

# Master Agreement

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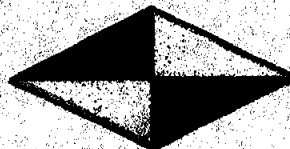
**Tri-County Bargaining Association**

and

**Owendale-Gagetown Area School  
District**

32090  
06 30 2007  
TCBA  
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**July 1, 2004 - June 30, 2007**



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This contract entered into the 14<sup>th</sup> day of March, 2005 by and between the Board of Education of the District of the Owendale-Gagetown Area Schools located in Owendale, Michigan, hereinafter called the "Board" and the Tri-County Bargaining Association (TCBA) hereafter called the "Association."

### **WITNESSETH**

Whereas, the Board and the Association recognized and declare that providing a quality education for the children of Owendale-Gagetown is their mutual aim and that the character of such education depends predominately upon the quality and morals of the teaching services, and

Whereas, the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve educational standards, and

Whereas, the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

Whereas, the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize,

In consideration of the following mutual covenants, it is hereby agreed as follows:

### **ARTICLE I - RECOGNITION**

- A. The Board hereby recognizes the Association, also recognized as an affiliate of the Michigan Education Association and National Education Association as the sole and exclusive bargaining representative, as defined in Section II of Act No. 379 of the Public Acts of 1965 (Michigan) for the following certified personnel under annual contract with the Owendale-Gagetown Board of Education:

All certificated/licensed or legally qualified classroom teachers under contract in grades (K) through (12) including, but not limited to, teachers of Art, Music, Physical Education, Librarians, Counselors, Special Ed., Pre-School and teachers on leave of absence.

Excluded from bargaining representation by the Association, and from the provisions of this contract, shall be:

Supervisors and administrative personnel, Athletic Director, substitute teachers, bus drivers, clerks, custodians, secretaries, aides, and all other similar positions.

Whenever it can be reasonably determined that a teaching position will be vacant for thirty (30) or more consecutive days, the teacher filling such position will be issued a regular or terminating contract.

Whenever a teacher has been substituting in a position for thirty (30) or more consecutive days, he/she will be issued a terminating contract.

- B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this contract.
- C. Nothing herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Michigan General School laws.
- D. This agreement shall remain in effect during the 2004-07 school year, provided, however, that upon written notice to the other party, at least sixty (60) days prior to the first day of the termination of this Agreement, either party may request the re-opening of negotiation of any or all parts of this Agreement.
- E. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws or applicable civil laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to other legally constituted rights of teachers.

## **ARTICLE II - TEACHER 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 freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association, his participation in any activities of the Association, or collective professional negotiations with the Board, or his institution of any

grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

- B. The Board specifically recognizes the right of its employees appropriately to invoke the assistance of the State Labor Mediation Board, or a mediator from such public agency.
- C. The Association and its members shall have the right to use school buildings or facilities at all reasonable hours for Association business with prior administrative approval. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association either on or off school premises. Bulletin boards and other established media of communication shall be made available to the Association and its members.
- D. The Board agrees to furnish information to which the Association is legally entitled.
- E. The Association shall have the right to use school facilities and equipment when such equipment is not otherwise in use. Such equipment will be used for educational purposes. The Association shall pay for the total cost of all materials and supplies incident to such use. The above mentioned equipment shall not be removed from the school building. The Association shall be held responsible for the repair and/or replacement of equipment which is lost, stolen, or damaged through use by the Association or its members.
- F. Each teacher shall have the right upon request to review the contents of his/her own personnel file. A representative of the Association may be requested to accompany the teacher in such review. The file is not to be removed from the office, and shall be read in the presence of the administration or designee.
- G. Teachers shall be given copies of all entries in their files which might be used as reliance for action against them and shall acknowledge receipt of the same by their signature on the original document. Said signature does not indicate concurrence with the contents of the document, and shall be understood to indicate his/her awareness of the material. On an annual basis teachers may meet with the Superintendent to review their personnel files. The purpose of the meeting will be to review the file and to possibly expunge dated material.
- H. The Association will be granted five (5) days per year to be used for Association business and the substitute teacher pay will be shared equally by the Association and the Board. Additional Association days will be paid for by the Association.

**ARTICLE III - PROFESSIONAL BEHAVIOR AND TEACHER DISCIPLINE**

- A. The Association recognizes that abuses of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other violations of discipline in the school or on school grounds by a teacher, reflects adversely upon the teaching profession and creates undesirable conditions in the school building. Alleged breaches of discipline shall be promptly reported by the Administration to the offending teacher and possibly to the Association. If reprimanded, warned, or disciplined verbally, it shall be in the presence of the offending teacher and an Association Representative, if desired by said teacher. The Association will use its best efforts to correct breaches of professional behavior by any teacher.
- B. No teacher shall be disciplined, reprimanded, reduced in rank or compensation, or fired without Just Cause.
- C. Disciplinary action shall be defined as oral reprimand, written reprimand, suspension with pay, demotion, discharge, non-renewal of contract, or denial of tenure.
- D. All information forming the basis for the disciplinary action shall be made available to the teacher and the Association as soon as possible upon the written request of the teacher.
- E. Disciplinary conferences and reprimands will be conducted in private.
- F. A bargaining unit member shall be entitled to have present, a representative of the Association during any meeting which leads to disciplinary action. When a request for such representation is made, no action shall be taken with respect to the bargaining unit member until such representative of the Association is present, should disciplinary action likely occur at a given meeting. The bargaining unit member shall be advised immediately of the possibility of disciplinary action.
- G. Nothing in this Agreement shall negate the right and responsibility of the Board or its representatives to discipline staff members for reasonable and Just Cause consistent with the principles of progressive correction.

**ARTICLE IV - BOARD RIGHTS**

The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all power, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the

Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:

- (1) To the executive management, the administrative control of the school system and its properties and facilities.
- (2) To hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, for their dismissal or demotion; and to promote, and transfer all such employees.
- (3) 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.
- (4) To advise upon the means and methods of instruction, and the duties, responsibilities, and assignments of teachers in the school; and school related activities, within reasonable limits.
- (5) To determine class schedules, the hours of instruction, and the duties responsibilities, and assignments of teachers in the school; and school related activities, within reasonable limits.

