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8/31/96

PROFESSIONAL AGREEMENT

BETWEEN THE

GLEN LAKE COMMUNITY SCHOOL DISTRICT

AND THE

GLEN LAKE FEDERATION OF TEACHERS

AFT/MFT/AFL-CIO

Glen Lake Community School

1994-95

1995-96

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BASIC CONTRACTUAL PROVISIONS

SECTION I

1.1 GLEN LAKE COMMUNITY SCHOOLS AND GLEN LAKE FEDERATION OF TEACHERS/AFT/MFT/AFL-CIO MASTER AGREEMENT 1994-95, 1995-96.

This agreement entered into this September 1, 1994 by and between the School district of the Glen Lake Community Schools, the City of Maple City, Michigan, hereinafter called the "Board," and the Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO, hereinafter called the "Federation".

1.2 RECOGNITION

Pursuant to Act 379, Public Acts of 1965, as amended, the District hereby recognizes the Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO, in the unit described below, as the exclusive representative for the purposes of collective bargaining, with respect to rates of pay, hours, and other terms and conditions of employment for the entire term of the agreement.

UNIT:

INCLUDING ALL CERTIFIED TEACHING PERSONNEL, BUT EXCLUDING SUPERVISOR AND EXECUTIVE PERSONNEL, SCHOOL PSYCHOLOGIST, VOCATIONAL EDUCATION DIRECTOR, CAREER EDUCATION DIRECTOR, COMMUNITY EDUCATION DIRECTOR, OFFICE AND CLERICAL EMPLOYEES, BUSINESS MANAGER, CUSTODIANS, BUS DRIVERS, MECHANICS, CAFETERIA EMPLOYEES, MAINTENANCE PERSONNEL, TEACHER AIDES, LIBRARY CLERKS, SUBSTITUTES, PLAYGROUND SUPERVISORS, SCHOOL NURSES AND ALL OTHER EMPLOYEES.

- A. The term "Federation", when used hereinafter shall refer to Glen Lake Chapter of the Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO.
- B. The term "Teacher", singular or plural, male or female, used interchangeably in this agreement, shall refer to all employees represented by the Federation in the bargaining or negotiation unit as above defined.
- C. The term "Board" shall include its officers and agents.

1.3 WITNESSETH

Whereas, the Board of Education is required by law to negotiate with the Federation on wages, hours and the terms and conditions of employment of teachers, through negotiations in good faith have reached agreement on all such matters and desire to execute this contract covering such agreement.

1.4 EXTENT OF AGREEMENT

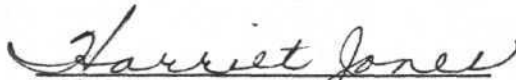
- A. This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendment to the agreement.
- B. Any individual contract between the Board and an individual teacher, heretofore executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains language inconsistent with this Agreement, this Agreement, during its duration shall be controlling.
- C. This Agreement shall supercede any rules, regulations, or practices of this Board, which shall be contrary to, or inconsistent with, its terms.
- D. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

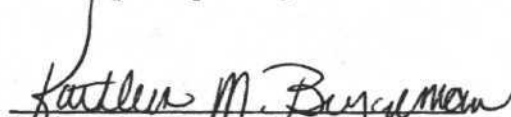
1.5 DURATION OF AGREEMENT

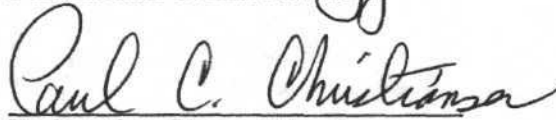
- A. Professional agreement between the Glen Lake Community School District and the Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO for 1994-95, and 1995-96.
- B. This Master Contract shall be effective as of September 1, 1994, and shall continue in effect until August 31, 1996. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

C. Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO


President, GLFT



Chief Spokesperson



Federation Team Member


Federation Team Member

Glen Lake Community Schools Board of Education


President, Board of Education


Board Member


Board Member


Superintendent, Glen Lake CS

1.6 PAYROLL DEDUCTIONS

A. Annuities

1. Section 403(b) of the Internal Revenue Code of 1954, as amended, permits the purchase of an annuity contract for an employee who performs services for an educational institution as defined in Section 151 (d) (4) of the Internal Revenue Code of 1954.
2. Therefore, the Board's finance officer is authorized to adopt a proper procedure for the administration of handling of all funds, the handling and transmission of which has been made necessary through the adoption of the implementation of the annuity policy.
3. All teachers of the Glen Lake Community Schools shall be informed of the policy by the Board at the time of employment.
4. Participation in the annuity option will require the following:
 - (a) A minimum of five bargaining unit members must select and agree to utilize a specific carrier for at least (1) one year;
 - (b) Maximum number of carriers are limited to (5) five;

(c) Individuals opting for a carrier that subsequently falls below (5) bargaining unit participants; that carrier will count in the total of (5) maximum carriers.

5. The ideal number of carriers should be (3) three. The Administration, the Board, and the Bargaining Unit will work toward this goal.

B. Credit Union

1. It is the policy of the Board that all members of the bargaining unit of this district may, if they so elect, subject to all applicable requirements and conditions, participate in the purchase of shares and all services of the TBA Education Credit Union.
2. The Board will provide payroll deduction service for members of the bargaining unit transacting business with the TBA Education Credit Union.
3. All members of the bargaining unit of the Glen Lake Community Schools and all individuals, who shall subsequently be employed, shall be informed of the credit union policy by the Board at the time of employment.

C. SET Options

At the request of the employee, the Board shall payroll deduct the amount necessary to pay for MASB/SET, INC., or current carrier options:

- (1) Group hospital confinement
- (2) Group short term disability
- (3) Group additional term life
- (4) Group dependent life
- (5) Group survivor income

1.7 AGENCY SHOP/ASSOCIATION DUES AND FEES

Upon written authorization of each teacher, dues to the United Teaching Profession shall be deducted from the teachers' salary in equal installments, beginning with the first pay in October through the last pay in May. Teachers who do not wish to be members of the United Teaching Profession shall have a sum equal to the dues deducted and paid to the Association. Any teacher who does not comply with the above shall have their services terminated at the end of the semester in which the violation occurs. Deducted sums shall be promptly disbursed upon direction of the Association.

The Federation shall indemnify and save the school employer and school corporation harmless against any and all claims, demands, suits or other forms of liability that may arise out of or by reason of action taken or not taken by the school employer or school corporation in reliance upon signed authorization cards or lists furnished to the school employer or school corporation by the Association for the purpose of payroll deduction of dues.

The procedure in all cases of discharge for violations of this article shall be as follows:

1. The Federation shall notify the teacher within thirty (30) days of the start of the semester of the non-compliance by Certified mail with return receipt requested. Said notice shall detail the non-compliance and shall provide ten (10) days for compliance, and shall further advise the recipient that a request for discharge may be filed with the Board in the event of non-compliance.
2. If the teacher fails to comply, the Federation may file charges in writing with the Board and shall request termination of the teacher's employment. A copy of the notice of non-compliance and proof of service shall be attached to the charges.
3. The Board, only upon receipt of said charges and request for termination, shall conduct a hearing on said charges and to the extent the said teacher is protected by the provisions of the Michigan Tenure of Teachers, all procedures shall be in accordance with said act. In the event of compliance at any time prior to discharge, charges may be withdrawn. The Federation, in the processing of charges, agrees not to discriminate between various persons who may have refused to pay the amount specified.
4. The Federation shall have the right to compromise or settle any claim made against the Board pursuant to the terms of this article.

