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6/30/99

MASTER AGREEMENT

Between

ALLEGAN PUBLIC SCHOOLS

AND

ALLEGAN EDUCATION ASSOCIATION

1997-99



Allegan Public Schools

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY



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AGREEMENT

This Agreement is made by and between the Allegan Public Schools, Allegan County, Michigan (hereinafter called the "Employer"), and the Allegan Education Association (hereinafter called the "Association"):

ARTICLE 1 Recognition

The Employer hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for certified teaching personnel, school social workers, school psychologists, and occupational therapists; including personnel on tenure, probation, classroom teachers, guidance counselors, librarians, athletic directors and remedial reading teachers employed by the Employer, but excluding certified and non-certified supervisory and executive personnel, teaching principals, Headstart teachers, substitute teachers, temporary teachers, office and clerical employees, and all other employees. The term "employee" when used hereinafter in this Agreement shall refer to all employees represented by the Association in the bargaining unit as defined in this paragraph. "Temporary Teacher" means a person who is certified and qualified to serve as a replacement for a regularly employed teacher on either a day-to-day basis or for less than ninety (90) continuous scheduled work days during a school year.

ARTICLE 2
Board of Education Rights

The Employer, 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 the direction of the activities of its employees within the scope of their employment, to establish written personnel and other policies;
2. To hire all employees, to determine their qualifications, without discrimination as to race, creed, religion, or national origin, and subject to the provisions of law, to determine their qualification and the conditions of their continued employment, or their dismissal or demotion, and to promote, transfer and retire all such employees.
3. To establish grade levels 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 Employer;
4. To manage 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 establish class schedules, the hours of instruction, and duties, responsibilities, and assignments of employees with respect thereto, and with respect to administrative and non-teaching school activities, and the terms and conditions of employment.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Employer, the adoption of policies, rules and regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement.

ARTICLE 3
Association Rights and Responsibilities

In order to facilitate the administration of this Agreement, the Association shall have, in addition to other rights and responsibilities expressly set forth herein and provided by statute, the following rights and responsibilities:

- A. The Association may use designated bulletin boards, or sections thereof, for the purpose of giving notice of Association activities. All materials shall bear the name of the Association and the name of the person authorizing the posting thereof. No Association materials of any kind shall be displayed on or about the physical facilities of the Employer except on the designated bulletin boards and no displayed material shall be derogatory to the Employer or to any employee.
- B. The Association shall have the right to use school building facilities for meetings on the basis of scheduling the building for said meetings on the same basis as other community organizations within the school district, as long as the Association has a current Contract with the Employer.
- C. The Association, upon request and subject to scheduling by the Employer, shall have the right to use school word processing equipment within the following guidelines:
 - 1. No such equipment shall be moved from school premises.
 - 2. No such equipment shall be used for any election campaign purposes.
 - 3. The Association shall pay the cost of materials, supplies, and damages to the equipment incident to such use.
 - 4. The Association shall save and hold the Employer harmless from any and all expense or liability whatsoever arising out of the preparation and/or use of any such equipment and/or materials.
- D. The Association may use employee mail boxes in each school building to distribute Association materials. The Association shall save and hold the Employer harmless from any and all expense or liability whatsoever arising out of the use of mailboxes or in connection with the materials distributed thereby.
- E. The Association shall promptly notify the Employer in writing of the names of its officers, which notice shall remain in effect until superseded by a new written notice.
- F. The Association agrees that it will in good faith cooperate with the Employer in attempting to assure that the provisions of this Agreement are complied with and that it will not directly or indirectly encourage, permit, or cause any concerted work stoppage, slowdown, strike, or other interference with the day-to-day operations of the Employer. The Association has been granted valuable benefits under this Agreement by the Employer, including, but not limited to, the collection of the Association's dues, and use of certain Employer facilities. In consideration of such benefits and to make meaningful the Association's covenant, if the Association

materially violates this section, the Employer, in addition to any legal or equitable rights which it may have, shall have the right to suspend or terminate any or all of the benefits granted the Association under this Agreement.

- G. Except by the express agreement of the Employer, the performance of the duties of an employee shall not be interrupted for the purpose of conducting any Association activities whatsoever, provided, however, that this provision shall not prevent the authorized representative of the Association from having such reasonable contact with members of the Association as shall be necessary to ascertain that the terms of this Agreement are being observed.

ARTICLE 4
Employee Rights and Responsibilities

Nothing contained herein shall be construed to deny or restrict any employee rights or responsibilities as provided for under the laws of the State of Michigan or the United States. Rights and responsibilities noted herein shall be deemed to be in addition to those provided elsewhere.

- A. Membership in the Association shall not be required as a condition of employment.
- B. The Employer and the Association agree that every employee shall have the right freely to organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiations and other concerted activities for mutual aid and protection.
- C. Although the parties acknowledge the difficulty of completely and precisely defining the proper standards of conduct for each employee, it is recognized that those standards include the following:
 - 1. Maintaining a level of professional competence as may be required to adequately discharge his/her professional responsibilities which are within the scope of his/her certification.
 - 2. Adequate prior preparation for a professional assignment. Such preparation includes the development of lesson plans, teaching aids or other materials as may be necessary for the planning, preparation, presentation and review of the instruction to be presented by the employee or as may be required in the absence of such employee. New staff are required to attend a three (3) day orientation prior to the beginning of the employee's first year of employment, or as soon as can be scheduled by the Administration. Orientation shall include ISD orientation, local building orientation, district orientation, AEA orientation and mentor orientation. Existing staff shall be required to attend a one (1) hour human resources update provided by the ISD annually.
 - 3. Sensitive to the stated, expressed needs and desires of his/her students and parents.
 - 4. Maintaining such order and discipline during the conduct of instruction as shall be necessary to provide a suitable learning environment.
 - 5. Refraining from engaging in outside activities which materially interfere with the performance of his/her professional assignments.
 - 6. The prompt notification of the Employer of any physical or mental condition which may reasonably impair the ability of the employee to adequately discharge the employee's professional responsibilities.
 - 7. The obligation not to knowingly withhold or misrepresent material information concerning the employee's professional qualifications, the discharge of the

employee's professional duties, or the eligibility of the employee to receive any benefits from the Employer.

ARTICLE 5
Employee's Hours

- A. Employee's daily hours shall consist of pupil contact time and employee preparation time. Pupil contact time shall be defined as the time the employee shall be required to instruct and/or supervise students. Employee preparation time shall include time for lesson planning, curriculum study, curriculum council, a reasonable number of employees' meetings, parent conferences, student conferences, and administrator conferences.
- B. The employee's normal professional day will include the following:
1. A 30 minute duty free lunch period.
 2. A normal work day not to exceed a total of 6 hours and 50 minutes of pupil contact time and employee preparation time, not including the duty-free lunch period, as scheduled by the Employer.
 3. Preparation time for all regular, specialists, special education employees in grades K-5 shall be two hundred forty-five (245) minutes per week. The schedule shall include a minimum of sixty (60) minutes, two (2) days a week, forty-five (45) minutes one (1) day a week, and twenty (20) minutes four (4) days a week during the student day. Secondary employees shall have one (1) period each day. The period shall be defined by the building schedule. All planning periods shall be scheduled during the student day.
 4. Employees shall be required to attend meetings that deal with such professional matters as curriculum study, curriculum council, a reasonable number of employees' meetings, parent conferences, administrator conferences, etc. Whenever possible such meetings shall be scheduled at the most advantageous time of day for each building staff.
- During the employee-pupil contact time, employee attendance at any committee or school improvement planning meetings shall be voluntary.
- This provision shall not apply to paragraph three (3) of Article 18 - Regular Education Initiative.
- C. When an employee finds it necessary to leave work for emergency reasons during working hours, the principal of the building or a member of the administrative team, shall be consulted. A reasonable effort shall be made to grant such a request.
- D. The school year shall consist of student attendance days (as defined by the Michigan Department of Public Instruction) and 185.5 employee work days.
- E. Any emergency or inclement weather closing days which are required by the Michigan Department of Public Instruction to be re-scheduled shall be scheduled as student instruction days immediately prior to the last student attendance day in June. However, by mutual agreement of the Employer and Association, re-scheduled days

may be scheduled at other times. Professional compensation to employees shall not be reduced because of such school closings and make up days shall not be reduced because of such school closings and make up days shall be re-scheduled with no additional salary paid to employees.

While the opening of school is delayed due to emergency or inclement weather, the employee's reporting time shall be adjusted in accordance with the length of the delay.

- F. Preparation time shall be used for the preparation of professional assignments, grading of examinations, conferences, and related professional activities. A duty-free lunch period shall not be interrupted by assigned activities. Each employee shall participate in activities which have customarily been performed by employees and by the Employer. The normal work week for part-time employees shall be adjusted on an individual basis in accordance with the number of hours employed and in accordance with the duties assigned..
- G. The Board of Education encourages attendance at Board approved school-related conferences or workshops. The Board may allow two (2) days of absences each year for conference or workshop visitation without loss of pay. Upon application and approval by the Administration, the Board shall approve payment of expenses for conferences or workshop visitation as it deems reasonable. Additional days for Board approved conferences or workshops, and payment of expenses, may be approved if prior application is made to the Administration. Scheduling and attendance at conferences or workshops is subject to administrative approval.

ARTICLE 6
Professional Assignments

- A. A vacancy shall be defined as a position that is created by the employer. This position may be newly created or caused by the resignation or retirement of an existing employee.
- B. All positions created in the above section shall be posted in each building on the appropriate bulletin boards for ten (10) working days during the school year. During the summer recess these postings shall be mailed to employees requesting them, and who supply the employer with a self-addressed envelope.

- C. The employer in filling the above positions shall consider:

- certification
- North Central recommendation
- seniority
- prior experience
- Other factors as identified in the posting.

- D. When the vacancy occurs during the school year to avoid undue disruption, the employer may fill the position temporarily. The position shall be posted at the end of the school year. The Administration shall endeavor to provide employees with notice of tentative teaching assignments for the following school year by the last day of the current school year providing that assignment is different from the present year's assignment. The term "assignment" as used in this paragraph means assignment within the subject matter of instruction in the middle school and senior high school, and grade level in elementary school.

- F. It is agreed by the parties that from time to time it is in the best interest or necessary to transfer employees.

Transfer is not caused by an opening as described earlier and it does not require posting.