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 where with shall be limited only by the specific and express terms of this Agreement, the past practices of the parties, and then only to the extent such specific and express terms thereof are in conformance with the Constitution and Laws of the United States.

#### **ARTICLE V - PROFESSIONAL COMPENSATION**

- A. The following legal holidays shall be observed and all schools closed: New Years' Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day, and other days designated by the Board.
- B. A teacher engaged during the school day in negotiations on behalf of the Association in the Owendale-Gagetown School District, with any representative of the Board, or any teacher necessary to the grievance procedure, including arbitration on behalf of the bargaining unit member(s) in the Owendale-Gagetown School District shall be released from regular duties without loss of pay.

- C. Teachers will not lose personal or sick leave time when school is closed due to an act of God. A teacher's daily rate of pay shall be determined by dividing the teacher's base salary by the total number of teacher scheduled contract work days.
- D. In the event that a teacher is asked to teach a class during their prep time for the full semester/year, their compensation for that extra teaching period will be calculated by dividing their base salary by the scheduled number of teacher days and then by dividing that number by (6). This amount will be payable each pay period.
- E. Teachers participating in school improvement activities, such as School-To-Work, Sex Education Advisory Committee, Phase Work in Curriculum Development, or School Improvement Team, which occur outside of the normal work day, shall be paid at the same rate as the school improvement activities pay rate.

These positions will be filled at the discretion of the administration. Whenever possible, those individuals who have served on the said committees will be retained.

- F. Teachers in grades 6-12, who are to be assigned two classes during the same period which require the preparation of a second set of lesson plans, will be involved in that decision. They will be paid an additional 1.5% of BA Step 1 for each occurrence each semester.
- G. Teachers who are assigned students for independent study during their preparation period will receive 1.5% of their base salary for each semester this occurs. A maximum of two (2) students will be allowed under this provision.

## **ARTICLE VI - TEACHING HOURS AND ASSIGNMENTS**

(effective 2005-2006)

- A. The teachers' normal teaching hours in the Owen-Gage School System shall be as follows:
- (1) Teachers will be at their assigned place of duty not later than 8:00 a.m. unless permission is granted by an Administrator.
  - (2) Teachers shall leave school no earlier than 3:05 p.m. unless permission is granted by the Administration.
  - (3) All teachers shall have a duty free lunch period of thirty (30) minutes.



- (4) Art, Music, and Physical Education at the elementary level shall be utilized as preparation time by the elementary staff. All elementary teachers will be given preparation time that is equal to within fifteen (15) minutes of the high school teachers' total weekly preparation time.
  - (5) Elementary level teachers shall have a duty free recess period of twenty (20) minutes in the morning and the afternoon.
- B. The Board recognizes the principle of a standard forty-hour work week and will, so far as possible, set work schedules and make professional assignments which can reasonably be completed within such standard work week. The Board will not require teachers to work in excess of such standard workweek within or outside of any school building. Daily preparation for effective teaching, correcting papers, attending faculty meetings, and similar activities require many hours of application outside the classroom and add to the professional responsibilities of the teacher; in addition, teachers are encouraged to attend after school activities.
- C. The high school normal day shall include five (5) teaching periods not to exceed fifty-six (56) minutes per period, and advisory period of twenty-six (26) minutes and a preparation/conference period equal to a teaching period.
- D. If the Counselor is required to work extra days in the week before or the week after those covered by the calendar contained in this Contract, they will be paid on a per diem basis. A per diem rate shall be determined by the teacher's contracted salary divided by the contracted number of days as stated in this Contract.

## ARTICLE VII - TEACHING CONDITIONS

The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education that is the goal of both teacher and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed at insuring that the energy of the teacher is primarily utilized to this end.

- A. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size, wherever practical, should not exceed the following maximum:

- |     |                          |             |
|-----|--------------------------|-------------|
| (1) | Kindergarten             | 25 students |
| (2) | Elementary School Grades | 30 students |

(3)	Secondary	30 students
(4)	Split Classes (1st - 6th)	25 students
(5)	Special Education	15 students

If an individual class exceeds the ratio listed above, the individual teacher may request a meeting to discuss possible alternatives to resolve the overage. For each day an elementary teacher has students in excess of the number stated in this paragraph, the teacher will be reimbursed \$5.40 per student. Secondary teachers will be reimbursed at the rate of \$0.90 per student per membership period for students in excess of the number stated in this paragraph.

- B. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard texts and questionnaires and similar materials are the tools of the teaching profession. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools and the Board undertakes promptly to implement all joint decisions thereon made by its representative and the Association. The Board agrees at all times to keep the school reasonably and properly equipped and maintained.
- C. Under no condition shall a teacher be required to drive a school bus as part of his/her regular teaching assignment.
- D. The Board shall make available in each school, restroom and lavatory facilities.
- E. Teachers shall be entitled to rights of citizenship, and no religious activities of any teacher or lack thereof shall be grounds for any discipline or discrimination. The private and personal life of a teacher is not within the appropriate concern of the Board unless it negatively affects their teaching performance.
- F. The provisions of this Contract and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, marital status, or membership in or associated with activities of any employee organization. The Board and the Association pledge themselves to seek to extend the advantages of public education in every student without regard to race, creed, religion, sex, color, or national origin and to seek to achieve full equality of educational opportunity to all pupils.
- G. For the growth and development of the curriculum of the Owendale-Gagetown School District, the Board agrees to establish a Curriculum Committee to serve as an advisory body representing the Owendale-

Gagetown Schools grades K-12. The purpose of the Curriculum Committee will include analyzing, planning, recommending and evaluating curriculum. Said committee will consist of three teachers selected by the Association, one Board member and the Superintendent, or his designee. The Curriculum Committee will review the secondary school program and scheduling with emphasis placed on: additional high school courses, five period day, science labs, vocational courses, released time to take college classes, course modification, and other program improvements that would benefit the community and students of Owendale-Gagetown. The Curriculum Committee will make recommendations for improvements to the Board of Education at the regular Board meeting in April each year.

- H. In the event that split classes are necessary, a teacher who is assigned a split class one-year will not, if at all possible, be assigned a split class the following year.