1.8 SALARY

- A. The employees' salary will be paid in twenty-one (21) or twenty-six (26) installments beginning with the first pay period in September and every two weeks thereafter, except when the first pay period falls before teachers report to school. In this case the first pay will be received on the first day of school in September. Employees who are on 26 pays will have the option of taking a lump sum payment for the summer in the second pay in June providing the funds are available.

B. Deductions

1. Required:

- (a) Federal Withholding Tax
- (b) State Withholding Tax
- (c) Social Security Tax
- (d) Dues to professional organizations or equivalent. Should start first pay in October through last pay in May excluding the third pay in any given month, in equal installments, upon written authorization by member. Section 1.8 page 6.

2. Privileged:

- (a) U. S. Savings Bond - first pay of each month
- (b) Annuities - See Section 1.6A, page 3.
- (c) T.B.A. Credit Union - See Section 1.6B, Page 4.
- (d) MASB/SET INSURANCE or current carrier options - See Section 1.6C, Page 4.

C. Changes in payroll deductions may be made upon written notice one (1) week prior to July 1, October 1, January 1, and April 1.

1.9 COPIES OF MASTER AGREEMENT

Copies of the Agreement titled 'Glen Lake Community School and Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO Master Agreement' shall be reproduced within thirty days after the Agreement is signed. Copies will be presented to all teachers now employed or hereafter employed. The expense of reproducing the Agreement will be borne equally by the Board and the Federation.

1.10 SCHOOL CALENDAR

For the term of this Agreement, the school calendar shall be as set forth in APPENDIX B.

In the event that the board chooses to require days to be made up due to "Act of God" days (snow, ice, fog, epidemic, etc.), teachers shall receive no additional compensation unless eight (8) make-up days are exceeded. If more than eight (8) "Act of God" days are made up teachers shall be compensated at 1/184 of his/her salary for each day exceeding eight (8).

Teacher attendance days are defined as any day in which teachers are required to attend school for at least one half (1/2) of the school day.

Student attendance days are defined as any day in which student's are required to attend school at least one half (1/2) of the school day.

1.11 GRIEVANCE PROCEDURE

A claim by a teacher, or the Federation that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement, may be processed as a grievance as hereinafter provided.

Any employee having a grievance shall first discuss the matter with his/her immediate supervisor informally within ten (10) working days following the alleged contract violation or the date the employee reasonable should have known of the violation.

Failure at any step of this procedure by the Board to communicate the decision on a grievance within the specified time limit shall permit the lodging of an appeal at the next step of this procedure. Failure to file a grievance or appeal a decision at any step within the specified time limit shall be deemed a withdrawal of the grievance.

Response time at any step of the grievance procedure may be extended by either party to ten (10) working days, upon prior written notification.

Step I

If, as a result of the informal discussion with the principal or supervisor, the alleged grievance still exists, he may invoke the formal grievance procedure on the form set forth in Appendix A, signed by the grievant and a representative of the Association, which form shall be available from the Association representative in each building. A copy of the grievance form shall be delivered to the principal within five (5) working days after oral discussion. If the grievance involves more than one (1) school building, it may be filed with the Superintendent or a representative designated by him.

Step II

Within five (5) working days of receipt of the grievance, the principal shall meet with the Association's grievance representative in an effort to resolve the grievance. The principal shall indicate his disposition of the grievance in writing within five (5) working days of such meeting, and shall furnish a copy thereof to the Federation's grievance representative.

Step III

If the Federation's grievance representative is not satisfied with the disposition of the grievance at Step II, within five (5) working days from receipt of the principal's disposition the grievance shall be transmitted to the superintendent. Within five (5) working days the superintendent, or his designee, shall meet with the Federation's grievance representative and shall indicate his disposition of the grievance in writing within five (5) working days of such meeting, and shall furnish a copy thereof to the Federation's grievance representative.

Step IV

If the Federation's grievance representative is not satisfied with the disposition of the grievance by the superintendent, or his designee, within five (5) working days from receipt of the superintendent's disposition the grievance shall be transmitted to the Board by filing a written copy thereof with the secretary, or other designee of the Board. The Board, no later than its next regular meeting, or two (2) calendar weeks, whichever shall be later, may hold a hearing on the grievance, review such grievance in executive session, or give such other consideration as it shall deem appropriate. Disposition of the grievance in writing by the Board shall be made no later than seven (7) working days thereafter. A copy of such disposition shall be furnished to the Federation's grievance representative. Grievance hearings at the Board level shall be in accordance with Michigan's Open Meetings Act, Public Act 267 of 1976.

Step V

If the Federation is not satisfied with the disposition of the grievance at the previous level, or if no disposition has been made within the period above provided, the Federation may file a Demand for Arbitration of the dispute with the American Arbitration Association, whose rules shall govern the arbitration proceeding. The Federation shall file for arbitration no later than thirty (30) calendar days from the date of Board action. The arbitrator shall have no authority to add to, subtract from, modify, change, alter or amend the terms and conditions of the Agreement.

The arbitration procedure shall remain in effect for the duration of this agreement, and may be revoked with notice upon expiration of the agreement.

The arbitrator's authority is limited to the following:

1. The arbitrator shall have no authority except to pass upon alleged violations of the expressed provisions of this agreement and to determine disputes involving the applications or interpretations of such express provisions.
2. The arbitrator shall have no power or authority to add to, subtract from or modify any of the terms of this agreement and shall not substitute his judgement for that of the employer, where the employer is given discretion by the terms of this agreement or by the nature of the area in

which the employer was acting. The arbitrator shall not render any decision which would require or permit an action in violation of the Michigan school laws.

3. The costs and expenses of the arbitrator shall be shared equally by the parties.
4. Both parties agree to be bound by the award of the arbitrator and agree that judgement thereon may be entered in any court of competent jurisdiction.
5. The discharge of a probationary employee, or the placement of a probationary employee on another year of probation shall not be subject to the grievance procedure. Discipline/discharge of nonprobationary employees shall only be for just cause.

1.12 NEGOTIATION PROCEDURES

Representatives of the Board and the Federation negotiation committees may meet during the regular school year, by the request of either group, to resolve problems that may arise. These meetings are not intended to bypass grievance procedures, as set forth in this Agreement.

Each party will submit to the other, notice covering what it wishes to discuss. All meetings between the parties will be scheduled to take place at times when the teachers involved are free from assigned instructional responsibilities, unless otherwise mutually agreed.

Should such a meeting result in a mutually acceptable amendment to this Agreement, then the amendment shall be subject to ratification by the Board and the Federation provided that the Negotiation Committee shall be empowered to effect temporary accommodations to resolve special problems.

Neither party, in any negotiations, shall have control over the selection of the negotiations representatives of the other party. "The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, and make concessions in the course of negotiations. After ratification by both parties, their representatives shall attach their signatures to the ratified agreement within five (5) days of ratification. There shall be three (3) signed copies for purposes of record. One (1) each will be retained by the Federation, the Board, and the Superintendent.

EMPLOYMENT RELATIONS

SECTION II

2.1 HIRING, VACANCIES, PROMOTIONS AND TRANSFERS

- A. The Board shall notify the Federation President, within five (5) school days after the beginning of each semester, or hiring date, concerning the employment of new staff members. The following information, in writing, shall be given:
 - 1. Name, step on salary schedule, and extra duties.
- B. Both parties recognize that the filling of vacancies, and/or newly created supervisory and administration positions, in accordance with the job description posting procedure, is the prerogative of the Board.
- C. Whenever a vacancy exists in a professional teaching or administrative position in the District, such vacancy will be publicized by written notice to the Federation President. Each vacancy will be posted within five (5) school days, after vacancy is received in writing, in all staff rooms of the schools and/or by means of a staff newsletter to each teaching staff member. Teachers are requested to submit, in writing, their intent to apply for a vacant position.