When a need for transfer occurs, the Employer shall request volunteers. If no volunteers are available, then the factors used to fill vacancies shall be used to complete the transfer.

- G. If the Association shall claim that a teaching assignment has been made contrary to the provision herein set forth, the Association may implement the procedures outlined in Article 14. The remedy shall be limited to implementing the proper assignment.

- H. The voluntary assignment of Appendix C activities is a responsibility of the Employer, and it shall be equitably carried out after discussing the assignment with the employee. Careful consideration shall be given to teaching load, experience, interest, and ability.

An employee shall not have tenure in any extra-curricular assignment as listed in Appendix C. An extra-curricular assignment may be temporarily or permanently discontinued.

- I. The Employer agrees to maintain an up-to-date list of substitute employees. Once an employee has reported unavailability, it shall be the responsibility of the Employer to arrange for a substitute employee. In the absence of a regular classroom employee, when the Employer has made reasonable effort and has been unable to secure a substitute employee, the Employer may place the students under the supervision of an administrator, if available or a volunteer employee. If the employee volunteers, the compensation shall be according to Appendix A.

ARTICLE 7
Employee Evaluation

A. The Employer shall be responsible for the evaluation of each employee in the performance of his/her professional duties. Formal evaluations shall conform to the following guidelines:

1. The primary purposes of evaluation shall be to maintain a high quality of instruction in the Allegan Public School system.

2. The formal evaluation instrument shall be:

a. The same for each level: K-5, Middle School, Senior High, and

b. The Employer shall provide one (1) copy of each level's instrument to the Association's President in September of each year, or within ten (10) working days of any change in an instrument. No changes shall be made in the instrument without prior approval of the Association.

3. Employees hired with more than three (3) years experience in another district shall be termed probationary for up to two (2) years, but shall not be subject to the requirements of Section 1526 of the School Code. Employees in their first three (3) years of employment shall be subject to the terms of Section 1526, calling for the IDP process, identification of mentor, and professional development requirements as described in parts:

a. A mentor will be assigned by the Administration to the Association member probationary employee upon entrance of the employee into the system. The mentor insofar as possible, shall be a tenured employee in the same building, grade or discipline as the probationary employee. It shall be the duty of the mentor to assist and counsel the probationary employee in acclimating to the teaching profession and the school system.

b. As a condition of continued employment, each probationary employee subject to the professional development requirements of Section 1526 of the School Code of 1976 (or its successor provision) shall complete those requirements within the time provided by statute. The Board shall not be obligated to compensate the probationary employee for either the time connected with completion of the requirements, or for other associated costs such as enrollment courses and/or registration fees.

c. In keeping with the tenure laws enacted in 1993, the Building Administrator shall prepare an Individual Developmental Plan in conjunction with the employee.

4. A probationary employee employed for the full school year shall be observed at least twice for a minimum of twenty (20) consecutive minutes each, at least sixty

(60) calendar days apart, unless a shorter time period is agreed upon between the Administration and the employee.

5. A tenure employee shall be formally evaluated when the employer determines that the employee, or the educational program, would benefit from such evaluation, but in no event less than once each three (3) years. In the absence of a formal evaluation, the performance of the employee's professional assignment shall be deemed to have been satisfactory. If an employee wishes to receive written confirmation of satisfactory service, the employee shall give a written request to the Employer within ten (10) days of the close of the student school year. Observations shall be completed by no later than May 1.
 6. Each formal evaluation shall be in writing and shall be based on a minimum of two (2) observations conducted with a full knowledge of the employee. Any unacceptable performance, in a specific area identified on the Formal Evaluation Instrument (Article IX. D.) which is noted during the observation shall be brought to the attention of the employee. Within ten (10) work days after each observation, a conference shall be held. An employee shall have the right to have a representative present at all evaluation conferences. When the final evaluation is prepared, a conference shall be scheduled with the employee. A preliminary copy of the formal evaluation resulting from the observations shall be given to the employee at or prior to the conference and a final copy shall be given within ten (10) days after the conference. If the employee disagrees with the observations, recommendations, or evaluation, the employee shall submit within ten (10) work days a written reply, which shall be attached to the evaluation, and be placed in the employee's personnel file.
 7. If an employee who has been rated unsatisfactory on an evaluation disagrees with such evaluation, the employee shall have the right to have a re-evaluation if such re-evaluation is requested within five (5) work days from the receipt of the final formal evaluation. The employee shall state in writing the specific reasons for the request for re-evaluation.
- B. The Employer may provide for such additional formal and informal evaluations as it shall determine to be necessary for the proper conduct of the educational program and the utilization of its employees.
- C. An employee shall be placed on an Individualized Development Plan if the Employer determines that the professional competence of the employee is not satisfactory and that the employee would benefit from a program of assistance. The program shall:
1. Identify areas requiring professional growth or adjustment.
 2. Contain specific suggestions or guidelines for improvement, and
 3. Provide for the periodic review of an employee's progress.

A program of assistance shall not exceed twelve (12) months but may be extended by mutual agreement or a new program may be initiated. The Association agrees to

encourage qualified employees who could contribute to the success of a program of assistance to provide reasonable assistance.

- D. A Mentor Teacher will be assigned to each probationary employee for the duration of their probationary period. The Mentor Teacher will be assigned by the Administration to provide support, instruction and guidance. The purpose of the Mentor is to provide a peer who can offer assistance, resources, and information in a non-threatening collegial fashion, to acclimate the employee to the duties of the job, and to provide necessary assistance to provide quality instruction. The Board and Association agree the relationship shall be confidential and shall not, in any fashion, be a matter included in an evaluation.

A Mentor Teacher shall be assigned in accordance with the following:

1. Every effort will be made to match a probationary employee with a Mentor who works in the same building.
2. Mentor Teachers will be assigned only one (1) mentee at a time, unless the Mentor agrees to take more than one (1) at the request of the Administration. Once a Mentor accepts the position, he/she will continue in that position for the duration of the probationary period unless the Administration agrees to release the Mentor from the responsibilities or the Administration re-assigns the Mentor.
3. The Administration has the right to assign a Mentor Teacher from the ranks of retired professional or college professionals in the event where no one on the staff will willingly serve or where there isn't a staff member with the same certification as the probationary employee.

ARTICLE 8
Employee Discipline Procedure

A. No employee shall be disciplined, reprimanded, reduced in rank or compensation without just cause.

B. It is agreed and understood that the system of discipline is as follows:

1. Discussion of problem.
2. Verbal warning.
3. Written warning included in personnel file.
4. Suspension with pay.
5. Suspension without pay of not more than three (3) days.
6. Dismissal.

It is recognized that the seriousness of a problem may cause the problem to initially be dealt with at a higher level than in the order of discipline as listed above. For example, it could start at Step 5.

C. An employee shall be entitled to have present a representative of the Association for any disciplinary action.

D. Each employee shall have the right upon request to review the contents of his/her own personnel file at reasonable time. The credentials and references shall not be subject to review. A representative of the Association may accompany the employee in such a review. Nothing shall be placed in the personnel file without prior knowledge of the employee.

ARTICLE 9
Professional Compensation

- A. The salaries of employees covered by this Agreement are set forth in the appendixes which are attached hereto and incorporated in this Agreement. Each employee shall have the yearly option of receiving his/her salary in one of the following ways:
1. Each employee hired after July 1, 1987, shall receive his/her total salary divided into twenty-six (26) equal installments, the first payment to be made no later than the second Friday after the start of the employee work year, and subsequent payments to be made every second Friday thereafter, the final payment being made at the twenty-sixth (26th) pay period.
 2. Employees employed in the District prior to July 1, 1987, may have their total salary divided into twenty-six (26) equal installments as outlined in the preceding paragraph, or they may choose to have their pay divided into twenty-one (21) equal installments, the first payment to be made no later than the second Friday after the start of the employee work year, and subsequent payments to be made every second Friday thereafter, the final payment being made at the twenty-first (21st) pay period. If an employee, employed prior to July 1, 1987, chooses twenty-six (26) pays, the option shall remain in effect for the remainder of that employee's employment in the district. If that employee chooses twenty-one (21) pays, he/she may change to twenty-six (26) pays.
- B. Total salary for less than full-time employees shall be paid as indicated in 1 or 2 above, beginning at the date of hire, but the salary shall be adjusted based on the yearly number of work days for employees as set by the school calendar, and then pro-rated on the portion of the year and/or day worked by the individual employee.
- C. It is understood and agreed that each employee shall elect payment for the subsequent year in accordance with the previous year's selection unless the Business Office is notified in writing of such employee's change in selection on or before August 15.
- D. Pay deductions will be made only for the following authorized items:
1. Mandatory/voluntary government deductions.
 2. IRS Section 125 deductions.
 3. Allegan Teachers' Credit Union.
 4. Insurance carriers designated by this Agreement or approved by the Employer.
 5. Deductions as authorized in other articles of this Agreement.
- E. The Employer may make direct payroll check deposits to banks, savings and loan associations, and other financial institutions having a branch office in the Allegan School District and with which the Employer has a written agreement dealing with payroll deposits. Such direct payroll deposits would be made only upon the written request/approval of the employee.

ARTICLE 10
Leave Pay and Leave of Absence

- A. Since the absence of an employee generally has an adverse effect on the quality of the educational program, imposes increased responsibilities on other members of the professional staff, and increases costs, it is the responsibility of each employee to avoid unnecessary tardiness or absence. The provisions hereinafter set forth are not intended to reduce the professional responsibilities of an employee or to provide a form of additional compensation. Rather, they are included to meet the humanitarian and legitimate needs of the employees in a manner consistent with the requirements of the educational program, and they shall be so applied and interpreted.
- B. Sick Leave
1. Each regular full-time and part-time school year employee shall be credited with eleven (11) sick leave days at the beginning of each school year, at that employee's rate of pay and length of day. Unused sick days may accumulate without limit. These days may be taken as needed for personal illness, or for serious illness to the members of the employee's household, i.e., persons making their permanent residence in the employee's home, and a dependent as defined by the Internal Revenue Service. A day for the purpose of sick leave shall mean a work day. An employee who is employed for less than a full school year shall receive a pro-rated number of sick leave days.
 2. Sick leave may also be used as follows:
 - a. For funeral leave in the case of death to members of the employee's household (household as defined above).
 - b. For serious illness or death in the employee's family as defined to include the employee's spouse, child, parents, grandparents, grandparents-in-law, parents-in-law, step-parent, step-child, brother, sister, uncle, aunt, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or stepsister.
 - c. Funeral leave shall commence no later than five (5) days from the date of death. Leave as described shall be limited to ten (10) days per school year.
 - d. By action of the Employer, exceptions may be made for individual cases under unusual circumstances.
 - e. Employees may use up to two (2) of their sick days each year as personal business leave days to transact non-social or non-recreational business which cannot reasonably be transacted at another time. An employee shall provide a 24 hour prior notice to his/her building principal. No personal business days shall be taken on a school day immediately before or after a recess without special permission from the Superintendent. No more than 10 employees may use a personal leave day on the same work day. Personal business leave shall not be used to transact Association business

3. While receiving workers' compensation payments for a work-connected injury or sickness, an employee will not receive sick leave pay, nor will the time taken off for such work-connected injury or illness reduce the employees' sick leave days. An Employee receiving workers' compensation shall have the right to receive any benefits which were earned but not yet taken prior to the time of such disability.

