

8/31/88

MASTER AGREEMENT
BETWEEN THE
BOARD OF EDUCATION
OF THE
KENT CITY COMMUNITY SCHOOLS
AND THE
KENT COUNTY EDUCATION ASSOCIATION
OF KENT CITY
1985-88

Kent City Community Schools

Michigan State University
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RELATIONS LIBRARY

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ARTICLE I

RECOGNITION

- A. The Kent City Board of Education hereby recognizes the Kent County Education Association, affiliated with the Michigan Education Association, and the National Education Association (KCEA/MEA/NEA) as the sole and exclusive bargaining representative, as defined in Section 121 of Act 379, Public Acts of 1965, for all regular full-time and regular part-time professional personnel employed under annual contracts, including personnel on tenure or probation, classroom teachers, guidance counselors, certified librarians, reading therapists, school psychologists, social workers, speech and hearing therapists, teachers of the homebound or hospitalized, and other professional special education personnel, reading diagnostician, reading coordinator, reading director employed by the Kent City Community Schools.

Excluded from the unit are: All full or part-time supervisory, executive or administrative personnel; business manager, athletic director if assigned evaluatory, hiring and firing responsibilities or other supervisory duties; Title I director; curriculum coordinator; adult and special education coordinators, aides and paraprofessionals employed in positions not requiring teaching certification; summer school (including driver education instructors who are not otherwise part of the bargaining unit) and adult education personnel; noon period supervisors and/or noon period recreation personnel; substitute teachers; school nurses if not teacher certified; office and clerical personnel; custodial, maintenance and operation personnel and all other employees of the board or any other employer. Any position which is excluded and the employee in that position is part-time, that employee shall be considered as part of the bargaining unit for that portion of time that individual is performing bargaining unit work.

The term "teacher" when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining unit as above defined. Reference to male teachers shall include female teachers.

ARTICLE II

TEACHER AND ASSOCIATION RIGHTS

- A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining and negotiations.

The Board undertakes and agrees that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association or negotiations or his institution of a grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

- B. The parties specifically recognize that each has the right to invoke the assistance of the Michigan Employment Relations Commission, or a mediator from such public agency, or an arbitrator appointed pursuant to the provisions of this Agreement.
- C. The Association shall be granted twelve (12) Association days per year. The Association shall pay for the substitute for any days used in excess of six (6) days per year. The Superintendent or his designee shall be notified at least one week in advance of such leave.
- D. The Association shall have the right to use the school building facilities after regular school hours for official business of the Association providing said use has first been cleared with the Administration.
- E. The Board agrees to furnish the Association in response to written request from time to time such information as is available concerning the financial resources of the district, Treasurer's reports, census and membership data, names and addresses of all teachers and all other information that will assist the Association in developing constructive programs and which may be necessary for the Association to process any grievance.
- F. Nothing contained herein shall be construed to deny or restrict any teacher rights he may have under the Michigan General School Laws. The rights granted to each teacher hereunder shall be deemed to be in addition to those granted elsewhere.

ARTICLE III

BOARD'S RIGHTS

- A. The Association recognizes that the Board has the responsibility and authority to manage and direct, in behalf of the public, all the operations and activities of the School District to the full extent authorized by law provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this Agreement.

Such authority shall include by way of illustration and not by way of limitation:

1. Manage and control the school's business, the equipment and operations and to direct the working forces and affairs of the employer;
2. Continue its rights and practice of assignment and direction of work to all of its personnel, determine the number of shifts and hours of work and starting times and scheduling of all the foregoing;
3. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees pursuant with general school code, state and federal statutes;
4. Determine the services, supplies and equipment necessary to continue its operations and to determine the schedules, standards of operations and the processes of carrying on the work, including automation thereof or change therein, the institution of new and/or improved techniques therein;
5. Adopt reasonable rules and regulations for implementing Board and School District policy;
6. Determine the qualifications of employees, including the physical condition of employment;
7. Determine the number and location or relocation of its facilities including the establishment or relocation of new schools, buildings, departments, divisions or subdivisions, thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities;
8. Determine the placement of operations, production, service, maintenance or distribution of work, and the source of materials and supplies;
9. Determine the financial policies, including all accounting procedures, and all matters pertaining to public accounts;

10. To determine the size of the management organization, its functions, authority, amount of supervision and table of organization provided that the Board shall not abridge any rights from the Employees.
- B. The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgement and discretion in connection therewith shall be limited by the specific 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 IV

TEACHING HOURS

- A. Teachers of grades K-12 shall be present in their building at 8:00 a.m. and remain in school until 3:20 p.m. Special arrangements for deviation from the above for personal reasons may be made with approval of the teacher's building principal. The Association and its members recognize that as a professional the proper discharge of teachers' responsibilities to his/her students and the School District will require him/her to devote time outside normal school hours to prepare lessons and plans, grade papers, attend staff meetings, meet with parents, and agree that these professional responsibilities will be met. Teachers assigned to more than one building will be expected to attend only staff meetings in the building where they have the majority of their teaching responsibilities. Staff meetings may be conducted prior to or following the student's regular school day. Any changes or deviation in the above teaching hours are subject to Article XI, Negotiations Procedures, as herein provided.
- B. The Board and the Association agree that some supervisory responsibilities shared among the teachers on an equitable basis are necessary at student functions. These shall be apportioned on a voluntary basis as much as possible but when necessary, shall be filled by appointment by the Building Principal on the basis of previous participation. When an assembly or similar function is scheduled during a period when the teacher is ordinarily occupied with classroom duty, the teacher shall attend the function in a supervisory capacity, shall be seated with the students, and shall aid with the control and discipline of the student body.
- C. Every teacher shall be entitled to a 30 minute duty-free lunch period.

- D. Teachers shall be at their respective teaching stations 10 minutes prior to their first class.
- E. It is acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school day should be directed towards insuring that the energy of the teacher is primarily utilized to this end.
- F. It is the intent of the school district to continue the practice of using non-instructional personnel to supervise recess duty.

ARTICLE V

TEACHING CONDITIONS AND CLASSLOADS

- A. The normal weekly teaching load for grades 6-12 shall not exceed twenty-five (25) teaching hours per week. No teacher in a departmentalized instructional program shall be required to teach more than four (4) different preparations. All teachers as herein defined shall have one (1) preparation period each day.

