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AGREEMENT BY AND BETWEEN

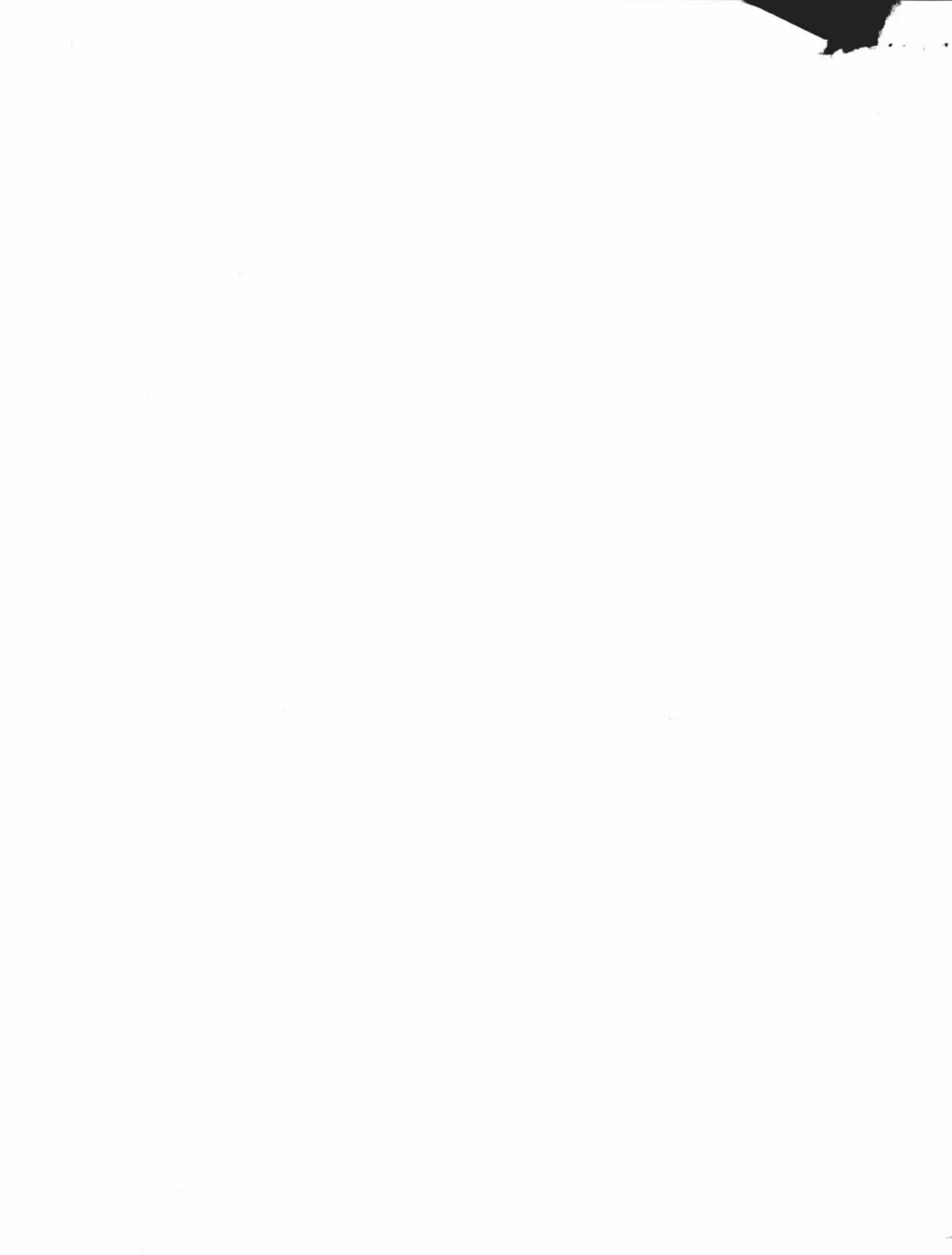
EDWARDSBURG BOARD OF EDUCATION

AND

SOUTHWESTERN MICHIGAN EDUCATION ASSOCIATION

1990-1992

*Edwardsburg Public Schools*



## TABLE OF CONTENTS

ARTICLE	DESCRIPTION	PAGE
I	RECOGNITION	1
II	BOARD RIGHTS AND RESPONSIBILITIES	2
III	WORK HOURS	3
IV	SCHOOL CALENDAR	5
V	TEACHING ASSIGNMENTS	6
VI	LAYOFF AND RECALL	7
VII	CONCERTED ACTION PROHIBITION	10
VIII	GRIEVANCE PROCEDURE	11
IX	PROCEDURE FOR TEACHER EVALUATION	14
X	ASSOCIATION RIGHTS AND RESPONSIBILITIES	16
XI	SALARY SCHEDULES	18
XII	INSURANCE	21
XIII	LEAVES OF ABSENCE	23
XIV	APPLICATION PROCEDURE FOR IN-SERVICE OR CONFERENCE ATTENDANCE	28
XV	PROFESSIONAL RESPONSIBILITY	29
XVI	DEDUCTION OF DUES	30
XVII	CLASS SIZE	31
XVIII	GENERAL	32
XIX	DURATION	33



## INDEX

PAGE	DESCRIPTION	ARTICLE NO.
28	Application Procedure for In-Service or Conference Attendance	XIV
16	Association Rights and Responsibilities	X
2	Board Rights and Responsibilities	II
31	Class Size	XVII
10	Concerted Action Prohibition	VII
30	Deduction of Dues	XVI
33	Duration	XIX
32	General	XVIII
11	Grievance Procedure	VIII
21	Insurance	XII
7	Layoff and Recall	VI
23	Leaves of Absence	XIII
14	Procedure for Teacher Evaluation	IX
29	Professional Responsibility	XV
1	Recognition	I
18	Salary Schedules	XI
5	School Calendar	IV
6	Teaching Assignments	V
3	Work Hours	III



## A G R E E M E N T

THIS AGREEMENT, entered into this 1st day of July, 1990, by and between the BOARD OF EDUCATION OF THE EDWARDSBURG PUBLIC SCHOOLS of Edwardsburg, Michigan, hereinafter referred to as the "Board" and the SOUTHWESTERN MICHIGAN EDUCATION ASSOCIATION, hereinafter referred to as the "Association."

### ARTICLE I - RECOGNITION

Section 1: The Board hereby recognizes the SOUTHWESTERN MICHIGAN EDUCATION ASSOCIATION as the exclusive bargaining representative, as defined in Section 11 of Act 336, Public Acts of 1947, as amended by Act 379, Public Acts of 1965, for only the certified teaching personnel, including librarians/media specialists and counselors, employed by the Edwardsburg Public Schools on an annual basis under contract for a regular assignment but excluding supervisory, administrative, executive personnel, substitute teachers and all hourly or daily rated employees.

- (a) The term "teacher" when used hereinafter in this agreement shall refer to all employees represented by the Southwestern Michigan Education Association in the bargaining or negotiating unit as defined above.
- (b) The term "Board" shall include its officers and agents. The board agrees not to negotiate with any organization other than that designated as the representative pursuant to Act 379, Public Acts of 1965, for the duration of this agreement.