C. Leave for Civic Responsibilities

Requests for leave for civic responsibilities will be handled on an individual basis, and will be granted or denied by the Employer, at its discretion, on the basis of the merits of each case.

D. Leave of Absence

1. The Employer may, at its discretion, grant a leave of absence without pay, without fringe benefits, (provided a leave of absence is of less than three (3) months, fringe benefits shall be continued); without salary credit, and upon such other terms or conditions as it may set, upon written application, stating reason and length of leave desired, provided application was made at least thirty (30) days in advance and further, that a qualified and suitable replacement is found by the Employer. A leave of absence of less than three (3) months shall not constitute a vacancy.
2. By action of the Employer, at its discretion, and subject to such restrictions as the Employer may set, extensions of leave of absence may be made for individual cases under unusual circumstances.
3. An employee who is on an approved leave in excess of one (1) semester will give written notice to the Superintendent of intent to return to work at the close of the approved leave. Such written notice shall be made no later than April 1 for those who plan to return at the beginning of the second semester. Those who will be returning from leave at another time shall give thirty (30) calendar days written notice of their intent to return from leave.
4. Any employee whose personal illness extends beyond the period compensated for under Article 10, b, shall be granted a leave of absence for such time as necessary for complete recovery from such illness but in no case beyond one (1) year, in accordance with Article 10, Section D, 1. Upon return from leave, such employee shall be assigned to the same position, if available. This position is subject to any limitations on leave prescribed by law.
5. The Employer shall grant family leave to employees in accordance with the Family and Medical Leave Act of 1993. It is understood and agreed that the Employer reserves all rights and powers granted to employers under that legislation and applicable regulations, and this Agreement shall not be construed as limiting or restricting those rights.

E. Association Leave

At the beginning of each school year, the Association shall be credited with a total of eight (8) days to be used by officers or agents of the Association, such time to be at the discretion of the Association. From the total of eight (8) days, a maximum of four (4) days per employee during any one (1) year shall be imposed. The Association agrees to reimburse the Employer for the cost of a substitute employee to replace the officer or agent of the Association using leave time under this subparagraph. In no case will the Association, or officers or agents of the Association, use these days to support any work stoppages or any striking association or union by participating in picketing.

F. Leave Administration

1. An employee shall, at the earliest practicable time, give the Employer notice of his/her desire to be granted a leave so that the Employer will have the maximum time to provide for the employee's absence. A leave for elective health care, civic responsibilities, jury duty, or Association leave, shall be requested at least seven (7) work days prior to the requested leave date, except that a shorter notice may be permitted because of unforeseeable circumstances. The Employer shall ordinarily respond within three (3) work days, unless Board action is required.
2. The Employer shall have the right to have an employee examined by a physician of its choice at the sole expense of the Employer in those cases where an employee's physical or mental state is in question.
3. An employee who becomes President of the Michigan Education Association may be given leave of absence for a period of not more than three (3) school years for the purpose of performing duties for that Association in accordance with Article 10, D, 1.
4. The Employer may, at its discretion, grant a leave of absence to any employee to campaign for his/her own election to or to serve in public office in accordance with Article 10, D, 1.
5. An employee who is on an approved leave of absence for fifty percent (50%) or more of any semester will not advance on the salary schedule for that semester.
6. An employee shall not lose sick days, personal days, or experience a reduction in pay on days when attendance is not required by the Employer due to inclement weather.

ARTICLE 11
Teaching Conditions

- A. Questions and problems of non-teaching duties, class overload, adequate maintenance, equipment and supplies for employees, the selection and use of educational tools such as appropriate tests, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials will be subject to discussion between the parties from time to time.
- B. The Employer shall make available to each school at least one (1) room which shall be reserved for use as a faculty lounge. This Article and Section shall not apply to one or two-room schools, portable classroom units, or the Blackman School.
- C. For each of the following school employee lounges, telephones will be provided for reasonable use:

Pine Trails
West Ward

North Ward
Middle School

Dawson
Senior High

Employees using telephones shall record all long distance calls, and further, any employee making a personal long distance call shall bill such call to a third-party number.

- D. The Employer recognizes pupil-employee ratio as an important aspect of an effective educational program, and agrees to continue in its effort in equalizing and balancing employee load and maintaining reasonable pupil-employee ratios throughout the school district. Among factors which the Employer must consider in its efforts to equalize and balance employee load and in maintaining a reasonable pupil-employee ratio are facilities, finances, curriculum, grade level, and elementary attendance areas.
- E. The Employer and Association recognize that a pupil-employee ratio at or below 28/1 is a desirable guideline for optimum class size at the elementary level.
- F. The Association agrees that the decision of the Board on matters of class size shall not be subject to the grievance procedure.

ARTICLE 12
Protection of Employees

- A. An employee and/or principal may temporarily suspend a pupil from the classroom when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation make the continued presence of the student in the classroom intolerable. When an employee temporarily suspends a student from the classroom, the employee will send a written communiqué, regarding the incident, to the office by the end of the work day. A student who has been temporarily suspended shall not be returned to the classroom of the employee until the employee has had the opportunity to review the facts relating to the suspension with the Employer. If a student is returned to the suspending employee's class after the employee's consultation with the Employer, the employee shall have the right to file within five (5) work days a written objection directly with the Superintendent. If the employee's objection is not satisfactorily resolved within five (5) work days from filing, the Employer shall review the matter with the employee upon the employee's request. The Association shall have the right to be involved in the review.
- B. The Employer shall indemnify an employee for uninsured expenses actually and necessarily incurred by such employee in the defense of any action in which the employee was a party by reason of the employee's exercise of responsibility to maintain order and discipline during the conduct of instruction, provided that:
1. Nothing in this provision or in the Agreement shall constitute a waiver of any immunity of the Employer which may now or hereafter be established by law.
 2. The employer's obligation to indemnify shall not include any claim or action in which:
 - a. The employee failed to notify the Employer within a reasonable time of the occurrence of the event on which the claim was based or from the filing of the claim.
 - b. The employee failed to fully cooperate in the defense of the claim.
 - c. The claim was a consequence of the gross negligence, intentional or criminal misconduct of the employee.
 - d. The Employer was not give the opportunity to directly defend or settle the claim.
- C. The Employer, in consultation with the employees shall promulgate rules and regulations setting forth the procedures to be utilized in disciplining, suspending or expelling students for misbehavior. Copies of such rules and regulations shall be distributed to each employee at the beginning of each school year.

ARTICLE 13
Negotiations Procedure

- A. Negotiations shall be conducted in accordance with such rules and procedures as the parties may from time to time agree upon, except that all proceedings shall be closed to the public, and shall not be held during the regular school day except by mutual consent.
- B. An employee engaged during the school day in negotiating in behalf of the Association with any representative of the Employer, or participating in any grievance hearings including arbitration, shall be released from regular duties, without loss of salary. Either party hereto may require that contract negotiations between the parties, or grievance hearings including arbitration, be held during non-school hours. If the Association and Employer agree to hold any of the above activities during working hours, the Association agrees to either pay the cost of a substitute employee, or to provide a suitable volunteer substitute employee, needed to fill in for the individual bargaining unit member engaged in negotiations or grievance activities.
- C. The Board and Association agree to provide, in response to reasonable requests from time to time during negotiations, such information as required by law for good faith bargaining.
- D. Neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party, and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without the ratification by a majority of the Board of Education and by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations of bargaining, subject only to such ultimate ratification.
- E. The negotiation of a new Agreement shall begin upon the written request of either party, but not more than ninety (90) days prior to the expiration of this Agreement.

ARTICLE 14
Grievance Procedure

A. Definitions

1. A grievance is a written complaint by a member, a group of members, a group of members of the bargaining unit, or the bargaining unit, that there has been a violation, misinterpretation, or misapplication of the express terms of this contract.
2. "Days" means a calendar day except a Saturday, Sunday, or a holiday observed by the School District.

B. Procedure for Adjudgment of Grievance

Grievances shall be presented and adjudged in accordance with the following procedures:

An employee with a problem may first discuss the matter with his/her Immediate Supervisor and with the objective of resolving the matter informally.

STEP 1 In the event the matter is not resolved informally, the problem shall be submitted in writing to the employee's immediate supervisor by the Grievant within twenty (20) days following the alleged occurrence giving rise to the grievance. Failure of the Grievant to file the grievance within the time limits or to appear at any meeting or conference in the grievance procedure will automatically cause the grievance to be voided.

- A. Within ten (10) days of receipt of the grievance, the above-designated Administrator shall have a conference with the Grievant. It is the immediate supervisor's responsibility, after consulting with the Grievant to set the time, place and date of conference, and to so inform the Grievant. The affected Grievant or Grievants must be present at such meeting.
- B. Within ten (10) days after the meeting, the immediate supervisor shall state his/her decision in writing, and furnish a copy thereof to the Grievant.

STEP 2 Within ten (10) days after receiving the decision in Step 1, the Grievant may appeal in writing to the Superintendent of Schools or his/her designee.

- A. Within ten (10) days of receipt of the grievance, the above-designated Administrator shall have a conference with the Grievant. It is the Administrator's responsibility, after consulting with the Grievant to set the time, place and date of conference, and to so inform the Grievant. The affected Grievant or Grievants must be present as such meeting.
- B. Within ten (10) days after the meeting, the Administrator shall state his/her decision in writing, and furnish a copy thereof to the Grievant.

C. Grievances involving more than one (1) school building shall commence at Step 2, with the Grievant filing a written grievance with the Superintendent.