The normal weekly teaching load for elementary K-5 grades shall not exceed twenty-five (25) teaching hours per week. An average minimum of fifty (50) minutes per day will be scheduled for planning and preparation purposes.

The parties mutually agree and understand that continuing flexibility with respect to arrangement of teaching periods, preparation periods and daily and weekly schedules may be necessary for progress and improvement of education.

- B. Class Size:

- 1. Because the number of students per teacher has a bearing upon teacher workload, the parties agree to set the following student ratios;

K - 1	26
2 - 3	28
4 - 5	29
6 - 12	30

as a maximum goal which the Board shall try to maintain (Band, PE., Choir, experimental classes, migrants excluded)

- 2. Whenever class sizes exceed this goal by four students the Board will provide, at the teacher's request, additional materials or

assistance which are to be determined by the School District.

3. Classes such as Business Typing, Industrial Arts, Drafting, Language and Homemaking will be limited to the teaching stations available whenever feasible as determined by the Board or its designee.
- C. Telephone facilities shall be made available to teachers for their reasonable use at no expense to the Board.
- D. The provisions of this Agreement shall apply to all members of the Association without discrimination on account of race, age, color, sex, religion, political or national origin.

ARTICLE VI

TEACHING ASSIGNMENTS AND TRANSFERS

- A. Teachers affected by changes in assignment (subject or grade level) shall be notified by August 15th prior to the opening of the school year. Vacancy in position shall be defined as a position presently unfilled. Teachers shall not normally be assigned outside their teaching field, or subject matter area, except temporarily and for good cause. Temporarily shall be defined as not to extend beyond one year.
- B. Vacancies in subjects and grade levels within the system shall be made available by the School District upon written request by the teacher, when vacancies arise or are anticipated. The Superintendent shall notify the Association and post notice of vacancies in each school building no less than ten (10) school days before the position is filled. Applications of teachers in units affiliated with KCEA/MEA/NEA will be accepted for vacancies. These positions shall be filled on the basis of experience, competency, qualifications, seniority and other relevant factors such as cost and students enrollment.
- C. A transfer is a reassignment of a teacher (bargaining unit member) from one subject area or grade level to another. Involuntary transfers may be effected by the School District. The purpose of the involuntary transfer shall be discussed with the teacher, at least fifteen (15) days prior to the transfer. These transfers shall be normally made on the basis of the least seniority but other factors such as qualifications, length of service in subject or grade level areas, shall also be considered.
- D. Voluntary transfers may be made at any time a vacancy exists or can be mutually arranged to be filled. Request for voluntary transfer shall be made in writing to the Building Principal setting forth the school,

grade, subject area, and position sought, with the applicants qualifications. Receipt of the application and request for the transfer shall be acknowledged by the Principal's office. Request will be reviewed each year and transfer implemented with seniority being considered for placement. A record of the requests for voluntary transfers, transfer and related information pertaining thereto shall be made a part of the teacher's file.

- E. In the event that any teacher will be asked to teach a class each day during his preparation period, remuneration equal to 1/5 of his contractual teaching salary shall be added to his salary based on the school year of 38 weeks. The teacher shall have the right to accept or reject such assignment. The teacher will also have the right to teach during his preparation period without remuneration if he so desires.
- F. Assigned noon duty where such duty cuts into the preparation period will be reimbursed at an hourly rate.

ARTICLE VII

LEAVES OF ABSENCE

- A. Acceptable reasons for leave with pay.
 - 1. Personal illness, injury or quarantine.
 - 2. Illness or death in the teacher's immediate family. "Immediate family" is interpreted to include father, mother, brother, sister, husband, wife, child, parent-in-law, grandparent, grandchild, or any other member of the family who has clearly stood in the same relationship with the teacher as any of these. If a close relative or distant place is involved, up to but not exceeding 5 days may be granted. The number of days for funerals and serious illness will be determined as each separate case arises by the discretion of the administration. All such days shall be deducted from sick leave.
 - 3. In case of illness of children, teachers may use Sick Leave.
 - 4. New teachers may not draw on sick time until at least one day has been worked on their contract.
- B. The annual allowance for Contractual Staff Members for any reasons listed in Section A.1. and 2. shall be:
 - 1. Ten (10) sick leave days per year shall be granted every teacher

regardless of his total accumulated sick days. However in determining the accumulation of sick days, ten days may be accumulated each year without limit.

2. That beyond the ten or more accumulated days to which the individual teacher is entitled, the cost of hiring a substitute whether or not one is available will be deducted from the teacher's salary and the difference in salary paid to the teacher.

This will not continue more than fifteen days beyond accumulated sick leave. All cases of absence due to illness or injury beyond the accumulated maximum sick leave will be considered by the Board as each separate case arises.

3. A teacher whose illness or injury continues beyond his accumulated sick leave days plus fifteen days with cost of substituted deducted, shall be granted an unpaid medical leave of absence for the balance of the school year if requested. Such leave may be renewed for a period not to exceed one (1) year. The Board of Education may require a doctor's certificate or other evidence of illness or injury to substantiate the request for leave of absence. Expense incurred obtaining evidence will be borne by the employee.

4. In the case of the return to duty of a member of the professional staff who has been absent due to a contagious disease or nervous or mental disorder, he must present a statement from his physician releasing the member for return, if requested. The Board of Education also may require such teacher to submit to an examination by a physician designated by the Superintendent or Board of Education. Cost of such an examination shall be borne by the Board of Education.

C. The Principal must be notified at least one hour prior to the teacher's normal reporting time in the morning or the evening before, if known, and arrangements made with the Principal of the building for all emergency and sick leave.

D. Not more than three (3) days shall be allowed to any teacher for in-service meetings or educational opportunities which will require absence from the teacher's regular responsibilities.

E. Personal Business:

1. Up to two days leave with pay per year, non-accumulative, will be allowed for "personal business" reasons. Three day's advance notice in writing to the principal is required except in the case of an unforeseen emergency. It is not necessary for the reason for the request to be stated.

2. Such leave shall not be used for seeking other employment, rendering services, or working with or without remuneration for one's self or anyone else, for religious purposes, or for hunting, fishing or other recreational activities. It is further understood such leave shall not be granted for the first or last day of the school year nor on the first working days preceeding or following a vacation or holiday (exception: graduation exercise for the teacher, military departure of a son; serious medical situations in the teacher's immediate family not covered by sick leave, matters of an emergency nature and matters of direct benefit to the school allowable at the discretion of the Superintendent).