#### **ARTICLE VIII - VACANCIES AND TRANSFERS**

- A. Whenever a vacancy arises or is anticipated, the Board or their designee will give equal and courteous consideration to all candidates seeking positions within the district. The Superintendent or his designee shall post all positions open within the district on the teachers' bulletin board in each school and send a copy to two (2) Association members specified by the Association, and no person shall be hired for a period of ten (10) days following notification, except in an emergency.
- B. Any teacher may apply for such vacancy. In filling such vacancy, the Board agrees to give due weight to the professional background and attainments of all applicants, the length of service each has been in the school system of the district, and other relevant factors. The Board declares its support of a policy of filling vacancies from within its own teaching staff. "Service" in the system is defined in Article XVIII SENIORITY, LAYOFF AND RECALL.
- C. Teachers will be notified of their tentative assignments for the upcoming year prior to the end of the current school year. Teachers who will be affected by a change in grade assignments in the elementary school grades and by change in subject matter assignment in the secondary school grades will be consulted and notified by their principal as soon as practicable. Every effort will be made to avoid reassigning teachers to different grade levels or assignments. Such changes will be voluntary to the extent possible.
- D. Since the frequent transfers of teachers from one school to another are disruptive of the educational process and interferes with optimum teacher

performance, the parties agree that unrequested transfers of teachers are to be minimized and avoided whenever possible, but the Board reserves the right to transfer teachers.

## ARTICLE IX - PAID LEAVE

### Paid Leave

- A. At the beginning of each school year, certified personnel shall be credited with ten (10) sick days with unlimited accumulation. Should a teacher's employment terminate during the school year, that teacher will receive a proportionate deduction from their final paycheck for any used, but unearned, sick leave. The following formula will be used: One (1) sick day shall be deducted for every eighteen (18) days not worked. This deduction will not apply to teachers laid off by the board. Teachers who use partial days shall have the appropriate fraction of a day deducted ( $1/6$ ,  $1/3$ ,  $1/2$ ,  $2/3$ , or  $5/6$ ).

Days to be used for the following reasons:

- (1) Personal illness or disability.
- (2) Illness or disability of immediate family.

Immediate family is defined for this Article as: spouse, child, step-child, foster children, sibling, mother, step-mother, father, step-father, father-in-law, mother-in-law, and grandparents.

- B. It shall be written on the teacher's check when he/she required a substitute and also it shall be written on his/her check at the beginning of the new contract year, the number of sick days he/she has accumulated.
- C. The Board retains the right to verify the illness of any teachers. Teachers who are absent for six (6) consecutive work days may be required to be examined by a Board appointed physician or other appropriate medical personnel. Medical approval may be required prior to said teacher's return to work. Said costs to be paid by the Board unless it is verified that the employee was not ill during the time of absence.
- D. Teachers may have three (3) personal business days, with Administrative notification. One personal business day will be deducted for every sixty (60) days not worked. This deduction will not apply to teachers laid off by the Board. Business days must be applied for in writing, at least three (3) working days in advance of the day needed, unless an emergency situation exists. Business days will not be granted for the day before or the day after a vacation period, unless it is deemed, by the teacher and

the superintendent, to be an emergency situation. Unused business days will be converted to sick leave days at the end of each year.

E. Leaves of absence with pay not chargeable against the teacher's allowance shall be granted for the following reasons:

- (1) A maximum of five (5) days per school year for a death in the immediate family. Immediate family is defined for this Article as father, step-father, mother, step-mother, spouse, child, step-child, grandchild, step-grandchild, grandparent, father-in-law, mother-in-law, sister, brother, sister-in-law, brother-in-law, step-sister, step-brother, fosterchild living in the household, or person acting in the place of the parent.
- (2) Up to two (2) additional days per year may be used for a death other than in E (1). These days are not accumulative. Teachers shall furnish a funeral card.
- (3) Court appearance as a witness in any case connected with the teacher's employment or the school, whenever the teacher is subpoenaed to attend any proceeding.
- (4) Whenever any bargaining unit member is called for jury duty during school hours.
- (5) Approved visitation at other schools or for attending educational conferences or conventions, not to exceed three (3) days.
- (6) Time necessary to take the selective service physical examination.

#### **ARTICLE X - UNPAID LEAVES**

- A. A leave of absence may be granted to any bargaining unit member upon application, for the purpose of study relating to the teacher's licensed field.
- B. A leave of absence may be granted to any bargaining unit member, upon application, for the purpose of study to meet eligibility requirements for certification/license other than that held by the teacher.
- C. A leave of absence may be granted to any bargaining unit member, upon application, for the purpose of engaging in research or a special teaching assignment involving probable advantage to the school system.

- D. A leave of absence shall be granted to a teacher for the purpose of childcare. The subject child of the leave must be: (1) newborn, (2) newly adopted, or (3) terminally or seriously ill.

Teachers requesting a child care leave for up to one year commencing at the beginning of the school year must, if possible, do so in writing thirty (30) calendar days prior to the requested leave.

Said leave may be extended, upon written application and approval by the Board of Education.

The Superintendent will request, in writing, the statement of intent to return ninety (90) calendar days prior to the beginning of the new school year. The teacher must reply, in writing, at least sixty (60) days prior to the beginning of the new school year. Failure to comply with these provisions will indicate that he/she does not intend to return the following year.

- E. Sabbatical leave may be granted upon application in the seventh year of service in the school system, for a period of one year. Current insurance benefits to be maintained during the period of absence.
- F. A personal leave of absence of up to one year may be granted to any bargaining unit member.
- G. A bargaining unit member who is unable to work because of personal illness or disability and who has exhausted all sick leave shall be granted a leave of absence without pay for the duration of such illness or disability, up to one (1) year, and the leave may be renewed each year upon written request by the bargaining unit member. The employer agrees to continue to provide the health insurance benefits provided for by this collective bargaining Agreement for the duration of two (2) years, unless such benefits are provided by the insurance carrier through waiver of premium. Return from said leave after two (2) years will be to an available position.
- H. Unless otherwise specified, teachers returning from all above leaves will be placed in the same position they held prior to the leave.

