

6/30/91

A G R E E M E N T

BETWEEN

THE BOARD OF EDUCATION

OF THE

CEDAR SPRINGS PUBLIC SCHOOLS

AND THE

CEDAR SPRINGS SUPPORT STAFF ASSOCIATION

JULY 1, 1988 - JUNE 30, 1991

CEDAR SPRINGS PUBLIC SCHOOLS
CEDAR SPRINGS, MI 49319

Cedar Springs Public Schools

LABOR AND INDUSTRIAL
RELATIONS COLLECTION
Michigan State University

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ARTICLE I

RECOGNITION

The Board of Education of the Cedar Springs Public Schools, hereinafter referred to as the "Board" hereby recognizes the Cedar Springs Support Staff Association, hereinafter referred to as the "Association", as the exclusive bargaining agent of all full-time and regular part-time custodial employees, maintenance employees and bus mechanics employed by the Board, excluding all student and all temporary employees, all supervisory and administrative employees. The term "employee" as used in this Agreement shall mean any employee who regularly works twenty (20) hours or more per week and has completed a probationary period.

ARTICLE II

HOLIDAY AND VACATION PAY

A. Vacations

1. General Conditions

a. Vacation time is earned and computed on a fiscal year basis (July 1-June 30 of each year.)

b. Vacation earned during any given fiscal year must be taken before the end of the following fiscal year unless an alternative procedure is agreed to by the immediate supervisor.

c. Arrangements for vacations are to be made with and approved by the immediate supervisor in advance. If more employees want a certain vacation period than can be spared at that time, preference shall be given to the employee with the most seniority.

d. Vacation pay shall be paid on the regular pay day for the period which the employee was on vacation.

e. Upon termination of an employee's service, the earned unused vacation shall be allowed and paid to the employee on the next regular pay date.

f. Regular full-time employees will be given preference over part-time and temporary employees regarding vacation and/or comp time requests.

2. Length of Vacation

a. For purposes of this section more than six months continuous service as of the beginning date of this contract will be treated as one year.

b. Paid vacation days will be provided as follows:

Less than one (1) year, prorata portion
After one year, ten (10) paid vacation days
After five years, fifteen (15) paid vacation days
After twelve years, twenty (20) paid vacation days.

c. An employee who has successfully completed the probationary period and has been employed less than six (6) months shall be granted a prorata portion of vacation.

B. Holidays

1. Each employee shall be eligible to receive pay for the holidays listed below providing he has worked at least twenty (20) days.

2. Holiday pay shall be computed using the employees actual current pay rate and the average number of hours worked during the ten (10) work days immediately preceeding the holiday.

3 Employees will not be required to work on the following holidays:

Fourth of July, Labor Day, Thanksgiving Day,
Friday after Thanksgiving Day, Christmas Day, New Years Day, Memorial Day.

Employees may take up to two (2) hours off with pay to attend religious services on Good Friday, if scheduled to work that day. During Spring Vacation employees shall be required to work thirty-six (36) hours and receive pay for forty (40) hours. When a legal holiday falls on a Saturday, the holiday will be observed on the following Monday. During the two (2) week period which includes Christmas Day and New Years Day, employees shall be required to work forty-eight (48) hours and receive eighty (80) hours straight time pay. Except in an emergency, no employee shall be required to work past 4 P.M. on Christmas Eve or New Years Eve. The work schedule shall be determined by the Supervisor or the Superintendent.

Except in cases of emergency, every effort will be made to see that unit members will be scheduled for a three (3) day weekend at the beginning or the end of Spring Vacation. The normal schedule for Spring Vacation week shall be four (4) nine (9) hour days.

ARTICLE III

PAID LEAVE

- A. Each Association member will be allowed one (1) sick day for each month worked with the accumulation to one hundred (100) days. After an employee has accumulated at least 10 sick days, said employee may use up to two (2) of these accumulated days for personal business, per year. Personal business days must be arranged for in advance with the Supervisor and are subject to the Supervisor's approval.
- B. Up to three (3) bereavement days per year will be allowed each employee. Additional days may be approved at the discretion of the Superintendent. These additional days shall be deducted from accumulated sick days.
- C. Termination pay of \$15.00 per day for unused sick days will be paid within thirty (30) days of termination.

