 29 30 (3) 25

OCTOBER

5 6 7 8 9 (5)  
12 13 14 15 16 (4)  
19 20 21 22 23 (3)  
26 27 28 29 30 (5) 19

NOVEMBER

2 3 4 5 6 (5)  
9 10 11 12 13 (5)  
16 17 18 19 20 (5)  
23 24 25 26 27 (3)  
30 (1) 19

DECEMBER

7 8 9 10 11 (5)  
14 15 16 17 18 (5)  
21 22 23 24 25 (0)  
28 29 30 31 (0) 14

JANUARY 1999

4 5 6 7 8 (5)  
11 12 13 14 15 (5)  
18 19 20 21 22 (4) 14

TOTAL 91

M T W T F  
JANUARY - FEBRUARY 1999

25 26 27 28 29 (5)  
1 2 3 4 5 (5)  
8 9 10 11 12 (5)  
15 16 17 18 19 (5)  
22 23 24 25 26 (4) 25

MARCH

1 2 3 4 5 (5)  
8 9 10 11 12 (5)  
15 16 17 18 19 (4)  
22 23 24 25 26 (5)  
29 30 31 (3) 22

APRIL

5 6 7 8 9 (0)  
12 13 14 15 16 (5)  
19 20 21 22 23 (5)  
26 27 28 29 30 (5) 16

MAY

3 4 5 6 7 (5)  
10 11 12 13 14 (5)  
17 18 19 20 21 (5)  
24 25 26 27 28 (5)  
31 (0) 20

JUNE

7 8 9 10 11 (5) 9

TOTAL 92

SCHEDULE A-2  
 CALENDAR  
 1998 - 1999

ARTICLE VI  
 Section C-1

Teachers Begin	August 24
Students Begin	August 25
Labor Day Vacation	September 4 - September 7
Students Return	September 8
PTC Vacation	October 16 (Middle School)
Teacher Inservice	October 22 - 23
PTC Vacation	November 13 (Elementary) (High School)
Thanksgiving Vacation	November 26 - 27
Students Return	November 30
Christmas Vacation	December 19 - January 3
Students Return	January 4
End of Semester - Students	January 21
End of Semester - <u>Teachers</u> Marking Day	*January 22
Begin 2nd Semester	January 25
PTC Vacation	March 19 (District Wide)
Spring Vacation	April 2 - April 11
Students Return	April 12
Memorial Day Vacation	May 31
Students Return	June 1
End of Semester - Students	June 11 - Students (half day a.m.)
End of Semester - Teachers	June 11 -

Includes: 2 - 1/2 days Tulip Time - Students and Teachers  
released half day each of the 2 days

93 Student Days 1st Semester  
91 Student Days 2nd Semester  
 183

94 Teacher Days 1st Semester  
92 Teacher Days 2nd Semester  
 186

\*Note: If "inclement weather" closures exceed four days, (2 allowed by state + 2 over 181 required), up to One (1) additional day of student contact would be scheduled to meet the 181 day requirement. The day would be rescheduled on January 22. (See Article VI, C., (2) for makeup of additional days due to inclement weather).

Schedule A3  
 Article V - Section A  
 Zeeland Public Schools

TEACHER EVALUATION FORM

Teacher: \_\_\_\_\_ Status: Tenure \_\_\_\_\_  
 Probationary - 1st yr. \_\_\_ 2nd yr. \_\_\_ 3rd yr. \_\_\_ 4th yr. \_\_\_

Building: \_\_\_\_\_ Position: \_\_\_\_\_  
 Pre-Observation Conference: \_\_\_\_\_ Observation Date(s): \_\_\_\_\_  
 Post-Observation Conference: \_\_\_\_\_ Evaluation Date: \_\_\_\_\_

The process of evaluation indicates the evaluator's perception of the teacher's performance and verifies this perception with written comments and offers specific suggestions for improvement in the area marked unsatisfactory.

THE EVALUATOR'S SIGNATURE INDICATES THE PERSON RESPONSIBLE FOR CONDUCTING THE EVALUATION. THE TEACHER'S SIGNATURE INDICATES THAT HE/SHE HAS READ THE EVALUATION BUT NOT NECESSARILY THAT THE TEACHER AGREES WITH THE CONTENT OF THE EVALUATION. THE TEACHER HAS THE OPTION TO ATTACH A LETTER OF DISSENT, IF SO DESIRED.