2.2 FEDERATION RIGHTS

- A. Nothing contained herein shall be construed to deny or restrict to any teacher, rights he may have under the Michigan General School Laws, or other applicable laws and regulations.
- B. The Federation shall have the same rights and responsibilities as the public in the use of school facilities and equipment.
- C. The Board and Federation may request study groups to have a closer working relationship between the School, the Federation and the public.
- D. The provisions of this agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex marital status, or membership in, or association with, the activities of any employee organization.

2.3 PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

- A. Only those teachers who hold a bachelor's degree from an accredited college or university, and a provisional, continuing, or permanent certificate, may be employed by the Board for a regular teaching assignment.
- B. The employment of teachers, by individual contracts based on special certificates, is to be permitted only in cases of emergency or necessity.
- C. Any assignments, with the exception of class sponsors grades 9-12, in addition to the normal teaching schedule during the regular school year, including driver education, extra duties, adult education and summer school courses, will not be obligatory. Consideration in making such assignments will be given to teachers regularly employed in the school district whenever practical and possible, however the qualifications of each applicant (teacher and non-teachers) being considered will be the determinant factor in making the assignment. If enough people do not volunteer for class sponsorships, the Federation will provide two (2) sponsors per class for grades 9-12. At least one of these sponsors shall be a 9-12 teacher and the other may be a staff member in a K-12 position.
- D. Teachers shall be notified of their assignments for the following school year by the preceding first day of July. In the event changes of assignment are proposed during the summer, teachers involved shall be notified and consulted as soon as possible.

2.4 TEACHER EVALUATION

- A. It shall be a major administrative responsibility to assist teachers to become oriented to the district and improve instruction through direct and ongoing observation of the teacher's work and providing written summaries of those observations together with any recommendations the administrator may have for the teacher.
- B. Probationary teachers shall be formally evaluated at least once during each year of probation. Tenured teachers shall be formally evaluated at least once every three years. The visitation portion of the formal evaluations shall be completed by May 15 of the school year for which the evaluation has been scheduled. The written evaluation shall be completed and shared with the staff member within ten (10) school days of the classroom observation.
- C. The following format shall be established for formal evaluation:
 - 1. A goal setting conference shall be held between the teacher to be evaluated and the administrator.

2. The administrator will attempt to complete all goal setting conferences by September 30th.
 3. Goals will be established by mutual agreement of both parties.
- D. The goal or goals may come from but are not limited to the following areas:
1. Teaching goals - Examples of teaching goals involve the areas of lesson planning, classroom climate, classroom management, principles of learning.
 2. Learner goals - Examples of learner goals involve working to affect student outcomes or improve student deficiencies.
 3. Program goals - Examples of program goals include goals aimed at making better use of curriculum, materials, and activities.
 4. Organizational goals - Examples of organizational goals are goals designed to meet minimal expectations.
- E. Data collected to determine progress toward goals shall be collected in the following ways.
1. Classroom observations - The administrator shall observe the teacher a minimum of one time during the year.
 - a. Each observation shall be preceded by a preobservation conference between the administrator and the teacher so that the administrator can be apprised of the teacher's objectives, methods, and materials planned for the teaching-learning situation during which the teacher is to be observed.
 - b. Each observation shall last at least one entire class period in the secondary and at least forty-five minutes in elementary.
 - c. Following the collection of the above data, the administrator and the teacher shall conduct a conference within five school days.
 2. In addition to the formal observation process outlined in E. above, administrators shall include ongoing observation(s).
 - a. The ongoing observation shall be a review of the teacher's overall performance during the school year, and shall determine how the goals have been met. There shall be

a conference to discuss the overall effectiveness of instruction. Within five school days of the conference, the administrator shall write a narrative summary of the conference, and shall meet with the teacher for the purpose of clarifying the written report and recommendations, if requested by the teacher.

- b. A copy of material to be filed for evaluation purposes will be provided to the teacher within five school days.
 - c. Suggestions to improve a teacher's performance and/or to help correct a perceived problem will be given to the teacher in writing within five (5) school days of the administrator's observation.
- F. No evaluation shall unduly interfere with the normal teaching-learning process.
- G. If an administrator believes a teacher is doing unacceptable work, the reasons therefore shall be set forth in specific terms as shall an identification of the specific ways in which the teacher is to improve and of assistance to be given by the administrator and other staff members. In subsequent observation reports, specific deficiencies which have been corrected will be so indicated in writing.
- H. A teacher who disagrees with an observation or recommendation may submit a written answer which shall be attached to the file copy of the observation in question and/or submit any complaints through the grievance procedure.
- I. Extra duty assignments shall not be subject to the evaluation process as outlined above.

2.5 PERSONNEL FILES

- A. Each teacher shall have the right, upon request, to review the contents of his own personnel files maintained at the teacher's school or in the office of the Superintendent. 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.

- B. Signed, written complaints by a parent of a student, or any person directed toward a teacher and deemed serious enough to become a matter of a formal record, shall be promptly called to the teacher's attention. Teacher involved is entitled to know the identity or source of all such complaints.
- C. Any material relative to a teacher's conduct, service, character or personality, including written complaints, shall not be placed in either the teacher's building personnel file or in his/her personnel file in the Office of the Superintendent, unless the teacher has received a copy of the material to be filed. This copy is to be signed by the teacher in front of a witness. In the event the teacher refuses to sign said copy, a statement, stating such, will be placed on the copy and the witness will sign this statement. The teacher's signature does not indicate agreement with the contents to be filed.
- D. The teacher shall have the right to answer any material contained in the files and the answer shall be attached to the file copy. In the event an arbitrator rules the material in files and/or charges made against a teacher proved to be false, those records and materials will be destroyed.

2.6 REDUCTIONS IN PERSONNEL, SENIORITY AND RECALL

- A. Seniority - shall be defined as total years of continuous service to the Glen Lake School District within the bargaining unit.
 - 1. Seniority shall not continue to accumulate when bargaining unit members are on unpaid leaves. Seniority shall be frozen at the time of leave, and accumulation will begin upon return to service.
 - 2. Chapter I and other Special or Federal program teachers shall accrue seniority the same as all other teachers.
 - 3. Date of hire is to be defined as date of formal Board action. In the circumstance of more than one individual having the same effective date of hire, all individuals so affected will participate in a drawing to determine placement on the seniority list. Seniority shall be expressed in years and months.
 - 4. Seniority will continue to accumulate for those members of the bargaining unit who are on layoff.
 - 5. At the beginning of each school year, the Administration shall prepare a seniority list. Copies shall be posted in the teachers' workrooms, and a copy given to the bargaining unit President by October 1.

B. Layoff - shall be defined as a necessary reduction in the work force as determined by the Board.

1. In the event a layoff is necessary, as determined by the Board, the Board will retain as nearly as possible those fully certified and fully qualified tenure teachers having the longest seniority.
2. Should a further reduction be necessary, then tenure teachers with the least number of years of seniority will be laid off, provided there are fully certified and fully qualified teachers to replace and perform all the needed duties of those laid off.
3. Fully qualified and fully certified shall be as defined by North Central Association of Schools and Colleges and/or the State of Michigan, Department of Education.
4. A laid off bargaining unit member shall, upon application, be granted priority status on the district substitute list.
5. The Board shall give no less than sixty (60) days written notice to the teacher being laid off. Notice will be provided by certified mail, return receipt requested, to the last known address of the teacher laid off. A copy of the notice will be given to the bargaining unit president.
6. In the event of a necessary reduction in staff, the Board agrees to actively consider all requests for leaves of absence as an alternative to staff reductions.