ARTICLE IV

VACANCIES, PROMOTIONS AND TRANSFERS

- A. Whenever a vacancy occurs within the Support Staff unit, the vacancy shall be posted in all buildings for a minimum of five (5) working days prior to filling the vacancy. Temporary assignments may be made in order to avoid interruption of service to the school.
- B. Whenever a Supervisory vacancy occurs relating to the Support Staff, such vacancy shall be posted in all buildings for a minimum of five (5) working days prior to filling such vacancy. Members of the Association shall be considered for Supervisory positions for which they are qualified.

ARTICLE V

GRIEVANCE PROCEDURE

- A. DEFINITION: A "grievance" is hereby defined as a written claim by an employee, group of employees, the Association, or the Board, that a violation, misinterpretation, or misapplication of any provision of this Agreement or the appropriate job description, has occurred. A grievance does not exist until an employee's request has been denied or not acted upon by the appropriate supervisor.
- B. PURPOSE: A grievance procedure affords the sole and exclusive remedy for grievance complaints under the Agreement. Nothing contained herein shall be construed as limiting the right of an employee with or without a grievance to discuss a problem or concern with an appropriate Administrator, or for an Administrator to discuss a problem or a concern with an appropriate representative of the Association.

C. PROCEDURE: Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. If appropriate action is not taken by the aggrieved within the specified time limit, the grievance will be deemed settled on the basis of the disposition at the preceding level. In the event the written answer is not submitted within the specified time limit, the aggrieved may proceed to the next level. Specified time limits may be extended in writing by mutual consent. A grievance may be initiated at any level upon mutual written consent.

1. Level One

a. An employee may, within five (5) working days of occurrence, orally discuss the matter with his immediate supervisor with the objective of resolving the matter informally. If not resolved, the grievance and answer shall be written out so that there can be a permanent record and shall be signed by the supervisor and employee.

b. The supervisor will meet with the aggrieved and the Association President within three (3) working days of the filing date in an effort to resolve the matter. A written answer shall be given within three (3) working days of the meeting.

2. Level Two

a. The written grievance is then submitted directly to the Superintendent or his designated representative.

b. The Superintendent or his designated representative will meet with the aggrieved employee, Association representative, and the employee's supervisor in an attempt to resolve the question, and will respond in writing within five (5) working days.

3. Level Three

a. If the aggrieved is not satisfied with the disposition of the grievance at Level 2, the employee shall, within five (5) working days thereafter, transmit the grievance by letter to the Board with a statement of the reasons why it is being appealed.

b. At the next regular meeting, the Board shall consider the grievance or may designate one or more of its members to hold a hearing or otherwise investigate the grievance or prescribe such procedure as may be deemed appropriate for consideration of the grievance.

c. The Board or Board Committee shall make their final decision thereon no later than the next meeting following presentation of the grievance.

GRIEVANCE FORM

Grievance # _____ Distribution: Association President
Supervisor
Personnel
Grievance Chairperson

Department _____ Assignment _____ Name of Grievant _____

A. Date Grievance Occurred _____

B. Contract Article(s) Violated _____

C. Nature of Grievance _____

D. Relief Sought _____

Signature _____ Date _____

E. Date Discussed with Supervisor _____

Signature _____ Date _____

F. Date Received by Superintendent _____

Signature _____ Date _____

G. Disposition by Superintendent _____

H. Date Received by Board _____

Signature _____ Date _____

I. Disposition by Board _____

J. Date Filed for Arbitration _____

Signature _____ Date _____

K. Disposition by Arbitrator _____

ARTICLE VI

BUILDING ACTIVITIES

- A. For every special event using school facilities after normal working hours, a custodian shall be on duty until people have cleared the premises and the building secured. This procedure may be waived by the appropriate supervisor or the appropriate Administrator. Board Policy #1333.0 will be followed in all cases. It shall be the responsibility of the person in charge of an activity to insure prompt departure of all participants no later than the time specified on the facility use form.
- B. If the procedure in paragraph A (above) is waived, the person in charge of the activity and/or personnel shall be responsible for securing the building and shall insure that the building is in clean and orderly condition.
- C. The time limits concerning the building use form and the scheduling or cancellations of events shall be adhered to as closely as possible.