F. Leaves Without Pay:

1. Maternity or Adoption Leave. The School District may upon request grant a Maternity or Adoption Leave for a period up to one year. A teacher on Maternity or Adoption Leave wishing to return to duty shall file a written notice with the Superintendent not less than twenty (20) working days prior to the date they wish to return. The notice shall state the exact date on which the teacher will return to duty. In the event this leave involves the final day of the school year then a written statement indicating the teacher's intent to return at the start of the succeeding school year shall be submitted to the superintendent not less than sixty days prior to the first teacher work day of the school year.
2. Study Leave. A leave of absence of up to one (1) year shall be granted to any teacher during the duration of his tenure in the School District, upon written application, for the purpose of engaging in study at an accredited college or university reasonably related to his professional responsibilities according to the following provisions:
 - a. Applicant must have taught no less than three (3) years in the Kent City Community School District;
 - b. Applicant states his intent to return to the Kent City Community School District upon completion of his leave;
 - c. Job station assignment upon return from leave will be the sole responsibility of the Superintendent;
 - d. All employee benefits and levels of compensation will be frozen at their highest attained levels prior to the commencement of the leave. There shall be no accrual of employee benefits during the granted time;
 - e. Premiums for insurance protection shall be the responsibility of the applicant through the duration of his leave;

- f. All leave applications shall be screened by a Leave of Absence Committee composed of two (2) members of the Association and one Kent City Community School Principal. Leave of Absence Committee will make recommendations for approval or disapproval to the Superintendent;
 - g. Upon return from leave, the teacher shall be placed on the salary schedule on the next step above the one he was on immediately prior to his leave and his salary computed according to the current salary schedule;
 - h. Upon return from any leave, the member shall be placed in the same or similar position for which they are certified and qualified unless subject to lay off due to staff reduction.
3. Sabbatical. Teachers who have been employed for seven (7) consecutive years by the Board shall, upon request, be granted a sabbatical leave for teacher improvement of up to one (1) year. It is agreed that teacher improvement includes: attending a college, university or other educational institution, which will improve the teacher's ability to teach.

During said sabbatical leave, the teacher shall be considered to be in the employ of said Board, shall have a contract, and shall be paid one half his/her full salary and full insurance benefits; provided however, the Board shall not be liable for death or injuries sustained by any teacher while on sabbatical leave.

Teachers on sabbatical leave shall be allowed credit toward retirement for time spent on such leave in accordance with the rules and regulations established by the Michigan Public Schools Employees Retirement Fund.

While on sabbatical leave, seniority shall accrue. Upon returning from sabbatical leave, the teacher shall be restored to the same teaching position or to a position of like nature and be placed on the salary schedule as the teacher would have been if he/she taught in the district during the sabbatical period.

Provided there are enough people who qualify for sabbatical leaves and apply for such leaves, the Board may grant three (3) such leaves per year with half pay to the teacher.

Teachers granted a sabbatical leave will be required to sign a personal contract agreeing to return to the School District for the year immediately following the leave. Failure to return to the School District will require the teacher to repay to the School District with interest (to be determined upon granting of leave) the amount of pay they received while on leave.

4. A leave of absence for up to one (1) year may be granted to any bargaining unit member upon application for the purpose of engaging in career exploration.

ARTICLE VIII

INSURANCE PROTECTION

A. Coverage

1. The Board will provide M.E.S.S.A. Super Med I Health Insurance at no cost to all teachers including those on involuntary reduced time basis during the duration of this Agreement. This insurance will cover the employee and his immediate family.
2. Those teachers, including all part-time teachers, not electing health insurance coverage, shall be provided with an amount equal to the single subscriber rate of M.E.S.S.A. Super Med I to apply toward other M.E.S.S.A. health care benefits, orthodontic dental rider, or a mutually agreed annuity program.
3. The Board will provide a basic and major dental program not including an orthodontic rider for all teachers electing health insurance under A.1, above. The maximum annual coverage on the dental program will be increased from \$600.00 to \$1,000.00 for teachers selecting dental insurance. This dental program will be provided at the basic full family rate of the program provided by the Board.
4. Payroll deductions for M.E.S.S.A. options will be made available providing M.E.S.S.A. agrees to provide these options through payroll deduction.
5. The Board agrees to provide \$10,000 Term Life and \$10,000 Accidental Death Insurance for all employees.
6. For 1987-88, the School District will provide a Long Term Disability Insurance Program for members of the teaching staff. The program will pay a minimum of sixty percent (60%) of the teacher's salary.

ARTICLE IX

TEACHER EVALUATIONS

- A. All monitoring or observations, including the use of closed circuit television, audio system, and similar devices when used for teacher evaluation, shall be conducted openly with the full knowledge of the teacher.
- B. Evaluations of teachers shall be conducted by the teacher's immediate principal or an administrator working in the same building, unless an emergency requires such evaluations be conducted by a designated replacement or an assistant.
- C. The work performance of all teachers shall be evaluated in writing. Each observation shall be made in person for a minimum of thirty consecutive minutes.
- D. The teaching performance of non-tenure teachers will be observed and a written evaluation prepared at least twice each school year, preferably once each semester. The first written evaluation shall be made prior to December 1st, and the second, prior to March 15th.
- E. Tenure teachers shall be evaluated when performances seem to warrant it, but at least once every two years.
- F. The principal or his designee will hold a personal conference with the teacher within 10 days after each observation. During this time, the evaluation will be discussed by both parties.
- G. A copy of the written evaluation shall be submitted to the teacher at the time of the personal conference following the evaluation. A copy would then be signed indicating completion of the conference and returned to the Administration. In the event that the teacher feels his evaluation was incomplete or unjust, within 10 days following the personal conference, he may put his objections in writing and have them attached to the evaluation report of the principal to be placed in his personnel file. All evaluations shall be based upon valid criteria for evaluating professional performance and growth.
- H. Each teacher shall have the right upon request to review the contents of his own personnel file. A representative of the Association may, at the teacher's request, accompany the teacher in his review. This review will be made in the presence of the administrator responsible for the safekeeping of such file. Privileged information, such as confidential credentials and related personal references obtained at the time of initial employment are specifically exempted from such review. The administrator will remove such employment credentials and confidential reports from the file prior to the review of the file by the teacher. However, the teacher's evaluation reports relative to the teacher since coming to the Kent City Community Schools will be made

available.