## **ARTICLE XI - TEACHING EVALUATION**

Continuous evaluation of effectiveness is required for professionals. Emphasis should be placed upon the cooperative efforts of teachers and administrators directed toward teaching growth. Therefore, the following criteria was formulated jointly by the staff and administration and are made a part of this Contract:

- 
- A. For the purpose of effective evaluation, the evaluator shall note particular points of observation during his visit, and, in conjunction with the formal evaluation form, be used as a basis for judgment of the particular teacher's performance. If an evaluator finds a teacher lacking, the reason therefore shall be set forth in specific terms and shall include an identification of the specific ways in which the teacher is to improve and of assistance to be given by the administrator and other staff members.
  - B. Evaluation conferences with the teacher and the evaluator should take place on the same day of the observation, if possible, but no later than two school days after the observation.
  - C. In addition to the enclosed evaluation criteria, consideration should be given to attempts for professional growth through such activities as participation in professional organizations, further education, community and school service, travel and/or any activity which would improve the quality of teaching.
  - D. Each teacher on probation should receive a minimum of two (2) evaluations per year. A teacher new to the system shall be evaluated within the first six weeks after the beginning of school. It shall be the duty of the Administration and Association to familiarize the new employee with the Teacher Evaluation Report mentioned above, at the beginning of employment.
  - E. For each teacher on probation, a recommendation of one (1) announced visit and one (1) unannounced visit are suggested.
  - F. The principal shall submit to the Superintendent and the teacher, written evaluations of each probationary and tenure teacher.
  - G. The evaluation must be discussed with the teacher and signed by the teacher, although the teacher's signature does not indicate agreement with the evaluation.
  - H. Before the Superintendent presents any written report to the Board recommending dismissal of a probationary teacher, the teacher shall be given the opportunity to discuss the reasons for dismissal with the principal and Superintendent, accompanied by a TCBA member if desired. When the Superintendent presents a written report to the Board recommending dismissal of a probationary teacher, said teacher also has the right to a hearing consistent with due process. If said teacher does not choose to have a hearing, it does not limit the right of the Board to make a decision at that time.

- I. Each teacher on tenure should receive a minimum of one evaluation every two years.
- J. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.

## **ARTICLE XII - PROTECTION OF TEACHERS**

- A. Since the teacher's authority and effectiveness in his/her classroom is undermined when students discover that there is insufficient administrative backing and support of the teacher, the Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. The Board further recognizes that the teacher may not fairly be expected to assume the role of warden or for psychotherapy. Whenever it appears that a particular pupil requires physicians or other professional persons, the Board will take reasonable steps to see that the child is referred to the proper professional personnel.
- B. Time lost by a teacher in connection with any incident mentioned in this article shall not be charged against the teacher, unless the teacher is found guilty of a crime against a student by a court of competent jurisdiction.
- C. If not negligent, the teacher shall be reimbursed for any loss, damage or destruction of clothing or personal property of the teacher while on duty in the school or on the school premises.
- D. Teachers shall exercise reasonable care with respect for 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 any damage or loss to person or property.

## **ARTICLE XIII - NEGOTIATION PROCEDURES**

- A. It is contemplated that matters not specifically covered by this contract but of common concern to the parties shall be subject of professional discussion between them from time to time during the period of this contract upon request by either party to the other. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, and furnishing necessary information and otherwise constructively considering and resolving any such matters.



- B. At least sixty (60) days prior to the expiration of this contract, the parties will begin negotiations for a new agreement covering wages, hours, terms and conditions of employment of teachers employed by the Board.
- C. In any negotiations described in 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 by a majority of the membership of the OGEA, and a majority of the Board of Education, 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 ultimate ratification.
- D. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the State Labor Mediation Board or take any other lawful measures it may deem appropriate.

#### **ARTICLE XIV - PROFESSIONAL GRIEVANCE PROCEDURE**

- A. Any teacher, group of teachers or the Association, believing that there has been a violation, misinterpretation of any provision of this Agreement or any existing rule, order or regulation of the Board, or any other provision of law may file a written grievance with the Board or its designated representative. The Board hereby designates as its representative for such purpose the principal and the Superintendent of schools or when the nature of the grievance is such that it should be initiated at the Superintendent level.
- B. The Association shall designate one representative for K-5 and one representative for 6-12 to handle grievances when requested by the grievant. 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.
- C. The term "days" as used herein shall mean days in which school is in session or weekdays in the summer.
- D. Written grievances shall contain the information as required in the Grievance Report Form. Any written grievance shall be in accordance with the above requirements.

- E. LEVEL ONE - A teacher or group of teachers or the Association with a grievance shall within ten (10) days of its alleged occurrence orally discuss the grievance with the building principal in an attempt to resolve same.

If no resolution is obtained within five (5) days of the discussion, the teacher shall reduce the grievance to writing and proceed within ten (10) days to LEVEL TWO.

- F. LEVEL TWO - A copy of the written grievance shall be filed with the Superintendent or his designated agent. The Superintendent or his designated agent shall have a meeting within five (5) days, barring any emergency, with the grievant and/or the designated Association representative, at the option of the grievant, to discuss the grievance. Within ten (10) days of this discussion, the Superintendent or his designated agent shall render his disposition in writing, transmitting a copy of the same to the grievant, the Association secretary, the building principal in which the grievance arose, and place a copy of same in a permanent file in his office.

If no decision is rendered within these ten (10) days of the discussion or 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 within five (5) days of the decision at LEVEL TWO.

- G. LEVEL TWO allows twenty-five (25) days maximum for the grievance to reach the Board.
- H. LEVEL THREE - Upon proper application as specified in LEVEL TWO, the Board shall allow the teacher or his Association representative an opportunity to be heard at the meeting for which the grievance was scheduled, within twenty (20) days, public or private at the request of the grievant. Within twenty (20) days from the hearing of the grievance, the Board shall render its decision in writing. The Board may hold future hearings therein, or otherwise investigate the grievance provided, however, that in no event except with express written consent of the Association, shall final determination of the grievance be made by the Board more than twenty (20) days after the initial hearing unless mutually agreed upon to extend the time limit.

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 arose, the grievant, and the secretary of the Association.