ARTICLE VII

SENIORITY

- A. Seniority shall be defined as length of continuous employment by the Board commencing with the date of last hire within the bargaining unit..
- B. A new employee shall be placed on a probationary status for a period of forty-five (45) working days. This period may be extended for an additional thirty (30) days by written notification by the Superintendent if additional time is required for adequate evaluation of performance. Upon successful completion of the probationary period, the employee shall be entered on the seniority list as of the date of most recent hire.
- C. Fringe benefits and uniform provisions do not apply to probationary employees until they have completed 30 calendar days.

- D. In case of layoff, all probationary, part-time and temporary employees shall be laid off first. There shall be no use of outside contractors for work the Association members currently perform, if an Association member is layed-off or has reduced hours.
With a regular work week of forty (40) hours, a reduction in hours worked per week shall be governed by the layoff provisions of this section.
- E. Should further staff reduction be necessary, layoff shall be based on the following criteria:
1. Seniority
 2. Experience and qualifications
 3. Skill and ability
- F. Recall shall be in inverse order of layoff. A laid off employee shall be eligible for recall for a period equal to their seniority at the time of layoff, but not to exceed two (2) years. It is the employees responsibility to keep the personnel office informed of their current address and telephone number. Notice of recall shall be mailed to last known address.
- G. Temporary assignments may be made in another classification without effecting seniority. The individual that is temporarily assigned shall be paid the greater of the two salary classifications and said assignment shall be no longer than ninety (90) days. The employee shall be returned to his regular assignment within the 90 day period or be permanently transfered. A permanent transfer shall be by inverse seniority if transfer is in lieu of layoff.
- H. Should the Board eliminate or consolidate a position in the bargaining unit, the effected employee may be permanently transferred to a vacancy created by a layoff provided the employee has the skill, ability and qualifications for that position as determined by the administration. Placement within the unit and on the salary schedule shall be determined by seniority within the unit. Should the eliminated position be re-established the employee may transfer his/her recall right to that position if he/she wishes.
- a. Employees affected by this decrease procedure who refuses a job in a lower or equal classification than that from which displaced will be considered a voluntary layoff with bumping rights retained for up to ninety (90) days.

b. Employees who refuse a job in a higher classification that that from which displaced will be considered a voluntary quit. Except no employee shall be discriminated against or lose seniority position that refuses to accept added Supervisory or Administration responsibilities if requested.

ARTICLE VIII

BENEFITS

A. Upon receipt of written application, the Board agrees to provide each full-time employee of the Association with health care protection, health care equivalent to the Set Ultramed "A" plan, who may qualify in one of the following classifications:

1. Member, spouse and one or more children
2. Member and spouse
3. Member and one or more children
4. Single member

A supplemental severance account will be created for each eligible employee which will be credited as follows:

Health Classification	January 1	July 1
#1	\$250	\$250
#2 and #3	\$200	\$200
#4	\$150	\$150

In the event an employee incurs eligible medical expenses during the insurance contract year, the Board of Education will reimburse the employee the deductible amount up to, but not to exceed, \$500 per year. As such reimbursement takes place, a corresponding amount will be deducted from the supplemental severance account of the individual employee. In any insurance contract year, the amount will not be reduced by more than the amount credited to that account for that insurance contract year.

Fifty percent (50%) of all unused sums credited to the account will remain and accumulate until the employee terminates employment with Cedar Springs Public Schools.

At the time of withdrawal, the employee will hold Cedar Springs Public Schools harmless from any and all outstanding eligible medical expenses not previously submitted for either the current or any previous insurance contract year.