Section 2: For the purposes of this Article, a substitute teacher shall be defined as a certified teacher who is hired on a daily basis to replace a teacher. If a teacher resigns with more than 60 consecutive student days remaining and a certified teacher replacement is hired, the replacement teacher shall be given a pro-rated teacher's contract and afforded all the benefits of this Agreement for each full month of employment included in the said pro-rated contract.

If a teacher is granted an unpaid leave of absence with more than 60 consecutive student days remaining, and a certified teacher replacement is hired, upon the sixteenth (16th) day of service in the vacated position, the replacement teacher shall be given a pro-rated teacher's contract and afforded all of the benefits of this Agreement for each full month of employment included in the said pro-rated contract.

## ARTICLE II - BOARD RIGHTS AND RESPONSIBILITIES

Section 1: The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and constitution of the State of Michigan and the United States, including but without limiting the generality of the foregoing, not subject to the grievance procedure, the right:

- (a) To the executive management and administrative control of the school system and its properties and facilities and the assigned activities of its employees;
- (b) To hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment or their dismissal or demotion and to promote and transfer all such employees and to determine the size of the work force;
- (c) To establish grades and courses of instruction, including special programs and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;
- (d) To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials and the use of teaching aids of every kind and nature;
- (e) To determine class schedules, the hours of instruction and the duties, responsibilities and assignments of teachers and other employees with respect thereto and non-teaching activities and the terms and conditions of employment;
- (f) To modify, adjust or change teaching conditions for experimental classes including the use of new technology and innovative approaches in the educational program;
- (g) To adopt policy, rules and regulations and to formulate and implement educational policy.
- (h) To make contributions on behalf of employees to the Member Investment Plan Fund created by 1985 PA 91 by making a reduction in the salary of an employee in an amount equal to the amount the employee desires to contribute to the fund.

Section 2: The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the constitution and laws of the State of Michigan and the constitution and laws of the United States.



### ARTICLE III - WORK HOURS

Section 1: Each teacher will work thirty-five (35) hours per week, which will include:

- (a) Twenty-five (25) hours of classroom teaching or other instructional assignment. It is understood that these hours shall be regularly assigned for the school term. Any time not assigned to instructional duties shall be spent on preparation, home rooms or supervised study.
  - (1) Assistance given to specialists by the regular teacher will be on a voluntary basis.
- (b) Five (5) hours of student supervision per week.
  - (1) Any time not spent on student supervision will be spent on preparation or other duties as assigned by the principal.
  - (2) In the event a teacher is assigned to supervise the classroom of an absent teacher for one full class period, he/she shall be relieved of any other assigned supervisory duties for the remainder of the day.
- (c) Five (5) hours of preparation per week.
- (d) In the event a teacher believes it is necessary to leave school district premises for research, planning, meeting with parents, material gathering, consultation with specialists or other activities which are job related, the teacher shall request permission to do so from his/her principal.

Section 2: Each teacher will have an unassigned, duty free lunch period of at least one-half ( $\frac{1}{2}$ ) hour per day.

Section 3: These hours are mandatory unless the building principal wishes to excuse teachers earlier in specific cases. The merit of such requests will be weighed by the building principal. This decision in any case will not be subject to grievance or of any concern to the Association.

Section 4: On Fridays or on days preceding holidays or vacations, the teacher's day shall end at the close of the pupil's regular school day, provided the teacher has fulfilled his/her seven (7) hour workday that day.

Section 5: Extra-curricular activities may begin before the school day begins or after the close of the pupil's regular school day, provided the teacher has fulfilled his/her seven (7) hour workday that day.

Section 6: No departure from the above hours, except in case of emergency or the exceptions agreed upon in Section 4 of this article, shall be made without prior consultation with the Association.

Section 7: Teachers will attend all meetings called by the administration without added compensation. Such meetings will be limited to a maximum of five (5) hours per month. Teachers will be given forty-eight (48) hours prior notice of all such meetings except in case of emergency.

Section 8: If an adequate number of teachers as determined by the principal do not volunteer to perform recess or lunchroom supervision, teachers may be assigned to perform these duties. Any teacher performing lunchroom or recess supervision shall be paid at the rate of \$13.00 per hour. The Board may retain aides for these duties.

Section 9: Teachers who substitute for other teachers during their planning period shall be paid at the rate of \$13.00 per class period.

## ARTICLE IV - SCHOOL CALENDAR

Section 1: The school calendar will be based on the following criteria:

- (a) The teachers' calendar shall not include more than 190 days of work per year. There shall be four (4) paid holidays of the 190. They shall be Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day and Memorial Day.
- (b) The students shall not attend less than 180 days of school.
- (c) The calendar for the next school year shall be discussed thoroughly by the administration with duly authorized association members appointed by the local S.M.E.A. unit President prior to submitting the calendar for adoption.
- (d) Changes of the calendar made after adoption of the calendar by the Board of Education shall be discussed with members appointed by the Association.

Section 2: In the event legislation prohibits school districts from counting days lost as a day of student instruction (e.g. days lost due to inclement weather) then the Board shall be entitled to reschedule such days and teachers shall not be entitled to additional compensation for working on the rescheduled days. The administration shall meet and confer with the Association within five (5) days of the first student attendance day following the day(s) lost before rescheduling such days.

The days will be rescheduled at the end of the year unless the Board and Association mutually agree otherwise.

## ARTICLE V - TEACHING ASSIGNMENTS

### Section 1: Transfers

- (a) The Superintendent shall be responsible for the transfer of all faculty personnel.
  - (1) Whenever a teacher is reassigned to a different school building he/she shall be notified at least 30 days prior to the date of the effective transfer semester. If the transfer was necessitated by a short notice departure of a teacher, such notification shall be made within six working days after the principal has been made aware of the vacancy.
  - (2) The teacher involved in the transfer will be granted a consultation with the Superintendent prior to the reassignment.
- (b) Any faculty person desiring a transfer for the next year shall first notify the administrator to whom he/she is responsible and then shall submit his/her request in writing to the Superintendent. The Superintendent's decision shall be final in all transfer cases.

### Section 2: Vacancies

- (a) Whenever vacancies in the bargaining unit occur during the school year and are to be filled at the start of the following school year, such vacancies will not be filled until after being posted so that interested faculty personnel may apply for such vacancy. In cases of summer vacancies, notification will be directed to qualified teachers who make application to the office of the Superintendent prior to June 1st of any given year.
- (b) In the event vacancies in the bargaining unit occur, the Board shall have discretion to (1) fill the vacancy temporarily until the end of the school year if the vacancy occurs during the school year; (2) fill the vacancy by recalling a laid off staff member who is certified and qualified for the vacancy; or (3) post the vacancy so that interested faculty personnel may apply for it. In the event such a vacancy is filled temporarily until the end of the school year, it shall subsequently be posted, so that interested faculty personnel may apply to be employed in the vacancy effective at the start of the following school year.
- (c) In the event of a vacancy in a professional teaching position, bargaining unit members with qualifications equal to those of nonbargaining unit members will be given preference.
- (d) All postings shall include a description of the assignment.