- 
- I. LEVEL FOUR - Individual teachers shall not have the right to process a grievance at LEVEL FOUR.
- (1) If the Association is not satisfied with the disposition of the grievance at LEVEL THREE, it may within ten (10) days after the decision of the Board or Superintendent if the Board is bypassed, refer the matter for arbitration to the American Arbitration Association, in writing, and request the appointment of the 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 which will likewise govern the hearing.
  - (2) Neither party may raise a new defense or grounds at LEVEL FOUR not previously raised or disclosed at other written levels.
  - (3) 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.
  - (4) Powers of the arbitrator are subject to the following limitations:
    - (a) He shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.
    - (b) He shall have no power to decide the termination of services or failure to re-employ any teacher to a position on the extra-curricular schedule.
    - (c) He shall not hear any grievance previously bared from the scope of the grievance procedure.
    - (d) If either party disputes the arbitrability of any grievance under the terms of this Agreement, the arbitrator shall have no jurisdiction to act until the matter has been determined by a court of competent jurisdiction. In the event that a case is appealed to the arbitrator on which he has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.
- J. More than just one (1) grievance may be considered by the Arbitrator at the same time upon expressed written mutual consent.
- K. The cost of the Arbitration shall be borne equally by the parties and each party shall assume its own cost for representation.

- L. Should a teacher fail to institute a grievance within the time limits specified, the grievance will not be processed. Should a teacher fail to appeal a decision within the limits specified, all further proceedings on a grievance shall be barred.
- M. All presentations of grievances shall be held at times other than when a teacher or a participating Association representative are to be at their assigned duty stations unless mutually agreed.
- N. Where no wage loss has been caused by the action of the Board, the Board shall be under no obligation to make monetary adjustments, and the Arbitrator shall have no power to order one.
- O. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or non-occurrence of the event upon which the grievance is based.

#### **ARTICLE XV - AGENCY SHOP PROVISION**

The Board agrees to an agency shop clause, which allows the Association mandatory membership in the Association, subject to the following provisions:

- A. That all teachers who are members of the Association must sign authorization for the deduction of the dues, fees, and assessments of the local, state, and National Education Association within thirty (30) days of employment.
- B. That all such sums be deducted from the pay of all teachers who execute such authorization and be paid to the appropriate associations.
- C. That all teachers of the Board who are hired to positions within the bargaining unit shall become members of the Association and its affiliates or as an alternate shall authorize the deduction in equal dollar amounts as would be paid by members of the Association, as provided in (A) above.
- D. That any newly-hired teacher who does not become a member of the Association or pay the fee provided in (C) above within thirty (30) days of employment, shall be terminated as an employee of the Board.
- E. That if the school district or Board in complying with the provisions of this agency shop clause, has brought against it any claims or liability, the Association shall save harmless and indemnify the Board and school district. The Board nor school district incurs liability for any hurt, loss or damage resulting from any litigation.

- F. In order for political action contribution to be in the payroll deduction, specific authorization must be given by the teacher.

**ARTICLE XVI - INSURANCE PROTECTION**

- A. The Board shall provide, without cost to the employee, the insurance benefits stated below through June 30, 2007.
- B. The Board shall provide without cost to the employee MESSA - PAK #4 Variation with the MESSA Care rider, for a full twelve-month period for the employee and his/her entire family and any other eligible dependents as defined by MESSA. The employer is required to sign an employer participation agreement.

When appropriate, MESSA Super Care I or Limited Medicare Supplement and Medicare, Part B, premiums shall be paid on behalf of the employee, spouse and/or dependents eligible for Medicare. Employees covered by Plan A shall receive \$120 annually. This amount will be paid in a separate check on the first pay period of the second semester.

Employees not electing MESSA-PAK #4 Plan A will select MESSA-PAK #4 Plan B.

Coverage of MESSA-PAK #4 will be:

Plan A	Plan B
Super Care I \$100/\$200 Ded. \$5.00/\$10.00 Rx LTD 66 2/3% \$3,000 Plan II Delta Dental E/007 80/80/80:\$1500 Max \$40,000 Life A.D.&D. Vision VSP 3	\$2.00 Co-Payment Card LTD 66 2/3% \$3,000 Plan II Delta Dental E/007 80/80/80:\$1500 Max \$40,000 Life A.D. & D. Vision VSP 3

- C. Teachers not electing health insurance coverage through the school shall apply up to the amount of the Super Care I single-subscriber premium toward the MESSA option programs, as determined by MESSA, or cash in lieu of premium pursuant to an I.R.S. Section 125 Plan. Any amount exceeding the Board subsidy shall be payroll deducted. If a husband and wife are both members of this bargaining unit, no more than one shall elect health insurance coverage. The F.I.C.A. on this money will be paid 7.65% (50%) by the Board and 7.65% (50%) by the employee.

- D. The Board shall make payment of insurance premiums for all persons to assure insurance coverage for a full twelve-month period, commencing from the opening of each school year, even though the teacher may not be returning the next school year. The open enrollment period shall be jointly established by the Board, the Association and MESSA, including opportunities for Summer pre-enrollment and Fall open enrollment.

#### **ARTICLE XVII - SENIORITY, LAYOFF AND RECALL**

- A. New employees hired by the Board shall be considered as probationary teachers, as prescribed by the Tenure Act.
- B. No later than thirty (30) days following the ratification of this Agreement, the Employer shall prepare an initial seniority list. Every effort will be made to complete a seniority list to be certified by the Association and Board within ninety (90) days of ratification. Seniority is defined as length of unbroken service within the bargaining unit and shall be compute from the bargaining unit member's first day of work (if the first day is a holiday, said day is the first day of work) since the most recent date of hire. All bargaining unit members shall be ranked on the list in the order of their first day of work, as above defined. In the circumstance of more than one individual having the same first day of work, all individuals so affected, will be placed on the seniority list by the date and time of hire.
- C. The seniority list shall be published and posted conspicuously in all buildings of the District by October 15th of each school year. Challenges to placement on the seniority list to be made by November 15th of each year. Absent challenges the list will be certified by the Association and the Board. Revisions and updates of the seniority list and subsequent revisions and updates shall be forwarded to the Association.
- D. All seniority is lost when employment is severed by resignation, retirement, discharge for cause; however, seniority is retained if severance of employment is due to lay-off. In cases of lay-off, bargaining unit members so affected shall retain all seniority accumulated as of the effective date of lay-off. Leaves of absence shall not constitute an interruption in continuous service. If an employee is taking a Leave of Absence to prevent a layoff of another teacher, and it is granted by the Board, they shall accrue seniority, otherwise, their seniority shall be frozen at their current level. Leaves of Absence shall not constitute an interruption in continuous service.
- E. Necessary reduction of personnel: The Board realizing that education, curriculum, and staff, to a large degree, depends upon the financial resources available to the Board as provided by the public and the State

of Michigan, and in accordance with the realization understood, that in some instances it may be economically necessary to reduce the education program, curriculum, and staff when funds are not available.