- B. Insurance benefits shall be continued for a minimum of thirty (30) days beyond layoff or termination of an employee subject to approval of the appropriate insurance carrier. A laid off employee may continue insurance coverage at their own expense. Premiums must be paid in advance at the school business office. An employee who voluntarily quits has the option to pre-pay premiums on insurance plans for up to ninety (90) days beyond the termination date.
- C. The Board shall provide the present dental care program for all employees of the bargaining unit and their eligible dependents.
- D. If requested, three (3) sets of uniforms shall be provided each custodian and five (5) sets of uniforms shall be provided for each maintenance person. Bus mechanics will receive three (3) changes of shirts and an additional ninety (\$90.00) dollar clothing allowance. The hot lunch truck shall have included an apron which shall be worn when necessary to keep uniforms clean.
- E. A Type A lunch shall be served to all first shift personnel at no charge every day that lunch is served to the students.
- F. For employees of the Association regularly working less than thirty (30) hours per week, the Board agrees to provide, if requested by the employee, a prorata share of the above mentioned benefits on a 50% basis.
- G. The Board will provide \$12,500 Life insurance with A D&D for all full time unit employees. Such coverage shall apply after the probationary period and is subject to the underwriting rules of the carrier. It is understood that the employee shall be responsible for the proper filing of the application.
- H. A Medical Benefit Pool shall be established to reimburse a regularly employed, full time CSSSA unit employee for medical costs which are not paid by the employees insurance carrier. This reimbursement shall not exceed \$250 per employee per contract year, with unused portion allowed to accrue for future use. A contract year shall be defined as July 1 to June 30 inclusively for the duration of this Agreement. The employer may require proof of insurance claim and the appropriate receipt before making reimbursement.

ARTICLE IX

ABSENCE OF SUPERVISOR

Whenever a Supervisor plans an absence of more than two (2) consecutive working days, he shall designate a member of the Association to act in his capacity. The person designated shall have their name posted on the Bus Garage bulletin board in advance. The Board agrees to pay a premium of fifty (50) cents per hour to the designee while filling this supervisory capacity or arrange for compensating time off based on the amount of hours which can be "purchased" by the accumulated premium.

ARTICLE X

OVERTIME

- A. Hours worked in excess of forty (40) hours per week, when approved in advance, shall be paid at 1-1/2 times the normal hourly rate.
- B. Hours compensated for but not worked shall not be used to calculate overtime for school events if forty-eight (48) hours or more notice is given the Association to provide an employee and employee does not work his regular hours after receiving notification. If total shift is less than two (2) hours a minimum of two (2) hours shall be paid.

Emergencies as determined by Supervisor and non-school events shall be paid at 1-1/2 times the normal hourly rate.
- C. Employees requested to work on days when the school district is closed due to an act of God, shall be compensated by adding corresponding hours to the employees vacation period. (1 day worked = 1 additional vacation day).
- D. If there is a need for members to work overtime, the Association shall make sufficient members available as needed to provide such service as deemed necessary by the Board.
- E. When school is closed after employees have reported for their regular shift, it shall be determined by the Superintendent or his designated representative whether or not work schedules will be altered for the remainder of that day.
- F. There shall be no split shifts without employee approval.
- G. Compensatory time must be arranged at least 48 hours in advance and is subject to approval by the Supervisor.
- H. Scheduled trips to open or close building shall pay a minimum of two (2) hours overtime at the current actual pay rate for each trip. Trip to answer the burglar alarms by the designated employees will also be compensated at the above procedure and proper rate.

ARTICLE XI

BREAKS AND LUNCHES

- A. Each employee shall receive one fifteen (15) minute paid break during every four hour period worked.
- B. Each employee working more than four (4) hours per day shall have scheduled a 30 minute duty-free lunch period.

ARTICLE XII

PERSONAL VEHICLE USE

Personnel requested to use their own vehicles on school business shall be reimbursed at the Board approved rate.

ARTICLE XIII

COMPENSATION

- A. Wages shall be paid in accordance with the wage schedule outlined in Appendix A. Appendix A will be reopened for negotiation by May 1, 1991.
- B. At the time of hire an employee will be assigned to an appropriate step on the wage schedule, to which he will be assigned upon successful completion of the probationary period. The Board may allow credit for up to two years of prior work experience. Prior to hiring, a prospective employee shall be informed of the promotional possibilities.
- C. Employees shall advance to the next step on the wage schedule each July 1st, providing he has worked at least six of the previous twelve months.
- D. Employees requested to work between midnight and 6:00 A.M. shall receive a premium of 40 cents an hour.

- E. Hours worked on Sunday or holidays shall be compensated as per Article X, Section B, but at twice the named hourly rate unless the employee has been called in for an emergency. Emergencies will pay twice the hourly rate without regard for Article X, Section B.
- F. Employees required to serve jury duty shall receive normal pay minus court daily rate.