- I. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any opportunity or means of maintaining or holding his position favorable to success in the practice of the teaching profession without just cause. Any such discipline, reprimand or reduction in rank, compensation or advantage, asserted by the Board or any agent or representative thereof, shall be subject to the grievance procedure hereinafter set forth, except tenure teacher dismissal in which case use of the grievance process shall be prohibited and only the Tenure process utilized.
- J. Negative comments on the performance and evaluation of a teacher should be fully discussed with the teacher, and positive steps shall be taken immediately to assist the teacher in overcoming these weak points. All suggestions for improvements of the teacher's performance shall be included in the written evaluations.
- K. It is expressly understood that the content of an evaluation shall not be the subject of a grievance. However, a violation of the evaluation procedure as set forth in this Agreement may be grieved.

ARTICLE X

PROTECTION OF TEACHERS

- A. Any case of assault upon a teacher related to or occurring while he is fulfilling his teaching or related responsibilities shall be promptly reported to the Board or its designated representatives.
- B. The Board recognizes that through its administrative staff, it must support its teachers in taking all reasonable actions to maintain proper classroom order. Formal written complaints by a parent or a student directed toward a teacher shall be promptly called to the teacher's attention. In the event such complaint is reduced to writing and placed in the teacher's file, a copy of this shall be furnished to the teacher.
- C. Teachers shall be expected to exercise reasonable care with respect to the safety of the pupils and property, but shall not be individually liable, except in the case of gross negligence or gross neglect of duty, for damage or loss of person or property.
- D. A teacher shall at all time be entitled upon their request to have present a representative of the Association when he is being reprimanded, warned or disciplined for any infraction of discipline or delinquency in professional performance. When a reuest for such

representation is made, discipline shall be delayed until a representative can be present but in no case shall discipline be delayed to accommodate the Association Representative more than 24 hours.

ARTICLE XI

NEGOTIATIONS PROCEDURES

- A. 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 and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association for the life of this Agreement, voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered by this Agreement and 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 and contemplation of either or both of the parties at the time that they negotiated or signed this Agreement. Matters of common concern which are not covered herein may be subject to negotiation during the period of this Agreement upon the request and mutual agreement of both parties.
- B. This Agreement supersedes and cancels all previous agreements, verbal or written, or based on alleged past practices, between the Board and the Association and constitutes the entire agreement between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing and ratified by a majority of the Board and a majority of the membership of the Association.
- C. In any negotiations described by this article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the School District. It is recognized that no final agreement between the parties may be executed without ratification of a majority of the Board of Education and by a majority of the membership of the Association but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ratification. If the parties fail to reach an agreement in any such negotiations, either party may invoke the

mediation machinery of the Michigan Employment Relations Commission, or take any other lawful measures it may deem appropriate.

- D. The Board agrees not to negotiate with any teacher's organization other than the Association for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be represented at such adjustment.
- E. Continuity of professional service. The Association recognizes that strikes, as defined by Section 1 of Public Act 226 of 1947 of Michigan, as amended, by teachers, are contrary to law and public policy. The Board and the Association subscribe to the principle that differences shall be resolved by appropriate and peaceful means, in keeping with the high standards of the profession, without interruption of the school program. Accordingly, the Association, agrees that during the term of this Agreement, it will not direct, instigate, participate in, encourage or support any strike against the Board by any teacher or group of teachers.

ARTICLE XII

PROFESSIONAL GRIEVANCE PROCEDURES

Any teacher, group of teachers or the Association believing that there has been a violation, misinterpretation or misapplication of any provisions of this Agreement, or any existing rule, order or regulation of the Board, (except a statute specifically establishing a procedure for redress) relating to wages, hours, terms or conditions of employment, may file a written grievance with the Board or its designated representative.

LEVEL I

A teacher, or group of teachers, believing that there has been a violation shall within five school days of its alleged occurrence orally discuss the grievance with the Building Principal and a representative of the Association in an attempt to resolve the matter. If no resolution is obtained within five (5) school days following the discussion, the grievance shall be expressed in writing and processed in accordance with LEVEL II, on the Grievance Form as show in Appendix E.

LEVEL II

Any grievance filed by a teacher, group of teachers or the Association must be filed within 15 school days from the end of LEVEL I. The Board hereby designates for its representatives for such purposes the principal in each school building and the Superintendent of Schools when the particular grievance arises in more than one building.

Within five days of the receipt of the grievance, the designated representatives of the Board shall meet with the Association in an effort to resolve the grievance. The affected may or may not be present at such meeting.

LEVEL III

If the meeting is with the school principal and the parties cannot agree, the grievance shall be transmitted within five (5) school days to the Superintendent who shall have five (5) school days thereafter to approve or disapprove the grievance. If the grievance is transmitted directly to the superintendent, he shall have ten (10) school days from receipt to approve or disapprove it. Association class or group grievances may be submitted directly to the Superintendent. If the grievance shall be denied by the Superintendent, either upon review of the action of the school principal, or in the first instance, the Superintendent shall answer the grievance in writing and the grievance, with the answer, shall be transmitted to the Association. The Association shall have five (5) school days to transmit the grievance to the Board.

LEVEL IV

At its next meeting, the Board shall pass upon the grievance. The Board may hold a hearing thereon, may designate one or more of its members to hold a hearing or otherwise investigate the grievance, or prescribe such procedure as it may deem appropriate for consideration of the grievance, provided, however, that in no event, except with the express written consent of the Association, shall final determination of the grievance be made by the Board more than ten (10) school days after its submission to the Board.

LEVEL V

If the decision of the Board is not satisfactory to the Association, the grievance may be submitted to arbitration before an impartial arbitrator selected by the parties.

If the parties cannot agree as to the arbitrator, he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the Arbitration hearing. The Board and Association shall not be permitted to assert in such arbitration proceeding any ground or to reply on any evidence not previously disclosed to the Board and to the Association. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement. Both parties agree to be bound

by the award of the arbitrator and agree that judgement thereon may be entered in any court or competent jurisdiction where such award does not conflict with or deny the powers and duties of the Board granted by Legislative Act.