- (1) It is within the sole discretion of the Board to reduce the educational program and curriculum when economic necessity dictates, provided affected teachers receive ninety (90) days written notification prior to the effective date of lay-off, if possible. In no event will less than thirty (30) school days notice be given.
  - (2)
    - (a) Probationary employees will be laid off first if certificated/licensed tenure teachers are available to teach.
    - (b) In the event that seniority teachers must be laid off, lay-off will be on the basis of seniority and certification starting with the least senior teacher.
- F. Laid off bargaining unit members shall be recalled to the first vacancy for which they are certified/licensed in reverse order of lay-off.
- G. A laid off teacher will be considered laid off until he/she is reinstated in the District. Refusal of an offer from the Employer of a position for which the laid off bargaining unit member is certified/licensed, or failure to respond within thirty (30) days of receipt of a written offer of a position made by the Employer, ten (10) days if occurring within two (2) weeks preceding the beginning of the school year, shall be cause for removal from the recall list. It is further provided that a teacher under contract to another district at the time of recall will not be removed from the recall list if he/she is unable to be released from the teaching contract. Notification of a recall shall be in writing, with a copy to the Association. The notification shall be sent to the bargaining unit member's last known address. It shall be the responsibility of each bargaining unit member to notify the Employer of any change in address. Failure to notify the Board of a change of address will result in removal of the teacher's name from the recall list after a two (2) year period. After 2 years the laid off teacher may stay on the seniority recall list, providing he/she makes a request to do so by June 1st of each successive year.

#### **ARTICLE XVIII - MENTORS**

- A. A probationary teacher, on his/her first three (3) years in the District, shall be assigned a mentor teacher by the administration with notification to the Association President
1. The mentor teacher shall be a tenured teacher. Qualified Association members shall be given preference.

2. General criteria in selection are recommended to include:
  - A. Minimum of five (5) years teaching.
  - B. Same background in major area of instruction (i.e. elementary to elementary, secondary to secondary when possible).

Mentors will have no involvement in the evaluation process and the relationship will be collaborative and confidential.

- B. Participation as a mentor teacher shall be voluntary. Appointment shall be for three (3) years unless either party requests a change, or their building principal decides it's in the best interest of the parties.
- C. The building administrator, probationary teacher and mentor teacher shall cooperate in establishing the probationary teacher's individualized development plan.
- D. Mentor teachers shall be required to keep a log of activities which will show at a minimum the following:
  1. Type of activity (meeting, inservice, observation, etc.).
  2. Date activity occurred.
  3. The amount of time the activity required.

## **ARTICLE XIX - RETIREMENT**

Retirement - Both parties agree to follow state and federal guidelines as set by the state and federal law.

## **ARTICLE XX - NO STRIKE CLAUSE**

The Association agrees that it shall not authorize, engage in, condone, or ratify a strike, during the term of the Contract. A strike shall be defined to include slowdowns, boycotts, picketing, work stoppage of any kind including "mass" sickness, and other connected or concerted activities having the effect of interrupting work or interfering with the normal school business. Any employee involved may be subject to termination action.

## **ARTICLE XXI - MISCELLANEOUS PROVISIONS**

- A. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall be informed of a telephone number that they shall call before 6:30 a.m. to report unavailability for work, excluding



- excusable tardiness. Once a teacher has reported unavailability, it shall be the responsibility of the Administration to arrange for a substitute teacher.
- B. Miscellaneous Provisions Regularly scheduled faculty meetings will be scheduled one in each month unless by mutual agreement between the Administration and the Association they are canceled. A schedule of time and dates to be provided to teachers at the beginning of each semester.
- C. Teachers shall not be required to attend school activities during school holiday times unless they are acting as a sponsor. Participation in all Appendix C activities are voluntary.
- D. If the Association requests, within reasonable time limits, it shall be duly advised by the Board of fiscal, budgetary and tax programs affecting the District and the Association shall have the opportunity, in advance, to consult with the Board with respect hereto prior to general publication.
- E. All future individual teacher contracts shall be expressly subject to the terms of this Contract. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board and Association.
- F. Copies of this Agreement shall be printed and presented to all teachers newly employed or hereafter employed by the Board.
- G. If any provisions of this Contract or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- H. Matters of common concern may be subject to negotiation during the period of this Agreement upon the request and mutual agreement of both sides.
- I. Teacher aides will only be used to implement lesson plans created by the class instructor.
- J. Per instructor request, a teacher's aide will be provided, when available, to any classroom with more than three (3) special education students in that class at the same time.

**ARTICLE XXII - ANNEXATIONS AND CONSOLIDATIONS OF DISTRICTS**

- A. Scope. This Article applies to school district consolidations, annexations, dissolutions, property transfers, and to consortia in which the Employer may become involved. Unless otherwise indicated, all of these will be referred to as "reorganizations."
- B. Notice. The Employer shall notify the Association immediately whenever a district reorganization is contemplated, proposed, or under discussion with any other school district.
- C. Recognition. In the event the District becomes involved in a reorganization with one or more districts or other entities, in whole or in part, the Employer will use every effort possible to assure the continued recognition of the Association (or one of its MEA affiliates) as the exclusive collective bargaining agent for the bargaining unit employees involved.
- D. Maintenance of Standards. The Employer shall not enter into any contract, agreement, or other arrangement with any other school district or other entity to combine or otherwise provide services which are or could be provided by bargaining unit members unless such contract, agreement or other arrangement specifically provides the following:
1. This collective bargaining agreement shall be binding upon the Employer, its successors and assigns, and any other school district or entity which becomes involved in the same reorganization.
  2. All rights earned by or accruing to employees affected by the reorganization shall be retained by those employees, and the successor Employer shall be bound thereby. No bargaining unit member shall suffer a reduction in compensation, fringe benefits, hours, or other terms or conditions of employment as a result of reorganization.
  3. Seniority of all bargaining unit members shall be retained in the case of reorganization. If employees from another district are also included in the reorganization, and become employees of a successor to the Employer, all employees will be placed on one seniority list. Each employee shall be accorded seniority based on years of continuous service in the district in which they were most recently employed, excluding time worked in an administrative capacity.
  4. All employees of this district who have achieved tenure status under the Teacher Tenure Act, or who have satisfactorily

completed their probationary period and have permanent employee status under this Contract, shall be accorded the same status in the successor school district or consortium. Individuals who have not achieved this status will be credited by the successor for time spent in the probationary period while employed in this district.

