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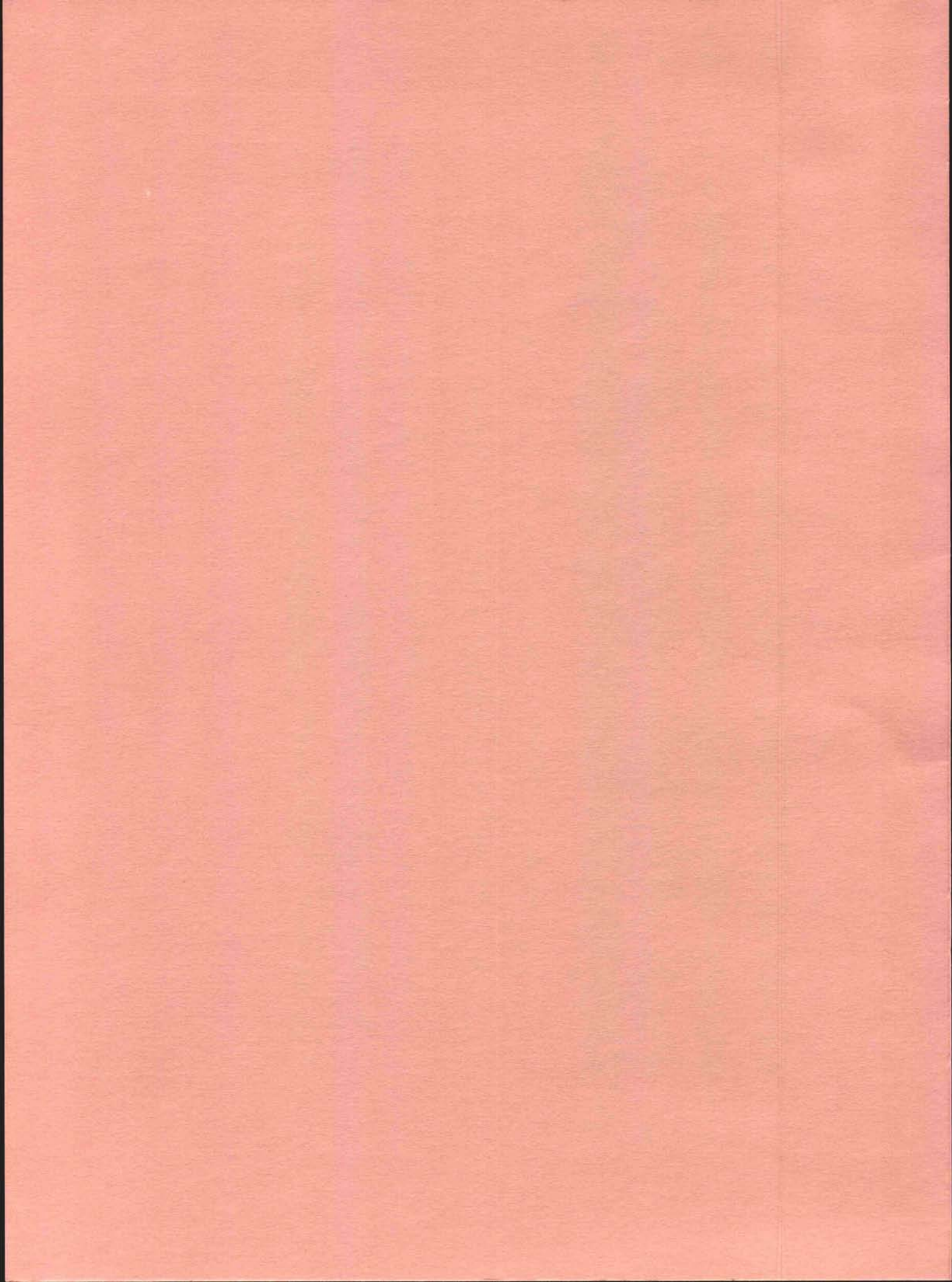
AGREEMENT

BETWEEN

CRESTWOOD SCHOOL DISTRICT
AND
CRESTWOOD FEDERATION OF TEACHERS

SEPTEMBER 1, 1998 - AUGUST 31, 2001

Crestwood School District



This Agreement is entered into this 24th day of August, 1998 by and between the Crestwood School District (herein-after called the School District), and the Crestwood Federation of Teachers (herein-after called the Federation).

PREAMBLE

WHEREAS, the School District and the Federation recognize their rights and obligations pursuant to the Michigan Public Employment Relations Act and the Statements of Policy contained therein; and

WHEREAS, the School District and the Federation have entered into good faith negotiations and reached agreement upon wages, hours and other terms and conditions of employment;

The School District and the Federation do hereby set forth and memorialize this, their full agreement.

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ARTICLE I
RECOGNITION

SECTION A: EMPLOYEES COVERED

The School District hereby recognizes the Federation as the exclusive and sole bargaining agent as defined in Section II of Act 379, Public Acts of 1965, for all certified personnel in the appropriate bargaining unit, described and defined as: currently contracted certified classroom teachers, librarians, speech correctionists, school psychologists, school social workers, and counselors and excluding administrative supervisory personnel such as Superintendent, Assistant Superintendents, Managers, Coordinators, Directors, Supervisors, Principals, Assistant Principals, and all other employees not within the definition above.

SECTION B: DEFINITION

The terms "teacher" or "employee", singular or plural, when used hereinafter in this Agreement, shall refer to all personnel represented by the Federation in the bargaining unit as defined above, and references to one gender shall include the other gender.

ARTICLE II
RIGHTS OF THE SCHOOL DISTRICT

SECTION A: SCHOOL DISTRICT RIGHTS

It is agreed that the School District hereby retains and reserves unto itself, without limitation and without prior negotiations with the Federation, all the powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitutions of the State of Michigan and of the United States, including, and without limiting the generality of the foregoing, the rights to:

1. The executive management and administrative control of the School District, its properties, equipment, facilities, and operations and to direct the activities and affairs of its employees.
2. Hire all employees and determine their qualification and the conditions of their continued employment.

3. Promote, transfer and assign all employees.
4. Determine the size of the work force, and to expand or reduce the work force.
5. Establish, continue or revise policies and adopt work rules and regulations.
6. Dismiss, demote and discipline employees.
7. Establish, modify or change any work, business or school hours or days.
8. Determine the services, supplies and equipment for its operations and to determine all methods and means of distributing, disseminating and/or delivering its services and methods, schedules and standards of operation, the means, methods and processes of carrying on the work, including automation or subcontracting thereof or changes therein, and the institution of new and/or improved methods.
9. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions thereof and the relocation or closing of office, departments, divisions or subdivisions, buildings or other facilities.
10. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations and determine the size of its administrative organization, its functions, authority, amount of supervision and table of organization.

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

ARTICLE III

CRESTWOOD FEDERATION OF TEACHERS RIGHTS

SECTION A: SCHOOL FACILITIES

The Federation, its authorized agents, and its members, shall have the right to use school building facilities for meetings to conduct Federation business, upon request and prior notice, provided such use does not interfere with the orderly operation of the School District. Time and location of the meeting shall be subject to coordination by the administration with other scheduled activities in the School District. When special custodial services are required, the School District may make a reasonable charge to the Federation therefor.

SECTION B: INTER-SCHOOL MAIL

The Federation shall have the right to place Federation material in school mailboxes of teachers.

SECTION C: POST NOTICES

The Federation shall have the right to post notices of activities and matters of the Federation on teacher bulletin boards located in faculty lounges.

SECTION D: EQUIPMENT

The Federation shall have the right, upon notification and approval of the Building Administrator, to use the following equipment located in the schools at reasonable times, when such equipment is not otherwise in use, for Federation business.

1. Copier machines.
2. Typewriters.
3. Calculating machines.
4. Overhead, film, and filmstrip projectors.

The Federation may make written requests to the Superintendent for use of other equipment not listed above and, if approved, shall be subject to the same limitations set forth herein. The Federation shall pay the cost to the School District of all materials and supplies incident to, and damage, excluding normal wear and tear, directly attributable to such use.

SECTION E: MEETING WITH SUPERINTENDENT

Upon the request of the Federation or the Superintendent, a meeting shall be arranged between the Crestwood Federation of Teachers' President and Superintendent to discuss assignments, transfers and the filling of vacancies.

SECTION F: RELEASE TIME

The Federation's President may arrange for release time for conducting Federation's business, not to exceed eleven (11) days per year, provided the Federation pays the cost of the substitute teacher.

SECTION G: DIRECTORY

On or before December 1 of every other school year, the Employer shall publish a staff directory, which shall include the names of teachers and administrators. The directory, or amendments, shall also list the home telephone numbers and addresses of those teachers and administrators providing written consent to the Employer by November 1.

In school years when a directory is not published, amendments, if any, will be provided to each teacher.

SECTION H: COPIES OF CONTRACT

Copies of this signed Agreement shall be reproduced at the expense of the Employer and presented to all teachers now employed or at the time of employment, to any teachers hereafter employed, during the term of this Agreement.

SECTION I: BOARD POLICIES

A copy of the School District Policy Manual shall be delivered to the Federation's President and amendments/revisions of School District policies shall be delivered to the Federation's President within fifteen (15) days of adoption by the School Board.

SECTION J: NOTICE OF BOARD MEETINGS, AGENDA AND MINUTES

The Federation shall provide two (2) telephone numbers by which the School District shall notify the Federation of any special meetings of the School Board. The School District shall provide the Federation with two (2) copies of the agenda and minutes of all public School Board meetings, special or regular.

SECTION K: DATA INFORMATION AVAILABILITY

The School District shall make available to the Federation at the office of the Superintendent within a reasonable time after its request the following records, if the records are available.

1. Financial audit.
2. Treasurer's reports.
3. Monthly membership reports.
4. Labor contracts of other employee groups.
5. Student projection counts as contained in the annual budget.
6. The number of students taking courses outside the District as of the fourth Friday count in each school year.

This Section does not require the School District to make a compilation, summary, or report of information.

SECTION L: POSTING OF SENIORITY LIST (S)

The Federation, no later than October 1 of each school year, shall be provided a copy of the seniority list(s) and the seniority list(s) shall be posted in the faculty lounge of each school building.

ARTICLE IV

ORGANIZATION SECURITY AND DEDUCTIONS FOR PROFESSIONAL DUES

SECTION A: DUES AND SERVICE FEES

All teachers following thirty (30) days after the effective date of this Agreement or thirty (30) days after the commencement of employment, whichever comes later, shall as a condition of employment pay monthly either:

1. Membership dues of the Federation, or
2. Service fees not in excess of the amount of dues uniformly required of members of the Federation.

The Federation shall certify to the School District at the beginning of each school year the membership of the Federation subject to deduction of membership dues or service fees and the amount of the monthly Federation dues or service fees to be deducted from the regular payroll check of those teachers who have voluntarily authorized in writing the deduction. These amounts so certified and deducted shall be forwarded to the Federation, provided that when a teacher objects to the proper amount of such deduction, the deduction as certified by the Federation shall be placed in an escrow account by the School District until a determination of the proper amount of the deduction has been adjudicated in the proper administrative and/or judicial forums. In the event that the teacher refuses to pay the proper amount as adjudicated for the representation service fee or membership fees, the failure shall constitute reasonable and just cause for dismissal. The School District shall terminate said teacher at the end of the school year and no grievance shall arise nor shall any grievance be processed out of this termination.