STEP 3 Within ten (10) days after receiving the decision of Step 2, the Grievant may appeal the decision in writing through the Superintendent to the Board of Education. Within fifteen (15) days of the receipt of the grievance, the Board of Education shall hold a hearing with the Grievant. Within ten (10) days after the hearing, the Board shall communicate in writing its decision to the Grievant.

It is the Superintendent's responsibility, after consulting with the Grievant, to set the time, place and date of the hearing, and to so inform the Grievant. The Grievant or Grievants involved in the grievance must be present.

STEP 4 If the Association is not satisfied with the disposition of the grievance by the Board of Education, or no decision is rendered within the time provided in Step 3, the Association may, within twenty (20) days, submit the matter to arbitration.

Prior to submitting the matter to arbitration, the Grievant shall so inform the Superintendent of Schools in writing of the Association's intention.

An impartial arbitrator shall be promptly selected by the parties. If the parties cannot agree to the arbitrator, he/she shall be selected by the American Arbitration Association in accordance with its rules. The only evidence or arguments which may be presented at the arbitration hearing are those which were used in the previous steps of this grievance procedure and to which written reference has been made.

The arbitrator's decision shall be submitted in writing and shall set forth his/her findings and conclusions with respect to the issue submitted to arbitration. The arbitrator shall confine his/her decision to the particular case submitted to him/her. Both parties agree to be bound by the decision of the arbitrator.

The arbitrator shall have no authority except to pass upon alleged violations of this Agreement. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement, nor to interfere with the exercise of the Employer's rights and responsibilities, except as they are expressly limited by this Agreement.

The fees and expenses of the arbitrator shall be paid at the equal expense of the parties.

C. All grievances, disputes, or other matters which may be processed under any State or Federal regulation or statute, including, but not limited to, Tenure Act proceedings, shall not be the subject matter of the grievance procedure herein established. Any determination or action taken under any such State or Federal regulation or law shall be binding to the extent required by such regulation or law.

D. On agreement between the Board of Education and the Association, hearing upon a grievance may be commenced at any step, and any time limit within the grievance procedure may be extended by mutual consent.

E. An employee has the right to be represented at any step in the grievance procedure by an attorney of his/her own choice.

ARTICLE 15

Deductions for Professional Dues, Assessments and Fees

- A. Membership in the Association is not compulsory. Employees have the right to join, maintain or drop their membership in the Association.
- B. Employee Representation - The parties expressly recognize the right of each employee to freely join or refrain from joining the Association and no employee shall be discriminated against by reason of his/her joining or refusing to join the Association. The Association is required by law to represent all employees in the bargaining unit fairly and equally without regard to an employee's Association membership. Therefore, it is agreed that a representative fee shall be deducted from the pay of each employee, except as hereinafter provided without any separate employee authorization to be used for the purposes and on the conditions herein set forth.
1. Association Membership Fee. The fee shall be the dues uniformly required of members of the Association.
 2. Agency Service Fee. The fee shall be the legally permissible amount determined pursuant to applicable law and certified by the Association as the proportionate member cost directly attributable to the cost of collective bargaining representation, administration of the Agreement, and claim adjustments, which fee shall not be greater than the dues uniformly required of members of the Association. The agency service fees so certified and deducted shall be forwarded to the Association, provided that when an employee objects to the proper amount of such deduction, the amount of the deduction contested shall be placed in an escrow account as required by law until a determination of the proper amount of the deduction has been determined in the appropriate administrative and/or judicial forms.
- C. If an employee fails to make a selection, he/she shall be deemed to have selected the payment of the agency service fee. The representation fee selected by an employee shall remain in effect until revoked by the employee in writing.
- D. The deduction of membership fees, or agency service fees, shall be made from one regular pay check for ten (10) months, beginning in September and ending in June of each year and the Employer agrees promptly to remit to the respective Association all moneys so deducted, accompanied by a list of employees from whom the deductions have been made.
- E. The Association shall, on or before September 1st of the school year, furnish the Employer a list of all employees for whom deductions are to be made. Thereafter, during the school year, the Association shall provide the names of employees to be added to the list. The Employer will deliver to the Association's authorized representative, checks for payment of the dues deducted.

ARTICLE 16
Miscellaneous Provisions

- A. Copies of this Agreement shall be reproduced at the expense of the Employer and presented to all employees now employed or hereafter employed by the Employer during the term of this Agreement. The Association shall reimburse the Employer for the cost of any additional copies which may be required.
- B. If any provisions of this Agreement or any application of this Agreement shall be found contrary to law, then such provision or application shall not be deemed valid, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. The Employer will provide to the President of the Association a copy of the Board of Education agenda, together with a copy of the previous Board minutes, at the time the agenda is forwarded to the Board members.
- D. A full-time employee may volunteer for part-time employment in a Job Sharing Program. The Board of Education may, at its discretion, grant such an arrangement and will agree to pay the cost of benefits available to a full-time employee under Appendix B.
- E. If a student must appear before the Board of Education for an exclusion hearing, that student's employee(s) may be required to attend and participate as a resource person. The employee(s) present at the hearing shall have Association representation, if requested.

ARTICLE 17
Layoff and Recall

- A. If the Employer determines that it is necessary to decrease the number of employees or otherwise reduce the number of employees in a given subject area, field or program, or eliminate or consolidate positions, the Employer shall notify the Association in writing of its intentions to do so and the reasons therefore.
- B. A layoff shall be subject to the following conditions:
1. The most senior eligible employee shall be retained in the event of a layoff except part-time staff will be laid off before full-time staff, provided the part-time employee is not part-time as a result of an earlier reduction.
 2. The Employer shall endeavor to give sixty (60) days notice of layoff.
- C. Any layoff shall suspend for the duration of the layoff the Employer's obligation to pay salary or fringe benefits under any individual contract of employment or under this Agreement; however, an employee shall be eligible to receive any benefits which were earned but not yet paid prior to the layoff.
- D. Recalls shall be subject to the following conditions:
1. Employees shall be recalled in the order of seniority starting with the most senior eligible employee on layoff.
 2. If no recall date is set forth in the notice of layoff, the Employer shall give written notice of recall by delivering it to the employee or sending a certified letter or telegram to the employee at the employee's last known address. It shall be the responsibility of each employee to notify the Employer of any change in address or eligibility. The time specified to begin worktime shall be not less than five (5) calendar days from the date of the mailing of the recall notice, unless the time was specified in the layoff notice.

Employees shall remain on the recall list for the period of time equal to their seniority time as listed on the seniority list.
 3. A bargaining unit member employed as a social worker, school psychologist, or occupational therapist and on lay-off shall not be subject to recall to a teaching vacancy for which he/she may otherwise be certified and qualified except according to his/her seniority acquired in a teaching capacity.
- E. For the purpose of this Article:
1. An "eligible employee" means an employee whom the Employer has determined is certified and qualified to perform the duties of the position to be filled. An employee shall be deemed to be an "eligible employee" if the employee:
 - a. Is certified to teach all of the subjects of the position to be filled; and

b. Meets the permanent North Central Accreditation Standards; and

c. Possesses the following academic credentials:

- (1) A major in the subject, or
 - (2) A major in the subject areas, or
 - (3) A minor in the subject. If an employee's eligibility falls under 2.) or 3.) i.e., a major in the subject area or a minor in the subject and does not have at least three (3) years teaching experience in the subject, the employee shall complete six (6) semester or term hours of additional schooling in the subject being taught during the first two (2) years of that assignment. Failure of the employee to complete the required six (6) hours by June 30 of the second year shall no longer allow the employee to be protected by this provision (Section E.1., sub-section c.) and the employee shall be subject to lay-off.
2. If an employee's workload is reduced, the employee shall have the right to take such professional assignments from a less senior employee as required to return the more senior employee to the employee's normal workload, provided that the senior employee is "eligible". For seniority purposes the employee's normal workload shall be the greatest number of daily hours normally worked by the employee.
 3. The Employer shall maintain an up-to-date seniority list, and shall furnish up-dated copies of the list to the Association President from time to time to the extent required for the proper administration of this contract. The names of all employees in the bargaining unit at the time of the preparation of the seniority list shall be listed in order of their service dates, starting with the employee with the greatest amount of seniority at the top of the list. The seniority list shall stand as published if no concerns or questions are communicated in writing to the office of the Superintendent by the Association or employee within thirty (30) working days of the publishing of the seniority list. In addition to the Association President, copies of the seniority list shall be distributed to each employee when published.
 4. "Service Date" is the date when the employee first provided professional services (excluding extra-curricular assignments) for the Employer since any break in service. If two (2) or more employees have the same service date, such employee shall participate in a drawing to determine their seniority ranking. The procedure of the drawing shall consist of:
 - a. The employees possessing the same service date shall each personally participate in the drawing of lots.
 - b. Individually numbered lots, equal in number to the number of employees involved in the drawing, shall be placed in a lottery box.
 - c. The lots shall be numbered one (1) through X, as determined by the number of employees possessing the same service date. (EXAMPLE: Four (4) employees have the date of August 28, 1997, as their service date. Four (4) lots numbered individually 1, 2, 3, 4 shall be placed in a lottery box.)

- d. Each employee shall draw one (1) numbered lot.
 - e. The seniority ranking shall be determined by the lowest number drawn to the highest number drawn with the lowest number ranked first and the highest number ranked last.
 - f. The results of the drawing shall control for the term of the employee's employment.
 - g. The drawing shall be held in the Employer's office and shall be supervised by the Association President and the Superintendent.
 - h. The number drawn by an employee shall appear in parenthesis on the seniority list next to the employee's service date.
 - i. The drawing, if necessary, shall be held by November 30 of any given year.
5. A "break in service" shall occur if an employee:
- a. Resigns or quits
 - b. Is discharged
 - c. Retires or is retired
 - d. Takes an unauthorized leave of absence
 - e. Fails to return from an authorized leave of absence or from layoff on the agreed upon date.
6. Any employee who leaves the bargaining unit to accept an administrative position with the Employer who returns to the bargaining unit within a two (2) year period will retain that seniority and salary step he/she had at the time of accepting the administrative position.
- F. The provisions herein set forth shall be subject and subordinate to all applicable laws and regulations, including the Teacher Tenure Act.

ARTICLE 18
Regular Education Initiative

The purpose of this Article is to facilitate the proper and systematic mainstreaming of special education students who are entering a general education classroom for the first time.