## ARTICLE VI - LAYOFF AND RECALL

Section 1: It is within the sole discretion of the Board to reduce the number of teachers at such time as the Board may deem appropriate. In the event it becomes necessary to reduce the number of teachers, the following procedure will be followed:

- (a) The Board, through its agents, will determine the curriculum and the positions which should be eliminated, reduced, or continued.
- (b) Teachers shall be laid off on the basis of seniority, provided that a more senior teacher may be laid off while a less senior teacher is employed, if the more senior teacher is not certified and qualified to be employed in the specific position held by the teacher with less seniority, or the specific position to which the Board determines the teacher with less seniority should be assigned. Provided, further, that this procedure shall be subject to the Michigan Teachers' Tenure Act.
- (c) The Board shall take formal action in order to effectuate the layoff of a teacher. Teachers to be laid off shall be notified in writing of such layoff thirty (30) calendar days in advance of the effective date of the layoff.

Section 2: "Seniority" shall be defined as the length of continuous service with the school district since the last date of hire. Periods of time spent on leaves of absence shall not constitute a break in continuous service and seniority shall accrue during such periods. For purposes of this article only, service at less than the full teaching load shall count as if the service was at the full teaching load. In the event of ties in seniority, all teachers so affected will participate in a formal drawing to determine placement on the seniority list. The Association and bargaining unit members so affected will be notified in writing of the date, time and place of the drawing. The drawing shall be conducted openly and at a time and place that will reasonably allow affected bargaining unit members and Association representatives to be in attendance.

Section 3: The Board shall prepare and present to the Association President a current seniority list prior to December 15<sup>th</sup> of each year. It is the association's duty to review the list with teachers. The Seniority list shall also contain information regarding the employees' certification. The Association shall have thirty (30) days from receipt of the list to object. Any objection must be in writing. Failure to object by the Association or any teacher within the aforementioned thirty (30) day period shall conclusively and irrebuttably be construed as an agreement that the list is accurate.

Section 4: The certification and qualification of a teacher to be laid off shall be the certification and qualifications on file with the Board at the time the notice of layoff is sent. The certification and qualification of a teacher to be recalled from layoff shall be the certification and qualifications on file with the Board at the time the notification of recall from layoff is sent. It is the teacher's duty to make sure the Board's records are correct and to notify the Board in writing of any inaccuracies or changes. The layoff or failure to recall a teacher shall not be subject to challenge on the basis that the teacher's certification and/or qualification was other than that which was on file with the Board at the time of the sending of the notice of layoff or recall.

Section 5: Teachers on layoff shall be recalled in order of greatest seniority, provided the more senior teacher(s) are certified and qualified for the vacancy or vacancies to be filled. This procedure shall, however, be subject to the Michigan Teachers' Tenure Act.

Section 6: Notice of recall shall be sent by certified or registered mail to the teacher's last known address. It shall be the responsibility of the teacher to keep the board informed of his/her current address. The Board's obligations regarding recall of a teacher shall be fully satisfied if the notice of recall is sent to the teacher's last known address. The teacher will have ten (10) days to indicate his/her desire to accept or reject an offer of recall, and the ten (10) days shall commence running on the date the notice of recall is received. In the event a teacher does not accept a full-time position offered by the notice of recall within the ten (10) day period, this shall conclusively and irrebuttably be construed to constitute a resignation and/or the teacher's abandonment of his/her employment by the Board subject to the provision of the Tenure Act; provided, however, a laid off teacher who is employed under contract by another school district at the time of recall may refuse recall. However, if the teacher is subsequently offered a full-time position for the following school year, the teacher's refusal of the offer shall irrebuttably and conclusively constitute the teacher's resignation and employment shall automatically terminate, subject to the provisions of the Tenure Act.

Section 7: For the purpose of this article, the term "qualified" shall mean:

- (a) For positions at the secondary level (grades 9-12), possessing a major or minor in the subject(s) to be taught, plus teaching experience at the secondary level in the last five (5) years. The Board may make exceptions in the case of a single classroom assignment outside the major or minor. For teachers teaching in special areas, such as orchestra and band, vocal music, art, home economics, vocational education, and industrial arts, the Board may also require teaching experience in the subject(s) within the last five (5) years and/or relevant vocational or avocational experience.
- (b) For positions at the seventh and eighth grade levels, possessing at least fifteen (15) semester hours of academic preparation in the subject(s) to be taught and teaching experience in the subject(s) within the last five (5) years. For specialized areas such as those mentioned in sections 7(a) and (c), the Board may also require a major or minor in the subject(s) to be taught, and/or relevant vocational or avocational experience.
- (c) For positions at the elementary levels, possessing elementary certification plus experience at the elementary level within the last five (5) years. For positions in special areas, such as music, art and physical education, the teacher must possess specific certification in the subjects to be taught.
- (d) Teachers must possess the qualifications set forth in the applications or grants for any federally or state funded programs to be eligible to teach in those programs.
- (e) Special education teachers shall be deemed to be qualified if they are certified for the position.

- (f) The requirements of sections 7(a) and (c) requiring teaching experience at the designated levels in the past five (5) years shall be waived if they would render a laid off teacher or teachers to be laid off unqualified, thereby entitling the Board to employ a teacher new to the system in a vacancy.

ARTICLE VII - CONCERTED ACTION PROHIBITION

Section 1: The Association or its members shall not engage in nor encourage concerted action of any type against the school district which would be in violation of this contract or in violation of Act 379 of the Public Acts of 1965, Section I.



## ARTICLE VIII - GRIEVANCE PROCEDURE

Section 1: A grievance shall be defined as an alleged violation of the expressed terms and conditions of this contract.

The following matters shall not be the basis of any grievance filed under the procedure outlined in this article:

- (a) The termination of services or failure to re-employ any probationary teacher;
- (b) The placing of a non-tenure teacher on a third year probation;
- (c) The termination of services or failure to re-employ any teacher to a position on the extra curricular schedule;
- (d) Any matter involving the substantive portion of a teacher's evaluation. Any grievance filed shall involve procedure only.
- (e) Any matter within the jurisdiction of the State Tenure Commission, or Michigan Department of Civil Rights.

Section 2: The Board hereby designates the principal of each building to act as its representative at Level One as hereinafter described and the Superintendent or his designated representative to act at Level Two as hereinafter described.

Section 3: The term "days" as used herein shall mean teacher work days. In the event grievances are not settled by the end of the school year, the time limits shall continue with each subsequent Monday through Friday being considered as working days.

Section 4: Written grievances as required herein shall contain the following:

- (a) It shall be signed by the grievant or grievants;
- (b) It shall be specific;
- (c) A brief description of the alleged violation;
- (d) It shall cite the section or subsections of this contract alleged to have been violated;
- (e) It shall contain the date of the alleged violation;
- (f) It shall specify the relief requested.

Any written grievance not in accordance with the above requirements may be rejected as improper. Such a rejection shall not extend the limitations hereinafter set forth.

Section 5: The occurrence shall be defined as the alleged violation; or in cases where the teacher receives official notification of an action that may constitute a violation of this Agreement, such notification, by mutual consent of the parties,

may be designated as the occurrence. In cases where a deduction from pay is involved, official notification of such deduction shall represent that occurrence of the alleged violation.

Section 6: Level One - A teacher or the Association alleging a violation of the express terms and conditions of this contract shall within seven (7) days of its alleged occurrence orally discuss the grievance with the building principal in an attempt to resolve same.

Level Two - If the teacher or the Association is not satisfied with the disposition of the grievance at Level One, or if no disposition is made, he/she may present, in writing, this grievance individually or with the aid of an Association representative to the principal or in his/her absence, the Superintendent within eight (8) days after the Level One discussion. The administrator with whom the grievance has been filed shall, within five (5) days of receipt of the grievance, meet with the association in an effort to resolve the grievance. The principal shall indicate his disposition of the grievance in writing within five (5) days of such meeting, and shall furnish a copy thereof to the Association.