SECTION B: PAYROLL DEDUCTIONS

The School District shall make payroll deductions upon written authorization from teachers for tax sheltered annuities with Metropolitan Life Insurance Company, Sherson Lehman, Annuity Services, Inc., Wayne Out-County Teacher Credit Union, and/or any other plan or program jointly approved by the Federation and the School District. Monies remitted to the respective agencies shall be paid every two (2) weeks or monthly, as the agency itself prefers. All payroll deductions shall be itemized and identified separately on each statement of earnings and deductions to the extent practical by the capacity of the accounting system.

SECTION C: INDEMNIFICATION

The Federation agrees to indemnify and hold the School District, including each individual school board member, harmless against any and all claims, demands, costs, suits, damages, awards, judgments or other forms of liability, including, but not limited to, back pay damages and all court or administrative costs that may arise out of by reason of any action taken by the School District for the purpose of complying with this Article or because of clerical error in the administration thereof. It is specifically and expressly agreed that any payment for these specified reasons shall be made directly from the Federation to the demanding party and at no time shall the School District be obligated to pay out any monies for any reason associated with the provisions of this Article.

ARTICLE V

TEACHER RIGHTS AND PROTECTION

SECTION A: JUST CAUSE

No teacher on continuing tenure shall be disciplined by reprimand, orally or in writing, without just cause. The teacher shall be provided a copy of any written disciplinary reprimand and shall be required to sign for the same.

SECTION B: RIGHT TO REPRESENTATION

A teacher shall at all times be entitled to have present his/her building representative when he/she is being reprimanded, warned, or disciplined for any reason except when such action is necessary to meet an immediate situation. Such reprimand, warning or discipline shall not be made in the presence of students or fellow teachers.

SECTION C: STUDENT REMOVAL

A teacher may remove a pupil from a class and send the pupil to the school office consistent with School District policy on student discipline. Within twenty-four (24) hours of the removal, the teacher shall be notified of what action has been taken. If no action has been taken, the teacher shall be informed of the reasons.

SECTION D: STUDENT ASSAULTS

Any cases of assault upon a teacher shall be promptly reported to the building principal. In the event that law enforcement or judicial authorities are involved in cases of assault upon a teacher or if any teacher is complained against or sued as a result of any action taken by the teacher while acting within the scope of employment, the School District will pay a reasonable and standard charge for a meeting with legal counsel of the teacher's choice to advise the teacher of his/her rights and obligations in such matter, provided that such protection is not available through the Federation or insurance coverage and if the teacher has not been negligent or at fault in the matter.

Time lost by a teacher in connection with any school related incident described above shall not be charged against the teacher if the teacher has not been held negligent or at fault.

SECTION E: TEACHER LIABILITY COVERAGE

Teachers shall be provided legal defense and comprehensive liability coverage in the amount of One Million and 00/100 (\$1,000,000.00) Dollars per occurrence, in accordance with the terms and provisions of the School District's liability plan or policy. The School District shall provide the Federation's President with a certification of coverage.

SECTION F: SPECIAL SERVICES

The School District will provide diagnostic evaluation, speech therapy, social work assistance, and other special education services that may be required to assist in handling students with special problems.

SECTION G: TEACHER AIDES

Teachers and administrators may involve teacher's aides in:

1. Performance of non instructional duties.
2. Assistance to them in instructional related activities.

With respect to the use of teacher aides in the classroom, the teacher shall make the classroom education decisions, form lesson plans, select curriculum materials, formulate classroom objectives, and make any and all initial presentations of materials and concepts.

SECTION H: PERSONNEL FILE

Each teacher shall have the right upon request to review the contents of his/her own personnel files. A representative of the Federation may, at the teacher's request, accompany the teacher in this review. The review shall be made in the presence of the administrator responsible for the safekeeping of these files. Personal references and university or other recommendations such as normally sought at the time of employment or advancement are specifically exempt from review. The administrator shall in the presence of the teacher's authorized representative remove these credentials and confidential reports from the file prior to a review of the file by the teacher.

ARTICLE VI

ASSIGNMENTS, VACANCIES AND TRANSFERS

SECTION A: ASSIGNMENTS

The Superintendent, or his designee, shall give each teacher written notice of his/her tentative teaching assignment for the forthcoming school year five (5) working days prior to the end of the teacher work year. Should changes in assignment thereafter be made, the teacher shall be notified immediately, in writing, the reasons for the change. In no event shall changes in a teacher's assignment be made later than the 15th day of August preceding the commencement of the school year without good cause and the sufficiency of the cause shall either be subject to the grievance procedure or the teacher may resign his/her position in good standing. Any resignation shall be deemed to be for good cause for purposes under the Teacher Tenure Act.

Since students are entitled to be taught by teachers who are working within the area of their competence, teachers shall not be assigned or transferred outside the scope of their teaching certificates and their area of qualification as defined in Article XIIA. Provided, however, this provision may be waived for good cause upon written agreement of the Federation and the School District.

SECTION B: VACANCIES

A vacancy shall be defined as an assignment declared open for the forthcoming school year due to the death, retirement, dismissal or resignation of a teacher during the period of time from September 15th to June 30th of the current school year and which is not filled pursuant to the recall provisions of Article XII. The School District shall publicize the vacancy and provide for appropriate posting at least ten (10) days in every school building. A copy of the posting shall be sent to the President of the Crestwood Federation of Teachers at the last address provided by the Crestwood Federation of Teachers. Teachers who are certified and qualified (as defined in Article XIIA) for the assignment, may bid on the vacancy during the ten (10) days of posting.

In filling a vacancy, the School District shall consider several factors, including, but not limited to, the applicants' competency, teaching experience, academic preparation in the subject area and/or grade level to be taught, seniority in the bargaining unit and the best interests of the educational and instructional program. The Superintendent's, or designee's decision in filling the vacancy shall be final and the decision shall not be the basis of a grievance.

Vacancies that occur during the school year may be filled with outside personnel until the end of the school year.

SECTION C: INVOLUNTARY TRANSFER TO POSITIONS/VACANCIES

An involuntary transfer is defined as movement of a teacher without consent from their assigned position during the school year to a position which is out of their present assigned subject area. No involuntary transfer shall be made, except in cases of emergency or to prevent undue disruption of the instructional program, prevent layoff or accommodate recall. In the event an involuntary transfer is made, the Superintendent shall notify the affected teacher and the Federation, in writing, of the reasons for the transfer. If the teacher objects to the involuntary transfer, the teacher may file a transfer request form for their prior position. If the teacher objects to such involuntary transfer, he/she may submit the dispute for resolution through the professional grievance procedure, or he/she shall have the opportunity to resign his position in good standing. Any resignation under the foregoing provision shall be deemed to be for good cause for purpose of the Tenure Act.

SECTION D: TRANSFER TO SUPERVISORY POSITIONS

Any teacher who shall be transferred to a supervisory or executive position and shall later return to teacher status shall be entitled to retain such rights as he/she may have had under this Agreement prior to such transfer to supervisory or executive status, provided that seniority rights are consistent with Article XI, Seniority Rights.

SECTION E: EXTRACURRICULAR VACANCIES

Vacancies in extracurricular positions which arise at least thirty (30) days prior to commencement of the activity shall be posted for at least five (5) school days in every school building prior to being filled. All things being equal, the application from within the district shall be given preference. If teachers who are currently performing Schedule B positions do not sign to perform those duties by May 15, the position will be posted for application.

SECTION F: EXCLUSIVITY OF LAYOFF AND RECALL PROVISIONS

In the event of a reduction in personnel or recall, the provisions of this agreement regarding reductions in personnel and recall in Article XII shall be applied exclusively and shall supersede the provisions of this Article.

SECTION G: DRIVER EDUCATION VACANCIES

Members of the Federation shall be given preference for Driver Education vacancies. Vacancies in Driver Education positions which arise at least thirty (30) days prior to commencement of the course shall be posted for at least five (5) days in every school building prior to being filled.

ARTICLE VII

SCHOOL DAYS

SECTION A: GENERAL RESPONSIBILITIES

The teacher's regular workday shall include responsibility for supervision of the arrival and departure of students within the building, attendance at scheduled staff meetings, preparation for the performance of classroom responsibility, and availability for student and parent conferences. All teachers shall remain for a sufficient period after the close of the scheduled workday to attend to those matters which properly require attention at that time, including consultations with parents.

SECTION B: TIME SCHEDULE

All teachers in the secondary and middle schools shall have a six (6) hour and forty (40) minute day. All elementary schools shall have a seven (7) hour and ten (10) minute day. The workday shall not begin prior to 7:00 a.m. nor end later than 4:00 p.m. Duty time shall be continuous except for the scheduled lunch period. Secondary and middle schools will have approximately fifty-five (55) minute class periods of five (5) teaching periods per day.

For any school year in which 1098 or more hours of instruction are required then the following schedule applies:

All teachers in the secondary and middle schools shall have a six (6) hour and fifty-eight (58) minute day. All elementary schools shall have a seven (7) hour and twenty-eight (28) minute day. The workday shall not begin prior to 7:00 a.m. nor end later than 4:00 p.m. Duty time shall be continuous except for the scheduled lunch period. Secondary and middle schools will have approximately fifty-eight (58) minute class periods of five (5) teaching periods per day.

Secondary (9-12) and middle school (5-8) teachers shall report to their schools ten (10) minutes before the opening of the pupils' school day. Elementary (grades K-4) teachers shall report to their schools twenty-one (21) minutes before the opening of the pupils' school day.

SECTION C: LUNCH

Each secondary and middle school teacher shall have a twenty-five (25) minutes duty-free lunch with a five (5) minute passing period before and after lunch. Each elementary teacher shall have a duty-free lunch period of forty-five (45) minutes.

SECTION D: PLANNING PERIODS

Secondary and middle school teachers shall have at least five (5) unassigned planning periods per week of approximately fifty-five (55) minutes duration. Planning periods may be rotated to accommodate scheduling and need not provide staff with a common planning period.

Elementary teachers shall have a twenty (20) minute planning period prior to the opening of the pupil school day.

For any school year in which 1098 hours of instruction are required then the following schedule applies:

Secondary and middle school teachers shall have at least five (5) unassigned planning periods per week of approximately fifty-eight (58) minutes duration. Planning periods may be rotated to accommodate scheduling and need not provide staff with a common planning period.

Elementary teachers shall report to the building twenty-one (21) minutes prior to the beginning of instruction for purposes of planning and other professional responsibilities.

SECTION E: SPECIAL INSTRUCTION AND RECESS TIME

No elementary teacher shall be scheduled to be present in the classroom during the time students are receiving instruction from a specialist in the field of art, vocal music, or physical education. All such unassigned time shall be used as preparation time. All teachers shall accompany pupils to the specialist and remain until a learning atmosphere is established.

Recess periods, other than lunch recess, are considered a part of the instructional day in the elementary school. A ratio of one (1) teacher to three (3) classes shall be used to determine the supervision of such recesses. There may be one (1) recess per day per grade level, not to exceed fifteen (15) minutes.