C. Recall - the procedure under which laid off members of the bargaining unit shall be recalled to work.

1. Laid off bargaining unit members shall be recalled to the first vacancy, for which they are fully certified and fully qualified, in reverse order of layoff.
2. A laid off bargaining unit member shall be considered laid off until he/she is reinstated in the District. Refusal of an offer from the Employer of a position for which the laid off bargaining unit member is fully certified and fully qualified or failure to respond within thirty (30) days of the receipt of a written offer of a position made by the Employer shall be cause for termination.
3. Notification of a recall shall be in writing with a copy given to the Federation President. The notification shall be sent by certified mail, return receipt requested, to the bargaining unit member's

last known address. It shall be the responsibility of each bargaining unit member to notify the Employer of any change of address.

4. Recalled bargaining unit members shall be entitled to all sickness and leave benefits accumulated prior to layoff.

2.7 DISCIPLINE OF TEACHERS

Professional Behavior

Teachers are expected to comply with all rules, regulations, and directions adopted by the Board or its representatives which are not in conflict with the provisions of this Agreement. A teacher may refuse to carry out an order which threatens physical safety or wellbeing.

No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause.

If a teacher is to be disciplined or reprimanded by the Board, he/she shall be entitled to have a Federation representative present.

2.8 PROFESSIONAL IMPROVEMENT

The parties support the principle of continuing training of teachers, participation by teachers in professional organizations in the areas of their specialization, leaves for work on advanced degrees or special studies and participation in community educational projects.

2.9 THE BOARD OF EDUCATION RIGHTS

The Board retains all rights, powers and authority vested in it by the laws and constitution of Michigan and the United States. The Board reserves unto itself all rights, powers and privileges inherent in it or conferred upon it from any source whatsoever, provided, however, that all of the foregoing being manifestly recognized and intended to convey complete power in the Board shall nonetheless be limited but only as specifically limited by express provisions of this agreement and under Act 379 of the Michigan Public Acts of 1965. Rights reserved exclusively herein by the Board which shall be exercised exclusively by the Board shall include by way of illustration and not by way of limitation, the right to:

1. Manage and control the school's business, the equipment, the operations and affairs of the employer.
2. Continue its rights and past practice of assignment and direction of work of all of its personnel but not in conflict with the specific provisions of this agreement.
3. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, assign work to employees, determine the size of the work force and to lay off employees.
4. Determine the services, supplies and equipment necessary to continue its operations and to determine the methods and standards of operation, including the institution of new and/or improved methods or changes therein.
5. Adopt reasonable rules and regulations.
6. Determine the qualifications of employees.
7. Determine the location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
8. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
9. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization provided that the employer shall not abridge any rights from employees as specifically provided for in this agreement.

2.10 JOINT INSTRUCTIONAL COUNCIL AND IN-SERVICE TEACHER DEVELOPMENT

A. In-Service Training Days

1. Regularly scheduled inservice training shall be scheduled in the calendar, Monday through Friday unless mutually agreed by the majority of the inservice committee.
2. A committee of three (3) will be appointed by the Federation and shall meet with three (3) administration representatives to plan the In-Service

sessions. There shall be a mandatory meeting of the committee held annually, not later than September 30, at which a regular schedule of future meetings will be set. Program content will be determined by mutual agreement of both parties.

3. Professional Improvement

The administration agrees to consider any application from teachers who desire to attend select professional conferences or workshops related to teaching assignment and Michigan Department of Education Curriculum Committee meetings. Travel, meals, lodging, and registration fees will be deemed appropriate expenses of the Board, as well as the cost of the substitute teacher needed to relieve the participant. A teacher attending such conference and meetings shall be granted sufficient leave time to attend without loss of compensation. If advance notification is given, hotel and conference fees will be paid in advance to the conference sponsor and hotel. Reimbursement for personal expenses will be made at the first regularly scheduled board meeting following submission of required documentation, but at no time will reimbursement be made that is in excess of established Board limits. Documentation for personal expense reimbursement must be received one week prior to the next regularly scheduled board meeting.

4. Staff members attending meetings, conferences, work sessions, or other programs at the request of the Board of Education or the Board's agents during non-contractual days will be compensated at the rate of \$80.00 per day or the appropriate portion thereof based on a seven (7) hour day for the actual days of the meeting, conference, or other program. This compensation will be in addition to any travel expense incurred in relationship to the meeting, conference, work session, or program.

B. Curriculum and Instructional Council

1. The Board and the Federation shall establish a council known as the Curriculum and Instructional Council. The purpose of this council shall be to initiate policies affecting the nature and design of the instructional program of the district. As a part of its responsibilities, the Council shall:
- a. Develop criteria for the ongoing evaluation of all instructional programs.
 - b. Annually review policies concerning all testing programs and instructional programs.
 - c. Review and make recommendations on all proposed pilot experimental and/or innovative educational programs.

2. The Council shall be composed of four (4) bargaining unit members, two (2) Administrators, two (2) Board Members, a non-voting student, and the High School Counselor as an ex-officio member. Each voting member of the council shall have an equal vote. The Council shall select a chairperson, either a bargaining unit member or an Administrator, who shall chair meetings.
3. The Council shall meet on a regularly scheduled basis as determined by the Council membership. There shall be a mandatory meeting of the Council held annually, not later than January 31, at which the regular schedule of meetings shall be set. There will be a minimum of six monthly meetings during the calendar year scheduled September through May.
4. The Council may appoint sub-committees to carry out its responsibilities. Necessary expenses will be submitted to the Board for approval.

2.11 TEACHERS' RIGHTS

Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Federation for the purposes of engaging in collective bargaining or negotiations. As a duly elected body exercising governmental power under cover of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Act or Constitutions of Michigan and the United States, that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Federation, his participation in any activities of the Federation or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

TEACHING CONDITIONS

SECTION III

3.1 TEACHING HOURS

- A. The regularly scheduled work day for all teaching employees shall be seven (7) hours and ten (10) minutes. Teachers are required to report for duty fifteen (15) minutes prior to the scheduled school day for students, and are required to remain on duty twelve (12) minutes after students are released. In the event school is dismissed early, teachers shall be required to stay on duty until the end of that normal teaching day, except under dismissal for hazardous conditions. Under hazardous conditions, teachers will be required to remain until all students have safely cleared the buildings. Attendance is also required at any after school staff meetings. Exceptions to these regulations will only be with the permission of the Building Principal.

- B. The regular work day for middle and secondary teachers shall include an uninterrupted duty free lunch, a preparation period equal to a regular class period, six teaching periods, and any assigned homeroom period.

- C. The regular work day for elementary teachers shall consist of two (2) duty free fifteen (15) minute recesses per day, an uninterrupted thirty five (35) minute duty free lunch period, and teaching periods as scheduled by the principal. In addition, elementary teachers may use any time during which their classes are scheduled for instruction from various teaching specialists for class preparation. The parties agree that except for economic conditions with the budget, teachers will receive three preparation periods per week. One thirty (30) minute library special shall be provided per week duty free.

- D. A part time teacher will receive benefits and salary compensation equal to the percentage of employment. A part time teacher will be compensated at a rate equal to the difference between their percentage of employment and full pay, based on an hourly rate derived from their step on the salary schedule, for all required meetings falling outside their contract hours of employment.