Level Three - If the teacher or the Association is not satisfied with the disposition of the grievance at Level Two, or if no disposition has been made, a copy of the written grievance shall be filed with the Superintendent or his designated agent within ten (10) days after the Level Two response was received or should have been received.

Within five (5) days of receipt of the grievance, the Superintendent or his designated agent shall meet with the grievant and/or the designated Association representative, at the option of the grievant, to discuss the grievance. Within five (5) days of the discussion, the Superintendent or his designated agent shall render his decision in writing, transmitting a copy of same to the grievant, the local unit Association president, the building principal in which the grievance originated and retain a copy of same in a permanent file.

If the decision is unsatisfactory to the grievant and the Association, the grievant may appeal same to the Board of Education by filing a written grievance along with the decision of the Superintendent with the secretary of the Board of Education within five (5) days of the Level Three decision.

Level Four - Upon proper application as specified in Level Three, the teacher and Association representative shall have an opportunity to be heard at a private meeting of a committee of the Board of Education and the Association grievance committee. This committee shall meet within ten (10) days from the time the Board received notice to discuss the matter. At least one member of the above Board committee shall be an elected member of the Board of Education.

Within twenty (20) days the Board may hold future hearings therein, or otherwise investigate the grievance provided, however, that in no event except with the express written consent of the Association, shall be final determination of the grievance be made by the Board more than twenty (20) days after the initial meeting of the Board committee.

A copy of the written decision of the Board shall be forwarded to the Superintendent for permanent filing, the building principal for the building in which the grievance originated, the grievant and the president of the Association local unit.

Level Five - Individual teachers shall not have the right to process a grievance at Level Five without the endorsement and approval of the Association.

- (a) If the Association is not satisfied with the disposition of the grievance at Level Four, it may within ten (10) days after the decision of the Board, refer the matter for arbitration to the American Arbitration Association, in writing, and request the appointment of an arbitrator to hear the grievance. If the parties cannot agree upon an arbitrator, he shall be selected in accordance with the rules of the American Arbitration Association.
- (b) Neither party may raise a new defense or ground at Level 5 not previously disclosed to the other party. At no time later than three (3) days prior to the hearing or prehearing, the parties may by mutual consent agree to hold a conference in an attempt to settle the grievance.
- (c) The decision of the arbitrator shall be final and conclusive and binding upon employees, the Board and the Association; subject to the right of the Board or the Association to judicial review, any lawful decision of the arbitrator shall be forthwith placed into effect.
- (d) Powers of the arbitrators are subject to the following limitations:
  - (1) He shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.
  - (2) He shall not hear any grievance previously barred from the scope of the grievance procedure.
  - (3) He shall have no power to interpret state or federal law.
- (e) More than one grievance may not be considered by the arbitrator at the same time except upon expressed written mutual consent and then only if they are of similar nature.
- (f) The cost of arbitration shall be borne equally by the parties except each party shall assume its own cost for representation including any expenses of witnesses.
  - (1) If any of the agreed time limits are allowed to lapse, the grievance will be considered as waived. In the event the Board of Education or its representatives fail to give an answer to any grievance as required, it shall automatically proceed to the next higher step provided that nothing contained herein shall be construed to automatically advance a grievance to arbitration.
  - (2) Except at the arbitration level, all preparation, filing, presentation or consideration of grievance shall, unless by mutual consent, be held at times other than when a teacher or a participating Association representative are to be at their assigned duty stations.

## ARTICLE IX - PROCEDURE FOR TEACHER EVALUATION

Section 1: Observations: The evaluator shall prepare a written observation report following each type of observation mentioned in this section. After discussing this report, both evaluator and teacher are required to sign. Teacher signature does not necessarily imply agreement with report content. Failure to sign shall be conclusively deemed insubordination.

- (1) Work station observations shall not be less than 30 minutes in duration; to be held with the evaluator present at the work station and with the teacher's awareness; and be followed within eight (8) working days after the observation with an interview.
- (2) Other observations of teacher conduct after which an interview is held.

Section 2: Conferences shall be defined as any of the following:

- (a) An interview following a work station observation (1-a-1 above).
- (b) An interview following other observations of teacher conduct (1-a-2 above).
- (c) An interview initiated by the teacher or evaluator of which a record is kept. Teachers will receive a copy of all such interview reports.

Section 3: An evaluation shall be defined as an annual written evaluation which shall be based on observations, conferences, and written observation reports conducted during the year.

Section 4: The Board and the Association agree that teachers are entitled to be appraised of any professional shortcomings or professional strengths they may possess. To this end, the Board shall establish standards of teacher performance and make such standards available to teachers. Further, the Board will advise each teacher through observations and conferences defined above, as to whether or not such standards are being met.

When unsatisfactory performance is noted, it is expected that the principal will offer assistance if possible.

Section 5: Tenure teachers shall receive a work station observation at least once every school year. Probationary teachers shall receive a work station observation at least twice during the school year. One such observation shall take place during the first semester and the second during the second semester; however, the second work station observation for probationary teachers shall take place no later than March 31.

Section 6: The evaluator shall prepare an annual written evaluation of each teacher as defined above. Probationary teachers shall receive their annual written evaluation at least 60 days prior to the end of the school year. The teacher shall be required to read the evaluation, discuss it with the evaluator and indicate in writing on the evaluation that they have read it.

In the event that a teacher feels an observation or evaluation was incomplete, or unjust, he/she may put the objections in writing and have them attached to the document placed in his/her personnel file. A copy of the final evaluation shall be given to the teacher.

Section 7: Each teacher shall have the option to have an Association representative present during any conference as defined in Section 2 of Article IX.

Section 8: No tenure teacher shall be discharged without just cause. No teacher shall be reprimanded or disciplined without just cause. Possible types of discipline are: verbal warning or reprimand, written warning or reprimand, suspension with pay, suspension without pay, demotion and discharge. Any disciplinary action shall be appropriate to the behavior which precipitates said action.

Section 9: For the purpose of this article, the term "evaluator" shall mean:

- (a) The Building Principal, Assistant Principal, Administrative Assistant at the Junior High School, or Superintendent, or
- (b) Other administrator employed by the board with teaching experience at the appropriate level. The teacher shall be notified in advance if such administrator is to perform the evaluation;
- (c) An individual not employed by the Board who is mutually acceptable to the Board and Association, and who has expertise in the subject area of the teacher he/she is to evaluate and who is employed by either an intermediate school district or a college or university.

## ARTICLE X - ASSOCIATION RIGHTS AND RESPONSIBILITIES

Section 1: The Board agrees to permit the local Edwardsburg Education Association the use of the school buildings for Association meetings after school hours subject to availability and the approval of the responsible administrator. The Board reserves the right to charge a fee for such facility use if the school incurs an additional cost.

Section 2: The Board agrees to permit the Association use of intra-school mails and teacher mailboxes for the purpose of distributing Association materials and agrees to permit the use of bulletin board space in each building for the purpose of posting Association notices. The location of this bulletin board space shall be in the staff lounge of the building.