SECTION F: SUBJECT MATTER PREPARATION PERIODS

No secondary school teacher shall be required to make more than three (3) subject matter preparations. In special areas such as business educa-

tion and practical arts, the guidelines established by the North Central Association shall prevail.

SECTION G: EXTRA ASSIGNMENTS

No secondary or middle school teacher shall be required to extend his/her services beyond the limits established in this Article (VII), but a teacher may agree to such extended service provided he/she is compensated at one-sixth (1/6) of his daily rate of pay for each period taught beyond his schedule.

SECTION H: STAFF MEETINGS

Teachers shall attend any necessary meetings called by the principal, or department meetings called by department supervisors, provided that such meetings are scheduled for and held on Mondays immediately after school, and that attendance shall not be required more than three (3) meetings per month, each meeting lasting no longer than thirty-five (35) minutes. With the consent of the teachers involved, the limitations of this provision may be waived.

SECTION I: VOLUNTARY ATTENDANCE

Teacher attendance at Parent Teacher Organization meetings and open houses shall be voluntary.

SECTION J: PARENT TEACHER CONFERENCES

For grades K-4, four (4) one half days after the first marking period, and two (2) one half days after the third marking period shall be scheduled for the purpose of parent-teacher conferences. Two of these conferences may be held in the evening with one half day release time given for each evening conference. One of the half days of released time for the evening conference shall be given the Friday afternoon of the conference week.

For grades 5-8, two (2) one half days after the first marking period, and two (2) one half days after the third marking period shall be scheduled for the purpose of parent-teacher conferences. Two of these conferences may be held in the evening with one half day release time given for each evening conference. One of the half days of released time for the evening conference shall be given the Friday afternoon of the conference week.

For grades 9-12, two (2) one half days after the first marking period, and one half (1/2) day after the third marking period shall be scheduled for the purpose of parent-teacher conferences. These conferences may be

held in the evening with one half day release time given for each evening conference. One of the half days of released time for the evening conference shall be given the Friday afternoon of the conference week.

SECTION K: SCHEDULED CALENDAR DAYS

For elementary teachers, one half (1/2) day at the end of the first, third and fourth marking periods for the purpose of marking report cards shall be provided. During the 1998-99 school year no release time will be provided for the fourth marking period.

For middle school teachers, one half (1/2) day at the end of the first, third and fourth marking periods for the purpose of marking report cards shall be provided.

For high school teachers, two (2) one half (1/2) days for exams at the end of each semester shall be provided.

SECTION L: REPORTING UNAVAILABILITY FOR WORK

Teachers shall report their unavailability for work at least one (1) hour prior to their regularly scheduled reporting time. The School District shall provide a telephone answering device which will enable teachers to report their unavailability for work during the time when the switchboard is not in operation.

Once the teacher has reported unavailability for work, it shall be the responsibility of the administration to arrange for a substitute.

If a substitute does not satisfactorily carry out the duties to be assigned to him, the classroom teacher may request a review by the administration of the eligibility of that substitute.

SECTION M: CANCELLED STUDENT INSTRUCTION DAYS

If in the discretion of the Superintendent, or his designee, scheduled student instruction days are cancelled due to conditions not within the control of the School District, such as, by way of example, severe storms, fires, epidemics, or health conditions as defined by City, County or State authorities, the cancelled scheduled student instruction days shall be made up immediately following the last student attendance day and the teacher workdays will be advanced accordingly. All make-up days shall be without additional compensation. The School District and the organization may make up the cancelled days through mutually agreed upon alternatives. Provided, however, the first two (2) cancelled days shall not be made up if those days are counted as days of pupil instruction under the laws of the State of Michigan and the Rules and Regulations of the State Board of Education and the Department of Education.

ARTICLE VIII

WORKING CONDITIONS

SECTION A: STUDENT SUPERVISION

Each principal shall develop for his/her building a schedule for the supervision of students entering the building during the ten (10) minute period prior to the beginning of the pupil school day. This schedule shall require a ratio for supervision not greater than one (1) teacher to three (3) classes. Such ratio shall be based on the number of classes scheduled for the beginning of the student day. It is understood that this schedule will equally divide the responsibility for the supervision among all the teachers of the building.

SECTION B: TEACHING CONDITIONS

The parties recognize that optimum school facilities for both student and teacher are desirable to ensure the high quality of education that is the goal of both the Federation and the School District. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed toward insurance that the energy of the teacher is primarily utilized to this end.

SECTION C: CLASS SIZE

The pupil teacher ratio is an important aspect of an effective educational program. The parties agree that class size shall not exceed the following standards, provided that if an emergency situation exists, such standards may be modified, with agreement with the Federation.

1.	ELEMENTARY	CLASS SIZE
	K-4	30
	Combination Grades	28
2.	MIDDLE SCHOOL	
	5-6	30
	7-8	Secondary Sizes

3. SECONDARY 9-12

English; Foreign Language)	
Social Studies)	
Business; Typing)	
General Education)	34
Mathematics)	
Science)	
Drafting)	
Industrial Arts)	
Vocational Shop)	28
Home Economics)	
Consumer and/or General Math	28
Physical Education)	
Hygiene)	40
Art	29
Reading Development	25
Computer Programming	30

4. To promote a successful mainstreamed learning environment for students identified as learning disabled and/or emotionally impaired, an equitable assignment of those students shall be made among the classes available to fulfill the student's schedule.

SECTION D: TEACHING FACILITIES

The School District shall provide:

1. A desk for each teacher assigned to a classroom and comparable facilities for each transient teacher. Lockable drawer space will be provided each teacher.
2. Suitable space for each teacher to store coats, overshoes and personal articles. The School District assumes no responsibility for lost or stolen personal property where a lockable space is provided.
3. Suitable chalkboard space in every classroom.

4. Copies, exclusively for each teacher's use of all texts used in each of the courses he/she is to teach, together with any teaching manuals designated for such text.
5. Adequate materials required in the daily teaching responsibility, including one classroom dictionary.
6. A teacher reference library in the district.

SECTION E: BUILDING CONDITIONS

The School District shall make available in each school, lunchroom and lavatory facilities exclusively for employee use and at least one room, properly furnished, which shall be reserved for use as a faculty lounge. Provisions for such facilities shall be made in all future buildings, however, this paragraph shall not be construed to require construction of additional facilities in present buildings.

SECTION F: PARKING

Off-street paved parking facilities shall be provided, a portion of which shall be designated exclusively for faculty use. Such space is to be determined by the needs of each building.

SECTION G: MONEY COLLECTION

No teachers shall be required to supervise or collect monies for milk, pictures, albums, lunch or student insurance.

SECTION H: TELEPHONE

A telephone shall be made available in the teachers' lounge in each building. The School District shall assume responsibility for the basic instrument charge and local calls. All telephone service shall be restricted to local calls.

SECTION I: HEALTH AND SAFETY

Teachers shall not be required to work under hazardous conditions or to perform tasks which endanger their physical health or safety.

SECTION J: EARLY DISMISSAL

In the event that a student body of a building is dismissed during regular school hours for adverse conditions, teachers shall be permitted to leave at the time of such dismissal provided that the school grounds have been cleared of students.

SECTION K: SCHOOL CALENDAR

1998-99 School Calendar is Schedule C1.

1999-2000 School Calendar is Schedule C2 if the required hours of student instruction to receive full state aide are 1047.

1999-2000 School Calendar is Schedule C3 if the required hours of student instruction to receive full state aide are 1098.

2000-2001 School Calendar is Schedule C4 if the required hours of student instruction to receive full state aide are 1047.

2000-2001 School Calendar is Schedule C5 if the required hours of student instruction to receive full state aide are 1098.

2000-2001 School Calendar is Schedule C6 if the required hours of student instruction to receive full state aide are 1104.

If the school calendars set forth above do not provide a sufficient number of days of student instruction required for the School District to receive full state aide and not suffer a reduction, the parties shall meet to add the number of day(s) necessary to receive full state aide.

SECTION L: TRAVEL BETWEEN BUILDINGS

Whenever a teacher is required to travel between buildings as part of his/her daily schedule, that teacher will be allowed not less than fifteen (15) minutes for travel time between work stations from the ending time of one class to the beginning time of the next class.

SECTION M: STUDENT PROMOTION/RETENTION

The Federation recognizes by law that the Superintendent shall determine the promotion, retention and/or placement of the student. However, consideration shall be given to the teacher's written recommendation concerning such promotion or retention. The teacher shall receive prior written notice of any exception to the teacher's recommendation.

SECTION N: SUBSTITUTE PREFERENCE

Teachers may submit their preference of substitute to the building principal for consideration.

SECTION O: SUPERVISION OF STUDENT TEACHERS

Supervision by a teacher of a student teacher shall be voluntary and no

teacher shall supervise more than one such student teacher simultaneously. The School District shall remit to the supervising teacher any monies received from the university which placed the student teacher.

SECTION P: SHARED TIME POSITIONS

The Superintendent may, in his discretion, approve shared teaching positions. Applications for a shared position during the first semester of a school year must be received by May 1st of the prior school year. Applications for a shared position during the second semester must be received by December 15th of that school year. Vacancies created by the establishment of shared teaching positions during the second semester of any school year will be posted. Teachers applying for and receiving a shared teaching position will remain in the position for a school year or the second semester of a school year.

Shared teaching positions shall be defined as two (2) teachers sharing a position for a school year on a daily basis or a semester each, which would otherwise have been a single assignment for one teacher. Each teacher sharing a position will receive a pro rated portion of his/her salary, as shown in Schedule B. Examples are as follows:

1. Two (2) teachers sharing a position for one (1) semester each would receive fifty (50%) percent of their full salary. Teachers teaching the first semester may have their salary paid for the first semester (approximately ten (10) pays), or the school year (approximately twenty (20) pays), or through the summer (twenty-six (26) pays). Salary would not begin for those teachers teaching the second semester until employment begins, and could be paid at the request of the teacher over the balance of the second semester and through the summer.
2. Two (2) teachers sharing a position on a daily basis will receive a pro rated salary based on the ratio of classes taught to the total classes normally assigned, i. e., two (2) of six (6) periods would equal 33-1/3% salary.
3. Two (2) kindergarten teachers sharing a position on a daily basis for the school year (one for AM and one for PM) will receive fifty (50%) percent of their full salary.

Teachers teaching full-time for one (1) semester would receive one-half the annual accumulated paid leave days granted to teachers in a full time assignment for a full school year, with one (1) full day deducted for each full day's absence.

Teachers teaching each day (but less than a full day) would receive the

same number of annual accumulated paid leave days granted to teachers in full-time assignments for a full school year and would lose one (1) full day for each day's absence. Should a shared time teacher who has accumulated days in his/her sick leave bank while teaching full-time and who is teaching less than a full day (each day) be absent more than thirteen (13) days during the school year, then beginning with the fourteenth (14th) day of absence, the deduction from that teacher's sick leave bank (which was accumulated through full-time work) would be prorated based upon the teacher's assignment (one-half (1/2) day for one-half (1/2) time employment).

All shared time teachers will receive full insurance benefits.

Each teacher participating in an approved shared teaching position will continue to accrue seniority on a full-time basis. Experience on the salary schedule shall be granted according to the schedule in Article XV B.