ARTICLE XIV

EVALUATION

Each employee shall be evaluated:

1. Twice during the first year of employment.
(On or before January 1 and May 1)
2. At least once during each succeeding year.
(On or before May 1)

The evaluations shall be in writing pertaining to job description and/or the goal(s) of the position. The evaluation shall be performed by the immediate Supervisor. The evaluation shall be reviewed with employee with a counter signature indicating having reviewed the evaluation Copy provided employee. Each employee may attach his/her comments to the evaluation before transmittal to the Administration office.

ARTICLE XV

JOINT BOARD AND ASSOCIATION MEETING

- A. Both parties recognize the value of sharing, discussing and providing opportunities for resolving problems. Therefore, representatives of the Administration and the Association shall meet for the purpose of discussing areas of mutual concern.
- B. The Association President shall be responsible for the scheduling of such meetings at a time and place which shall be mutually agreeable.
- C. The provisions of this Article are not subject to the grievance procedure.

D. There shall be no loss of wages for personnel attending such meetings providing the time of the meeting is mutually agreeable.

ARTICLE XVI

DURATION

This Agreement shall become effective on July 1, 1988 and continue in effect until June 30, 1991. Upon written notice given by one party to the other at least thirty (30) days in advance, negotiations for a successor Agreement will begin on or about May 1, 1991. This Agreement shall not be extended orally and it is expressly understood that it will expire on the date indicated unless extended in writing by the parties.

If during the life of this agreement any other bargaining group receives in excess of 6% raises, we may re-open the wage portion of this agreement for the purpose of bringing our group wages up to that level of increase.

In witness whereof, the parties have hereunto set their hands causing this Agreement to become effective as of the day and year first written above.

BOARD OF EDUCATION
CEDAR SPRINGS PUBLIC SCHOOLS
KENT AND NEWAYGO COUNTIES

CEDAR SPRINGS SUPPORT
STAFF ASSOCIATION

By Cady M. Zank
Its President

By D.L. McIntyre
Its President

and by Bonnie M. Lewis
Its Secretary

and by Richard D. Triple
Its Secretary

APPENDIX A

1988-89

	PROBATION	STEP 1	STEP 2	STEP 3	STEP 4
Custodians					
Level I	7.88	8.68	9.18	9.68	10.23
Level II	8.18	8.98	9.48	9.98	10.53
Maintenance					
Level I	8.44	9.38	9.88	10.38	10.98
Level II	8.94	9.88	10.38	10.88	11.50
Mechanics					
Level I	8.19	8.98	9.48	9.98	10.58
Level II	9.06	9.90	10.40	10.90	11.50

Custodians: Level I General Custodian
Level II Head Custodian

Maintenance: Level I General Maintenance
Level II Licensed Boiler Operator or
equivalent certificate

Mechanics Level I General Mechanic
Level II Chief Mechanic

LONGEVITY: Full Time member shall receive a 10 cent per hour premium upon attaining 7 years of seniority; plus a 15 cent per hour premium upon attaining 10 years of seniority; plus a 10 cent per hour premium upon attaining 15 years of seniority.

LEVELS: Changes in level shall be based upon need and recommendation by the Supervisor.

MECHANICS: If state certification is required a 25 cent per hour premium will be paid.

LATE SHIFT: For a shift starting after 12:00 noon, there shall be a 25 cent per hour premium paid.

APPENDIX A

1989-90

	PROBATION	STEP 1	STEP 2	STEP 3	STEP 4
Custodians					
Level I	8.51	9.31	9.81	10.31	10.86
Level II	8.81	9.61	10.11	10.61	11.16
Maintenance					
Level I	9.07	10.01	10.51	11.01	11.61
Level II	9.57	10.51	11.01	11.51	12.13
Mechanics					
Level I	8.82	9.61	10.11	10.61	11.21
Level II	9.69	10.53	11.03	11.53	12.13

Custodians: Level I General Custodian
Level II Head Custodian

Maintenance: Level I General Maintenance
Level II Licensed Boiler Operator or
equivalent certificate

Mechanics Level I General Mechanic
Level II Chief Mechanic

LONGEVITY: Full Time member shall receive a 10 cent per hour premium upon attaining 7 years of seniority; plus a 15 cent per hour premium upon attaining 10 years of seniority; plus a 10 cent per hour premium upon attaining 15 years of seniority.