S	SATISFACTORY
NI	NEEDS IMPROVEMENT
U	UNSATISFACTORY
NA/NO	NOT APPLICABLE/NOT OBSERVED

I. SUBJECT MATTER CONTENT

A.	KNOWLEDGE OF TEACHING AREA	S	NI	U	NA/NO
1.	Exhibits a sound background and understanding of the subject matter required of the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Keeps abreast of current theory and practice in his/her field.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Can respond satisfactorily to questions posed by students either as to information required or as to a source for obtaining available information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OBSERVATIONS LEADING TO JUDGMENT:

IMPROVEMENT NEEDED TO CORRECT AREA(S) RATED UNSATISFACTORY

B. METHODOLOGY	S	NI	U	NA/NO
1. Stimulates interest in subject area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Utilizes variety of teaching and learning techniques designed to serve the differing abilities of the students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Subject content is consistently relevant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Student inputs are encouraged and treated with respect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Varied resources are used appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OBSERVATIONS LEADING TO JUDGEMENT:

IMPROVEMENT NEEDED TO CORRECT AREA(S) RATED UNSATISFACTORY

C. EVALUATION	S	NI	U	NA/NO
1. The teacher gives evidence of sharing with students the purpose for each assignment and involves the students in setting objectives for themselves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The capability of the student is taken into consideration, as well as the amount of effort the student has expended.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Accurate records are kept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Assignments are reviewed and turned back promptly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OBSERVATIONS LEADING TO JUDGMENT:

IMPROVEMENT NEEDED TO CORRECT AREA(S) RATED UNSATISFACTORY

## II. MANAGEMENT

- | A. ORGANIZATION AND DIRECTION  | S                        | NI                       | U                        | NA/NO                    |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. The teacher organizes classroom routines in an efficient manner.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Lessons are planned and the class is organized so that order is maintained at a reasonable level, even though a variety of activities may be carried on simultaneously. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Most of the teacher's time is devoted to teaching and learning activities.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

OBSERVATIONS LEADING TO JUDGEMENT

IMPROVEMENT NEEDED TO CORRECT AREA(S) RATED UNSATISFACTORY

- | B. CARE OF ROOM AND EQUIPMENT   |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. The teacher exerts reasonable care to see that furnishings are kept in good condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Maintenance needs are reported.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Audio-visual and other learning tools are used and stored properly.                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Students are guided in sharing the responsibility for care of furnishings.             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

OBSERVATIONS LEADING TO JUDGMENT:

IMPROVEMENT NEEDED TO CORRECT AREA(S) RATED UNSATISFACTORY

- | C. DISCIPLINE  |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. The teacher promotes a friendly environment which is conducive to learning.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Building and classroom rules are made known to the students.                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Breaches of discipline are handled according to the district and building policy. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Students are dealt with in fair and consistent manner.                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

OBSERVATIONS LEADING TO JUDGMENT:

IMPROVEMENT NEEDED TO CORRECT AREA(S) RATED UNSATISFACTORY

A. SELF-RELATIONSHIPS	S	NI	U	NA/NO
1. Exhibits a positive attitude.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Exercises initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Encourages others by his/her attitude.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Seeks out new ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is open-minded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is willing to give and receive assistance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Implements suggestions in a professional manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OBSERVATIONS LEADING TO JUDGMENT:

IMPROVEMENT NEEDED TO CORRECT AREA(S) RATED UNSATISFACTORY

B. INTERPERSONAL RELATIONSHIPS				
1. Relationships with students, colleagues and parents are honest and forthright.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Dignity and rights of people are respected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Shows consistent interest in students' academic and social growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Identifies problems needing special assistance and makes appropriate plans and/or referrals for services of specialized personnel for meeting those needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OBSERVATIONS LEADING TO JUDGMENT:

IMPROVEMENT NEEDED TO CORRECT AREA(S) RATED UNSATISFACTORY

C. INSTITUTIONAL RELATIONSHIPS				
1. Shares freely and constructively any criticism or ideas for improvement of education in the district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Seeks resolution of the professional concerns and personnel problems through appeal channels developed by administration and the Association.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Observes district and building rules, administrative regulations, agreements and policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Reports and bookkeeping are accurately kept and promptly turned in when requested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OBSERVATIONS LEADING TO JUDGMENT:

IMPROVEMENT NEEDED TO CORRECT AREA(S) RATED UNSATISFACTORY



Schedule A3-1

TEACHER \_\_\_\_\_

BUILDING \_\_\_\_\_

SCHOOL YEAR \_\_\_\_\_

## TEACHER EVALUATION

In accordance with the teacher evaluation (Schedule A-3), Article V, Section A, agreed upon in the master agreement, tenure teachers need only be evaluated every third year.

Given your performance this past year, there is no need to formally evaluate you this year.

\_\_\_\_\_  
Evaluator\_\_\_\_\_  
Date\_\_\_\_\_  
Teacher\_\_\_\_\_  
Date

Copies: Teacher  
Personnel Office



INDIVIDUALIZED DEVELOPMENT PLAN (IDP)  
TEACHER EVALUATION

In compliance with Public Act 58, June 11, 1993, an Individualized Development Plan (IDP) will be written for all probationary teachers employed one full year and for a teacher that is rated unsatisfactory. The IDP is developed by the administrator in consultations with the teacher. The IDP shall be based on the performance areas found in the evaluation form, schedule A3.