ARTICLE XIII

MISCELLANEOUS PROVISIONS

- A. To help assure a coordinated program of instruction throughout grades K-12 and to provide for carefully selected textbooks in the proper series and sequence, a Curriculum Coordinating Committee shall be established consisting of a general chairman and such other committee members as are deemed advantageous to the consumation of a good function of this committee. Details for the organization and function of this committee shall be worked out and executed in connection with the principals of the school system.
- B. 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 contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board. All conditions of employment shall be maintained at the levels as provided for in this Agreement and shall not be altered without prior negotiations with the Association.
- C. Copies of this Agreement shall be printed at the expense of the Board and presented to all teachers now employed or hereinafter employed by the Board. The Association shall be furnished an additional 25 copies of the Master Contract upon request.
- D. If any provision of this Agreement or any application of this Agreement to any employee or group of employees shall be found to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XIV

AGENCY SHOP

A. The parties agree that it shall be a condition of employment that all teachers who are presently members of the Association, all teachers who hereafter become Association members, and all new teachers employed after the 30th day of June, shall either;

1. Sign and deliver to the Board an application authorizing the deduction of the Professional Dues for membership in the Association. Such authorization shall continue in effect from year to year unless revoked in writing by the member prior to July 1st of the current school year.

or

2. Cause to be paid to the Association a Representation Fee of an amount equal to the United Profession dues as uniformly requested of members of the exclusive bargaining unit within 30 days after the commencement of teaching duties.

B. The Board agrees to notify all newly hired teachers of this condition of employment by the School District. In the event that a teacher shall not exercise the above options or pay such professional dues directly to the Association, the following procedure shall apply:

1. A written and signed notification from the Association indicating failure to comply will be sent to the teacher by certified mail and shall provide fifteen (15) days for compliance. It shall further advise the teacher that a request for termination of employment may be filed with the Board in event compliance is not affected. A copy of this letter will be sent to the Board.

2. Failure to comply by the teacher, the Association may file a written and signed complaint indicating noncompliance with this provision, with the Board, requesting termination of employment in accordance with the just cause, due process procedure of the Tenure Act. A copy of this complaint will be sent to the teacher.

a. If said teacher is a tenure teacher, the Board shall implement those procedures of notification and hearing as specified in the Tenure Act.

b. If said teacher is a probationary teacher, the Board shall immediately notify the teacher that his services shall be discontinued at the end of the current semester, unless the Board receives written notification from the Association that this specific provision has been fulfilled and complaint withdrawn. In the event the Board should hire a new teacher

to replace the probationary teacher under the terms of this section, neither the Association or the affected teacher shall have the right to withdraw said complaint, except by the consent of all parties. The Board, under the terms of this provision, has a right to proceed in the replacement of a teacher against whom charges have been filed subject only to the requirements of the Michigan School Code.

- c. The Association agrees to indemnify and save the Board and its members harmless and agrees to assume the legal defense of any suit or action brought against the Board or its agents regarding this provision. Any claims, demands, costs, suits or other forms of liability including back pay and all court or administrative costs that may arise out of, or by reason of, the action by the Board in complying with this provision; shall be the obligation of the Association.

ARTICLE XV

REDUCTION IN STAFF

It is hereby specifically recognized that it is within the sole discretion of the Board to reduce its educational program, curriculum and staff and that the procedures set forth in this article shall be used in laying off personnel.

A. Layoff Procedure

In order to promote an orderly reduction in personnel when the educational program, curriculum and staff is curtailed, and whenever possible 60 days notice prior to the opening of school will be given and the following procedure will be used:

1. Probationary teachers shall be laid off first. A probationary teacher shall not be laid off unless there is a tenure teacher who is certified, qualified, and available to perform the duties of the position that probationary teacher is vacating, or unless the position that the probationary teacher is vacating is being eliminated altogether.
2. If the reduction of teaching personnel is still necessary, then tenure teachers in the specific positions being reduced or eliminated shall be laid off on the basis of seniority, except as hereinafter provided. Layoffs made pursuant to this section shall be made in the inverse order of seniority, i.e., those with the least seniority are to be laid off first.
3. A tenure teacher who is laid off pursuant to this article has the

right to be placed in a teaching position for which he is certified and qualified to fill and which is occupied by a teacher with less seniority. For the purpose of this article, "qualified" shall be defined in the following manner:

- a. For placement in a pre k-6 grade level elementary position, a tenure teacher is qualified if he has elementary certification.
- b. For placement in a secondary teaching position (7-12), a tenure teacher is qualified if they have taught in that subject within the last five year or has a major or minor from an accredited university or college in the subject the teacher is attempting to be assigned.

B Recall

1. Seniority teachers shall be recalled to employment in order of seniority for positions for which they are certified and qualified. A teacher shall be maintained on the recall list for three full school years. A laid-off seniority teacher who has become recertified in an alternate subject field or grade level has the right to be placed in a teaching position for which they are certified and qualified and which is occupied by a teacher with less seniority provided the following criteria are met:
 - a. Such positions shall be filled only at the opening of the school year and not during the course of the school year.
 - b. Notification shall be received in writing in the Superintendent's office by May 1. Said notification shall also include verification of the applicant's completion date of credits by a college or university counselor or official.

C. Seniority

1. No later than thirty (30) days following the ratification of this agreement, the employer shall prepare a seniority list. Seniority is defined as length of unbroken service within the bargaining unit and shall be computed from the bargaining unit member's initial date of hire. In circumstances where date of hire cannot be determined and two or more individuals who are affected would have the same first day of work, all individuals so affected will participate in a drawing to determine placement on the seniority list. The Association and bargaining unit members so affected will be notified in writing of the date, place and time 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.
2. A seniority list shall be published and posted conspicuously in

all buildings of the district by October 15 of each school year. Revision and updates of the seniority list shall be published and posted as they are made. A copy of the seniority list and subsequent revisions and updates shall be forwarded to the Association.

3. All seniority is lost when employment is severed by resignation, retirement, or discharge for cause. However, seniority is retained for three years if severance of employment is due to layoff.
4. Time spent on unpaid leave, for 1 semester or more, shall not be construed as a break in continuous service. However, the time spent on that leave will be deducted from the initial date of hire on the seniority list.
5. No person other than a member of the bargaining unit shall possess, retain, or accrue seniority within the bargaining unit.
6. Members who transfer to a non-bargaining unit position shall retain only that seniority that they accrued while members of the bargaining unit.
7. Involuntary reduced assignments shall count as if the service was at the full teaching load and will count as full time seniority. Voluntary reduced assignments shall count only for the time spent on the job, and shall receive that pro rata amount toward their seniority.