In order to insure the necessary prior preparation, the parties agree to the following:

1. Application of this section shall apply to identified special education students in the following categories: EI, SXI, TMI, POHI, autistic, HI and VI.
2. The Employer shall determine the need for an employee who will be providing instructional or other services to a handicapped student to participate in the IEPC which may initially place (or continue the placement of) the student in a regular education classroom. The Employer shall provide release time in the event the Employer directs or authorizes an employee to attend an IEPC which is scheduled during the time the employee is assigned to teach a class.
3. The Employer will endeavor to arrange schedules so that the time required of the regular education classroom or program employee for IEPC meetings or multi-evaluation team (MET) meetings shall be during the employee's regular work day. Except when voluntary, such meetings shall not result in the loss of planning time.

The regular education classroom or program employee receiving a special needs student shall be provided with a copy of the IEPC report.

A regular education classroom or program employee receiving a special needs student shall be provided with a copy of the IEPC report.

A regular education classroom or program employee who is expected to attend an IEPC meeting shall receive a five (5) working day prior notice.

4. If any employee has a reasonable basis to believe that a handicapped student's current Individual Education Plan (IEP) is not meeting the student's unique needs as required by law, the employee will advise his/her Principal of that opinion in writing, when requesting a re-evaluation.
5. An employee involved with a special education student shall be provided in-service training appropriate to the impairment category and individual needs of the student, as deemed necessary by the employee and administration. Release time, if necessary, for the agreed to in-servicing will be provided.
6. In determining placement and assignment of students, in a specific class, the administration will take into consideration factors such as class size, the number of special education students, and the nature of the special education student's impairments. However, no such student shall be assigned to a class that already has an enrollment of twenty-eight (28) students. If all appropriate classes are at the maximum of twenty-eight (28), item 10 of this Article will be recognized to govern

this situation and the student may be assigned to a class with twenty-eight (28) or more students.

7. No bargaining unit member shall be required to provide custodial care or school health services (defined as an act or function constituting the "Practice of Medicine within the meaning of the Public Health Code [MCL333.17001]") except in an emergency situation. If an employee will be providing instructional or other services to a student listed in subsection 1, the employee and/or instructional assistant who will be present when the instruction or other services are being provided will be advised of the steps to be taken in the event an emergency arises related to the student's medical condition.
8. The Employer shall provide the involved employee with all materials and/or assistive devices as determined by the IEPC.
9. No bargaining unit member will be disciplined, reprimanded, discharged, or denied any professional advantage, directly or indirectly, by the Employer, due in any way to the bargaining unit member having:
 1. Filed a complaint under Part 8 of the Michigan Special Education rules or with the Office of Civil Rights (OCR), U.S. Department of Education; or
 2. Asserted his/her rights or acted on behalf of any student with respect to the provision of the least restrictive environment mandate as provided for in this Agreement or by law.
10. No part of this Article shall be construed as being cause to deny any student access to services or programs as provided for by Sec. 504 of the Rehabilitation Act of 1973 or P.L. 94-142 (Education of the Handicapped Act) and P.L. 101-476 (Individuals with Disabilities Act.)

ARTICLE 19
Duration of Agreement

- A. It is acknowledged that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

- B. This Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties. Any clause in this Agreement may be opened for negotiation upon mutual consent of both parties. A request for such negotiation, if initiated by the Association shall be in writing to the Employer, in care of the Superintendent of Schools. A request by the Employer shall be in writing to the Association in care of the then-elected President of the Association. Either party shall reply to such requests in writing within forty (40) days of the date such request is received by the agent indicated above. Nothing herein obligates either party to agree to open negotiations during the period of this Agreement.

- C. This Agreement shall become effective upon ratification by a majority of the Employer and of the membership of the Association, and will continue in effect through June 30, 1999, at which time it will terminate. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

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

WITNESSES:

ALLEGAN PUBLIC SCHOOLS

_____ By _____

_____ Its _____

ALLEGAN EDUCATION ASSOCIATION, MEA, NEA

_____ By _____

_____ Its _____

APPENDIX A

1997-98 Salary Schedule

BA		BA	BA+	MA	MA+
STEP	INDEX	SALARY	SALARY	SALARY	SALARY
1	1	24854	25600	26345	27091
2	1.05	26097	26880	27663	28446
3	1.1	27339	28159	28979	29800
4	1.15	28582	29439	30297	31154
5	1.2075	30011	30911	31812	32712
6	1.265	31440	32383	33326	34270
7	1.3225	32869	33855	34841	35827
8	1.38	34299	35328	36357	37386
9	1.4375	35728	36800	37872	38944
10	1.495	37157	38272	39386	40501
11	1.5525	38586	39744	40901	42059
12	1.61	40015	41215	42416	43616
13	1.61	40015	41215	43931	45174
14	1.61	40015	41215	45446	46732
15-19	1.64	40761	41984	46236	47544
20-24	1.66	41258	42496	46763	48086
25-30	1.68	41755	43008	47290	48628
30+	1.7	42252	43520	47817	49170

1998-99 Salary Schedule

		BA	BA+	MA	MA+
STEP	INDEX	SALARY	SALARY	SALARY	SALARY
1	1	25475	26239	27004	27768
2	1.05	26749	27551	28354	29156
3	1.1	28023	28864	29704	30545
4	1.15	29296	30175	31054	31933
5	1.2075	30761	31684	32607	33529
6	1.265	32226	33193	34160	35126
7	1.3225	33691	34702	35712	36723
8	1.38	35156	36211	37265	38320
9	1.4375	36620	37719	38817	39916
10	1.495	38085	39228	40370	41513
11	1.5525	39550	40737	41923	43110
12	1.61	41015	42245	43476	44706
13	1.61	41015	42245	45028	46303
14	1.61	41015	42245	46581	47899
15-19	1.64	41779	43032	47391	48732
20-24	1.66	42289	43558	47931	49288
25-30	1.68	42798	44082	48471	49843
30+	1.7	43308	44607	49011	50398

1. Employees will be placed on the appropriate schedule (BA, BA+18, MA, or MA+15) based on the semester hours they have earned prior to September 1st each year. Employees who earn the appropriate number of semester hours or receive a degree after September 1st will be moved to the appropriate schedule at the beginning of the next school year.
2. **QUALIFICATIONS FOR BA+18** - Any semester hours earned before September 1st, after the BA is received will be counted toward the 18 semester hours.
3. **QUALIFICATIONS FOR MA+15** - All semester hours earned after the MA is received must be in a graduate program, or be in a field related to the employee's assignment if they are to count toward the MA+15 hour salary schedule.
4. Correspondence courses cannot be used to qualify for the next level (BA, BA+18, MA or MA+15) on the salary schedule.
5. For salary adjustment purposes, the school day is based on a 185.5 day work year. In addition, part-time employees are entitled to compensation for a planning period equal to 1/6 (one-sixth) of their hourly pay for each hour worked in a day.
6. Employees asked to substitute during their planning period will be paid a rate of \$15.00 per planning period.
7. New employees will be granted up to seven (7) years of credit on the salary schedule when entering the Allegan Public School system, provided the individual is able to document seven (7) or more years of successful teaching experience as a regular classroom employee in a school district.
8. Upon retirement from the Allegan Public Schools with at least 10 consecutive years of service, the Board of Education will pay for an employee's accumulated sick time according to the following schedule:
 - A. The first thirty (30) days of accumulated sick time will not be considered for payment.
 - B. The Board of Education will begin the payment schedule with the thirty-first (31) day of accumulated sick days at a rate of \$10.00 per day. This rate will continue up to the 180 days of accumulated sick time.

APPENDIX B Employee Benefits

The Employer will make available the following insurance options from which each household may select one:

OPTION 1: The Employer will pay 95% of the full family rate, per household for the current school year for MESSA Super Care 1.

Employees who wish to carry MESSA Super Care II may have the difference between the lower premium and higher premium deducted by payroll deduction. An employee whose spouse is also covered under this Agreement will be allowed an insurance benefit (not to exceed \$50.00 per month) to apply toward either the higher full family health/hospitalization, in the event that higher coverage is chosen by the household, or another insurance option.

OPTION 2: \$10/40 Hospital Indemnity Insurance, not to exceed fifty dollars (\$50.00) per month per household, carrier named by Employer.

OPTION 3: The Employer shall make payments of One Hundred Dollars (\$100) per month, Twelve Hundred Dollars (\$1,200) per year in 1997-98, and payments of One Hundred Fifty Dollars (\$150), Eighteen Hundred Dollars (\$1,800) per year in 1998-99, to the employee as a cash option pursuant to a qualified plan document adopted in accordance with Section 125 of the Internal Revenue Code. The cash option received by the employee may be utilized to purchase a tax deferred annuity or such other benefits which may be available under the Section 125 plan. To purchase a tax deferred annuity or such other benefits which may be available under the Section 125 plan, the employee shall enter into a salary reduction agreement.

OPTION 4: The Employer shall make payments of fifty dollars (\$50.00) per month, beginning October 1 of the current school year, six hundred dollars (\$600.00) per year, for the employee to MESSA Term Life Insurance.

DENTAL INSURANCE - The Employer will make available to each household dental care insurance equivalent to the 1997-98 MESSA Delta Dental Plan E-007, Class I, II and III (80/80/80).

VISION INSURANCE - The Employer will make available to each household MESSA VSP 1.

INSURANCE BENEFITS

Insurance benefits for less than full time employees shall be pro-rated. When an employee leaves or resigns from the school system before the school year is over, or has less than one year's service with this District, his/her insurance will terminate on the last day of the month in which the employment is terminated.

Employees who resign or retire from the school system in July, August, or September, without giving sixty (60) days notice before retirement or resignation is effective, will reimburse the Employer for any month(s) of insurance premiums paid beyond June 30, as well as having his/her insurance terminated on the last day of the month in which the resignation or retirement notice was submitted.

Employees who work a full school year and resign or retire from the school system, and give sixty (60) days notice before retirement or resignation is effective, shall have their

insurance benefits continue to September 30 of the next school year. Employees who work a full school year and are laid off at the end of the school year shall have their benefits continued to September 30 of the next year.

Should insurance rates fall significantly below the amounts specified for health insurance, this Article shall be open to negotiation between the parties in accordance with Article 18 B.

The Employer shall not owe contract benefits retro-actively to any bargaining unit member where failure to pay such benefits is due to the bargaining unit member's failure to apply for said benefits.