Individualized Development Plan for \_\_\_\_\_

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

Mutually Developed By:

\_\_\_\_\_  
(signature of the teacher) Date \_\_\_\_\_

\_\_\_\_\_  
(signature of the evaluator) Date \_\_\_\_\_

(Number of goals optional)

GOAL 1:

Purpose of the Goal:

Teacher Plan:

Administrative Support:

GOAL 2:

Purpose of the Goal:

Teacher Plan:

Administrative Support:

GOAL 3:

Purpose of the Goal:

Teacher Plan:

Administrative Support:

K-3 AND 4-5 GRADE LEVEL AIDE ASSIGNMENTS

Article VI Teaching Conditions  
 I., (1), (b), (2) Table and Guide:

The following provisions shall apply for the 1997-1998 and 1998-1999 school years.

1. The provisions of the Master Agreement, 1997-1999, Article VI, TEACHING CONDITIONS, page 10, concerning pupil-teacher ratios shall remain unchanged.
2. The Assignments at the K-3 grade level when class size over-load determines aides are available, if requested by teachers, shall be supplemented as follows:

Assignments at the K-3 grade level when aides are available if requested by teachers:

Sections of grade	Count	Aides	Count	Aides	Count	Aides	Count	Aides	Count	Aides	Count	Aides
1	28	0	29	1								
2	56	0	57	1	59	2						
3	84	0	85	1	88	2	91	3				
4	112	0	113	1	117	2	121	3	125	4		
5	140	0	141	1	146	2	151	3	156	4	161	5

3. The Assignments at the 4-5 grade level when class size over-load determines aides are available, if requested by teachers, shall be supplemented as follows:

Assignments at the 4-5 grade level when aides are available if requested by teachers:

Sections of grade	Count	Aides	Count	Aides	Count	Aides	Count	Aides	Count	Aides	Count	Aides
1	30	0	31	1								
2	60	0	61	1	63	2						
3	90	0	91	1	94	2	97	3				
4	120	0	121	1	125	2	129	3	133	4		
5	150	0	151	1	156	2	161	3	166	4	171	5

4. This letter of agreement shall be reviewed by the BOE and the ZEA for the 1998-1999 school year. If acceptable, a new letter of agreement shall be signed for the 1998-1999 school year.

LETTER OF AGREEMENT  
Teachers' Files

53

The undersigned representatives of the ZEA (the Association) and the BOE (The District) shall establish a task force to study the issues of teachers' files and the Freedom of Information Act (FOIA).

(1) The task force shall be composed of up to three (3) representatives to be named by the Association, and up to three (3) District representatives to be named by the District.

(2) The task force shall begin its work as soon as possible and shall submit its report and recommendations to the Board and Association no later than the end of the 1997-1998 school year.

(3) To become effective, any recommendations made by the task force must be mutually agreed to by the Board and Association. The Board and Association shall meet to negotiate the recommendations of the task force after the written report has been submitted to them.

(4) If the Board and Association are unable to reach agreement on the recommendation of the task force, then the provisions of the Master Agreement shall continue unchanged.

FOR THE DISTRICT

Michael Z. Jones

DATED September 23, 1997

FOR THE ASSOCIATION

Robert Larsen

DATED September 23, 1997

LETTER OF AGREEMENT  
Mentor Teacher  
Job Description/Guidelines

Extra Duty Schedule A-1  
1997-1998 -- 1998-1999

The undersigned representatives of the Zeeland Education Association (ZEA) and the Zeeland Public School District (BOE) hereby agree to the following provisions for the Mentor Teacher Job Description/Guidelines:

1. During the 1997-1998 school year, the ZEA and the BOE shall establish a joint study committee to review the Mentor Teacher program.

Each negotiating team shall appoint four (4) or less members of their choice to the joint study committee.

2. The study committee members shall review the Mentor Teacher Job Description, Guidelines, Salary Structure, and other mandated requirements of the program and make a recommendation to the ZEA and BOE Negotiating teams.
3. The ZEA and the BOE negotiating teams shall review the study committee's recommendations and implement a new letter of agreement that shall become effective for the 1998-1999 school year.

The final decision and agreement for the LOA is solely the responsibility of the ZEA and the BOE negotiating teams who reserve the right to modify any recommendation of the study committee.

4. The Salary Structure shall become part of the extra duty schedule for 1998-1999 school year.

All recommendations for Guidelines, Job Descriptions, and other items shall be implemented into a LOA for the 1998-1999 school year.

FOR THE DISTRICT

Michael Z. Jones  
\_\_\_\_\_

DATED September 23, 1997

FOR THE ASSOCIATION

Robert Larsen  
\_\_\_\_\_

DATED September 23, 1997