Teachers participating in a shared teaching program must give notice to the Superintendent by March 1 of their desire to continue in a shared teaching position for the next school year. This notice is the responsibility of the individual teacher. In the event a teacher elects not to continue in a shared teaching position, the involved teachers will be assigned a full-time position for the following school year, subject to reduction in personnel.

SECTION Q: COUNSELORS

Counselors will work the teacher year plus up to thirteen (13) additional days, paid at their per diem rate, scheduled continuous to the end or beginning of the school year as determined by the School District. Counselors will be notified of the scheduled dates of the additional days no later than May 15. Counselor's workday is continuous duty, excluding lunch. Counselors shall not receive a planning period.

ARTICLE IX

INSTRUCTIONAL IMPROVEMENT

SECTION A: INSERVICE

The School District and the Federation recognize that local inservice education is desirable. Therefore, teachers shall attend all regularly scheduled professional meetings, including institutes and workshops, when release time is provided. The Superintendent may designate portions of the normally scheduled school day for district, building, or individual inservice educational workshops.

In addition to any inservice scheduled as part of the calendar, up to four (4) one-half (1/2) District and or building inservice days may be scheduled each school year. The dates shall be determined at the discretion of the Superintendent or his designee. In the case of District inservice, the dates and content of the inservice shall be established by the Superintendent, or his designee, after consultation with the Curriculum Council. In the case of building inservice, the dates and content of the inservice shall be established by the Superintendent or his designee, after consultation with the School Improvement Committee and the building representative.”

SECTION B: PROFESSIONAL DEVELOPMENT INDUCTION

During the first three (3) years of employment in classroom teaching, a teacher shall be required to receive intensive professional development induction into teaching, including classroom management and instructional delivery. The intensive professional development shall consist of five (5) days, in each of the first three (3) years of employment, of professional development, the experiencing of effective practices in university-linked professional development schools, and regional seminars conducted by master teachers and other mentors. The five (5) days of professional development each year are in addition to the professional development days provided for in the regular school calendar, are without additional compensation, and, as a condition of continued employment, the five (5) days each year shall be completed by April 1 of each school year.

The administration shall make teachers aware of professional development seminars, workshops, inservices, and other activities which have been approved by the administration as qualifying for a professional development day. A teacher may also make application to the administration for the approval of professional development activities he/she may want to attend.

SECTION C: CONFERENCE ATTENDANCE

Teacher attendance at conferences, workshops and conventions will be based upon the needs and interests of the District and teacher(s) and the financial limits allocated by the School District for such purpose or the funds available from other outside sources. Attendance may be granted upon the recommendation of the principal and the approval of the Superintendent, or his designee. The Superintendent, or his designee, shall determine at the time of approval the limits and items of expense which will be reimbursed by the School district and whether the teacher will attend without loss of compensation.

At the request of the Federation, and with the approval of the Superintendent, or at the request of the Superintendent, arrangements shall be made for after school courses, workshops, conferences and programs designed to improve the quality of instruction. Every effort will be made to obtain people of the highest qualifications to participate in the presentation of such programs.

SECTION D: TEACHER EVALUATION

The work performance of all teachers shall be evaluated in writing. Probationary teachers shall be observed at least twice during the school year; at least once between October 1 and December 1, and once between January 15 and March 15. A year-end evaluation shall follow the last observation. Tenured teachers should be observed and evaluated at least once every other year.

Evaluations shall be conducted by the teacher's immediate supervisor, an administrator working in the same building or an administrator designated by the Superintendent who, in his opinion, is competent. If a teacher works in more than one building or under the direct supervision of a special area coordinator, he/she shall be evaluated by the principal of each building and a coordinator of that special area. Each observation shall be made in person, and one observation shall be for at least one full class session.

Within five (5) days of the written evaluation, at the request of either party, the administrator shall hold a conference with the teacher he/she observed and discuss his/her evaluation. Each teacher shall receive a copy of his/her evaluation. The teacher may attach a statement providing additional pertinent information, if desired.

No later than April 15 of each school year, the final written evaluation report will be furnished to the Superintendent for each probationary teacher. A copy shall be furnished to the teacher. If the report contains any information not previously known to and discussed with the probationary teacher, the teacher shall have an opportunity to submit additional information to the Superintendent. In the event a probationary teacher is not continued in employment, the Superintendent, or his designee, will advise the teacher of the reasons therefore in writing.

SECTION E: PERSONNEL FILE/COMMUNICATIONS AND EVALUATIONS

All communications, including evaluations, by Crestwood administrators, commendations, and validated complaints directed toward the teacher which are included in the personnel file, shall be called to the teacher's attention at the time of inclusion and signed by the teacher. Any complaint or other communication from non-professional sources

not specifically brought to the attention of a teacher when received may not be used as a basis for subsequent disciplinary action. All notifications to the teachers covered in this paragraph shall be in writing.

ARTICLE X

CURRICULUM COUNCIL

SECTION A:

A curriculum council is hereby established for the Crestwood School District to study, evaluate, and make recommendations to the Superintendent of Schools and the School Board concerning curriculum study and revision. The purpose of the council shall be to promote continuity in the development and appraisal of the instructional program, kindergarten through the twelfth grade.

1. All such programs, textbooks and equipment must be presented to and discussed with the building, department or grade level staff affected by the proposed program. Such presentation shall be made verbally to the affected group preceded by a distribution of available school district printed information regarding proposed program.
2. Following the presentation and discussion, members of the affected building, department or grade level staff may submit in writing to the Curriculum Council concurring and/or dissenting opinions. These opinions shall be forwarded in writing to the Curriculum Council prior to its consideration of the program.
3. Following implementation of stages (1) and (2) above, the proposed program shall be considered by the Curriculum Council. A recommendation will be developed by the Curriculum Council concerning the proposed program and will be forwarded to the Superintendent for presentation to the School Board, along with his/her own recommendations.
4. The decisions of this Council shall be reached by a majority vote of the members present; provided the teacher representatives comprise a majority of those in attendance.
5. The Council shall meet at least five (5) times a year from 4:00 p.m. until 6:00 p.m. Participants will be paid \$65.00 per meeting.
6. The Council shall determine its procedure for efficient operation.

SECTION B:

The Council shall be composed of:

1. The Superintendent or his/her designee as chairman.
2. The Superintendent as ex-officio nonvoting member when not serving as chairman.
3. The principal of each school.
4. Two teachers elected from the high school level, two teachers elected from the middle school level, and one teacher from each elementary building.
5. One teacher of special education students.
6. Alternates may be elected to serve in the absence of a member who is unable to participate due to extenuating circumstances.
7. Teachers shall comprise a majority of the representatives on Curriculum Council.

SECTION C:

Matters for study by the Curriculum council shall be initiated through the proper channels of communication as determined by the Council as part of its organizational procedure.

SECTION D:

The School Board shall establish all instructional programs for the School District.

ARTICLE XI

SENIORITY

SECTION A: SENIORITY FOR EMPLOYEES HIRED AS OF JUNE 30, 1989

The parties have agreed to the seniority date of all teachers, and those qualified administrators, who were employed as of June 30, 1989. The seniority date of each is set forth on one of three separate lists. The first seniority list comprises those employees who were currently working on May 7, 1985 (hereinafter referred to as the "first list"). The second list comprises those employees who were on layoff as of May 7, 1985 (hereinafter referred to as the "second list"). The third list comprises

those employees who were hired after May 7, 1985 (hereinafter referred to as the "third list"). As to those teachers and administrators listed on one of the first three lists, their seniority date shall be forever conclusive and final, except as modified by Section D below, as long as the listed teacher or administrator remains continuously employed by the School District. Any person whose continuous service was interrupted because of (1) resignation, (2) dismissal, (3) failure to return upon expiration of a leave of absence, (4) retirement, shall forfeit his/her original seniority date.

**SECTION B: SENIORITY FOR EMPLOYEES HIRED ON OR AFTER
JULY 1, 1989**

The seniority dates for new hires employed on or after July 1, 1989 (hereinafter referred to as the "fourth list") shall be in accordance with Section C below. The fourth list seniority dates shall be forever conclusive and final, except as modified by Section D below, as long as the employee remains continuously employed by the School District and the teacher does not object to his/her seniority date within ten (10) days after being first informed by the School District, in writing, of his/her seniority date.

SECTION C: DEFINITION OF SENIORITY FOR NEW HIRES

Seniority shall be defined, for those teachers employed on or after July 1, 1989, as the total years of service as an employee of the School District in a bargaining unit position commencing from the first day worked as a regular contractual teacher (following the last date of hire), excluding all substitute work, whether day-to-day or permanent.

SECTION D: TEACHER/ADMINISTRATIVE SENIORITY

Administrative personnel employed by the School District after September 1, 1985 shall not accrue seniority in the bargaining unit, but shall retain all seniority previously accrued as a teacher in the bargaining unit should they subsequently return to a position in the bargaining unit from an administrative position. Administrative personnel employed by the School District prior to September 1, 1985 shall continue to accrue seniority.

ARTICLE XII

REDUCTION OF PERSONNEL

SECTION A:

In the event of a reduction of personnel, the School District shall, for purposes of layoff and recall only, first retain tenured teachers with the greatest seniority from the "first list", then shall retain tenured teachers with the greatest seniority from the "second list", then shall retain tenured teachers with the greatest seniority from the "third list", and lastly shall retain tenured teachers with the greatest seniority from the "fourth list"; provided, however, that the teachers retained, regardless of the particular "list", are certified and qualified to teach the available positions. Certified is defined as holding a valid certification from the Michigan Department of Education in the designated subjects and grade levels. Qualified is defined as:

1. For positions at the secondary level: possessing at least twenty-four (24) semester hours of academic preparation in the subject area to be taught and in compliance with the accreditation standards of the North Central Association of Colleges and Schools. In a reduction of personnel, if a teacher possesses at least eighteen (18) semester hours of academic preparation in the subject area to be taught, the teacher shall be eligible for initial placement in an available position and allowed one (1) school year grace period within which to acquire the necessary academic preparation to meet the twenty-four (24) semester hours requirement and comply with the accreditation standards of the North Central Association of Colleges and Schools. Proof of the necessary academic preparation and compliance with the accreditation standards must be filed with the School District no later than February 1 prior to the end of the grace period.
2. For positions at the seventh and eighth grade levels in Social Studies, Language Arts, Math or Science: possessing academic preparation in the subject area to be taught of at least eighteen (18) semester hours or previous teaching experience of at least two (2) years in the Crestwood School District (inclusive of experience gained in any annexed school district) in the subject area to be taught. For all other positions at the seventh and eighth grade levels, specific certification in the subject area to be taught is necessary.

In a reduction of personnel, if a teacher possesses at least ten (10) semester hours of academic preparation in the subject areas to be taught, the teacher shall be eligible for initial placement in

the available position and allowed one (1) school year grace period to meet the semester hour requirement. Proof of the necessary academic preparation and compliance with the accreditation standards must be filed with the School District no later than February 1 prior to the end of the grace period.

3. For positions at the elementary levels: possessing elementary certification, except for positions in special teaching areas such as Art, Physical Education, Vocal Music and Instrumental Music, for which the teacher must possess specific certification in the subject to be taught and meet the requirements of any federally funded or state aid program.