MILEAGE

All employees who must travel during the school day because their teaching assignments are at more than one (1) building will be reimbursed for such travel at the IRS rate.

Appendix C Extra Curricular

1997-98

ACTIVITY	STEP	1	2	3	4
	Percent	\$24,854.00	\$26,097.00	\$27,339.00	\$28,582.00
DECA/Orange Krate	0.05	\$1,242.70	\$1,304.85	\$1,371.50	\$1,429.15
Industrial Arts	0.015	\$372.81	\$391.46	\$411.45	\$428.75
Life Management - cooking/sewing	0.015	\$372.81	\$391.46	\$411.45	\$428.75
Life Management EMI - cooking	0.005	\$124.27	\$130.49	\$137.15	\$142.92
Alternative Ed. Student Council	0.01	\$248.54	\$260.97	\$274.30	\$285.83
HS Student Council	0.03	\$745.62	\$782.91	\$822.90	\$857.49
MS Student Council	0.025	\$621.35	\$652.43	\$685.75	\$714.58
Elem. Student Council	0.025	\$621.35	\$652.43	\$685.75	\$714.58
HS/MS Band Directors	0.08	\$1,988.32	\$2,087.76	\$2,194.40	\$2,286.64
Band Camp	0.035	\$869.89	\$913.40	\$960.05	\$1,000.41
HS Vocal	0.045	\$1,118.43	\$1,174.37	\$1,234.35	\$1,286.24
MS Vocal per person with ensemble	0.045	\$1,118.43	\$1,174.37	\$1,234.35	\$1,286.24
HS Director of Musical or Play per event	0.02	\$497.08	\$521.94	\$548.60	\$571.66
Assistant for Musicals	0.01	\$248.54	\$260.97	\$274.30	\$285.83
MS Dramatics	0.02	\$497.08	\$521.94	\$548.60	\$571.66
Assistant for Dramatics HS/MS	0.01	\$248.54	\$260.97	\$274.30	\$285.83
Debate	0.03	\$745.62	\$782.91	\$822.90	\$857.49
Forensics	0.03	\$745.62	\$782.91	\$822.90	\$857.49
Yearbook	0.0325	\$807.76	\$848.15	\$891.48	\$928.95
9 - Advisor	0.03	\$745.62			
10 - Advisor	0.03		\$782.91		
11 - Advisor	0.04			\$1,097.20	
12 - Advisor	0.035				\$1,000.41
Department Head	0.02	\$497.08	\$521.94	\$548.60	\$571.66
Grade or Lead Teacher Elem/MS	0.02	\$497.08	\$521.94	\$548.60	\$571.66
Split Class per semester	0.005	\$124.27	\$130.49	\$137.15	\$142.92
Split Grade per semester	0.025	\$621.35	\$652.43	\$685.75	\$714.58
Systems Operator	0.0325	\$807.76	\$848.15	\$891.48	\$928.95
School Lunch Room Supervisor	0.04	\$994.16			
HS Science Olympics	0.02	\$497.08	\$521.94	\$548.60	\$571.66
MS Science Olympics	0.02	\$497.08	\$521.94	\$548.60	\$571.66
OM/Knowledge Masters Coordinator	0.02	\$497.08	\$521.94	\$548.60	\$571.66
OM/Knowledge Masters Coaches	0.005	\$124.27	\$130.49	\$137.15	\$142.92
Quiz Bowl	0.02	\$497.08	\$521.94	\$548.60	\$571.66
French/Spanish Club	0.015	\$372.81	\$391.46	\$411.45	\$428.75
5th- Grade Camp	0.015	\$372.81	\$391.46	\$411.45	\$428.75
EMI Camp	0.015	\$372.81	\$391.46	\$411.45	\$428.75
Safety Patrol	0.01	\$248.54	\$260.97	\$274.30	\$285.83
Michigan Youth in Government	0.01	\$248.54	\$260.97	\$274.30	\$285.83
National Honor Society	0.01	\$248.54	\$260.97	\$274.30	\$285.83
Art Club	0.01	\$248.54	\$260.97	\$274.30	\$285.83
Conflict Manager maximum 3 per building	0.01	\$248.54	\$260.97	\$274.30	\$285.83
Alternative Ed. Level 1 Coach	0.005	\$124.27	\$130.49	\$137.15	\$142.92
Alternative Ed. Level 2 Coach	0.01	\$248.54	\$260.97	\$274.30	\$285.83
Mentor Teacher	0.02	\$571.64	\$548.60	\$521.94	Descending order

HOURLY WAGE of BA LEVEL 1	Rate	\$23.01
After School Detention 1.5 hrs		
All extra activities not listed above		

The extra curricular assignments will be paid according to the schedule above.
 Extra curricular salaries will be paid at the end of the first/second semester or the summer, depending on when the activity ends.
 The salary will be paid in a separate payment from the employee's regular pay.

Appendix C Extra Curricular

1998-1999

ACTIVITY	STEP	1	2	3	4
	Percent	\$25,475.00	\$26,749.00	\$28,023.00	\$29,297.00
DECA/Orange Krate	0.05	\$1,273.75	\$1,337.45	\$1,401.15	\$1,464.85
Industrial Arts	0.015	\$382.13	\$401.24	\$420.35	\$439.46
Life Management - cooking/sewing	0.015	\$382.13	\$401.24	\$420.35	\$439.46
Life Management EMI - cooking	0.005	\$127.38	\$133.75	\$140.12	\$146.49
Alternative Ed. Student Council	0.01	\$254.75	\$267.49	\$280.23	\$292.97
HS Student Council	0.03	\$764.25	\$802.47	\$840.69	\$878.91
MS Student Council	0.025	\$636.88	\$668.73	\$700.58	\$732.43
Elem. Student Council	0.025	\$636.88	\$668.73	\$700.58	\$732.43
HS/MS Band Directors	0.08	\$2,038.00	\$2,139.92	\$2,241.84	\$2,343.76
Band Camp	0.035	\$891.63	\$936.22	\$980.81	\$1,025.40
HS Vocal	0.045	\$1,146.38	\$1,203.71	\$1,261.04	\$1,318.37
MS Vocal per person with ensemble	0.045	\$1,146.38	\$1,203.71	\$1,261.04	\$1,318.37
HS Director of Musical or Play per event	0.02	\$509.50	\$534.98	\$560.46	\$585.94
Assistant for Musicals	0.01	\$254.75	\$267.49	\$280.23	\$292.97
MS Dramatics	0.02	\$509.50	\$534.98	\$560.46	\$585.94
Assistant for Dramatics HS/MS	0.01	\$254.75	\$267.49	\$280.23	\$292.97
Debate	0.03	\$764.25	\$802.47	\$840.69	\$878.91
Forensics	0.03	\$764.25	\$802.47	\$840.69	\$878.91
Yearbook	0.0325	\$827.94	\$869.34	\$910.75	\$952.15
9 - Advisor	0.03	\$764.25			
10 - Advisor	0.03		\$802.47		
11 - Advisor	0.04			\$1,120.92	
12 - Advisor	0.035				\$1,025.40
Department Head	0.02	\$509.50	\$534.98	\$560.46	\$585.94
Grade or Lead Teacher Elem/MS	0.02	\$509.50	\$534.98	\$560.46	\$585.94
Split Class per semester	0.005	\$127.38	\$133.75	\$140.12	\$146.49
Split Grade per semester	0.025	\$636.88	\$668.73	\$700.58	\$732.43
Systems Operator	0.0325	\$827.94	\$869.34	\$910.75	\$952.15
School Lunch Room Supervisor	0.04	\$1,019.00			
HS Science Olympics	0.02	\$509.50	\$534.98	\$560.46	\$585.94
MS Science Olympics	0.02	\$509.50	\$534.98	\$560.46	\$585.94
OM/Knowledge Masters Coordinator	0.02	\$509.50	\$534.98	\$560.46	\$585.94
OM/Knowledge Masters Coaches	0.005	\$127.38	\$133.75	\$140.12	\$146.49
Quiz Bowl	0.02	\$509.50	\$534.98	\$560.46	\$585.94
French/Spanish Club	0.015	\$382.13	\$401.24	\$420.35	\$439.46
5th- Grade Camp	0.015	\$382.13	\$401.24	\$420.35	\$439.46
EMI Camp	0.015	\$382.13	\$401.24	\$420.35	\$439.46
Safety Patrol	0.01	\$254.75	\$267.49	\$280.23	\$292.97
Michigan Youth in Government	0.01	\$254.75	\$267.49	\$280.23	\$292.97
National Honor Society	0.01	\$254.75	\$267.49	\$280.23	\$292.97
Art Club	0.01	\$254.75	\$267.49	\$280.23	\$292.97
Conflict Manager maximum 3 per building	0.01	\$254.75	\$267.49	\$280.23	\$292.97
Alternative Ed. Level 1 Coach	0.005	\$127.38	\$133.75	\$140.12	\$146.49
Alternative Ed. Level 2 Coach	0.01	\$254.75	\$267.49	\$280.23	\$292.97
Mentor Teacher	0.02	\$585.94	\$560.46	\$534.98	Descending order

HOURLY WAGE of BA LEVEL 1	Rate	\$23.46
After School Detention 1.5 hrs		
All extra activities not listed above		

The extra curricular assignments will be paid according to the schedule above.
 Extra curricular salaries will be paid at the end of the first/second semester or the summer, depending on when the activity ends.
 The salary will be paid in a separate payment from the employee's regular pay.

Appendix C Athletic Coaches

1997-1998

The coaching salaries will be based on the B.A. column of the salary schedule starting with Step 1 with increases at Step 4, Step 8, and Step 12. These steps will correspond to the coach's year of coaching. Coaches may be granted up to seven years experience providing that the individual can document his/her years of experience.

Coaching compensation will be paid three times a year following the end of Fall, Winter, and Spring sports. The exact dates will be agreed upon by the Administration and the AEA. The salary will be paid in a separate payment from the employee's regular pay.

The following positions will be paid according to the category in which the position is listed.