3.2 CLASS SIZE

- A. The Board recognizes that the pupil-teacher ratio is an important aspect of an effective educational program and that effort will be made to provide for the optimum class size whenever possible.
- B. When need is shown for advanced programs, effort will be made to implement the programs.

3.3 TEACHING CONDITIONS

- A. All Teachers will be entitled to a duty-free lunch period.
- B. Definition of a professional period -- A professional period is one used for class preparation, student counseling, curriculum or other school related activities.
- C. Building Principals shall assign each new teacher to an experienced teacher to act in an advisory capacity.

LEAVES OF ABSENCE

SECTION IV

4.1 JURY, PROFESSIONAL, AND ASSOCIATION LEAVE

A. Jury Duty

A teacher called for jury duty, or to give testimony before any Judicial or Administrative Tribunal, on a scheduled teacher work day shall receive their full daily salary with the jury pay being returned to the Board of Education less mileage allowance. Excused time will be for actual travel and time necessary to perform said obligation. (EXAMPLE: If employee spends 1/2 day in court, then employee is expected to return to work for the remainder of the day.) Such time lost shall not be deducted from accumulated sick leave. The District shall not be obligated for said above compensation when such testimony or duty is connected with non-school employment.

B. Professional

At the beginning of every school year, each teacher may be credited with three (3) days to be used for the teacher's professional business. These days shall not be deducted from sick leave or any other leave. The teacher planning to use a professional business day shall confer with and obtain approval from his principal at least one (1) week in advance of his absence. The teacher shall leave complete plans and adequate materials for substitute use. Professional Business days shall be used for the purpose of:

1. Visitation to view other instructional techniques or programs;
2. Conferences, workshops, or seminars conducted by colleges and universities. Professional organizations as related to their teaching or co-curricular assignment.

C. Federation

At the beginning of every school year, the Federation shall be credited with twelve (12) days to be used for union business by teachers who are officers or agents of the Federation. No one (1) teacher shall be entitled to more than five (5) days per school year. Not more than four (4) teachers will be released at any one time. These days shall be used for Federation business only. The Federation agrees to notify the Board no less than forty-eight (48) hours in advance of taking such leave. The president of the Glen Lake Federation of Teachers shall be granted an additional three (3) days per year to be used for

union business. The Federation shall reimburse the Board for the cost of any substitute teacher(s) required for any such day or days used beyond seven in any school year.

4.2 SABBATICAL LEAVE

- A. Any teacher, who has been employed for a least seven (7) consecutive years in the Glen Lake Community School District, may be granted a Sabbatical Leave for one (1) year. During said Sabbatical Leave, the teacher will be considered to be in the employ of the Board and shall be paid one-half (1/2) of his/her annual base salary only.
- B. A teacher shall return as an employee of the school district in the school year following the leave, and shall remain an employee for a minimum of one (1) year following return from the leave, or return to the Board of Education all of the sabbatical pay.
- C. A teacher, upon return from a Sabbatical Leave, will be returned to his former position or to a position of like nature and status, and will be placed at the same position on the salary schedule as he would have been had he taught in the district during such period. Application for leave will be submitted to the Board by April 1st of the year preceding requested leave and the final decision to grant or deny application for leave will rest with the Board. The Board will notify applicant within forty-five (45) days of application if possible.
- D. Two (2) teachers may be granted a Sabbatical Leave of a minimum of one (1) semester or one (1) teacher a maximum leave of one (1) school year. Total leave is not to exceed one (1) school year.

4.3 UNPAID LEAVES OF ABSENCE

- A. A leave of absence of up to and including one (1) year may be granted to any tenured teacher upon application. The application must be submitted, for consideration, prior to April 1st of the year preceding requested leave. The teacher shall advise the Board of his/her intent to return to duty, not later than March 1st preceding his/her official scheduled return date. Failure to notify the Board, by certified mail, shall be considered voluntary termination of employment with the school district.

- B. A Military Leave of Absence shall be granted to any teacher who shall be inducted, or shall enlist, for Military duty in any branch of the Armed Forces of the United States. Upon return from such leave, a teacher will be placed at the same position on the salary schedule as he/she would have been had he/she not taken the leave. Military leave for enlistment shall only be during periods of national emergency.

4.4 SICK-BUSINESS-PERSONAL LEAVE DAYS

- A. Employees will be granted eight (8) sick, two (2) business and two (2) personal days yearly. The unused portion of such leave shall accumulate as sick leave from year to year to a maximum of one hundred (100) days. (Employees with an accumulation of sick leave in excess of one hundred (100) days on September 1, 1990 shall not lose those days accumulated over one hundred (100) days, and shall retain such days in their sick leave bank until used).

1. Sick leave - Sick leave will be granted for illness or injury to the employee and his/her immediate family. Immediate family will be considered spouse and/or minor children. A doctor's affidavit may be required if there is reasonable cause.
2. Business days - Business days shall be credited to each teacher at the rate of two (2) per school year. Business days will be granted for business which cannot be taken care of after school hours, weekends or vacation periods. Teachers are required to state nature of business when applying for business days. These days shall be applied for at least three (3) days in advance, except in the case of an emergency. Business days will not be granted for vacation, recreational or financial enhancement, nor immediately before or after a holiday or vacation period, except in the case of an emergency.
3. Personal days - Personal days shall be credited to each teacher at the rate of two (2) days per school year. It is the intent of the parties that these days be used at the discretion of the individual teacher. These days shall be applied for at least three (3) days in advance, whenever possible.

One personal day per year may be used before or after a holiday period based on the following selection criteria:

- a. Thanksgiving, Christmas, Spring Break, and Memorial Day are eligible holidays.
- b. All applications for the above holidays will be submitted to the Superintendent or his designee by October 1 of the applicable contract year.

c. No more than 10% of the teaching staff will be released on any given day. In the event more than 10% of the teaching staff requests a given day, a random selection will be held to determine which staff members will receive the requested date. All individuals will be notified of the disposition of their request within one calendar week after the selection process. The Superintendent and one member of the GLFT Executive Board will supervise this process. Adjustments to this process may be made by mutual consent of the agreeing parties through the Superintendent and the GLFT President. Ten Percent shall be interpreted as five staff members for the duration of this contract.

4. Attendance Incentive - Teachers will receive the following award if they use no more than the following combination of sick, business, and personal days.

No More Than	Award
3 days used	\$ 40
2 days used	80
1 day used	120
0 days used	160

B. Leave accrual prior to present contract year shall be treated as sick leave only. Utilization of accrued sick leave may require physicians verification of illness if there is reasonable cause.

C. No more than fifteen percent (15%) of the bargaining unit shall be granted non-illness personal days at any one time. Applications will be granted on a first-come, first serve basis. In cases of emergency, the three (3) day advance notice personal leave and the fifteen percent (15%) limit may be waived by the Superintendent.