When two or more teachers employed prior to August 1, 1986 are equal in the above criteria, the teachers shall be given preference in rank order according to:

1. Advanced academic degrees related to the subject area to be taught;
2. Other advanced degrees;
3. Total semester hours of academic preparation in the subject area to be taught;
4. Full-time equivalent teaching experience in the Crestwood School District (inclusive of any experience gained in any annexed school district);
5. Verifiable teaching experience in other educational institutions on file with the Crestwood School district;
6. Ranking by drawing of straws.

Teachers hired after August 1, 1986 on the same date shall be ranked in seniority by drawing of straws.

SECTION B:

No teacher shall be laid off pursuant to a necessary reduction in personnel for any school year or portion thereof unless said teacher shall have been notified of the said layoff at least forty-five (45) days in advance.

SECTION C:

The School District shall furnish to the Federation a personnel list enu-

merating the seniority, certification and majors and minors of all teachers prior and pursuant to any reduction in personnel as defined in the Article.

SECTION D:

Tenure teachers on layoff shall be recalled in order of greatest seniority, in accordance with the lists priorities, to the next available position for which they are certified and qualified as defined in Section A above.

ARTICLE XIII

DEPARTMENT CHAIRPERSONS

SECTION A: DEFINITION

The Superintendent may appoint, at his discretion, department chairpersons in one or more of the following secondary subject areas, or other areas where he deems necessary:

1. English and Foreign Language
2. Social Studies
3. Science
4. Math
5. Business
6. Practical Arts

SECTION B: WAGES AND RELEASE TIMES

An appointed department chairperson shall receive \$2,000.00 per school year for the duties performed in that position or an hour of release time each day, whichever method is determined by the Superintendent.

SECTION C: SELECTION

Department chairpersons shall normally be appointed for a one (1) year term. Any secondary teacher may apply for the department chairperson positions. After all applications have been received, the administration shall select a department chairperson from the applicants.

SECTION D: DUTIES OF DEPARTMENT CHAIRPERSONS

1. Review lesson plans with all teachers in the department and establish procedures for the development of common goals and objectives for instructional improvement by teachers in their department.
2. Review all textbooks and recommend the purchase of supplementary textbooks and professional publications to the building principal.
3. Prepare and administer the department budget after consultation with the teachers in the department.
4. Maintain an inventory of the equipment and supplies within the department and administer the use of these materials.
5. Meet with the building principal to recommend revisions, deletions and new courses in the curriculum for that department.
6. Plan and conduct regularly scheduled department and subject area meetings; submit minutes of the meetings to the building principal.
7. Develop public relation promotions for the department such as displays, exhibits, special programs and news releases.
8. Provide orientation for all substitute teachers on a daily basis and provide the substitute with lesson plans, textbooks and all other materials necessary to successfully complete daily lessons.
9. Provide orientation for new teachers within the department including instruction as to how to obtain materials (necessary for that teacher's classes and assist the teacher when obtaining other supplies necessary).
10. Investigate and introduce modern teaching techniques, including review of professional periodicals necessary to promote ideas for improving the quality of education. The department chairperson shall also be responsible for informing the teachers within that department of professional articles and books which may be available for their study.
11. Assist the building principal in selection of teachers for that department through interviews, evaluations of teachers credentials, and written recommendations.

12. Attend all meetings, open houses, parent nights, orientation, citizen meetings, staff meetings, etc.
13. Assist in the development of the master schedule for teaching assignment, number of sections, and course offerings, and consult with the department staff regarding these recommendations.
14. Actively participate in the North Central Association Self Study and assist the North Central Association Visiting Team.

SECTION E: MISCELLANEOUS

Department chairpersons shall not be considered administrative personnel and shall not be responsible nor empowered with the ability to discipline other bargaining unit members.

Department chairpersons shall only be asked to act as substitute teachers in emergency situations.

Department chairpersons shall not have teacher tenure in the position of department chairperson and may be removed from the position during the school year in the discretion of the Superintendent.

The Superintendent, or his designee, may add to or delete from the prescribed duties set forth in Section D above.

ARTICLE XIV

LEAVES

SECTION A: PAID LEAVE

1. Annually at the beginning of the school year, each previously employed full-time teacher, continuing from the previous school year or a leave of absence, shall be provided a total of thirteen (13) days leave with pay to be used as protection against loss of income because of absence due to personal illness or accidental injury. Newly employed full-time teachers shall be provided an initial grant of four (4) days leave effective September 15 and a subsequent grant of four (4) days leave effective February 15 of their first school year of employment to be used only as protection against loss of income because of absence due to personal illness or accidental injury. All earned but unused leave days shall be cumulated to one hundred forty (140) days maximum accumulation. Days accumulated while teaching less than full-time and subsequently withdrawn shall be used as the portion of

the work day the teacher worked when earned. At the beginning of the school year, each teacher shall be provided with a statement of their accumulation as of the end of the previous school year.

Teachers who must leave during the work day because of sudden personal illness or accidental injury shall be charged with use of leave for the portion of the work day missed to the nearest one-sixth (1/6) of a work day.

The following requirement and procedures shall apply to all teachers:

- a. All teachers aware of an impending period of physical disability or illness shall notify the administration of such as soon as possible. Said notification is to be accompanied by a statement from the attending physician giving the anticipated date and duration of disability or illness. Said notification shall be filed with the Superintendent of Schools.

The teacher may be required to furnish medical certification of continued ability to perform the duties of employment once a month following initial notification.

To receive sick leave payment, the teacher must perform all duties until physically disabled and return to service as soon as physically able to perform all duties.

- b. A physician's certification verifying the physical illness or disability may be required when absences extend beyond three (3) consecutive days or when absences are caused by a chronic condition which results in an abnormal usage of leave days.

2. Each previously employed teacher may use a maximum of three (3) days leave with pay per school year to attend to matters of an urgent nature, which require the personal presence of the teacher and cannot reasonably be attended to at an alternative time which does not interfere with the duties of employment and for which other leave is not available under this Agreement. Such leave absolutely shall not be granted to participate in the affairs and business of the Federation, to engage in ventures for profit, to render services to another employer or organization, or to engage in recreational activity or competition of any sort. Such leave shall not be used the day before or after a holiday or vacation period. Such leave shall be deducted from the teach-

er's personal illness leave. Prior approval of the administration must be secured at least forty-eight (48) hours in advance of the time needed for such leave. In cases of emergency, which precludes at least forty-eight (48) hours advance notice, the administration may waive such notice. To receive payment for such days, the teacher must submit a statement on the form attached to this Agreement as Appendix A, certifying the matter as urgent, requiring their personal presence and containing a general statement of the nature of the matter.

3. Full-time teachers may use a maximum of two (2) days leave with pay per occurrence to attend the funeral of a member of the teacher's immediate family. The Superintendent, at his discretion, may approve the use of additional days if required. Such days shall be deducted from the teacher's accumulated personal illness leave. Immediate family is defined as the teacher's spouse, children (natural or adopted), and father, mother, brother, sister, grandfather, grandmother and spouse's parent (natural or adopted).
4. A teacher called for jury duty, other than the grand jury, or under subpoena to give testimony before any judicial or administrative body, shall be compensated for the difference between the teacher's pay and the compensation received by the teacher from the judicial or administrative body or responsible party, as certified by the judicial or administrative body. Such time shall not be charged against a teacher's personal illness leave.
5. A teacher receiving benefits pursuant to the Michigan Worker's Compensation Act for a compensable injury arising out of and in the course of employment shall be paid one-half (1/2) of a day's pay deducted from their personal illness leave accumulation, for each day the teacher would have been working but for the injury, for the period of the benefits, but not to exceed beyond a sixty (60) working day period.

SECTION B: UNPAID LEAVE

Teachers may submit requests for leaves of absence without pay to the School District for consideration. The requests shall be in writing on the application provided by the School District and contain a full explanation of the reason for the desired leave of absence. The application shall be submitted to the Superintendent for recommendation to the School Board. The School Board shall consider the request and provide an answer granting or denying the leave of absence as requested. The School Board may indicate an alternative arrangement for leave of absence in its answer, which the teacher may accept by sub

mission of an amendment to the original application. Upon the return from such leave, the teacher shall be placed at the same position on the salary schedule to which the teacher was entitled at the effective date of the leave and credited with seniority rights if the teacher had been teaching in the district during the leave.

Upon the submission of a request by a teacher, the School District shall grant a leave of absence for the reasons and under the conditions as follows:

1. A military leave of absence shall be granted to any teacher who is drafted into any branch of the armed forces of the United States for the period of time the teacher is required to remain in the armed forces. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule and credited with seniority rights as if the teacher had been teaching in the district during the leave, if return after the initial year of leave.. Extensions shall not accrue seniority.
2. A leave of absence shall be granted to any teacher for the purpose of serving in a public office for one (1) term of office. The leave shall commence no earlier than the date of assuming office. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule to which the teacher was entitled at the effective date of the leave and credited with seniority rights as if the teacher had been teaching in the district during the leave, if return after the initial year of the leave. Extensions shall not accrue seniority.
3. A leave of absence of up to one (1) year duration shall be granted to any teacher for the purpose of caring for a member of the immediate family, who is critically ill or disabled. Immediate family shall be defined as husband, wife, children, father, mother, brother, sister or grandparents. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule to which the teacher was entitled at the effective date of the leave and credited with seniority rights as if the teacher had been teaching in the district during the leave, if return after the initial year of leave. Extensions shall not accrue seniority.
4. A leave of absence shall be granted to a teacher, who is medically certified as physically unable to perform the duties of employment due to a personal illness or disability and who has exhausted all accumulated personal illness leave or paid leave for Worker's Compensation injuries, for the duration of the illness or disability, but not to exceed one (1) year. Upon return from such leave, the teacher shall be placed at the same position on the sal-

ary schedule to which the teacher was entitled at the effective date of the leave and credited with seniority rights as if the teacher had been teaching during the leave, if return after the initial year of the leave. Extensions shall not accrue seniority.

5. A maternity leave of absence shall be granted, to a teacher selecting not to use personal illness leave for childbirth, for the purpose of childbirth and subsequent childcare, for a duration of up to one (1) year. Upon the return from such leave, the teacher shall be placed at the same position on the salary schedule to which the teacher was entitled at the effective date of the leave and credited with seniority rights as if the teacher had been teaching during the leave, if return after initial year of leave. Extensions shall not accrue seniority.
6. A leave of absence shall be granted to a teacher adopting an infant child for the purpose of childcare, for a duration of up to one (1) year, which shall commence upon the entry of a court order awarding custody to the adoptive parent. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule to which the teacher was entitled at the effective date of the leave and credited with seniority rights as if the teacher had been teaching during the leave, if return after the initial year of leave. Extensions shall not accrue seniority.

SECTION C: ALL UNPAID LEAVES OF ABSENCE SHALL BE SUBJECT TO THE FOLLOWING CONDITIONS

1. All leaves of absence shall not be extended unless specifically approved by the School Board.

No seniority shall accrue while on an extension of a leave of absence beyond the initial year of the leave unless otherwise specifically provided by law or elsewhere in this Agreement.
2. Upon return from leave, the teacher shall be placed at the same position on the salary schedule to which the teacher was entitled at the effective date of the leave, unless otherwise specifically specified.
3. Except in emergencies which preclude such notice, the School District shall be provided notice of request for leave sixty (60) days in advance.
4. Prior to returning from leave, the School District may request a physician's statement regarding the teacher's physical fitness for employment.