Section 3: The Board agrees that the Association may use school business equipment when not in regular use, provided that the use is strictly to service the legitimate business needs of the local Edwardsburg Education Association. In the event of conflict, the responsible administrator will determine priority. The Association shall reimburse the Board for the costs of supplies used for such Association business.

Section 4: The Board agrees to permit teachers to wear insignia, pins and other identification of membership in the Association and any affiliate organization.

Section 5: The Board agrees to give the Association president prior notification of all board meetings.

Section 6: The private and personal life of any teacher is not within the concern or attention of the Board unless the teacher's conduct adversely affects his/her relation to students or the discharge of his/her teaching duties.

Section 7: Each teacher shall have the right to review the contents of his/her personnel file, except for information from sources outside the school system which is confidential. A representative of the Association may, at the teacher's request, accompany the teacher in this review.

Section 8: The Board agrees to permit, by consent of the building principal, the Association officers (namely: the president, vice president, secretary, treasurer, one (1) Association representative from each building and members of the grievance committee) to travel from building to building within the school system during school hours when said officers do not have direct responsibility for the instruction of children and provided that the responsibilities of the visited party or parties are not interfered with as expressed by the consent of the principal of the individual building to be visited. Said officers are to notify their principals and provide substitutes from existing staff if needed.

Section 9: The Board recognizes its responsibility to give assistance to teachers with respect to the maintenance of control and discipline in the classroom, on school property and during all school activities within the confines of school policy. The teachers recognize their responsibility in maintaining this control and discipline.

- (a) If any teacher is complained against or sued by reason of maintaining proper discipline over the pupils in attendance at school, the Board will provide legal advice to the teacher.

- (b) Any complaints by a parent of a student directed toward a teacher shall be promptly called to the teacher's attention within five (5) school days or dropped.

ARTICLE XI - SALARY SCHEDULE

Section 1: The following salaries shall apply to the 90/91 and 91/92 school years:

STEP	1990/91		1991/92	
	BA	MA	BA	MA
1	\$20,019	\$20,657	\$21,120	\$21,793
2	20,647	21,310	21,783	22,482
3	21,276	21,963	22,446	23,171
4	21,905	22,616	23,110	23,860
5	22,534	23,269	23,773	24,549
6	23,163	23,922	24,437	25,238
7	23,791	24,575	25,100	25,927
8	24,420	25,228	25,763	26,616
9	25,049	25,881	26,427	27,304
10	25,678	26,534	27,090	27,993
11	26,306	27,187	27,753	28,682
12	26,935	27,840	28,416	29,371
13	27,564	28,493	29,080	30,060
14	28,193	29,146	29,744	30,749
15	28,822	29,800	30,407	31,439
16	29,450	30,453	31,070	32,128
17	30,079	31,106	31,733	32,817
18	30,708	31,759	32,397	33,506
19	31,337	32,412	33,061	34,195
20	31,965	33,065	33,723	34,884
21	32,594	33,718	34,387	35,572
22	33,223	34,371	35,050	36,261



STEP - EXPERIENCE	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1990-91							
1, no experience	\$2,136	\$2,051	\$1,965	\$1,791	\$1,445	\$1,270	\$ 637
2, 1 year	2,242	2,216	2,090	1,893	1,549	1,379	691
3, 2 years	2,538	2,377	2,214	1,993	1,650	1,479	737
4, 3 years	2,759	2,551	2,342	2,093	1,753	1,581	791
5, 4 years	2,976	2,723	2,469	2,197	1,862	1,681	841
1991-92							
1, no experience	\$2,254	\$2,164	\$2,074	\$1,890	\$1,525	\$1,340	\$ 672
2, 1 year	2,471	2,337	2,205	1,997	1,634	1,455	729
3, 2 years	2,678	2,508	2,336	2,103	1,741	1,560	778
4, 3 years	2,911	2,691	2,471	2,208	1,850	1,668	835
5, 4 years	3,140	2,873	2,604	2,317	1,964	1,773	887

Each person serving in the following annual positions shall receive the compensation list in this section according to the following designated classifications. A person may receive full credit for previous years of experience in the same capacity or position.

CLASS I

Band  
Basketball, Boys or Girls Varsity  
Yearbook (if not part of a class)  
Football, Boys Varsity

CLASS II

Wrestling, Boys Varsity  
Baseball, Boys Varsity  
Softball, Girls Varsity  
Track, Boys or Girls Varsity  
Cross Country  
Volleyball, Varsity

CLASS III

Golf, Varsity  
Tennis, Varsity  
Basketball, Boys Jr. Varsity  
Basketball, Girls Jr. Varsity  
Football Assistants  
Soccer

CLASS IV

Baseball, Jr. Varsity  
Basketball, Girls Freshman  
Basketball, Boys Freshman  
Debate  
Softball, Jr. Varsity  
Volleyball, Jr. Varsity  
Wrestling, Jr. Varsity  
Track Assistant

CLASS V

Basketball, Boys or Girls Jr. High  
Cheerleading, Sr. High  
Football, Jr. High  
Student Council, Jr. & Sr. High  
Volleyball, Freshman  
Volleyball, Jr. High  
Wrestling, Jr. High

CLASS VI

Baseball, Jr. High  
Basketball, Elementary  
Cheerleading, Freshman  
Cheerleading, Jr. High  
Football, Jr. High Assistant  
Jr./Sr. High Vocal Music  
National Honor Society  
Play Production Director  
Softball, Jr. High  
Track, Boys or Girls Jr. High

CLASS VII

Future Problem Solvers  
Associate Play Director  
Junior Class Sponsor/Prom (Single position)  
Senior Class Sponsor (Single position)  
Yearbook (part of class)

All vacancies in extracurricular positions will be posted for the purpose of teacher application in such time for said teachers to be given due consideration during any period of interview and selection to fill such vacancies. In the event a non bargaining unit member is hired for an extracurricular position, he/she shall be paid in accordance with this section.

Section 3: The Board of Education shall pay the employee share of the Michigan Public School Employee Retirement System contribution of 5% of gross pay for all services performed.

Section 4: Teachers may elect one of two pay options for their salary distribution (section 1 above). Option #1 - 26 equal pay periods every two (2) weeks (12 months). Option #2 - 22 equal pay periods every two (2) weeks (10 months).

Extra curricular remuneration from Section 2 of this Article shall be paid on one of two options.

Option #1 - Lump sum upon completion of the activity.

Option #2 - Divided equally among the 22 or 26 pays of this contract. In the event extra-curricular assignments are commenced during the school year, 1/22nd or 1/26th of the contract addendum will be paid each pay period through the 21st or 25th pay of the year. The remainder of the contract addendum will be paid on the last pay of the teacher's pay option. No lump sum or final payment shall be made after completion of the activity without approval from the responsible administrator.

Section 5: The Board of Education will recognize the obtainment of a Master's Degree when obtained after the start of the contract term. This recognition will be remunerated with the start of the semester following the awarded degree.

Section 6: Credit on the Edwardsburg schedule may be allowed to those presenting satisfactory prior teaching and/or military experience up to a maximum of nine (9) years. Those with a total of nine (9) or more years teaching and/or military experience will begin on the tenth (10th) step of the salary schedule.

- (a) Teaching Service - full credit for each year or major portion thereof of teaching experience in other schools may be granted to a maximum of nine (9) years.
- (b) Military Service - full credit for each year or major portion thereof in the armed forces will be granted to a maximum of two (2) years upon returning to teaching.