LEVELS: Changes in level shall be based upon need and recommendation by the Supervisor.

MECHANICS: If state certification is required a 25 cent per hour premium will be paid.

LATE SHIFT: For a shift starting after 12:00 noon, there shall be a 25 cent per hour premium paid.

APPENDIX A

1990-91

	PROBATION	STEP 1	STEP 2	STEP 3	STEP 4
Custodians					
Level I	9.16	9.96	10.46	10.96	11.51
Level II	9.46	10.26	10.76	11.26	11.81
Maintenance					
Level I	9.72	10.66	11.16	11.66	12.26
Level II	10.22	11.16	11.66	12.16	12.78
Mechanics					
Level I	9.47	10.26	10.76	11.26	11.86
Level II	10.34	11.18	11.68	12.18	12.78

Custodians: Level I General Custodian
Level II Head Custodian

Maintenance: Level I General Maintenance
Level II Licensed Boiler Operator or
equivalent certificate

Mechanics Level I General Mechanic
Level II Chief Mechanic

LONGEVITY: Full Time member shall receive a 10 cent per hour premium upon attaining 7 years of seniority; plus a 15 cent per hour premium upon attaining 10 years of seniority; plus a 10 cent per hour premium upon attaining 15 years of seniority.

LEVELS: Changes in level shall be based upon need and recommendation by the Supervisor.

MECHANICS: If state certification is required a 25 cent per hour premium will be paid.

LATE SHIFT: For a shift starting after 12:00 noon, there shall be a 25 cent per hour premium paid.

APPENDIX B (1)
SCHOOL CALENDAR 1988-1989

August 26, 1988	Orientation for new first time teachers - Full Day
August 29, 1988	Pre-opening Conference/Inservice - Full Day for All Teachers.
August 30, 1988	Classes Begin
September 2-5, 1988	Labor Day Break
September 6, 1988	Classes Resume
October 20, 1988	Inservice Day - No School
November 7, 1988	Parent/Teacher Conference: Beach/Hilltop - 4:00-7:00 pm Middle School - 5:30-8:30 pm
November 8, 1988	Parent/Teacher Conference: High School - 5:30-8:30 pm
November 9, 1988	Parent/Teacher Conference: Beach/Hilltop - 4:00-7:00 pm Middle School - 5:30-8:30 pm
November 10, 1988	Parent/Teacher Conference: High School - 5:30-8:30 pm
November 11, 1988	No Classes
November 24-25, 1988	Thanksgiving Recess
December 22, 1988 thru Jan. 2, 1989	Christmas Recess
January 3, 1989	Classes Resume
January 20, 1989	First Semester Ends
January 23, 1989	Records Day (Full Day for Teachers) No School K-12
January 24, 1989	Second Semester Begins
March 20, 1989	Parent-teacher conferences (Beach) 4:00 - 7:30 pm
March 21, 1989	Parent-teacher conferences (Hilltop) 4:00 - 7:30 pm
March 22, 1989	Open House (Middle) 5:00 - 8:30 pm
March 23, 1989	Open House (High) 5:00 - 8:30 pm
March 31, 1989	Snow Makeup Day (No school if not needed)
April 1-Apr. 9, 1989	Spring Recess
April 10, 1989	Classes Resume
May 26, 1989	Snow Makeup Day (No school if not needed)
May 29, 1989	Memorial Day Recess
June 8, 1989	Last Day for Students
June 9, 1989	Last one-half (1/2) day for teachers

The above calendar provides 180 student attendance days and 185 teacher duty days.

Orientation Day shall be held for first time , first year newly hired teachers only. They shall have a 186 teacher day contract.

No meetings shall be scheduled on January 21, 1991 - Records Day for Teachers. No students will be in attendance.

If the State of Michigan mandates a longer school year than 180 student days then this contract shall be re-opened for renegotiation of the calendar.