5. Unless otherwise arranged with and approved by the School Board, leaves of absence shall be for the remainder of a semester or school year or full semester or school year, except in health-related situations where an earlier return may be approved by the Superintendent.

SECTION D: SABBATICAL LEAVE

The School Board may grant a teacher a sabbatical leave for such period of time, under such conditions and with such rights as are specified in Section 1235 of the School Code of 1976.

ARTICLE XV

PROFESSIONAL COMPENSATION

SECTION A: SALARIES

The basic salaries of teachers covered by this Agreement are set forth in Schedule A which is attached to and incorporated in this Agreement.* Such salary schedule shall remain in effect during the term of this Agreement.

Teachers' salaries shall be paid in twenty-one (21) bi-weekly pays or, at the option of the teacher, twenty-six (26) bi-weekly pays. Notification by the teacher of the election to take twenty-six (26) bi-weekly pays must be received by the payroll office by the first teacher work day.

If a pay day should fall on a day when teacher attendance is not required during the school year, teachers shall receive their pay on the last teacher attendance pay prior to the holiday.

Section B: Extra-Curricular (See Attached)

SECTION B: COMPENSATION CREDIT FOR PROFESSIONAL EXPERIENCE

All teachers may be given full credit on the Salary Schedule for up to five (5) years of teaching experience outside the Crestwood School District upon verification of previous professional experience from employer(s). All teachers shall be given full credit on the Salary Schedule for years of teaching experience in the Crestwood School District.

Teachers may be given credit up to five (5) years on the Salary Schedule for other teaching-related outside experience upon approval of the Superintendent of Schools.

150 days	=	1 year
75 - 149 days	=	1/2 year
74 days or less	=	no experience credit granted

SECTION C: PAYMENT FOR GRADUATE CREDIT HOURS

Compensation for each additional semester hour earned prior to September 1st of each year shall be paid as follows - provided that transcripts for the course work are submitted by November 1st:

1. No payment shall be made for credit hours earned prior to provisional certification.
2. After BA, additional compensation will be paid for completed blocks of 8, 18 and 30 graduate hours. No additional compensation will be paid until a Master's degree is achieved.
3. After MA, additional compensation will be paid for completed blocks of 8, 18 and 30 graduated hours. No additional compensation will be paid until a double Master's (MA/MA) or Specialist's degree is achieved.
4. Compensation for graduate hours beyond a degree shall be \$25 per hour for those hours in compliance with 2 and 3 above, provided such work is completed, after obtaining the degree, at an accredited graduate school.
5. All members of the staff as of August 1, 1977, shall be paid \$25 per graduate hour for each hour earned prior to September 1, 1977. Future hours must comply with the above provisions.
6. No additional hours will be paid for after a Master's + 30, or Educational Specialist degree.

SECTION D: EDUCATION SPECIALIST DEGREE

One Thousand (\$1,000.00) Dollars above the Master's degree shall be paid for the Educational Specialist degree and/or a Specialist degree in the major subject area in which the person is teaching.

SECTION E: EXTRACURRICULAR ASSIGNMENTS

A teacher involved in extracurricular assignments set forth in Schedule B, which is attached to and incorporated in this Agreement, shall be compensated in accordance with the provisions thereof.

ARTICLE XVI

INSURANCE PROTECTION

The School District shall provide, without cost, to all full-time teachers the following insurance benefits:

SECTION A: HEALTH

Coverage for hospital-surgical-medical benefits shall be as provided under the Blue Cross/Blue Shield coverage in effect July 1, 1982. The Employer may provide alternative coverage through a Health Maintenance Organization (HMO) as an option which employees may elect, the cost of which shall not exceed the premium to be paid for the employee under the Blue Cross/Blue Shield coverage.

SECTION B: DENTAL

Coverage for dental benefits shall be comparable to that in effect July 1, 1982, providing eighty (80%) percent for routine dental treatment, fifty (50%) percent for major dental treatment and fifty (50%) percent for orthodontics with a Seven Hundred Fifty (\$750) Dollar calendar year maximum on routine and major treatment and Seven Hundred Fifty (\$750) Dollar lifetime maximum on orthodontics, each per member of the family. Said plan to cover the employee and dependents. Dependents to include spouse and all children to age twenty-one (21) and beyond age twenty-one (21) if meeting the eligibility requirements of the insurance carrier for a full-time student.

SECTION C: LIFE

Effective on the first day of the next month following thirty (30) days after ratification of this Agreement, each teacher shall be provided group term life insurance protection in an amount of Thirty-Five Thousand (\$35,000.00) Dollars payable to the designated beneficiary upon death.

SECTION D: LONG TERM DISABILITY COVERAGE

The Employer shall make payment of premiums for a long term disability insurance plan for each teacher eligible for coverage, meeting all requirements for active at-work employment, the benefits of which shall provide a monthly benefit at the rate of sixty (60%) percent of the monthly Schedule A salary of the teacher at the point of disability, not to exceed a monthly benefit of Two Thousand (\$2,000.00) Dollars, which shall commence after the teacher has exhausted all of his/her

accumulated paid leave or a sixty (60) calendar day waiting period, whichever is the longer period of time. The monthly benefit shall be subject to standard offsets, exclusions, exemptions and limitations, including a two (2) year limitation for drug abuse/alcoholism and nervous/mental conditions and limited benefits for disabilities occurring after attaining the age of sixty (60) years as permitted by the Age Discrimination in Employment Act.

On January 1, 1993, the Two Thousand (\$2,000.00) Dollar cap shall be raised to Three Thousand (\$3,000.00) Dollars for those employees actively working on the date of Board ratification of this Agreement and who are actively working as of January 1, 1993.

SECTION F: PERIOD OF COVERAGE

Premiums for insurance protection shall be paid for the period September 1 to August 31 of each year. Teachers who fulfill their contractual teaching obligation for the school year shall be provided coverage through August 31. Exceptions to these provisions are: (1) newly hired teachers will have coverage commencing no later than the first of the month following a thirty (30) day waiting period; (2) teachers who are discharged, or cease their teaching duties prior to conclusion of the school year, shall not be covered beyond the last date employed.

SECTION G: COVERAGE - LEAVE OF ABSENCE

A teacher on an approved unpaid leave of absence may purchase the hospital-medical-surgical benefits provided in this Article, as a member of the employees group, at the rate determined by the insurance company. The monthly premium is to be delivered to the business office by at least the 15th of each month. The first payment shall be equal to two (2) monthly amounts, and all subsequent payments are to be for the monthly premium.

ARTICLE XVII

RETIREMENT

SECTION A:

The Board may adopt a mandatory retirement policy which requires retirement of teachers at the minimum age permitted by law.

SECTION B:

A retirement stipend of One Thousand (\$1,000.00) Dollars shall be

provided to all teachers retiring from the Crestwood School District under the provisions of the Michigan Public School Employee Retirement System with ten (10) years or more of teaching in the district. Such stipend shall be paid only after the expiration of one (1) year from the date of retirement upon the condition that no unemployment compensation claim has been filed by the teacher against the School District. In the event of death of the retiree prior to the expiration of the one (1) year waiting period, the stipend shall be paid to the estate of the retiree.

ARTICLE XVIII

GRIEVANCE PROCEDURE

SECTION A:

A grievance is defined as a written complaint by a member of the bargaining unit that administrative action, discipline or policy has resulted in a violation, misinterpretation or misapplication of the terms and conditions of this Agreement. The following matters and issues shall not constitute a grievance subject to this procedure, notwithstanding being addressed or mentioned elsewhere in this Agreement.

1. The termination of services of or failure to re-employ any tenure or probationary teacher and/or the placing of a non-tenure teacher on a third year of probation;
2. Any matter within the appeal jurisdiction of the State Tenure Commission or any action requiring a hearing before the School District pursuant to the Teacher Tenure Act;
3. The termination of services or failure to re-employ any teacher to a position on the extracurricular schedule;
4. The content of a teacher's evaluation. This does not preclude grieving an action resulting from an adverse evaluation;
5. Any matter for which there is a specified procedure and/or administrative agency for recourse according to state or federal laws, provided that the School District shall grant a hearing for these matters within twenty (20) days of receipt of a request, in writing, except where the School District is otherwise obligated by law to provide a hearing pursuant to a specified procedure.

SECTION B:

The Federation shall designate one (1) representative per building to handle a grievance when requested by the grievant. The School District hereby designates the principal of each building to act as its representative at Level One as hereinafter described and the Superintendent, or his designated representative, to act at Level Two as hereinafter described. The Superintendent may provide release time to Federation officials for the processing of grievances.

SECTION C:

The grievant shall have the right at all times during the grievance procedure to have a Federation representative present.

SECTION D:

The term "days" as used herein shall mean business days in which the School District is in operation, excluding Christmas and Spring recess.

SECTION E:

Written grievances as required herein shall contain the following:

1. It shall be signed by the grievant or grievants;
2. It shall be specific;
3. It shall contain a synopsis of the facts giving rise to the alleged violation;
4. It shall cite the section or subsections of this Agreement alleged to have been violated;
5. It shall contain the date of the alleged violation, if known;
6. It shall specify the relief requested.

The grievance shall be submitted on the grievance form attached to this Agreement as Appendix B.

SECTION F:

The Federation shall be granted up to ten (10) days of released time during the school year to be used by the Federation officials and/or the grievant, at its discretion, for the purpose of preparation and presentation of grievances at the mediator level.

SECTION G:

No record whatsoever shall appear in the personnel file of any teacher indicating his/her institution or pursuit of proceedings under this Article. No teacher shall be discriminated against on the basis of his/her institution or processing a proceeding under this Article.

SECTION H:

Should a teacher fail to institute a grievance within the time limits specified, the grievance will not be processed. Should a teacher fail to appeal a decision within the limits specified, or leave the employ of the School District (except a grievance involving a remedy directly benefiting the grievant regardless of his/her employment), all further proceedings on a previously instituted grievance shall be barred.

SECTION I:

The Federation shall have no right to initiate a grievance involving the right of a teacher or group of teachers without his/her or their express approval, in writing.

SECTION J:

The Federation shall have the right to initiate a grievance in its own behalf for matters which affect its rights under the Agreement.

SECTION K:

The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year, the School District shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

SECTION L:

Notwithstanding the expiration of this Agreement, any grievance arising thereunder may be processed through the Grievance Procedure until resolution.

GRIEVANCE PROCEDURE:

LEVEL ONE: Informal Procedure

A teacher alleging a violation of the express provisions of this contract shall, within twenty (20) days of its alleged occurrence, orally discuss the grievance with the building principal in an attempt to resolve same.

If no resolution is obtained within five (5) days of the discussion, the teacher shall reduce the grievance to writing and proceed within five (5) days of said discussion to Level Two.

LEVEL TWO: Formal Grievance Procedure

The grievant may invoke Level Two of this grievance procedure by presenting the grievance, in writing, to the Federation and to his/her principal or supervisor.

Within five (5) days of receipt of the written grievance, the grievant's principal or supervisor shall state his/her decision, in writing, concerning the grievance, together with the supporting reasons therefor and furnish one (1) copy to the grievant and one (1) copy to the Federation.