Section 7: The hours spent on extra-curricular activities for which pay is received shall be in addition to the thirty-five (35) hours per week reflected in Article III.

Section 8: Additional teaching assignments and total additional pay above the hours specified in Article III (1-a) and (1-b) shall be agreed to in advance, in writing with the Superintendent. The teacher shall be paid 1/6th of his/her salary on step.

ARTICLE XII - INSURANCE

Section 1: The Board agrees to furnish the following MESSA Pak benefits for all full-time teachers and their eligible dependents.

MESSA PAK PLAN A  
Super Care 1 with MCR  
Delta Dental Plan B  
VSP2 Vision  
\$20,000 Term Life

MESSA PAK PLAN B  
Delta Dental Plan B  
VSP2 Vision  
\$20,000 Term Life  
\$130 Toward MESSA or MEFSA Options

The Board will make full payment of premiums for all full-time teachers for either Plan A or Plan B during the 1990-91 school year. The Board's obligation to continue to pay insurance premiums for either Plan A or Plan B shall not exceed 115% of the premium for that Plan in effect prior to July 1, 1991. However, should the School District receive less than a 3% increase in the per pupil revenue from the state aid guaranteed formula for the 1991-92 school year, the Board's obligation to continue to pay insurance premiums for either Plan A or Plan B shall not exceed 112% percent of the premium for that Plan in effect prior to July 1, 1991. The Board agrees to make payment of prorated premiums for part-time teacher's based upon the proportion of the part-time teachers assignment to a full-time assignment. (i.e. a half-time assignment is eligible to receive payment of one-half the amount paid for a full-time teacher for either Plan A or Plan B). Amounts in excess of the Board's obligation will be deducted from the teacher's salary. A maximum of 12 months coverage shall be provided each eligible teacher, beginning September through August of each year.

Teachers employed prior to July 1, 1990 shall be grandfathered from the pro-rata premium payments provisions listed above.

Section 2: An open enrollment period shall be provided whenever premium subsidy amounts change for the groups.

Section 3: The Board shall be obligated to pay the insurance premium required by this article only during periods when teacher are on paid status. If an employee is on sick leave, the Board shall have no obligation to pay insurance premiums when the sick leave becomes exhausted.

Section 4: Notwithstanding the provisions of this article, the terms of any contract or policy issued by an insurance company shall be controlling as to all matters concerning benefits, eligibility, termination of coverage and other matters. The Board, by payment of the premiums payments required to provide the insurance coverage set forth in this article, shall be relieved from any and all liability with respect to the benefits provided by the insurance. The failure of an insurance company to provide any of the benefits for which it has contracted shall not result in any liability to the Board or union, nor shall such failure be considered a breach of any obligation by either

Section 4: (continued)

of them. Disputes between teachers or beneficiaries of teachers and any insurance company shall not be subject to the grievance procedure established by this agreement. The insurance benefits provided by this article shall not begin until the teacher has properly completed the necessary forms required by the insurance company and otherwise been enrolled for coverage by the insurance company. There shall be no obligation to a teacher for insurance coverage until the teacher has been accepted for enrollment by the insurance carrier.

ARTICLE XIII - LEAVES OF ABSENCE

Section 1: Absences due to personal illness or other physical disability; Physical disability shall be defined as a disability which prevents the teacher from performing teaching duties as certified by a qualified physician.

- (a) At the beginning of each school year all full time teachers shall receive ten (10) days sick leave credit which can accumulate to one hundred and twenty (120) days. Each year's new days shall be in addition to those previously accumulated.
  - (1) Each teacher shall notify the administration of the intended absence stating the nature of leave (illness, etc.) and where he can be contacted during the day. Each teacher shall give such notification prior to the scheduled on-the-job starting time.
  - (2) Each teacher may be required by the administration to give his/her immediate superior a written, signed statement indicating the reasons for such absence when reporting to work on the first working day following his absence. Failure to comply with this provision can result in the withholding of pay for such leave days.
  - (3) The Board of Education reserves the right to require a doctor's certificate or other evidence of illness.
  - (4) Accumulated sick leave time shall terminate upon severance or permanent suspension of employment.
- (b) A new employee must actually report for duty on or after the date stipulated on the contract in order to be eligible for sick leave credit.
- (c) In case of injury to an employee while working for the Board of Education which would be covered under Worker's Compensation, the employee will receive the difference between Worker's Compensation allowed in his/her full salary but not in excess of the amount of salary in his/her sick leave credit.
- (d) A teacher must have lesson plans available for a substitute in order to qualify for sick leave.

Section 2: Policy for absences other than personal illness for which a teacher would be paid:

- (a) A total of three (3) days will be allowed for each death in the immediate family. The immediate family will include mother, father, mother-in-law, father-in-law, present spouse, son, daughter, brother, sister, grandparent or grandchild. Additional days may be allowed upon request to the Superintendent and with his approval.
- (b) One (1) day will be allowed when requested for each death of relatives outside the immediate family and for friends. Additional day may be allowed upon request to the Superintendent and with his approval.

(c) Absences to attend conventions and other educational meetings may be permitted without salary deduction provided they are approved by the Superintendent prior to the meeting.

(d) Personal Business Leaves - The parties agree there may be personal conditions or circumstances which may require teacher absenteeism for other reasons than heretofore mentioned. The Board agrees that such leave is not to be accumulated and may be used under the following conditions:

- (1) Teachers desiring to use such leave shall submit their request on the application form (provided by the Board) at least five (5) days in advance of the anticipated absence for approval by the Superintendent or his designated representative. This form must be filed with the principal or immediate supervisor.
  - (2) It is understood that such leave shall not be granted for the first or last day of the school year nor on the first working day immediately preceding or following a vacation period or holiday.
  - (3) Maximum length of such leave shall not exceed 2 days per school year.
  - (4) It is agreed that there shall not be more than 10% of the staff at any one building on such leave on any given day, except in case of emergency. In the case of emergency approval, the teacher must give the reason for the absence to the Superintendent. In this case, the decision of the Superintendent shall be final and not subject to the grievance procedure.
  - (5) Personal business leave days shall be used for conducting personal business which cannot be conducted at times other than during normal work hours.
- (e) One (1) day for a ceremony or function in which the teacher receives a degree or honor.
- (f) Teachers may be absent for jury duty. The Board will pay an amount equal to the difference between the teacher's daily salary and the jury duty fee paid by the Court (not including travel allowances or reimbursement of expenses) for each day on which the teacher reports or performs jury duty and on which he otherwise would have been scheduled to work.

A teacher will be paid if the teacher is required to be absent because the teacher is subpoenaed to appear in court to testify as a witness. This provision shall not apply where the school district or Board of education is a party to the lawsuit and the teacher is subpoenaed by the party opposing the school district or Board of Education.

- (g) The Association with prior approval of the Superintendent shall be allowed eight (8) days per year to be used by the Association officers and other members of the bargaining unit for the purpose of attending Association conferences, workshops, professional development academies. Such days shall not accumulate. The Association shall assume the cost of the substitute.
- (h) A teacher may use a maximum of five (5) of the ten (10) days sick leave credit provided by Section 1 (a) of this article for serious illness, injury or hospitalization of a member of the teacher's family which necessitates the teacher's presence to care for the family member.