APPENDIX B (2)
SCHOOL CALENDAR 1989-1990

August 25, 1989	Orientation for new first time teachers - Full Day
August 28, 1989	Pre-opening Conference/Inservice - Full Day for All Teachers.
August 29, 1989	Classes Begin
September 1-4, 1989	Labor Day Break
September 5, 1989	Classes Resume
October 19, 1989	Inservice Day - No School
November 6, 1989	Parent/Teacher Conference: Beach/Hilltop - 4:00-7:00 pm Middle School - 5:30-8:30 pm
November 7, 1989	Parent/Teacher Conference: High School - 5:30-8:30 pm
November 8, 1989	Parent/Teacher Conference: Beach/Hilltop - 4:00-7:00 pm Middle School - 5:30-8:30 pm
November 9, 1989	Parent/Teacher Conference: High School - 5:30-8:30 pm
November 10, 1989	No Classes
November 23-24, 1989	Thanksgiving Recess
December 22, 1989 thru Jan. 1, 1990	Christmas Recess
January 2, 1990	Classes Resume
January 19, 1990	First Semester Ends
January 22, 1990	Records Day (Full Day for Teachers) No School K-12
January 23, 1990	Second Semester Begins
March 19, 1990	Parent-teacher conferences (Beach) 4:00 - 7:30 pm
March 20, 1990	Parent-teacher conferences (Hilltop) 4:00 - 7:30 pm
March 21, 1990	Open House (Middle) 5:00 - 8:30 pm
March 22, 1990	Open House (High) 5:00 - 8:30 pm
March 30, 1990	Snow Makeup Day (No school if not needed)
March 31-Apr. 8, 1990	Spring Recess
April 9, 1990	Classes Resume
May 25, 1990	Snow Makeup Day (No school if not needed)
May 28, 1990	Memorial Day Recess
June 7, 1990	Last Day for Students
June 8, 1990	Last one-half (1/2) day for teachers

The above calendar provides 180 student attendance days and 185 teacher duty days.

Orientation Day shall be held for first time , first year newly hired teachers only. They shall have a 186 teacher day contract.

No meetings shall be scheduled on January 21, 1991 - Records Day for Teachers. No students will be in attendance.

If the State of Michigan mandates a longer school year than 180 student days then this contract shall be re-opened for renegotiation of the calendar.

APPENDIX B (3)

SCHOOL CALENDAR 1990-1991

August 24, 1990	Orientation for new first time teachers - Full Day
August 27, 1990	Pre-opening Conference/Inservice - Full Day for All Teachers.
August 28, 1990	Classes Begin
August 31-Sept 3, 1990	Labor Day Break
September 4, 1990	Classes Resume
October 18, 1990	Inservice Day - No School
November 5, 1990	Parent/Teacher Conference: Beach/Hilltop - 4:00-7:00 pm Middle School - 5:30-8:30 pm
November 6, 1990	Parent/Teacher Conference: High School - 5:30-8:30 pm
November 7, 1990	Parent/Teacher Conference: Beach/Hilltop - 4:00-7:00 pm Middle School - 5:30-8:30 pm
November 8, 1990	Parent/Teacher Conference: High School - 5:30-8:30 pm
November 9, 1990	No Classes
November 22-23, 1990	Thanksgiving Recess
December 20, 1990 thru Jan. 1, 1991	Christmas Recess
January 2, 1991	Classes Resume
January 18, 1991	First Semester Ends
January 21, 1991	Records Day (Full Day for Teachers) No School K-12
January 22, 1991	Second Semester Begins
March 18, 1991	Parent-teacher conferences (Beach) 4:00 - 7:30 pm
March 19, 1991	Parent-teacher conferences (Hilltop) 4:00 - 7:30 pm
March 20, 1991	Open House (Middle) 5:00 - 8:30 pm
March 21, 1991	Open House (High) 5:00 - 8:30 pm
March 29, 1991	Snow Makeup Day (No school if not needed)
March 30-Apr. 7, 1991	Spring Recess
April 8, 1991	Classes Resume
May 24, 1991	Snow Makeup Day (no school if not needed)
May 27, 1991	Memorial Day Recess
June 6, 1991	Last Day for Students
June 7, 1991	Last one-half (1/2) day for teachers

The above calendar provides 180 student attendance days and 185 teacher duty days.

Orientation Day shall be held for first time , first year newly hired teachers only. They shall have a 186 teacher day contract.

No meetings shall be scheduled on January 21, 1991 - Records Day for Teachers. No students will be in attendance.

If the State of Michigan mandates a longer school year than 180 student days then this contract shall be re-opened for renegotiation of the calendar.