ARTICLE XVI

PROFESSIONAL COMPENSATION AND CALENDAR

- A. The salaries of the teachers covered by this Agreement are set forth in Appendix A, which is incorporated in this Agreement. Such salary schedule shall remain in effect during the term of this Agreement.
- B. Salaries will be paid in 26 installments, with the first payment to take place on the first regularly scheduled pay day following the teacher's first scheduled work day and continuing every other Friday thereafter until the 26th installment shall have been paid, unless a teacher requests a lump sum payment prior to May 1st.
- C. Individual teacher contracts shall be made subject to the terms and conditions of the Master Agreement between the parties that cover the same school year as the individual contracts do. Teachers hired for a semester or more will be issued individual contracts.

- D. In order to encourage those members of the staff who have completed 20 semester hours beyond the Baccalaureate degree and who desire additional professional training, the Board of Education, at the discretion of the Superintendent will subsidize graduate training for courses approved in advance at any publicly supported Michigan university by reimbursing the teacher for tuition costs. For graduate work taken out of state or at a private university, the reimbursement will be computed at the average cost of tuition at the University of Michigan, Michigan State University and Western Michigan University.

When a teacher receives tuition reimbursement from a scholarship or foundation grant, the Board shall not make duplicate payment in accordance with the above provision. To receive payment on the foregoing basis, the teacher shall present evidence of successful completion of his studies. Teachers shall be responsible for reporting grants and stipends.

- E. Credit for experience outside the school system shall be evaluated by the Board and credit shall be allowed whenever the prior service of the teacher is deemed satisfactory. Full credit shall be given for the first five (5) years of experience and may be given up to ten (10) years.
- F. Increments become effective September 1 of each year and advancement under the salary schedule shall be automatic as of September 1 or February 1 following completion of required academic or professional courses except, the teacher hired in above the salary schedule shall remain at that step until his years of experience in teaching bring him to his proper step on the salary schedule. Extra hours and degrees must be established 10 days prior to the beginning of the following semester. (If adjustments have not been made for courses taken during the summer, adjustment will be made when grades or proof of work has been submitted.)
- G. Teachers on voluntary reduced time basis shall be entitled to a proportional share of the fringe benefits. Compensation for less than full-time work will be determined by utilizing the total time required to be on the job in part-time work compared to the total time on the job in similar full-time work. This ratio will be applied to the appropriate step and level of the salary schedule in computing part-time compensation. Appendix D expresses the basis for part-time employment and compensation.
- H. Teachers will be reimbursed for reasonable expenses incurred when attending meeting which the Board of Education or Administration considers to be beneficial to the teachers.
- I. If a teacher's schedule shall necessitate driving his own car from school building to another, he will be reimbursed at the rate of \$.20 per mile.

- J. A teacher called for jury duty or to give testimony before any judicial or administrative tribunal shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation.
- K. Teachers teaching only part of a year or part of each day in a year shall be given credit on the salary schedule in direct proportion to the ratio of time served compared to the total school time in that year.
- L. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, Grand Rapids Teacher Credit Union, Grand Rapids city income tax, charitable donations or any other plans or programs jointly approved by the Association and the Board.
- M. Upon retirement from the Kent City School System, any teacher who has served the District for eighteen (18) or more years will be paid a gratuity of \$25.00 per year employed by the Kent City School System.
- N. Except as modified by state statute or Department of Education proclamation, teachers shall be employed for 184 days of work of which 180 shall be student instruction days. Student instruction days lost because of conditions not within the control of school authorities, such as severe storms, fires, epidemics, or health conditions as defined by the city, county or state health authorities, shall not be counted as days of pupil instruction. Any such lost instruction days will be rescheduled with no additional compensation being paid to teachers.

If, at any time during life of this Agreement, laws, statutes, or regulations are promulgated rescinding and/or returning the currently revised "snow day" legislation to its prior status, permitting the counting of such days as days of pupil instruction, for purposes of compliance with the 180 days of student instruction, then this provision concerning the calendar will also be similarly rescinded. Only the first sentence of Section N. will be applicable.

Days beyond 180 days required by the state will be designated as follows:

- (1) day Pre-school orientation and conference which are required for teachers.
- (2) days Parent/Teacher conference for all teachers. Parent/Teacher conference would be held from 5:30 P.M. to 9:00 P.M. on Wednesday and Thursday following a regular instructional day. Teachers need not report on Friday.
- (1) day Records day at the conclusion of the first semester.

(1/2) day-Last day of school. (Teachers who do not complete their records and have not been checked out by the building principal will return the following day to complete this responsibility. Upon completion, the teacher will be released by the building principal.)

Teachers will not be required to be present on days school is closed due to an "Act of God."

ARTICLE XVII

EARLY RETIREMENT

- A. Any teacher who selects early retirement, shall be given a terminal leave payment as follows:

At ages:	55 or 56	\$5,000.00
	57 or 58	4,000.00
	59 or 60	3,000.00
	61 or 62	2,000.00
	63 or 64	1,000.00
	65	-00-

- B. The request for early retirement must be approved by the Superintendent of Schools and the President of the KCEA before it can be submitted for benefits described in this Article. Any request submitted prior to July 1st of any given year, will be granted.
- C. The teacher must have had ten (10) years' continuous full-time service in Kent City prior to his or her request for early retirement to be eligible for the benefits described.
- D. Retirement means the teacher must make application for benefits under the Michigan School Retirement Fund and cannot serve the Kent City Schools in any future paid capacity without the approval of the Superintendent. A teacher may select a method of payment, either tax-sheltered annuities, or have the payments put into two payments, one being the year of retirement, and the other the year after retirement in order to secure the greatest tax benefit to the retiring teacher.

ARTICLE XVIII

DURATION OF AGREEMENT

- A. This agreement shall be effective upon ratification by both parties and shall continue in effect until the 31st day of August, 1988. Professional compensation for each year of this contract shall become effective at the beginning of each school year and continue in effect as specifically provided for in the provisions of this Agreement. Fringe benefits for the period of this Agreement shall be effective as of September 1, 1985, except the Long Term Disability which shall be effective as of September 1, 1987.