Section 3: Unpaid Leaves of Absence:

- (a) The Board may grant a leave of absence upon written request of of a teacher for a period not to exceed one (1) year subject to renewal at the will of the Board. The following conditions shall apply to all extended leaves of absence:
  - (1) Eligibility shall be based on a minimum of two (2) years of continuous service in the district and tenure status.
  - (2) Salary and benefits shall not accrue during any unpaid leave of absence. Sick leave days shall not accrue, but unused sick leave held at the start of the leave shall be reinstated.
  - (3) Written notice to either return or resign shall be given to the Superintendent of Schools by March 15, of the year in which the leave expires. Failure to comply with this provision shall conclusively be deemed a resignation by the teacher and is not subject to the grievance procedure.
  - (4) A teacher shall be entitled to return to the teacher's former position or to another position for which the teacher is certified and qualified upon termination of the teacher's initial leave and after proper notification to the administration.
  - (5) All leaves of absences shall have a termination date of June 30.
- (b) Upon written application, a leave of absence without pay for up to one (1) year may be granted for study related to the teacher's licensed field.
- (c) Upon written request, a teacher shall be granted a child care leave not to exceed one (1) year provided the request is received at least three (3) months prior to the expected date of birth. In the case of a female teacher, the leave will begin the day the teacher would have normally returned to work. For a male teacher, the leave shall begin the day after birth.

- (d) Upon written request, a teacher may be granted one (1) year leave without pay before the beginning or at the conclusion of a school year to serve in a public office.
- (e) Upon written request, any teacher whose personal illness extends beyond the accumulated sick leave days may be granted a leave of absence without pay not to exceed one (1) year. Upon return from leave, the teacher will be placed in the same position provided a vacancy exists. Before the teacher returns from such leave, the Board may require a certificate of good physical and mental health from a properly licensed doctor.
- (f) Upon written request, a leave of absence without pay not to exceed one (1) year may be granted for the purpose of caring for a sick member of the teacher's immediate family.
- (g) Upon written request, a leave of absence without pay not to exceed one (1) year may be granted to any teacher for the purpose of serving as an officer of the Association or its staff.

Section 4: Administration of Sick Leave Provisions:

- (a) At the beginning of each year, a report shall be made to each eligible teacher indicating the amount of sick leave credit remaining.
- (b) Holidays, vacations or other days when teachers are paid but but not required to report for work shall not be considered deductible from the employee's sick leave credit accumulation.
- (c) The questions of employing a substitute or replacement for an absent employee has no relation to deductions made under this policy.
- (d) No payment under the sick leave policy shall be made beyond the date of resignation, death or retirement of an employee.
- (e) The daily deductions from the salary made under this policy shall be made by dividing the base salary by the number of work days indicated on the teacher's contract.
- (f) The teachers will be notified immediately of any deductions in pay because of absence and will be given the reason for such deductions. Teachers may choose which pay period either their next succeeding or final pay period from which such pay will be deducted.

Section 5: Group/Individual Attendance Incentive Plan

A target limit for the maximum number of personal business leave days plus personal illness/physical disability leave days to be used by teachers in a single school year shall be calculated by multiplying the number of teachers by five (5) (e.g., if the number of employees in the bargaining unit is ninety (90), the target limit is 450).



If due to extended illness a teacher is absent for ten (10) consecutive days or more, that teacher will not be counted as a teacher when calculating the target limit (e.g., if there are ninety (90) employees in the bargaining unit and only one (1) bargaining unit employee is absent due to illness for ten (10) consecutive days or more, the target limit shall be calculated by multiplying five (5) times eighty-nine (89) so that the target limit is 445). If the total number of personal illness/physical disability leave days plus personal business leave days used by teachers in a single school year is less than the target limit, those teachers who use less than five (5) personal illness/physical disability leave days plus personal business leave days shall be entitled to leave of absence incentive pay. When calculating whether the total number of personal illness/physical disability leave days plus personal business leave days was less than the target limit, those days used by teachers who are absent due to extended illness for ten (10) consecutive days or more shall not be counted. The leave of absence incentive pay to which an eligible teacher is entitled shall be calculated by subtracting the total number of personal illness/physical disability leave days plus personal business leave days used by the teacher in the school year from five (5) and multiplying the difference by the then prevailing per diem substitute teacher salary (e.g., if substitute teachers are paid \$50 per day, a teacher who used one (1) personal business leave day, but no personal illness/physical disability leave days, would be entitled to a leave of absence incentive pay in the amount of \$200).

For the purpose of interpreting this provision, it is understood that a teacher shall be construed to have used a personal illness/physical disability leave day or a personal business leave day whenever the teacher is absent for a reason which his/her accumulation of such days was charged. Further, for purposes of calculating the leave of absence incentive pay to which an eligible teacher is entitled, an absence for less than a full school day will be treated as if the absence was for one-half school day.

Pursuant to Article I, Section 19(a) the terms "teacher" and "bargaining unit member" are recognized to be synonymous. Attendance incentive pay to be paid on or before June 30th of the applicable year.

ARTICLE XIV - APPLICATION PROCEDURE FOR IN SERVICE OR CONFERENCE ATTENDANCE

Section 1: In-Service Meetings:

- (a) The Association may submit requests for courses, workshops and programs designed to improve the quality of instruction to the Superintendent who will present the requests along with his recommendation to the Board of Education.
- (b) The Association agrees to submit the following information with each request:
  - (1) Rationale for such a meeting or course;
  - (2) Extent staff members were involved in arriving at this request;
  - (3) The number of teachers who would participate;
  - (4) Estimated cost of project;
  - (5) The facilities needed;
  - (6) Time when this project would take place.
- (c) No additional compensation will be granted to teachers attending inservice meetings. Failure of the Board to approve a request would not be subject to grievance.

Section 2: Professional conferences and clinics:

- (a) Teachers may submit requests for attendance at conferences and clinics related to their teaching assignment or other duties to the building principal who will present the requests along with a recommendation to the Superintendent for his written approval or disapproval.
- (b) If approved for conference attendance, teachers shall be reimbursed for their expense according to Board of Education policy in effect at the time and subject to approval of the Superintendent. Such expenses shall include but not be limited to food, lodging, travel and any fees connected with the conference or clinic. Teachers agree to submit proper bills and other evidence as required to support their claim.
- (c) The decision of the Superintendent as to what expenses are appropriate and who attends such meeting is final and will not be subject to grievance under the terms of this Agreement.
- (d) Upon return from the conference, the teacher shall submit a written report to his/her building principal. The report shall review and evaluate the conference content and comment on any benefits to the school district resulting from the conference attendance.
- (e) Teachers approved for conference attendance in Section 2a above shall be granted sufficient leave time without loss of pay.

## ARTICLE XV - PROFESSIONAL RESPONSIBILITY

Section 1: It is recognized that the proper negotiation and administration of collective bargaining agreements entail expense which is appropriately shared by all teachers who are beneficiaries of such agreements. To this end, in the event a teacher shall not join the Association, such teacher shall, as a condition of continued employment by the Board, cause to be paid to the Association, a sum equivalent to its actual cost of representation. Upon written request, a teacher shall be provided evidence of representation costs as certified by the Association. Failure to join or contribute shall be reason for refusing to renew the following year's contract provided notification is received from the Association no later than December 1st of each contract year.