D. Teacher sick-bank - The Board of Education will donate a number of sick days per school year equal to the number of employees listed on the seniority list for that school year, not to exceed a maximum of 140 days. The establishment of the sick bank is to protect the teachers/ wages from a catastrophic illness or injury. A committee will be established, consisting of two (2) Federation Executive Officers and two (2) Board of Education appointees. The current committee established rules and guidelines for handling teacher requests for catastrophic sick leave are as follows:

1. Eligibility

a. A "Sick Bank Committee" shall be established to receive, screen, and approve eligible applications. The committee will consist of a GLFT officer (chairperson), one other GLFT member (selected by the executive committee), and two school board representatives (selected by superintendent). The Sick Bank Committee shall need a

majority decision to approve an application. Any committee member applying for bank days will be replaced by another GLFT member. Voting by committee members will be kept confidential and the chairperson will present a written explanation for the committee's decision to the applicant. Decision of the committee is final and non-grievable.

b. Eligible applicants shall:

- 1). Be a contracted teacher of Glen Lake Community Schools and member of GLFT (or a contracted teacher who has paid GLFT dues).
- 2). Have used all accumulated leave days.
- 3). Submit a completed application to the GLFT president (and copy given to the superintendent). The Sick Bank Committee shall act on the application within two working days after the applicants final leave day is used. Awarded days will be retroactive. (See Appendix F)

2. Application and Use of Days:

a. Completed application must be accompanied by:

- 1). Two physician's statements supporting applicant's claim (one of whom may be selected by the board).
- 2). A promissory note stating in the event the applicant is found to have been gainfully employed, full or part-time, they shall reimburse any used days paid out of the bank during that employment (see Appendix G).

b. Use of the bank days will:

- 1). Begin and end on the days approved by the bank committee.
- 2). Stops when the user is eligible for short- or long-term disability benefits.
- 3). Be for catastrophic, emergency or unavoidable type disabilities (illness or injury of the applicant).

- E. A teacher, who is unable to teach because of personal illness or disability and who has exhausted all sick leave available, may be granted a leave of absence without pay for the duration of such illness or disability up to a maximum of one (1) year. The leave may be renewed for an extended period upon written request by the teacher and with the right of the Board to verify the reasons advanced for the leave. At the Board's discretion, the teacher may be required to submit to a physical examination by a Physician selected by the Board, and at the Board's expense.
- F. Upon the death, or retirement, of a teacher (in accordance with the Michigan Public School's Employees' Retirement Act and/or Social Security Act) the accumulated sick leave to his/her credit shall have the cash surrender value of thirty percent (30%) per day of up to one hundred (100) days (maximum of thirty (30) days pay) computed at the rate of the average daily salary for the last five (5) years of employment or in case of death and employed less than five (5) years, the average daily salary of years employed.

4.5 BEREAVEMENT LEAVE

- A. Up to four (4) days leave with pay will be granted for death in the immediate family per occurrence. The immediate family shall be interpreted as: Spouse, Father, Mother, Father-in-law, Mother-in-law, Grandparents, Children, Sisters, Brother or dependent (dependent being one who qualifies under Internal Revenue Service Regulations.) Such days shall not be deducted from any leave.
- B. Additional leave may be granted for death in the immediate family due to extenuating circumstances. Said leave, at the discretion of the employee, shall be deducted from either personal or accumulated sick leave.
- C. At the Superintendent's discretion, up to three (3) days may be granted in the death of a person who was closely associated with the employee. Said leave, at the discretion of the employee, shall be deducted from either personal or accumulated sick leave.

COMPENSATION AND BENEFITS

SECTION V

5.1 HEALTH INSURANCE

The Board will provide each full-time employee, for a full twelve (12) month period, without cost to the employee, health insurance as follows, with surgical second opinion/predetermination rider.

1. MASH/SET Ultra Med C, 250/500 deductible, \$5.00 drug rider; or
2. MEBS 3 STAR GALAXY with \$2.00 drug rider; or
3. BCBSM comparable to SET Ultra Med C and/or MEBS 3 STAR GALAXY.
4. Another plan mutually agreed to.

The Board will reimburse employees monthly for the \$250/500 deductible.

Prior to institution of a change of carrier for health, dental, vision or LTD insurance, the Board shall meet and confer through a committee of two management representatives and two Federation representatives.

An employee must work a minimum of half time to qualify for benefits. Those employees working a minimum of half time but less than full time will have benefits pro-rated.

All married teaching teams will be considered as one employee in computing health insurance premium assessments and supplemental severance/retirement accounts.

Employees in the bargaining unit who are covered by health insurance available elsewhere or who elect not to be covered by health insurance under the terms of this agreement, shall be permitted to purchase insurance options available through MASH/SET or current carrier. The board will subsidize this purchase in the amount equal to 50% of a single subscriber health insurance premium.

Such options shall be in lieu of health insurance. When both spouses are employees of the Glen Lake Community Schools, one spouse shall be designated as the primary insured for full family health coverage purposes. The remaining spouse will be designated as dependent and will be entitled to the optional coverages specified in this section.

5.2 DENTAL INSURANCE

The Board shall provide without cost to the employee the MASB/SET incentive Dental Care Plan 50/50/50, or its equivalent (Sept. 1, 1984 level) for all employees of the bargaining unit and their dependents including internal and external coordination of benefits.

5.3 DISABILITY INSURANCE

The Board will provide without cost to the employee, long term disability insurance plan (66 2/3% salary, 60 day waiting period).

5.4 VISION CARE

The Board will provide without cost to the employee MASB/SET Insurance plan Basic Vision (3X), or its equivalent (Sept. 1, 1984 level) for all employees of the bargaining unit and their dependents including internal and external coordination of benefits.

5.5 PROFESSIONAL MILEAGE COMPENSATION

Teachers required to drive personal automobiles in the course of their work shall receive an allowance of twenty-five cents (25¢) per mile.

5.6 SUBSTITUTE PAY

Regular teachers may substitute at \$12.00/class period for short periods, emergencies and unexpected situations.

5.7 IN-SERVICE COMMITTEE AND CURRICULUM COUNCIL PAY

Teachers shall receive \$8.00 per meeting for serving on the In-service Committee and Curriculum Council for any meeting of one hour or more in length.

5.8 EXTRA-CURRICULAR DUTIES

- A. Extra duty assignments and salary percentages for the coming school year will be posted by April 1 of the current year. Application for an extra duty position will be submitted in writing no later than April 15.
- B. Contracts for extra duty assignments will be tendered by June 1 of the current year, whenever possible.
- C. If a teacher is dismissed from an extra-curricular assignment or an extra-curricular contract is not renewed, a hearing may be requested before the Board and the Board shall grant said hearing.
- D. Derivations of percentages shall be one step for every two years service in that activity up to step six on the bachelor's schedule. The percentage for athletics will be determined by Appendix C.

E. Activity Director or Sponsor:

All extra duty pay percentages are subject to fulfillment of the written job description.

1.	High School Cheerleading	10%(5% each, split)
2.	Middle School Cheerleading	3.5
3.	Play Director	5
4.	Assistant Play Director	2
5.	Newspaper	8
6.	Yearbook	8
7.	Special Olympics	2.5
8.	11th & 12th Grade Class Advisors	2
9.	9th & 10th Grade Class Advisors	1
10.	National Honor Society	2
11.	Student Council	3
12.	Middle School Student Council	2
13.	Debate Coach	4
14.	Elem/MS Play Director (2)	1.5
15.	Musical Drama Director	2

F. Music:

1.	Band Director	15% with marching band 8 - without marching band
2.	Choral Director	10%

- G. Driver Education \$18/hour
- H. Faculty members working as scorers, timekeepers, announcers or crowd control shall receive for such services \$12/event.
- I. Athletic Director- 12% plus one hour per day released time. The Athletic Director must be scheduled for four class assignments. If the duties of Athletic Director are assigned to the position of Assistant Principal, as a part of his/her duties, the position of Athletic Director shall be removed from the extra duty positions listed in the contract. If, however, at any time the duties of the Athletic Director are not assigned to an Assistant Principal, the position of Athletic Director will revert to the language contained in the 1993-94 contract.