BOARD OF EDUCATION

KENT COUNTY EDUCATION ASSOCIATION

Walter Weston
President of Board

Hayle A. Lycos
President of KCEA/MEA/NEA

Robert Walk
Superintendent

Chuck Goldsmith
President of Kent City
Education Association

Sam A. Cook

Clifford H. [unclear]
Staff Representative of
Association

Richard J. Kent

Chuck Goldsmith
Negotiator for Kent City
Education Association

Candace Campbell, Sec.
Date

Date

APPENDIX A
KENT CITY COMMUNITY SCHOOLS
SALARY SCHEDULE

1985-86

STEP	BA		BA+20		MA		MA+30	
1	16,195	1.00	17,005	1.05	18,624	1.15	19,434	1.20
2	17,005	1.05	17,815	1.10	19,434	1.20	20,244	1.25
3	17,815	1.10	18,624	1.15	20,244	1.25	21,054	1.30
4	18,624	1.15	19,434	1.21	21,054	1.30	22,095	1.36
5	19,434	1.20	20,244	1.25	21,863	1.35	22,997	1.42
6	20,244	1.25	21,054	1.30	22,673	1.40	23,969	1.48
7	21,215	1.31	22,095	1.36	23,483	1.45	24,940	1.54
8	22,187	1.37	22,997	1.42	24,454	1.51	25,912	1.60
9	23,159	1.43	23,969	1.48	25,426	1.57	26,884	1.66
10	24,131	1.49	24,940	1.54	26,398	1.63	27,855	1.72
11	25,102	1.55	25,912	1.60	27,370	1.69	28,827	1.78
12					28,341	1.75	29,961	1.85
13								
14	25,912	1.60	26,722	1.65				
15					29,151	1.80	30,771	1.90
16								
17	26,722	1.65	27,532	1.70				
18					29,961	1.85	31,580	1.95
19								
20	27,532	1.70	28,341	1.75				
21					30,771	1.90	32,390	2.00
22								
23	28,017	1.73	29,151	1.80				
24					31,580	1.95	33,200	2.05

APPENDIX A
KENT CITY COMMUNITY SCHOOLS
SALARY SCHEDULE

1986-87

STEP	BA		BA+20		MA		MA+30	
1	17,572	1.00	18,451	1.05	20,208	1.15	21,086	1.20
2	18,451	1.05	19,329	1.10	21,086	1.20	21,965	1.25
3	19,329	1.10	20,208	1.15	21,965	1.25	22,843	1.30
4	20,208	1.15	21,086	1.21	22,843	1.30	23,898	1.36
5	21,086	1.20	21,965	1.25	23,722	1.35	24,952	1.42
6	21,965	1.25	22,843	1.30	24,601	1.40	26,007	1.48
7	23,019	1.31	23,898	1.36	25,479	1.45	27,061	1.54
8	24,074	1.37	24,952	1.42	26,534	1.51	28,115	1.60
9	25,128	1.43	26,007	1.48	27,588	1.57	29,170	1.66
10	26,182	1.49	27,061	1.54	28,642	1.63	30,224	1.72
11	27,237	1.55	28,115	1.60	29,697	1.69	31,278	1.78
12					30,751	1.75	32,508	1.85
13								
14	28,115	1.60	28,994	1.65				
15					31,630	1.80	33,387	1.90
16								
17	28,994	1.65	29,872	1.70				
18					32,508	1.85	34,265	1.95
19								
20	29,872	1.70	30,751	1.75				
21					33,387	1.90	35,144	2.00
22								
23	30,400	1.73	31,630	1.80				
24					34,265	1.95	36,023	2.05

KENT CITY COMMUNITY SCHOOLS
SALARY SCHEDULE

1987-88

STEP	BA		BA+20		MA		MA+30	
1	18,978	1.00	19,927	1.05	21,825	1.15	22,774	1.20
2	19,927	1.05	20,876	1.10	22,774	1.20	23,723	1.25
3	20,876	1.10	21,825	1.15	23,723	1.25	24,671	1.30
4	21,825	1.15	22,774	1.21	24,671	1.30	25,810	1.36
5	22,774	1.20	23,723	1.25	25,620	1.35	26,949	1.42
6	23,723	1.25	24,671	1.30	26,569	1.40	28,087	1.48
7	24,861	1.31	25,810	1.36	27,518	1.45	29,226	1.54
8	26,000	1.37	26,949	1.42	28,657	1.51	30,365	1.60
9	27,139	1.43	28,087	1.48	29,795	1.57	31,503	1.66
10	28,277	1.49	29,226	1.54	30,934	1.63	32,642	1.72
11	29,416	1.55	30,365	1.60	32,063	1.69	33,781	1.78
12					33,212	1.75	35,109	1.85
13								
14	30,365	1.60	31,314	1.65				
15					34,160	1.80	36,058	1.90
16								
17	31,314	1.65	32,263	1.70				
18					35,109	1.85	37,007	1.95
19								
20	32,263	1.70	33,212	1.75				
21					36,058	1.90	37,956	2.00
22								
23	32,832	1.73	34,160	1.80				
24					37,007	1.95	38,905	2.05

APPENDIX B

SUPPLEMENTAL AGREEMENTS

- A. Work performed under a supplementary contract is not subject to tenure. Assignments of individual teachers to supplemental duties is discretionary with the Board of Education and subject to renewal each year.
- B. The Board of Education has the right to establish additional positions and issue payment on supplementary contracts for such positions during the term of the Master Agreement.
- C. Employees working under a supplemental contract desiring not to continue in that position for the next school year shall notify the Board, in writing, no later than May 1 of such decision. The Board of Education shall make supplemental duty assignments, as far as possible, during its May meeting.
- D. Coaching experience will be allowed for said sport except the head varsity position. Up to two (2) years may be allowed for varsity head coaching experience from outside the school system.
- E. Supplemental contracts will be issued for any supplemental duty assignments to be compensated on the basis of a percentage of the B.A. Base as shown on the schedule. If no written supplemental contract relationship is entered into between the teacher and the Board, or its representative, then the Board shall not be obligated to make compensation. The list of activities with rates of compensation serves only as a guide and shall not be obligated the Board to operate any listed activity.
- F. In the event qualified teachers are offered any extra-duty assignment found in Appendix B and it is refused, the extra-duty position shall no longer be represented by the Association for the duration of the season. The Board may fill the position at its discretion. The rate of pay for any bargaining unit members shall be at the discretion of the Board but may not exceed the listed contract amount.