Section 2: In the event a dispute arises between a teacher and the Association over the actual costs, as certified, the teacher shall remain employed pending resolution of the dispute.

Section 3: The Association agrees to indemnify and save the school district, its administrators, and the Board including each individual school board member harmless against any and all claims, demands, costs, suits, or other forms of liability, including back pay and all court or administrative agency costs that may arise out of or by reason of action taken or not taken by the employer, or in reliance upon signed authorization cards or lists furnished to the employer by the Association for the purpose of payroll deduction of dues, or for the purpose of complying with this Agreement, subject to the following conditions:

- (a) The Association, after consultation with the Board, has the right to decide whether or not to appeal the decision of any court or other tribunal regarding the validity of this section or the defense which may be assessed against the Board by any court or tribunal;
- (b) The Association has the right to choose the legal counsel to defend any said suit or action;
- (c) The Association shall have the right to compromise or settle any claim against the Board under this section.

## ARTICLE XVI - DEDUCTION OF DUES

Section 1: For those employees who voluntarily execute payroll deduction authorizations, the Board agrees to deduct dues, as certified by the association and other voluntary contributions monthly. Such authorization shall continue in effect unless revoked in writing by the employee, between August 1st and August 31st of each contract year. Pursuant to such authorization, the Board shall deduct one-tenth of such dues from the regular pay of the teacher each month for ten (10) months, beginning in September and ending in June of each year. Any teacher who shall not perform services for any entire months of the school year shall have his/her dues reduced by one-tenth of the yearly dues for each entire month he/she did not work, except where the failure to perform services during any month was the result of the teacher taking any paid leave of absence or sick leave provided in this contract.

- (a) The initial deduction of dues request or changes in the deductions of dues must be delivered to the office of the Superintendent at least seven (7) days prior to the payday in which the deduction will be made.
- (b) The Board will remit to the Association each month all monies so deducted, accompanied by a list of teachers from whom the deductions have been made.

ARTICLE XVII -- CLASS SIZE

The Board will strive to meet State Department of Education incentives regarding class size.

The principal will consider student behavior when determining student assignments.

## ARTICLE XVIII - GENERAL

Section 1: If, during the life of this Agreement, any of the provisions contained herein are held to be invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any provision should be restrained by such tribunal pending a final determination as to its validity, the remainder of this agreement shall not be affected thereby. In the event any provision herein contained is so rendered invalid upon written request by either party hereto, the Board and the Association shall enter into collective bargaining for the purpose of negotiating a mutually satisfactory replacement for such provision.

Section 2: This agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contract heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement.

Section 3: The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining. Therefore, the Board and the Association, for the life of this agreement each voluntarily waives the right to bargain collectively with respect to any subject or matter referred to, or covered in this agreement, or with respect to any subject or matter not specifically referred to or covered in this agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this agreement. However, by mutual agreement between the parties, negotiations may be reopened for the purpose of dealing with an issue not otherwise covered by this Agreement.

Section 4: This constitutes the full and complete agreement between the parties. It cannot be extended orally.

ARTICLE XIX -- DURATION

This Agreement shall become effective on the 1st day of July of 1990 and will remain in effect until midnight of June 30, 1992, and will be automatically renewed for successive periods of one (1) year unless either party gives written notice to the other party at least sixty (60) days prior to the last day of school of its intention to amend or terminate this contract.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 1990 in the Village of Edwardsburg, Michigan.

SOUTHWESTERN MICHIGAN EDUCATION ASSOCIATION

EDWARDSBURG PUBLIC SCHOOLS

By

Michael P. Connell

Patrick M. KHL

Michael Schuster

James Bermingham





EDWARDSBURG PUBLIC SCHOOLS  
SCHOOL CALENDAR FOR 1990-91

August 27, 28, 1990	Pre-School Inservice and Work Session For Teachers
August 29, 1990	First Day For Students (Half Day)
September 3, 1990	Labor Day
October 15, 1990	Staff Inservice Day
November 19, 1990	Half Day For Students - Parent/Teacher Conferences (Evening 5-9 p.m.)
November 20, 1990	Parent/Teacher Conferences (1-9 p.m.)
November 21, 1990	Staff Inservice (8-12 a.m.)
November 22, 23, 1990	Thanksgiving Recess
December 24, 1990 through January 4, 1991	Winter Vacation (School Resumes at January 7, 1991)
January 24, 25, 1991	Half Days for Students (End of Semester January 25, 1991)
February 18, 1991	Staff Inservice - Half Day for Students
March 15, 1991	Parent/Teacher Conferences - Half Day For Students
March 29, 1991	Good Friday - Half Day
April 1, 1991 through April 5, 1991	Spring Vacation (School Resumes April 8, 1991)
May 28, 1991	Memorial Day - No School
June 5, 1991	Half Day For Students
June 6, 1991	Last Day for Students
June 7, 1991	Teacher Work Day

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<u>August</u>	2 Teacher Work Days
	3 Student Attendance Days
<u>September</u>	1 Holiday
	19 Student Attendance Days
<u>October</u>	1 Teacher Work Day
	22 Student Attendance Days
<u>November</u>	2 Teacher Work Days
	2 Holidays
	18 Student Attendance Days
<u>December</u>	15 Student Attendance Days

<u>January</u>	19 Student Attendance Days
<u>February</u>	20 Student Attendance Days
<u>March</u>	21 Student Attendance Days
<u>April</u>	17 Student Attendance Days
<u>May</u>	1 Holiday
	22 Student Attendance Days
<u>June</u>	1 Teacher Day
	4 Student Attendance Days



**School Calendar For 1991-92**

August 26, 27, 1991	Pre-School Inservice and Work Session For Teachers
August 28, 1991	First Day For Students (Half Day)
September 2, 1991	Labor Day
October 14, 1991	Staff Inservice Day
November 25, 1991	Half Day For Students - Parent/Teacher Conferences
November 26, 1991	Parent/Teacher Conferences (1-9 p.m.)
November 27, 1991	Staff Inservice (8-12 Noon)
November 28, 29, 1991	Thanksgiving Recess
December 23, 1991 through January 3, 1991	Winter Vacation (School Resumes on January 6, 1992)
January 23, 24, 1992	Half Day for students (End of Semester January 24, 1992)
February 17, 1992	Staff Inservice - Half Day for Students
March 13, 1992	Parent/Teacher Conferences - Half Day For Students
April 6, 1992 through April 10, 1992	Spring Vacation (School Resumes April 13, 1992)
April 17, 1992	Good Friday - Half Day
May 25, 1992	Memorial Day (No School)
June 3, 1992	Half Day For Students
June 4,	Last Day For students (Half Day)
June 5, 1992	Teacher Work Day

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<u>August</u>	2 Teacher Work Days 3 Student Attendance Days
<u>September</u>	1 Holiday 20 Student Attendance Days
<u>October</u>	1 Teacher Work Day 22 Student attendance Days
<u>November</u>	2 Teacher Work Days 2 Holiday 17 Student Attendance Days
<u>December</u>	15 Student Attendance Days

<u>January</u>	20 Student Attendance Days
<u>February</u>	20 Student Attendance Days
<u>March</u>	22 Student Attendance Days
<u>April</u>	17 Student Attendance Days
<u>May</u>	1 Holiday 20 Student Attendance Days
<u>June</u>	1 Teacher Work Day 4 Student Attendance Days