In the event the Federation is not satisfied with the disposition of the grievance by the building principal or supervisor, or if no decision has been rendered within five (5) days after presentation of the Formal Grievance, it may file the written grievance and the decision of the building principal or supervisor if there is one with the superintendent's office within five (5) days.

The Superintendent's office shall schedule a meeting with the grievant and the Federation representative within five (5) days of the receipt of the grievance. Within five (5) days after said meeting, the Superintendent's office shall issue a written decision and furnish one (1) copy to the grievant and one (1) copy to the Federation representative.

LEVEL THREE: ARBITRATION

In the event the Federation is not satisfied with the disposition of the grievance at Level Two, or if no disposition has been rendered within the time lines for decision at Level Two, the Federation may refer the grievance to arbitration by filing a Demand for Arbitration, within ten (10) days of the Level Two disposition, with the American Arbitration Association, whose Voluntary Arbitration Rules shall govern the arbitration selection process and the conduct of the hearing. The arbitrator shall render a decision and remedy, if appropriate, based upon the interpretation of this Agreement and shall have

no authority or power to alter, modify, add to, subtract from or ignore any of the terms of this Agreement. The arbitrator shall construe this Agreement in a manner which does not interfere with the exercise of the School District's rights and responsibilities except where they have been expressly and clearly limited by the terms of this Agreement.

The arbitrator shall have no power to reverse or modify a discretionary decision of the School District or its administration where the ability to exercise managerial discretion is not expressly and clearly limited by the terms of this Agreement.

The decision of the arbitrator shall be final and binding, provided the decision is within the arbitrator's scope of authority as set forth herein.

Specifically, the arbitrator shall have no authority or power to render a decision in cases which are matters and issues not constituting grievance subjects as listed in Section A, 1-5, of this Article and such cases are expressly excluded from arbitration.

The fees and expenses of the arbitrator shall be apportioned as follows:

1. If the grievance is fully denied, the Federation shall be responsible for the fees and expenses.
2. If the grievance is fully granted, the School District shall be responsible for the fees and expenses.
3. If the grievance is denied in part and granted in part, the arbitrator shall apportion the responsibility for the fees and expenses between the parties on a percentage basis according to the degree to which each party did not prevail in its position.

ARTICLE XIX

CONTINUITY OF OPERATIONS

SECTION A:

The Federation agrees that it, its officers, its agents or its membership shall not authorize, sanction, condone, engage in or acquiesce in any strike as defined in the Michigan Public Employment Relations Act.

SECTION B:

The Federation agrees that in the event that any teacher engages in such strike activity or job action of any sort, it will act immediately and

diligently to persuade the teacher to return to the full, faithful and proper performance of the duties of employment by sending notice to the teachers individually and publishing notice to the School District community that the Federation disapproves and repudiates the activity and that those involved should cease and return to work immediately.

SECTION C:

Should the Federation fail to adhere to the provisions of this Article, it shall assume liability for any damages, liabilities or costs incurred by the Crestwood School District attributable to such failure and shall forfeit its rights, privileges and benefits pursuant to this Agreement.

ARTICLE XX

NEGOTIATION PROCEDURE

Upon request of either party, on or after March 1, preceding the termination of this Agreement, negotiations shall commence, not later than thirty (30) days after receipt of such request by the other party, for the purpose of fulfilling the mutual obligation to negotiate in good faith regarding a successor Agreement. Neither party shall be obligated to engage in such negotiations prior to such request.

ARTICLE XXI

DURATION OF AGREEMENT

SECTION A:

This Agreement constitutes the sole and entire existing Agreement between the parties and supersedes all prior practices, whether oral or written and expresses all obligations imposed upon the School District and the Federation. This Agreement is subject to amendment, alteration or additions only by a subsequent written Agreement between and executed by the School District and the Federation. The waiver of any breach, term or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

SECTION B:

If any specific provision of the Agreement or any specific application of this Agreement to any employee or group of employees shall be found contrary to law, then such specific provision or specific application shall be deemed null and void, but all other provisions or applications shall continue in full force and effect.

SECTION C:

Any individual contract between the School District and an individual teacher heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement and any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent Agreement to be executed by the parties. If an individual contract contains any language inconsistent with the Agreement, during its duration, this Agreement shall be controlling.

SECTION D:


In the event of any conflict arising between the policies, rules and regulations of the School District and the provisions of this Agreement, the terms set forth herein shall prevail.

SECTION E:

This Agreement shall become effective on September 1, 1998 and shall continue in effect through the 31st day of August, 2001 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.

RATIFIED: 8/24/98

RATIFIED: 8/18/98



President, Board of Education
Crestwood School District



President
Crestwood Federation of Teachers

NO. 1

LETTER OF UNDERSTANDING REGARDING CLUB STIPENDS

This Letter of Understanding sets forth the parties' agreement relative to the extracurricular compensation for sponsors of approved clubs.

The Superintendent, or his designee, in his sole discretion, shall each year designate those clubs, and the criteria which must be met, for sponsorship compensation. The duties of the sponsor and the activities of the club shall be approved by the building principal.

Sponsorship compensation shall be a pro-rated amount for those clubs which are not active the entire school year or in the event the sponsorship compensation has been terminated in the discretion of the Superintendent, or his designee.

NO. 2

**LETTER OF UNDERSTANDING
REGARDING COUNSELORS**

The seniority list as revised on 6/10/97, and signed by the parties, sets forth the parties' agreements relative to the seniority dates of counselors and the dates shall be forever conclusive and final.

SCHEDULE A

BACHELOR'S DEGREE			
Yrs. Exp.	1998-99	1999-00	2000-01
0	\$32,936	\$33,760	\$34,604
0.5	\$33,848	\$34,694	\$35,561
1	\$34,775	\$35,645	\$36,536
1.5	\$35,701	\$36,593	\$37,508
2	\$36,630	\$37,546	\$38,485
2.5	\$37,554	\$38,493	\$39,455
3	\$38,484	\$39,446	\$40,432
3.5	\$39,409	\$40,394	\$41,404
4	\$40,336	\$41,344	\$42,378
4.5	\$41,260	\$42,292	\$43,349
5	\$42,191	\$43,246	\$44,327
5.5	\$43,117	\$44,195	\$45,299
6	\$44,044	\$45,145	\$46,274
6.5	\$46,584	\$47,749	\$48,943
7	\$47,510	\$48,698	\$49,915
7.5	\$48,437	\$49,648	\$50,890
8	\$49,364	\$50,598	\$51,863
8.5	\$50,293	\$51,550	\$52,839
9	\$51,217	\$52,498	\$53,810
9.5	\$52,144	\$53,447	\$54,784
10	\$53,096	\$54,423	\$55,784

MASTER'S DEGREE			
Yrs. Exp.	1998-99	1999-00	2000-01
0	\$36,537	\$37,451	\$38,387
0.5	\$37,935	\$38,884	\$39,856
1	\$39,337	\$40,321	\$41,329
1.5	\$40,735	\$41,753	\$42,797
2	\$42,135	\$43,188	\$44,268
2.5	\$43,534	\$44,622	\$45,738
3	\$44,934	\$46,057	\$47,209
3.5	\$46,332	\$47,490	\$48,678
4	\$47,733	\$48,927	\$50,150
4.5	\$49,133	\$50,362	\$51,621
5	\$50,534	\$51,797	\$53,092
5.5	\$51,931	\$53,229	\$54,560
6	\$53,332	\$54,665	\$56,032
6.5	\$54,731	\$56,099	\$57,502
7	\$56,129	\$57,532	\$58,971
7.5	\$57,529	\$58,967	\$60,442
8	\$58,931	\$60,405	\$61,915
8.5	\$60,330	\$61,839	\$63,385
9	\$61,728	\$63,271	\$64,853
9.5	\$63,127	\$64,705	\$66,322
10	\$64,534	\$66,147	\$67,801

SCHEDULE B

EXTRA-CURRICULAR / STIPENDS CRESTWOOD

	<u>1998-99</u>	<u>1999-00</u>	<u>2000-01</u>
Head Football Coach	\$4,439	\$4,550	\$4,663
Assistant Football Coach	\$2,959	\$3,033	\$3,109
Head Basketball Coach	\$3,551	\$3,639	\$3,730
Assistant Basketball Coach	\$2,072	\$2,124	\$2,177
Head Tack Coach	\$2,206	\$2,262	\$2,318
Assistant Track Coach	\$1,638	\$1,678	\$1,720
Soccer Coach	\$2,100	\$2,153	\$2,206
Head Baseball Coach	\$2,100	\$2,153	\$2,206
Assistant Baseball Coach	\$1,629	\$1,669	\$1,711
Head Softball Coach	\$2,100	\$2,153	\$2,206
Assistant Softball Coach	\$1,629	\$1,669	\$1,711
Head Volleyball Coach	\$2,607	\$2,673	\$2,739
Assistant Volleyball Coach	\$2,129	\$2,182	\$2,237
Swimming Coach	\$2,607	\$2,673	\$2,739
Assistant Swimming Coach	\$1,579	\$1,619	\$1,659
Wrestling Coach	\$2,607	\$2,673	\$2,739
Assistant Wrestling Coach	\$1,579	\$1,619	\$1,659
Cheerleader Coach	\$2,607	\$2,673	\$2,739
Assistant Cheerleader Coach	\$1,674	\$1,716	\$1,759
Cross Country Coach	\$1,794	\$1,839	\$1,885
Golf Coach	\$1,629	\$1,669	\$1,711
Tennis Coach	\$1,629	\$1,669	\$1,711
Pom Pon Sponsor	\$2,607	\$2,673	\$2,739
Assistant Pom Pon Sponsor	\$1,674	\$1,716	\$1,759
Flag Corp Sponsor	\$1,452	\$1,488	\$1,525
Annual Sponsor	\$1,480	\$1,517	\$1,554
Newspaper Sponsor	\$1,452	\$1,488	\$1,525
Senior Class Sponsor	\$1,480	\$1,517	\$1,554
Junior Class Sponsor	\$766	\$785	\$805
Sophomore Class Sponsor	\$687	\$704	\$721
Freshman Class Sponsor	\$687	\$704	\$721
Student Council Sponsor	\$1,480	\$1,517	\$1,554
National Honor Society	\$1,480	\$1,517	\$1,554
Olympics of Mind	\$687	\$704	\$721
Musical Coach (per production)	\$981	\$1,006	\$1,031
Drama Coach (per production)	\$981	\$1,006	\$1,031
Talent Show (per production)	\$344	\$352	\$361
Band/Marching Director	\$3,807	\$3,902	\$4,000
Audio Visual Director	\$1,766	\$1,810	\$1,856
Driver Education Coordinator	\$1,960	\$2,009	\$2,059
Clubs*	\$517	\$530	\$544
Driver Education Instructor	\$20	\$20	\$21
Girls Assistant Tennis Coach	\$1,629	\$1,669	\$1,711
Girls Assistant Soccer coach	\$1,629	\$1,669	\$1,711
Boys Assistant Soccer Coach	\$1,629	\$1,669	\$1,711
Summer/After School Programs	\$31	\$32	\$32