5. If any employees are laid off due to a reduction in force associated with a reorganization, the layoff and subsequent recalls shall be based on seniority as defined above, and certification and endorsement, if required by law.

### ARTICLE XXIII - ACT OF GOD DAYS

- A. The provisions set forth below shall be effective upon the execution of a new collective bargaining Agreement.
  1. In the event the Michigan Department of Education or the Michigan State Legislature lawfully adopts rules, regulations or laws which require the make up of some or all Act of God Days, the parties agree that teachers will receive their regular pay for days which are canceled, but shall work on the required rescheduled days with no additional compensation. Provided, however, the following procedures shall apply:
    - a. The parties agree to meet in an effort to mutually agree on when any make up days would occur. In the event they are unable to agree, the days will be added on to the end of the calendar set forth in Schedule C.
    - b. Should a day be rescheduled and insufficient students attend to count it as a day of instruction, teachers will not be obligated to attend a subsequent rescheduling of the day without being paid at their daily rate.
    - c. It is understood and agreed that in the event that the rescheduling of the days at the end of the school year interferes with a teacher's scheduled return to school to upgrade his or her skills, the teacher may:
      1. Use his or her personal leave.
      2. Use his or her sick leave, or
      3. Apply for unpaid leave time.
    - d. Should the provisions of State Law or the Department of Education rules and regulations be rescinded or modified,

then the above provisions shall be considered null and void, and the provisions and practices in existence prior to this agreement will be reinstated to the extent permitted by the rescission or modification.

**ARTICLE XXIV - DURATION OF AGREEMENT**

This Agreement shall be effective as of the 1st day of July, 2004 and shall continue in effect for three (3) years until the 30<sup>th</sup> day of June, 2007. The Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

In witness whereof the parties have caused this Agreement to be executed and signed by their duly authorized representatives this 14<sup>th</sup> day of March, 2005.

**FOR THE OWENDALE-GAGETOWN AREA SCHOOLS**

*Jeffery Derrich*  
PRESIDENT, BOARD OF ED.

*Brenda J. Kretschmer*  
SECRETARY, BOARD OF ED.

*Kathy Champagne*  
VICE PRESIDENT, BOARD OF ED.  
TRUSTEE

*Walter Swiesters*  
TREASURER, BOARD OF ED.

*Thomas R. Mellendorf*  
TRUSTEE, BOARD OF ED.

*Deborah A. Quick*  
TRUSTEE, BOARD OF ED.

*Michael P. Mandich*  
TRUSTEE, BOARD OF ED.  
VICE PRESIDENT

**FOR THE TRI-COUNTY BARGAINING ASSOCIATION, MEA/NEA AND OGEA**

*Sandra Parks*  
PRESIDENT, OGEA

*Kay Neuman*  
SECRETARY, OGEA

*David Hail*  
PRESIDENT, TCBA

*Les R. Bengler*  
NEGOTIATOR, TCBA

**APPENDIX A - TEACHER EVALUATION REPORT**

Five major areas of evaluation are suggested as guidelines to be considered in making the formal teacher evaluation. These areas are:

- (1) **GENERAL ROUTINE:** (Condition of room, neatness, classroom efficiency, pupil control and discipline, etc.)
- (2) **LESSON PREPARATION:** (Mastery of subject, organization of materials, consistency of preparation, etc.)
- (3) **TEACHING PROCEDURE:** (Skill in procedure, ability to create and utilize, holding pupils' attention, clarity and effectiveness of illustrative material, giving tests, etc.)
- (4) **PERSONAL ATTITUDES:** (Appearance, classroom personality, physical fitness and vigor, voice, English usage, sense of humor, poise, self-control, etc.)
- (5) **PROFESSIONAL ATTITUDES:** (Enthusiasm for teaching, loyalty and cooperation, dependability, maturity and judgment, originality and initiative, tactfulness and courtesy, persistency of efforts, respect and admiration from pupils, acceptance by other teachers, handling routine work and reports, etc.)

-----  
Type evaluation below and back

I have seen this report and have discussed it with my Administrator.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**APPENDIX B - SALARY SCHEDULE**

The salary for 2004-2005 will be increased by 3.0% for all steps and columns/rails of Appendix B.

Salary Schedule  
2004-2005 – 3.0%

STEP	BA	BA+15	MA/BA+30	MA+15	MA+30
1	30945	32274	33446	34620	35722
2	32215	33768	34880	36125	38162
3	33496	34993	36311	37638	39136
4	34760	36347	37747	39145	40713
5	36050	37700	39197	40661	42275
6	37306	39093	40613	42173	43795
7	38571	40432	42048	43679	45976
8	39843	41776	43488	45289	47004
9	41115	43134	44915	46706	48593
10	42411	44486	46352	48211	50133
11	43708	45872	47795	49721	51867
12	45006	47261	49238	51232	53599

The salary for 2005-2006 will be increased by 2.5% for all steps and columns/rails of Appendix B.

\*Salary Schedule  
2005-2006 – 2.5%

STEP	BA	BA+15	MA/BA+30	MA+15	MA+30
1	31719	33081	34282	35486	36616
2	33021	34612	35752	37028	39116
3	34333	35868	37218	38579	40114
4	35629	37255	38691	40124	41731
5	36951	38643	40177	41678	43332
6	38238	40070	41628	43228	44889
7	39536	41442	43099	44771	47126
8	40840	42820	44575	46421	48179
9	42143	44212	46038	47874	49808
10	43472	45598	47511	49416	51387
11	44801	47019	48990	50964	53163
12	46131	48442	50469	52513	54939

The salary for 2006-2007 will be increased by 2.5% for all steps and column/rails of Appendix B.