		STEP	1	4	8	12	
Varsity sports with middle school programs except football		Number of Coaches	\$24,854.00	\$28,582.00	\$34,299.00	\$40,015.00	
HEAD COACH		Percent					
Football	1	0.12	\$2,982.48	\$3,429.84	\$4,115.88	\$4,801.80	
Boys Basketball	1	0.12	\$2,982.48	\$3,429.84	\$4,115.88	\$4,801.80	
Girls Basketball	1	0.12	\$2,982.48	\$3,429.84	\$4,115.88	\$4,801.80	
Volleyball	1	0.12	\$2,982.48	\$3,429.84	\$4,115.88	\$4,801.80	
Wrestling	1	0.12	\$2,982.48	\$3,429.84	\$4,115.88	\$4,801.80	
Girls Track	1	0.12	\$2,982.48	\$3,429.84	\$4,115.88	\$4,801.80	
Boys Track	1	0.12	\$2,982.48	\$3,429.84	\$4,115.88	\$4,801.80	
Boys Cross Country	1	0.12	\$2,982.48	\$3,429.84	\$4,115.88	\$4,801.80	
Girls Cross Country	1	0.12	\$2,982.48	\$3,429.84	\$4,115.88	\$4,801.80	
Girls Tennis	1	0.12	\$2,982.48	\$3,429.84	\$4,115.88	\$4,801.80	
Boys Tennis	1	0.12	\$2,982.48	\$3,429.84	\$4,115.88	\$4,801.80	
ASSISTANT COACHES							
Football	7	0.08	\$1,988.32	\$2,286.56	\$2,743.92	\$3,201.20	
Boys Basketball	3	0.08	\$1,988.32	\$2,286.56	\$2,743.92	\$3,201.20	
Girls Basketball	3*	0.08	\$1,988.32	\$2,286.56	\$2,743.92	\$3,201.20	
Volleyball	3*	0.08	\$1,988.32	\$2,286.56	\$2,743.92	\$3,201.20	
Wrestling	2*	0.08	\$1,988.32	\$2,286.56	\$2,743.92	\$3,201.20	
Girls Track	1.5*	0.08	\$1,988.32	\$2,286.56	\$2,743.92	\$3,201.20	
Boys Track	1.5*	0.08	\$1,988.32	\$2,286.56	\$2,743.92	\$3,201.20	
Boys Cross Country	0.5*	0.08	\$1,988.32	\$2,286.56	\$2,743.92	\$3,201.20	
Girls Cross Country	0.5*	0.08	\$1,988.32	\$2,286.56	\$2,743.92	\$3,201.20	
Girls Tennis	1*	0.08	\$1,988.32	\$2,286.56	\$2,743.92	\$3,201.20	
Boys Tennis	1*	0.08	\$1,988.32	\$2,286.56	\$2,743.92	\$3,201.20	
Varsity sports without middle school programs							
HEAD COACHES							
Baseball	1	0.1	\$2,485.40	\$2,858.20	\$3,429.90	\$4,001.50	
Softball	1	0.1	\$2,485.40	\$2,858.20	\$3,429.90	\$4,001.50	
Golf	1	0.1	\$2,485.40	\$2,858.20	\$3,429.90	\$4,001.50	
Cheerleading	Fall	1	0.06	\$1,491.24	\$1,714.92	\$2,057.94	\$2,400.90
Cheerleading	Winter	1	0.1	\$2,485.40	\$2,858.20	\$3,429.90	\$4,001.50
Boys Soccer		1	0.1	\$2,485.40	\$2,858.20	\$3,429.90	\$4,001.50
Girls Soccer		1	0.1	\$2,485.40	\$2,858.20	\$3,429.90	\$4,001.50
ASSISTANT COACHES							
Baseball		3*	0.06	\$1,491.24	\$1,714.92	\$2,057.94	\$2,400.90
Softball		3*	0.06	\$1,491.24	\$1,714.92	\$2,057.94	\$2,400.90
Golf		1*	0.06	\$1,491.24	\$1,714.92	\$2,057.94	\$2,400.90
Cheerleading	Fall	2	0.05	\$1,242.70	\$1,429.10	\$1,714.95	\$2,000.75
Cheerleading	Winter	2	0.06	\$1,491.24	\$1,714.92	\$2,057.94	\$2,400.90
Boys Soccer		1	0.06	\$1,491.24	\$1,714.92	\$2,057.94	\$2,400.90
Girls Soccer		1	0.06	\$1,491.24	\$1,714.92	\$2,057.94	\$2,400.90

* Providing the number of athletes in the program meet the requirements.

		STEP	1	4	8	12
			\$24,854.00	\$28,582.00	\$34,299.00	\$40,015.00
Middle School Sports		Number of Coaches				
HEAD COACH		Percent				
Girls 7th Basketball	1	0.06	\$1,491.24	\$1,714.92	\$2,057.94	\$2,400.90
Girls 8th Basketball	1	0.06	\$1,491.24	\$1,714.92	\$2,057.94	\$2,400.90
Boys 7th Basketball	1	0.06	\$1,491.24	\$1,714.92	\$2,057.94	\$2,400.90
Boys 8th Basketball	1	0.06	\$1,491.24	\$1,714.92	\$2,057.94	\$2,400.90
Girls 7th Volleyball	1	0.06	\$1,491.24	\$1,714.92	\$2,057.94	\$2,400.90
Girls 8th Volleyball	1	0.06	\$1,491.24	\$1,714.92	\$2,057.94	\$2,400.90
Cross Country	1	0.06	\$1,491.24	\$1,714.92	\$2,057.94	\$2,400.90
Wrestling	1	0.06	\$1,491.24	\$1,714.92	\$2,057.94	\$2,400.90
Tennis	1	0.06	\$1,491.24	\$1,714.92	\$2,057.94	\$2,400.90
Track	1	0.06	\$1,491.24	\$1,714.92	\$2,057.94	\$2,400.90
ASSISTANT COACHES						
Girls 7th Basketball	1	0.05	\$1,242.70	\$1,429.10	\$1,714.95	\$2,000.75
Girls 8th Basketball	1	0.05	\$1,242.70	\$1,429.10	\$1,714.95	\$2,000.75
Boys 7th Basketball	1	0.05	\$1,242.70	\$1,429.10	\$1,714.95	\$2,000.75
Boys 8th Basketball	1	0.05	\$1,242.70	\$1,429.10	\$1,714.95	\$2,000.75
Girls 7th Volleyball	1	0.05	\$1,242.70	\$1,429.10	\$1,714.95	\$2,000.75
Girls 8th Volleyball	1	0.05	\$1,242.70	\$1,429.10	\$1,714.95	\$2,000.75
Cross Country	1*	0.05	\$1,242.70	\$1,429.10	\$1,714.95	\$2,000.75
Wrestling	1*	0.05	\$1,242.70	\$1,429.10	\$1,714.95	\$2,000.75
Tennis	1*	0.05	\$1,242.70	\$1,429.10	\$1,714.95	\$2,000.75
Track	2*	0.05	\$1,242.70	\$1,429.10	\$1,714.95	\$2,000.75
Miscellaneous						
Weight room monitor	Fall	0.05	\$1,242.70	\$1,429.10	\$1,714.95	\$2,000.75
Weight room monitor	Winter	0.05	\$1,242.70	\$1,429.10	\$1,714.95	\$2,000.75
Weight room monitor	Spring	0.05	\$1,242.70	\$1,429.10	\$1,714.95	\$2,000.75

* Providing the number of athletes in the program meet the requirements.

Appendix C Athletic Coaches

1998-1999

The coaching salaries will be based on the B.A. column of the salary schedule starting with Step 1 with increases at Step 4, Step 8, and Step 12. These steps will correspond to the coach's year of coaching. Coaches may be granted up to seven years experience providing that the individual can document his/her years of experience.

Coaching compensation will be paid three times a year following the end of Fall, Winter, and Spring sports. The exact dates will be agreed upon by the Administration and the AEA. The salary will be paid in a separate payment from the employee's regular pay.

The following positions will be paid according to the category in which the position is listed.

		STEP	1	4	8	12	
Varsity sports with middle school programs except football		Number of Coaches	\$25,475.00	\$29,297.00	\$35,156.00	\$41,015.00	
HEAD COACH		Percent					
Football		1	0.13	\$3,311.75	\$3,808.61	\$4,570.28	\$5,331.95
Boys Basketball		1	0.13	\$3,311.75	\$3,808.61	\$4,570.28	\$5,331.95
Girls Basketball		1	0.13	\$3,311.75	\$3,808.61	\$4,570.28	\$5,331.95
Volleyball		1	0.13	\$3,311.75	\$3,808.61	\$4,570.28	\$5,331.95
Wrestling		1	0.13	\$3,311.75	\$3,808.61	\$4,570.28	\$5,331.95
Girls Track		1	0.13	\$3,311.75	\$3,808.61	\$4,570.28	\$5,331.95
Boys Track		1	0.13	\$3,311.75	\$3,808.61	\$4,570.28	\$5,331.95
Boys Cross Country		1	0.13	\$3,311.75	\$3,808.61	\$4,570.28	\$5,331.95
Girls Cross Country		1	0.13	\$3,311.75	\$3,808.61	\$4,570.28	\$5,331.95
Girls Tennis		1	0.13	\$3,311.75	\$3,808.61	\$4,570.28	\$5,331.95
Boys Tennis		1	0.13	\$3,311.75	\$3,808.61	\$4,570.28	\$5,331.95
ASSISTANT COACHES							
Football		7	0.09	\$2,292.75	\$2,636.73	\$3,164.04	\$3,691.35
Boys Basketball		3	0.09	\$2,292.75	\$2,636.73	\$3,164.04	\$3,691.35
Girls Basketball		3*	0.09	\$2,292.75	\$2,636.73	\$3,164.04	\$3,691.35
Volleyball		3*	0.09	\$2,292.75	\$2,636.73	\$3,164.04	\$3,691.35
Wrestling		2*	0.09	\$2,292.75	\$2,636.73	\$3,164.04	\$3,691.35
Girls Track		1.5*	0.09	\$2,292.75	\$2,636.73	\$3,164.04	\$3,691.35
Boys Track		1.5*	0.09	\$2,292.75	\$2,636.73	\$3,164.04	\$3,691.35
Boys Cross Country		0.5*	0.09	\$2,292.75	\$2,636.73	\$3,164.04	\$3,691.35
Girls Cross Country		0.5*	0.09	\$2,292.75	\$2,636.73	\$3,164.04	\$3,691.35
Girls Tennis		1*	0.09	\$2,292.75	\$2,636.73	\$3,164.04	\$3,691.35
Boys Tennis		1*	0.09	\$2,292.75	\$2,636.73	\$3,164.04	\$3,691.35
Varsity sports without middle school programs							
HEAD COACHES							
Baseball		1	0.11	\$2,802.25	\$3,222.67	\$3,867.16	\$4,511.65
Softball		1	0.11	\$2,802.25	\$3,222.67	\$3,867.16	\$4,511.65
Golf		1	0.11	\$2,802.25	\$3,222.67	\$3,867.16	\$4,511.65
Cheerleading	Fall	1	0.07	\$1,783.25	\$2,050.79	\$2,460.92	\$2,871.05
Cheerleading	Winter	1	0.11	\$2,802.25	\$3,222.67	\$3,867.16	\$4,511.65
Boys Soccer		1	0.11	\$2,802.25	\$3,222.67	\$3,867.16	\$4,511.65
Girls Soccer		1	0.11	\$2,802.25	\$3,222.67	\$3,867.16	\$4,511.65
ASSISTANT COACHES							
Baseball		3*	0.07	\$1,783.25	\$2,050.79	\$2,460.92	\$2,871.05
Softball		3*	0.07	\$1,783.25	\$2,050.79	\$2,460.92	\$2,871.05
Golf		1*	0.07	\$1,783.25	\$2,050.79	\$2,460.92	\$2,871.05
Cheerleading	Fall	2	0.06	\$1,528.50	\$1,757.82	\$2,109.36	\$2,460.90
Cheerleading	Winter	2	0.07	\$1,783.25	\$2,050.79	\$2,460.92	\$2,871.05
Boys Soccer		1	0.07	\$1,783.25	\$2,050.79	\$2,460.92	\$2,871.05
Girls Soccer		1	0.07	\$1,783.25	\$2,050.79	\$2,460.92	\$2,871.05