SCHEDULE B

EXTRA-CURRICULAR / STIPENDS RIVERSIDE

	<u>1998-99</u>	<u>1999-00</u>	<u>2000-01</u>
Head Football Coach	\$2,059	\$2,110	\$2,163
Assistant Football Coach	\$1,766	\$1,810	\$1,856
Head Basketball Coach	\$2,038	\$2,089	\$2,142
Assistant Basketball Coach	\$1,766	\$1,810	\$1,856
Soccer Coach	\$2,038	\$2,089	\$2,142
head Track Coach	\$2,038	\$2,089	\$2,142
Assistant Track Coach	\$1,415	\$1,450	\$1,486
Head Baseball Coach	\$1,766	\$1,810	\$1,856
Head Softball Coach	\$1,766	\$1,810	\$1,856
Volleyball Coach	\$2,038	\$2,089	\$2,142
Assistant Volleyball Coach	\$1,766	\$1,810	\$1,856
Cheerleader Coach	\$2,038	\$2,089	\$2,142
Intramural Coach (per event)	\$522	\$535	\$548
Newspaper Sponsor	\$1,127	\$1,155	\$1,184
Jazz Band	\$687	\$704	\$721
Olympics of Mind/Science Olympiad	\$687	\$704	\$721
Clubs*	\$445	\$456	\$467
Computer Club	\$687	\$704	\$721
Variety Show (per production)	\$1,213	\$1,243	\$1,274
Variety Show (per production)	\$445	\$456	\$467
Audio Visual Coordinator	\$1,667	\$1,708	\$1,751

EXTRA-CURRICULAR/STIPENDS ELEMENTARY

	<u>1998-99</u>	<u>1999-00</u>	<u>2000-01</u>
Music Director	\$687	\$704	\$721
Science Olympiad	\$687	\$704	\$721
Art Director	\$687	\$704	\$721

**CRESTWOOD SCHOOL DISTRICT
DEARBORN HEIGHTS, MICHIGAN**

**SCHEDULE C-1
1998-99 SCHOOL CALENDAR**

August 1998

23	24	25	26	27	28	29	
30	31						4.5

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				21

October

			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	
							22

November

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						19

December

	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			
							14

January 1999

						+	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							19

February 1999

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							15

March

	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				
							23

April

					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		16

May

							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						20

June

		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				8

Aug	24	Teacher Workday
Aug	25	1/2 Day Inst/ 1/2 Day Teacher Workday
Aug	25	First Day for Students
Sept	7	Labor Day
Oct	14	1/2 Day Inst 1/2 Day Sch Imp
Nov	26	Thanksgiving
Nov	27	Thanksgiving Holiday
Dec	21	Winter Recess Begins
Jan	4	Return from Winter Recess
Jan	15	Teacher Workday
Feb	15	Mid-Winter Recess Begins
Feb	22	Return from Mid-Winter Recess
Mar	17	1/2 Day Inst/ 1/2 Day Sch Impv.
Apr	2	Spring Recess Begins
Apr	12	Return from Spring Recess
May	31	Memorial Day
June	10	Last Day for Students
June	11&14	Teacher Workdays

PROFESSIONAL DEVELOPMENT

Two half days: Oct 14, Mar 17
Illustrative purposes only.
Actual dates may vary.

TEACHER WORKDAYS (4.5)

Aug. 24, Jan 15, June 11,14
1/2 day: Aug.25

Total Instruction Days	181.5
Additional Teacher Attendance	4.5
TOTAL CONTRACT DAYS	186

CRESTWOOD SCHOOL DISTRICT
DEARBORN HEIGHTS, MICHIGAN

SCHEDULE C-2 (1047 Hours)
1999-2000 SCHOOL CALENDAR

August 1999

22 23 24 25 26 27 28
29 30 31 _____ 5

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			21

October

				1	2		
3	4	5	6	7	8	9	
10	11	12	<u>13</u>	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							21

November

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7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					20

December

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5	6	7	8	9	10	11	
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19	20	21	22	23	24	25	
26	27	28	29	30	31		13

January 2000

						1	
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9	10	11	12	13	<u>14</u>	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						20

February 2000

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					16

March

			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	<u>15</u>	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		23

April

							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							14

May

		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				22

June

				1	2	3	
4	5	6	7	8	9	10	
11	<u>12</u>	<u>13</u>	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		7

Aug	23-24	Teacher Workday
Aug	25	First Day for Students
Sept	6	Labor Day
Oct	13	1/2 Day Inst 1/2 Day Sch Imp
Nov	25	Thanksgiving
Nov	26	Thanksgiving Holiday
Dec	20	Winter Recess Begins
Jan	3	Return from Winter Recess
Jan	14	Teacher Workday
Feb	21	Mid Winter Recess Begins
Feb	28	Return from Mid-Winter Recess
Mar	15	1/2 Day Inst/ 1/2 Day Sch Impv.
Apr	21	Spring Recess Begins
May	1	Return from Spring Recess
May	29	Memorial Day
June	9	Last Day for Students
June	12-13	Teacher Workdays

PROFESSIONAL DEVELOPMENT

Two half days: Oct 13, Mar 15
Illustrative purposes only.
Actual dates may vary.

TEACHER WORKDAYS (4)

Aug. 23-24, Jan 14, June 12-13 (5)

Total Instruction Days	182
Additional Teacher Attendance	5
TOTAL CONTRACT DAYS	187

**CRESTWOOD SCHOOL DISTRICT
DEARBORN HEIGHTS, MICHIGAN**

**SCHEDULE C-3 (1098 Hours)
1999-2000 SCHOOL CALENDAR**

August 1999

22	23	24	25	26	27	28			
29	30	31							5

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					21

October

				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									21

November

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							20

December

			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				13

January 2000

						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								20

Total Instruction Days	182
Additional Teacher Attendance	5
TOTAL CONTRACT DAYS	187

February 2000

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							16

March

				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				23

April

									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									14

May

	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						22

June

						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				
									7

Aug	23-24	Teacher Workday
Aug	25	First Day for Students
Sept	6	Labor Day
Oct	13	1/2 Day Inst 1/2 Day Sch Imp
Nov	25	Thanksgiving
Nov	26	Thanksgiving Holiday
Dec	20	Winter Recess Begins
Jan	3	Return from Winter Recess
Jan	14	Teacher Workday
Feb	21	Mid Winter Recess Begins
Feb	28	Return from Mid-Winter Recess
Mar	15	1/2 Day Inst/ 1/2 Day Sch Impv.
Apr	21	Spring Recess Begins
May	1	Return from Spring Recess
May	29	Memorial Day
June	9	Last Day for Students
June	12-13	Teacher Workday

PROFESSIONAL DEVELOPMENT

Two half days: Oct 13, Mar 15
Illustrative purposes only.
Actual dates may vary.

TEACHER WORKDAYS (5)

Aug. 23-24, Jan 14, June 12-13

CRESTWOOD SCHOOL DISTRICT
DEARBORN HEIGHTS, MICHIGAN

SCHEDULE C-4 (1047 Hours)
2000-2001 SCHOOL CALENDAR

August 2000

20	21	22	23	24	25	26	
27	28	29	30	31			4

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	20

October

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					22

November

			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			20

December

				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							13

January 2001

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				20

February 2001

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				15

March

						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		22

April

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						15

May

			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			22

June

						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	9

Aug	24-25	Teacher Workdays
Aug	28	First Day for Students
Sept	4	Labor Day
Oct	18	1/2 Day Inst 1/2 Day Sch Imp
Nov	23	Thanksgiving
Nov	24	Thanksgiving Holiday
Dec	20	Winter Recess Begins
Jan	3	Return from Winter Recess
Jan	19	Teacher Workday
Feb	19	Mid Winter Recess Begins
Feb	26	Return from Mid- Winter Recess
Mar	14	1/2 Day Inst/ 1/2 Day Sch Impv.
Apr	13	Spring Recess Begins
Apr	23	Return from Spring Recess
May	28	Memorial Day
June	13	Last Day for Students
June	14-15	Teacher Workdays

PROFESSIONAL DEVELOPMENT

Two half days: Oct 18, Mar 14
Illustrative purposes only.
Actual dates may vary.

TEACHER WORKDAYS (5)

Aug. 24-25, Jan 19, June 14-15

Total Instruction Days	182
Additional Teacher Attendance	5
TOTAL CONTRACT DAYS	187

**CRESTWOOD SCHOOL DISTRICT
DEARBORN HEIGHTS, MICHIGAN**

**SCHEDULE C-5 (1098 Hours)
2000-2001 SCHOOL CALENDAR**

August 2000

20	21	22	23	24	25	26			
27	28	29	30	31					4

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			20

October

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							22

November

			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					20

December

					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									13

January 2001

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						20

February 2001

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						15

March

						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			22

April

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								15

May

			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					22

June

						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			9

Aug	24	Teacher Workday
Aug	25	Teacher Workday
Aug	28	First Day for Students
Sept	4	Labor Day
Oct	18	1/2 Day Inst 1/2 Day Sch Imp
Nov	23	Thanksgiving
Nov	24	Thanksgiving Holiday
Dec	20	Winter Recess Begins
Jan	3	Return from Winter Recess
Jan	19	Teacher Workday
Feb	19	Mid Winter Recess Begins
Feb	26	Return from Mid Winter Recess
Mar	14	1/2 Day Inst/ 1/2 Day Sch Impv.
Apr	13	Spring Recess Begins
Apr	23	Return from Spring Recess
May	28	Memorial Day
June	13	Last Day for Students
June	14-15	Teacher Workdays

PROFESSIONAL DEVELOPMENT

Two half days: Oct 18, Mar 14
Illustrative purposes only.
Actual dates may vary.

TEACHER WORKDAYS (5)

Aug.24-25, Jan 19, June 14-15

Total Instruction Days	182
Additional Teacher Attendance	5
TOTAL CONTRACT DAYS	187

CRESTWOOD SCHOOL DISTRICT
DEARBORN HEIGHTS, MICHIGAN

SCHEDULE C-6 (1104 Hours)
2000-2001 SCHOOL CALENDAR

August 2000

20	21	22	23	24	25	26	
27	28	29	30	31			4

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	20

October

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					22

November

			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			20

December

					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							14

January 2001

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				20

February 2001

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				15

March

					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	22

April

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						15

May

			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			22

June

						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	9

Aug	24	Teacher Workday
Aug	25	Teacher Workday
Aug	28	First Day for Students
Sept	4	Labor Day
Oct	18	1/2 Day Inst
		1/2 Day Sch Imp
Nov	23	Thanksgiving
Nov	24	Thanksgiving Holiday
Dec	21	Winter Recess Begins
Jan	3	Return from Winter Recess
Jan	19	Teacher Workday
Feb	19	Mid Winter Recess Begins
Feb	26	Return from Mid Winter Recess
Mar	14	1/2 Day Inst/ 1/2 Day Sch Impv.
Apr	13	Spring Recess Begins
Apr	23	Return from Spring Recess
May	28	Memorial Day
June	13	Last Day for Students
June	14-15	Teacher Workdays

PROFESSIONAL DEVELOPMENT

Two half days: Oct 18, Mar 14
Illustrative purposes only.
Actual dates may vary.

TEACHER WORKDAYS (5)

Aug.24-25, Jan 19, June 14-15

Total Instruction Days	183
Additional Teacher Attendance	5
TOTAL CONTRACT DAYS	188