ATHLETICSPERCENTAGESHead Coach - High School

Football	11	12	13
Basketball	12	13	14
Baseball	10	11	12
Track	10	11	12
Softball	10	11	12
Volleyball	10	11	12
Golf	8	9	10
Cross Country	8	9	10

Assistant Coach - High SchoolFootball

Asst. Varsity	7	8	9
Head J.V.	8	9	10
Asst. J.V.	6	7	8

Basketball

J.V.	8	9	10
Freshman	6	7	8

Baseball

J.V.	7	8	9
------	---	---	---

Track

Asst.	6	7	8
-------	---	---	---

Volleyball

J.V.	6	7	8
------	---	---	---

Middle School

Basketball (8th Grade)	5		
Track Head Coach	6		
Track Asst.	4.5		

OTHER EXTRA DUTYNewspaper Advisor (H.S.)

With Class	2.0		
Without Class	5.0		
Yearbook Advisor	10.0		

Varsity Club	3.0
Play Producer per play	5.0
Asst. to Producer (maximum of 2 per play)	3.0

Class Advisor

Senior	2.0
Junior	2.0
Sophomore	1.5
Freshmen	1.5
Eighth	2.0
Seventh	1.5
Ecology Club	3.0
Pom Pom Director (per season)	2.0

Cheerleader Advisor

H.S. (per squad/season)	2.0
M.S. (per squad/season)	1.5
Director of Bands	13.0
Director of Vocal Music	8.0
Khoralaires	3.0
Intramurals	\$7.00/hour
Noon Hour Supervision	\$4.00/hour
Drivers Education (driving/classroom_	\$8.00/8.50 per hour

APPENDIX C
 KENT CITY COMMUNITY SCHOOLS
 1985-86 CALENDAR

September 2	Labor Day
September 3	Staff In-Service
September 4	School Begins
November 6 & 7 (P.M.)	Parent/Teacher Conference
November 8	No Classes
November 28 & 29	Thanksgiving
December 23 - January 3	Christmas Break
January 24	No Classes - Records Day
March 26 & 27 (P.M.)	Parent/Teacher Conferences
March 28	No Classes
March 31 - April 4	Spring Break
May 26	Memorial Day
June 11	Last Day of School

	<u>Student</u>	<u>Teacher</u>		<u>Student</u>	<u>Teacher</u>
September	19	20	February	20	20
October	23	23	March	19	20
November	18	19	April	18	18
December	15	15	May	21	21
January	19	20	June	08	08
			TOTAL	180	184

APPENDIX C
 KENT CITY COMMUNITY SCHOOLS
 1986-87 CALENDAR

September 1	Labor Day
September 2	Staff In-Service
September 3	School Begins
November 12 & 13 (P.M.)	Parent/Teacher Conferences
November 14	No Classes
November 27 & 28	Thanksgiving
December 22 - January 2	Christmas Break
January 23	No Classes - Records Day
March 25 & 26 (P.M.)	Parent/Teacher Conferences
March 27	No Classes
March 30 - April 3	Spring Break
May 25	Memorial Day
June 10	Last Day of School

	<u>Student</u>	<u>Teacher</u>		<u>Student</u>	<u>Teacher</u>
September	20	21	February	20	20
October	23	23	March	19	20
November	17	18	April	19	19
December	15	15	May	20	20
January	19	20	June	08	08
			TOTAL	180	184

APPENDIX C
 KENT CITY COMMUNITY SCHOOLS
 1987-88 CALENDAR

August 31	Staff In-Service
September 1	School Begins
September 4	No Classes
September 7	Labor Day
November 4 & 5 (P.M.)	Parent/Teacher Conferences
November 6	No Classes
November 26 & 27	Thanksgiving
December 21 - January 1	Christmas Break
January 22	No Classes - Records Day
March 30 and 31 (P.M.)	Parent/Teacher Conferences
April 1	No Classes
April 4 - 8	Spring Break
May 30	Memorial Day
June 8	Last Day of School

	<u>Student</u>	<u>Teacher</u>		<u>Student</u>	<u>Teacher</u>
August	0	1	February	21	21
September	21	21	March	23	24
October	22	22	April	15	15
November	18	19	May	21	21
December	14	14	June	06	06
January	19	20			
			TOTAL	<u>180</u>	<u>184</u>

APPENDIX D

KENT CITY PUBLIC SCHOOLS

PART-TIME PAY FORMULA

Method of Payment for Part-time (Pt):

Example: Part-time person for two (2) classes

$$\text{Pt} = 2/6 + (2/5 \times 1/6) =$$

$$\text{Pt} = 1/3 + (2/5 \times 1/6) =$$

$$\text{Pt} = 1/3 + 2/30$$

$$\text{Pt} = 1/3 + 1/15$$

$$\text{Pt} = 5/15 + 1/15 = 6/15 \text{ or } .40$$

Equated to full time (Ft) five (5) classes

$$\text{Ft} = 5/6 + (5/5 \times 1/6) =$$

$$\text{Ft} = 5/6 + 5/30$$

$$\text{Ft} = 5/6 + 1/6 = 6/6 + 1.000$$

Grades 6 - 12 - 6 periods (60 minutes each) 5 classes 1 prep

Elementary - Based on total of 300 minute/day instructional time

APPENDIX E

Grievance # _____

KENT CITY SCHOOL DISTRICT

Distribution of Form

- 1. Superintendent
- 2. Principal
- 3. Association
- 4. Teacher

G R I E V A N C E R E P O R T

Submit in Duplicate

<u>Building</u>	<u>Assignment</u>	<u>Name of Grievant</u>	<u>Date Filed</u>
-----------------	-------------------	-------------------------	-------------------

LEVEL _____

A. Date Cause of Grievance Occurred _____

B.1. Statement of Grievance _____

2. Relief Sought _____

Signature _____ Date _____

C. Disposition by Principal _____

Signature _____ Date _____

D. Position of Grievance and/or Association _____

Signature _____ Date _____

LEVEL _____

A. Date Received by Superintendent or Designee _____

B. Disposition of Superintendent or Designee _____

Signature _____

Date _____

C. Position of Grievance and/or Association _____

Signature _____

Date _____

LEVEL _____

A. Date received by Board of Education or Designee _____

B. Disposition by Board _____

Signature _____

Date _____

C. Position of Grievand and/or Association _____

Signature _____

Date _____

LEVEL _____

A. Date submitted to arbitration _____

B. Disposition & Award of Arbitrator _____

Signature of Arbitrator _____

Date _____