5.9 COACHING EVALUATION

The evaluation form attached as APPENDIX E shall be used when coaches are evaluated. The athletic director is responsible for conducting the evaluation and implementing the evaluation procedure as follows:

- A. Coaches shall meet with the athletic director in a pre-evaluation conference prior to the beginning of the season for the purpose of discussing the instrument, procedure and expectations of the athletic director.
- B. A post evaluation conference will be held between the coaches and the athletic director within ten (10) days after the completion of the season for the purpose of discussing the completed evaluation forms.
- C. The athletic director and the coach being evaluated shall both retain a copy of the completed evaluation form.
- D. The athletic director will visit a minimum of two practices and two contests (one away if possible) for the purpose of completing the evaluation form.
- E. The high school principal is responsible for evaluating the athletic director.
- F. The high school principal is responsible for evaluating the coaching responsibilities of the athletic director.

OTHER APPENDICES A, B, C, D, E, F, G

APPENDIX A

GRIEVANCE REPORT FORM

GRIEVANCE REPORT FORM

Grievance # _____ School District _____

Distribution of Form

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

Submit to Principal in Duplicate

Building	Assignment	Name of Grievant	Date Filed
----------	------------	------------------	------------

Step 1

A. Date Cause of Grievance Occurred _____

B. 1. Statement of Grievance _____

2. Relief Sought _____

Signature _____ Date _____

Step 2

A. Disposition by Principal _____

Signature _____ Date _____

GRIEVANCE REPORT FORM (continued)

GRIEVANCE REPORT FORM

B. Position of Grievant and/or Federation _____

Signature

Date

Step 3

A. Date received by the Superintendent or Designee _____

B. Disposition of the Superintendent or Designee _____

Signature

Date

C. Position of Grievant and/or Federation _____

Signature

Date

Step 4

A. Date received by Board of Education or Designee _____

B. Disposition by Board _____

Signature

Date

C. Position of Grievant and/or Federation _____

Signature

Date

GRIEVANCE REPORT FORM (continued)

GRIEVANCE REPORT FORM

Step 5

A. Date sent to American Arbitration Association _____

B. Requested by _____

C. Findings of the Arbitrator _____

Grievant and/or Federation Date

Board of Education Date

APPENDIX B - SCHOOL CALENDAR 1994-95

August	31	Teacher Work Day
September	1	Teacher Work Day
	6	First Day of School (Half Day for Students)
October	17	Staff Inservice (No Students)
November	4	End of First Nine Weeks
	9	Parent/Teacher Conferences (6:00 p.m. - 9:00 p.m.)
	10	Parent/Teacher Conferences (School dismissed at 12:30 p.m.) Conferences 1:00 p.m. to 3:30 p.m. and 6:00 p.m. to 9:00 p.m.)
	11	School Dismissed at 12:30 p.m.
	23	Thanksgiving Break (School dismissed at 12:30 p.m.)
	28	School Resumes following Thanksgiving Break
December	22	Winter Break begins at the end of day
January	3	School resumes following Winter Break
	20	Last Day of First Semester (Students dismissed at 12:30 p.m.)
February	20	President's Day (No School)
March	2	Parent/Teacher Conferences (6:00 p.m. to 9:00 p.m.)
	24	End of Third Nine Weeks (Spring Break begins at end of day)
April	3	School resumes from Spring Break
	14	Spring Holiday (No School)
May	29	Memorial Day (No School)
June	8	Last Day of School for Students
	9	Half Day Teacher Work Day (Teachers dismissed at 12:30 p.m.)

During exam times, elementary teachers shall receive preparation time equal to that which they receive throughout the school year. The administration will provide a preparation time schedule at least two weeks prior to the exam period.

*1995-96 calendar will be agreed to prior to the end of the 1994-95 school year.

APPENDIX C - EXTRA DUTY SCHEDULE

ATHLETIC	
Varsity Basketball	12%
J.V. Basketball	9%
M.S. Basketball (2)	6%
Varsity Football	12%
Varsity Assistant Football	9%
J.V. Football (2)	9%
M.S. Football (2)	6%
Varsity Volleyball	12%
J.V. Volleyball	9%
M.S. Volleyball (2)	6%
Varsity Wrestling	12%
Varsity Baseball	12%
J.V. Baseball	6%
Varsity Softball	12%
J.V. Softball	6%
Varsity Tennis	8%
Varsity Skiing	8%
Ass't Skiing	5%
Golf	6%
Cross Country	8%
Varsity Track	12%
M.S. Track (2)	4%
Ass't Track (1)	9%
Athletic Director	12%
In the event a sports program does not run a full season, salaries shall be prorated for the weeks of the season worked.	

APPENDIX D - SALARY SCHEDULES

I. 1994-95*

Step	BA	MA	MA + 20	Ed. S.
1	25,675	27,279	28,135	28,991
2	26,694	28,298	29,154	30,010
3	27,972	29,576	30,432	31,288
4	28,999	30,604	31,460	32,317
5	30,271	31,875	32,731	33,587
6	31,550	33,155	34,012	34,868
7	32,829	34,433	35,289	36,145
8	34,105	35,711	36,567	37,422
9	35,376	36,982	37,838	38,693
10	36,656	38,261	39,117	39,973
11	37,935	39,539	40,395	41,252
12	40,234	41,838	42,694	43,551

* 1.4% is included in the salary schedule based on Appendix I being in effect for the duration of this agreement.

- II. Those teachers on the 13th, 14th, and 15th step shall receive a longevity payment equal to 2.5% over Step 12. Those teachers on the 16th step and beyond, shall receive a longevity payment equal to 1% over step 13.
- III. Full retirement payments to Michigan Public School Employees Retirement Fund, by the Board of Education.
- IV. Incoming teachers may be granted their full teaching experience with full increment rate per year.
- V. Teachers with a Provisional Certificate will receive \$30.00 for each semester hour taken within field of teaching with a maximum of twelve (12) hours per year. Teachers with a Permanent or Continuing Certificate will receive \$55.00 for each semester hour taken within field of teaching, reimbursement for a maximum of twelve (12) hours per year. Credit shall be shown by an official transcript from a fully accredited college or university and shall be converted into semester hours. Teachers must teach a minimum of one (1) semester after receiving credits to be eligible for reimbursement under the above provision. Any courses taken for reimbursement must be approved by the Administration prior to enrolling.

APPENDIX D - SALARY SCHEDULES

I. 1995-96*

Step	BA	MA	MA + 20	Ed. S.
1	26,574	28,234	29,120	30,006
2	27,628	29,288	30,174	31,060
3	28,951	30,611	31,497	32,383
4	30,014	31,675	32,561	33,448
5	31,330	32,991	33,876	34,762
6	32,654	34,316	35,203	36,088
7	33,978	35,639	36,524	37,410
8	35,299	36,960	37,846	38,732
9	36,614	38,276	39,162	40,048
10	37,939	39,600	40,486	41,372
11	39,263	40,923	41,809	42,696
12	41,642	43,302	44,188	45,075

* 1.4% is included in the salary schedule based on Appendix I being in effect for the duration of this agreement.