* Providing the number of athletes in the program meet the requirements.

		STEP	1	4	8	12
			\$25,475.00	\$29,297.00	\$35,156.00	\$41,015.00
Middle School Sports		Number of Coaches				
HEAD COACH		Percent				
Girls 7th Basketball	1	0.07	\$1,783.25	\$2,050.79	\$2,460.92	\$2,871.05
Girls 8th Basketball	1	0.07	\$1,783.25	\$2,050.79	\$2,460.92	\$2,871.05
Boys 7th Basketball	1	0.07	\$1,783.25	\$2,050.79	\$2,460.92	\$2,871.05
Boys 8th Basketball	1	0.07	\$1,783.25	\$2,050.79	\$2,460.92	\$2,871.05
Girls 7th Volleyball	1	0.07	\$1,783.25	\$2,050.79	\$2,460.92	\$2,871.05
Girls 8th Volleyball	1	0.07	\$1,783.25	\$2,050.79	\$2,460.92	\$2,871.05
Cross Country	1	0.07	\$1,783.25	\$2,050.79	\$2,460.92	\$2,871.05
Wrestling	1	0.07	\$1,783.25	\$2,050.79	\$2,460.92	\$2,871.05
Tennis	1	0.07	\$1,783.25	\$2,050.79	\$2,460.92	\$2,871.05
Track	1	0.07	\$1,783.25	\$2,050.79	\$2,460.92	\$2,871.05
ASSISTANT COACHES						
Girls 7th Basketball	1	0.06	\$1,528.50	\$1,757.82	\$2,109.36	\$2,460.90
Girls 8th Basketball	1	0.06	\$1,528.50	\$1,757.82	\$2,109.36	\$2,460.90
Boys 7th Basketball	1	0.06	\$1,528.50	\$1,757.82	\$2,109.36	\$2,460.90
Boys 8th Basketball	1	0.06	\$1,528.50	\$1,757.82	\$2,109.36	\$2,460.90
Girls 7th Volleyball	1	0.06	\$1,528.50	\$1,757.82	\$2,109.36	\$2,460.90
Girls 8th Volleyball	1	0.06	\$1,528.50	\$1,757.82	\$2,109.36	\$2,460.90
Cross Country	1*	0.06	\$1,528.50	\$1,757.82	\$2,109.36	\$2,460.90
Wrestling	1*	0.06	\$1,528.50	\$1,757.82	\$2,109.36	\$2,460.90
Tennis	1*	0.06	\$1,528.50	\$1,757.82	\$2,109.36	\$2,460.90
Track	2*	0.06	\$1,528.50	\$1,757.82	\$2,109.36	\$2,460.90
Miscellaneous						
Weight room monitor	Fall	0.06	\$1,528.50	\$1,757.82	\$2,109.36	\$2,460.90
Weight room monitor	Winter	0.06	\$1,528.50	\$1,757.82	\$2,109.36	\$2,460.90
Weight room monitor	Spring	0.06	\$1,528.50	\$1,757.82	\$2,109.36	\$2,460.90

* Providing the number of athletes in the program meet the requirements.

1997-98 Allegan Public Schools

550 Fifth Street
Allegan, MI 49010

No School
 Teachers work, no students
 1/2 day students, teachers work
★ Additional teacher hours
— MEAP and Proficiency Testing
SD Student Days (181)
TD Teacher Days (185.5)

First day for teachers- August 22, 1997
 First day for students- August 25, 1997
 Last day for students - June 4, 1998
 Last day for teachers - June 5, 1998
 June 5, 1998 will be one half work day.

August

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

September

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

October

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

November

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

December

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

January

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

February

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

March

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

April

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

May

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

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
SD-4					TD-4.5	

School Day Begins: High School, Middle School 7:50 Dawson, North Ward, West Ward 8:50 Pine Trails 9:00 Alternative Ed. 7:50
School Day Ends: 2:20 3:30 3:40 2:15

Parent Teacher Conferences:

November 4-6, 1997

March 24-26, 1998

	<u>Elementary</u>	<u>Middle School</u>	<u>High School</u>	<u>Alternative Ed.</u>
Tuesday - Students in school all day	Conferences: 6:00-8:30	3:00-7:00	3:00-6:00	Internal
Wednesday - Students in school for a half day	Conferences: 5:00-7:30	5:00-8:30	5:00-8:30	Scheduling
Thursday - Students in school for a half day	Conferences: 1:00-6:30	12:00-3:00	12:00-4:00	

EMPLOYEE OBSERVATION FORM

Employee _____

Evaluator _____

Grade/Subject _____

School _____ Date _____

Tenure _____ Probationary _____

Meets or Exceeds
 Acceptable Standards
 Needs Improvement
 Unsatisfactory
 Not Observed
 Not Applicable
 Indicators/Comments

A. Knowledge of Subject Matter						
1. Demonstrates appropriate knowledge of subject matter and/or available materials and structures in assigned teaching responsibilities.						
2. Responds knowledgeably to students' questions on subjects.						
3. Accesses current available resources in areas of teaching responsibility.						
B. Teaching Methodology						
1. Develops and maintains a stimulating and productive learning environment.						
2. Recognizes individual differences among students in terms of social and academic development.						
3. Provides instruction that is appropriate according to the designated curriculum of the school district.						
4. Clearly present objectives in lesson presentations.						
5. Implements methods for assessing, evaluating and adjusting teaching methods according to the capabilities and readiness of students.						
6. Utilizes learning materials that are relevant to the objects and goals of the curriculum/lessons.						
7. Evaluates instructional effectiveness in terms of student learning.						
8. Develops and maintains a physical classroom environment that is conducive to learning.						
9. Develops, implements and maintains methods of instruction that serve to optimize the quality of learning in the classroom.						
a. Communicates daily lesson objectives and goals clearly to students.						
b. Focuses student attention.						

EMPLOYEE OBSERVATION FORM

Employee _____

	Meets or Exceeds Acceptable Standards	Needs Improvement	Unsatisfactory	Not Observed	Not Applicable	Indicators/Comments
c. Utilizes effective time management in organizing the classroom for learning						
d. Implements effective pacing in presenting daily learning activities to students.						
e. Sets tasks at the correct level of difficulty for students.						
f. Utilizes effective methods in obtaining learning feedback from students on a daily basis.						
g. Monitors student comprehension and adjusts methods before introducing new materials.						
h. Provides feedback to students.						
i. Sets appropriate achievement expectations for all students.						
j. Focuses on developing and implementing teaching methods that enhance critical and reflective thinking in students.						
k. Considers individual differences in students when making instructional decisions and when implementing the daily lesson.						
l. Utilizes a variety of instructional techniques and learning activities.						
m. Involves students in the learning process.						
10. Generates learning motivation and enthusiasm in students.						
C. Student Management						
1. Assumes responsibility for overall discipline.						
2. Enforces school and classroom rules.						
3. Handles student discipline problems effectively.						
4. Uses consistent and fair treatment with students.						

EMPLOYEE OBSERVATION FORM

Employee _____

	Meets or Exceeds Acceptable Standards	Needs Improvement	Unsatisfactory	Not Observed	Not Applicable	Indicators/Comments
5. Provides a positive and controlled learning environment.						
6. Utilizes a reasonable variety of techniques and methods for remedying unacceptable student behaviors.						
D. Rapport with Parents, Students and Staff						
1. Gains confidence and respect of pupils						
2. Maintains confidentiality about pupils and their families.						
3. Promotes positive self-image in students.						
4. Works understandingly and cooperatively with parents.						
5. Communicates effectively with parents.						
6. Encourages parents involvement and contact.						
7. Cooperates with colleagues.						
8. Accepts share of responsibility.						
9. Demonstrates self-control.						
E. Professional Involvement						
1. Seeks suggestions from administration and colleagues.						
2. Keeps aware of current educational developments.						
3. Willing to experiment with new methods.						
4. Participates in in-service meetings and other growth opportunities.						
F. Personal/Professional Characteristics						
1. Completes tasks efficiently and on time.						
2. Maintains accurate records.						
3. Complies with building and district rules, regulations, directives and policies.						
4. Profits from constructive criticism.						
5. Attempts to improve teaching effectiveness.						
6. Demonstrates proficiency in oral/written communication.						

The first part of the paper is devoted to a general discussion of the problem. It is shown that the problem is equivalent to the problem of finding a function $f(x)$ which satisfies the conditions

$$f(x) = \int_0^x f(t) dt + g(x)$$

where $g(x)$ is a given function. It is shown that the function $f(x)$ is uniquely determined by the conditions

$$f(0) = g(0)$$

and

$$f'(x) = g(x)$$

It is shown that the function $f(x)$ is given by the formula

$$f(x) = g(x) + \int_0^x g(t) dt$$

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