- II. Those teachers on the 13th, 14th, and 15th step shall receive a longevity payment equal to 2.5% over Step 12. Those teachers on the 16th step and beyond, shall receive a longevity payment equal to 1% over step 13.
- III. Full retirement payments to Michigan Public School Employees Retirement Fund, by the Board of Education.
- IV. Incoming teachers may be granted their full teaching experience with full increment rate per year.
- V. Teachers with a Provisional Certificate will receive \$30.00 for each semester hour taken within field of teaching with a maximum of twelve (12) hours per year. Teachers with a Permanent or Continuing Certificate will receive \$55.00 for each semester hour taken within field of teaching, reimbursement for a maximum of twelve (12) hours per year. Credit shall be shown by an official transcript from a fully accredited college or university and shall be converted into semester hours. Teachers must teach a minimum of one (1) semester after receiving credits to be eligible for reimbursement under the above provision. Any courses taken for reimbursement must be approved by the Administration prior to enrolling.

- VI. During the second year of this agreement, the agreed to 3.5% salary increase will be subject to reopening for discussion if the annually adjusted cost of living as determined by the United States Department of Labor exceeds 4% or falls below 2%.
- VII. One additional staff day shall be added to the beginning of the calendar for the 1995-96 school year.

APPENDIX E

EVALUATION FORM FOR INTERSCHOLASTIC ATHLETIC COACHES

Scale: Excellent 7-8
 Good 5-6
 Fair 3-4
 Poor 1-2

The Coach.....

Coach

A.D.

1. Is concerned with participant individual outcomes rather than the coach's personal won and lost record

Remarks: _____

2. Respects and enforces the letter and intent of all rules and regulations, sportsmanship codes, etc.

Remarks: _____

3. Demonstrates a respect for authority, accepts criticism, is loyal to those in authority.

Remarks: _____

4. Displays self control and maintains positive profile in:

- a. contest situations.....
- b. faculty relationships.....
- c. student relationships.....
- d. parental relationships.....
- e. news media relationships.....
- f. staff relationships.....
- g. administration relationships.....
- h. officials.....

Remarks: _____

#4 Point Average

APPENDIX E (continued)

Scale: Excellent 7-8
 Good 5-6
 Fair 3-4
 Poor 1-2

5. Demonstrates humanistic attitudes:
- a. respect for athletes.....
 - b. welfare of athletes.....
 - c. athletic staff.....
 - d. towards parents.....
 - e. towards guests.....

Coach	A.D.
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Remarks: _____

6. Maintains professional competency:
- a. attending league and state meetings.....
 - b. attending professional clinics.....
 - c. reading current professional material.....
 - d. knowledge of current rules and regulations

_____	_____
_____	_____
_____	_____
_____	_____

Remarks: _____

7. Accepts responsibility for equipment and facilities:
- a. submits budget.....
 - b. bids or comparative buying.....
 - c. inventories.....
 - d. records equipment issued.....
 - e. stores and maintains equipment.....
 - f. properly fits equipment.....
 - g. continually takes good care of equip.....
 - h. maintains facilities.....

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Remarks: _____

8. Is competent through training and experience in the following areas:
- a. technique of the sport.....
 - b. understanding of teaching principles.....
 - c. understanding of appropriate drills, etc.....
 - d. understanding of basic athletic injury prevention and care.....

_____	_____
_____	_____
_____	_____
_____	_____

Remarks: _____

APPENDIX E (continued)

Scale: Excellent 7-8
Good 5-6
Fair 3-4
Poor 1-2

Coach A.D.

9. Has moral standards that at their minimum would, if emulated by their athletes when they become adults, provide a social image felt to be desirable in the community.

Remarks: _____

10. Provides every student with an equitable opportunity to try out and participate in an athletic activity.

Remarks: _____

11. Works with participants to develop appropriate team and individual goals - counsels athletes when necessary.

Remarks: _____

12. At the beginning of each season, advises participants of all training rules and other regulations, procedures and expectations.

Remarks: _____

13. Adequately develops team spirit and unity.

Remarks: _____

14. Adequately "sells" program to students to maintain appropriate participation.

Remarks: _____

APPENDIX E (continued)

Scale: Excellent 7-8
Good 5-6
Fair 3-4
Poor 1-2

Coach A.D.

15. As an assistant, accepts and complies with all procedures, policies and work assignments as provided by the head coach and is loyal to the head coach.

Remarks: _____

16. As a head coach, respects assistant coaches, makes meaningful assignments with accountability, respects their judgements, provides appropriate recognition for their

Remarks: _____

17. Practices ethical and professional behavior at all

Remarks: _____

18. Develops positive rapport with parents of athletes.

Remarks: _____

19. Displays an awareness of health and safety standards as it pertains to the welfare of student athletes.

Remarks: _____

20. Provides supervision of locker rooms and training rooms.

Remarks: _____

APPENDIX E (continued)

Scale: Excellent 7-8
Good 5-6
Fair 3-4
Poor 1-2

Coach A.D.

21. Complies with all deadlines - inventory, budget, physical exam cards, eligibility lists, publicity releases, etc.

Remarks: _____

22. Displays enthusiasm for sport, for all athletes; makes the sport an enjoyable educational experience.

Remarks: _____

23. List areas of strength

24. List areas of weakness

25. List goals for next coaching assignments

APPENDIX F
SICK BANK APPLICATION

GLFT member: _____

Date your final leave day will be used: _____

Expansion of disability:

Signature

Date

Submit copies of the completed application, two physician's statements and promissory note to the GLft president and the superintendent.

APPENDIX G

GLEN LAKE FEDERATION OF TEACHERS SICK BANK

PROMISSORY NOTE

If I am found to be gainfully employed (full or part-time) during the time I am using sick bank days, I agree to reimburse the sick bank for the days paid out to me. My daily rate of pay, from Glen Lake Community Schools, will be used as the reimbursement standard.

Applicant's Signature

Date

APPENDIX H - EARLY RETIREMENT INCENTIVE

The Board shall offer an early retirement incentive for eligible teachers for the life of this Agreement, through the purchase of universal buy-in credit. The retirement incentive shall be offered in accordance with the following provisions:

1. The teacher must have served at least ten (10) consecutive years for the Glen Lake School District;
2. The teacher must actually retire under the Michigan Public School Employees Retirement System;
3. The teacher must make application for retirement and provide a written statement of resignation of their teaching position to the Board. The statement of resignation will indicate that the resignation is for purpose of retirement and state the effective date of resignation as the end of either the first or second semester.
4. The purchase of universal buy-in credit shall not provide more than thirty (30) years service credit, nor shall the Board contribution exceed a maximum of five (5) years of universal buy-in credit;
5. There shall be a limit of four (4) employees approved for Board purchase of universal buy-in credit per year, unless expressly mutually agreed otherwise between the Board and the Union for good cause. The refusal to grant requests for universal buy-in credit beyond the first four (4) per year shall not be the basis of any grievance.
6. The teacher, through requesting Board purchase of universal buy-in credit, agrees to accept such purchase as waiver/satisfaction of any other claim for compensation (e.g., unemployment comp., etc.) against the Glen Lake School District.

The above outlined early retirement incentive shall expire on August 31, 1996, and shall not continue beyond that date without the written mutual agreement of the Board and the Union.

APPENDIX I

SCHOOL IMPROVEMENT AND CURRICULUM DEVELOPMENT

It is mutually agreed that on two Fridays monthly, (or days mutually agreed upon as substitutes), of the 1994-95 and 1995-96 school calendar years, school will dismiss 40 minutes early. Teacher inservice meetings will be held on these days starting seven minutes after dismissal and last for one hour and twenty minutes from the starting time. These meetings will be used for the purpose of school improvement and curriculum development. These said days will not exceed 18 occasions per calendar year. These days will not occur when surrounded by scheduled vacation days.

The Federation and the Board agree that said period of time is a regular part of the teaching days and is a required educational responsibility. It is further understood that this period, for its said purpose, is only agreed upon for the length of this contract agreement.