**\*Salary Schedule**  
2006-2007 - 2.5%

STEP	BA	BA+15	MA/BA+30	MA+15	MA+30
1	32512	33908	35139	36373	37531
2	33846	35477	36646	37954	40093
3	35191	36765	38149	39544	41117
4	36520	38187	39658	41127	42774
5	37875	39609	41181	42720	44416
6	39194	41072	42669	44308	46012
7	40524	42478	44176	45890	48304
8	41861	43891	45689	47582	49384
9	43196	45317	47189	49071	51053
10	44558	46738	48699	50652	52671
11	45921	48194	50215	52238	54492
12	47284	49653	51731	53826	56312

\* By May 1, 2005, if the Association and Board mutually agree to switch the insurance plan from MESSA Super Care I to MESSA Choices II, the increase in salary for the 2005-2006 school year shall be 3.25%. A one-time lump sum payment of \$1,000.00 per teacher shall be paid by the first pay period of November, 2005 (This amount shall be prorated for part-time staff).

Longevity

STEP	2004-2005	2005-2006	2006-2007
13-14	\$565	\$580	\$1,200
15-17	\$1,913	\$1,962	\$2,011
18-20	\$2,026	\$2,077	\$2,129
21-23	\$2,138	\$2,192	\$2,247
24+	\$2,252	\$2,308	\$2,366

Salary schedules retroactive to September, 2004

- A. Credit shall be given for up to the first five (5) years of experience at full credit for outside experience. No credit shall be given for a fractional part of a year.
- B. Increments become effective as of the beginning of each contract year and advancement under the salary schedule shall be automatic as of the beginning of the contract year. The plus (+) levels on the pay schedule shall refer only to hours earned after the attainment of degree specified on the pay schedule (Bachelor/Master). Following completion of required



academic or professional courses for a degree, the increments shall be come effective at the beginning of the following semester.

- C. Owendale-Gagetown teachers, upon death or who are vested in the Michigan Public School Employees Retirement System (teachers who have taught ten (10) years or more in Michigan public schools) when they leave employment with the District, shall receive in pay one-third (1/3) of their accumulative sick days, based upon 1/183 of current salary determined by the salary schedule. Maximum allowable is \$7,000.
- D. Approved mileage in private car shall be reimbursed at the current IRS rate.
- E. Salaries shall be paid in twenty-one (21) or twenty-six (26) equal installments as elected by the employee, with the first payment to take place on the Friday of the second week of work, (see Appendix B) and continuing every other Friday there after until the 21st or 26th installment shall have been paid.

## APPENDIX C - EXTRA CURRICULAR SCHEDULE

The following extra-curricular pay schedule is to be a part of the Master Agreement, but not part of the Tenure Contracts.

The percentages are figured on salary determined by the individual's base contract figures on the pay schedule for the Master Agreement.

Extra-curricular positions will be orally surveyed by the high school principal in May. Faculty members will be asked if they will continue to fill their extra-curricular position for the upcoming school year. If the faculty member agrees to continue working, that position will be considered filled. Positions that are not filled will be posted internally for ten (10) school days. If they are not filled within ten (10) days these positions will be posted outside of the faculty. In the event that the Administration has a coach that it feels is inadequate for the position, the Administration may call for a Board of Review to investigate that problem/situation. The Board of Review shall consist of the Superintendent, High School Principal, Athletic Director, OGEA President and a varsity or junior varsity coach (selected by the OGEA). The affected coach will be given full due process. Three (3) members of the Board of Review must concur in order to remove a coach from his/her coaching position. Any OGEA member removed by the Board of Review retains the right to grieve their removal from the coaching position through the Board Level of the Grievance Procedure.

### ATHLETICS

Football	Head Coach	9.32%
	Assistant Coach	6.66%
	Jr. High	4.66%
Winter Basketball	Varsity	9.32%
	Assistant Coach	6.66%
	Freshman	4.66%
Basketball	Jr. High	4.66%
Fall Basketball	Varsity	9.32%
	Jr. Varsity	6.66%
Volleyball	Varsity	9.32%
	Jr. Varsity	6.66%
	Jr. High	4.66%
Track	Varsity	7.00%
	Jr. High	4.66%
Baseball		7.00%
Softball		7.00%

Golf	3.75%		
<b>BAND DIRECTOR</b>			
Summer Work	9.32%		
After School and Trips	9.32%		
<b>BUSINESS AND OFFICE EDUCATION CLUB</b>			
Sponsor	4.50%		
Trip Club	1.42%		
<b>SADD CLUB</b>	1.42%		
<b>CAREER EDUCATION STEERING COMMITTEE</b>			
Chairperson	3.99%		
Curriculum Committee	3.99%		
<b>CHEER LEADING</b>			
Varsity	2.66%		
Jr. Varsity	2.66%		
Jr. High	1.33%		
<b>CLASS SPONSORS</b>			
Senior Class	2.00%		
Junior Class	3.00%		
Sophomore Class	1.42%		
Freshman Class	1.42%		
<b>DRAMATICS</b>			
Class Play Director	5.32%		
All School Play Director	5.32%	<u>05-06</u>	<u>06-07</u>
<b>DRIVER EDUCATION</b>	\$23.07	\$23.65	\$24.24
<b>FORENSICS</b>			
Debate Coach	4.33%		
One-Act Play Coach	2.66%		
Individual Events Coach	4.33%		
<b>FUTURE HOMEMAKERS</b>			
Sponsor	3.99%		
<b>YEARBOOK</b>			
School Newspaper Advisor	3.99%		
School Yearbook Advisor	5.32%		
<b>NATIONAL HONOR SOCIETY</b>			
Sponsor	2.66%		
<b>FOREIGN LANGUAGE CLUB</b>			
Sponsor	2.66%		
<b>PROFESSIONAL DEVELOPMENT BOARD</b>		<u>05-06</u>	<u>06-07</u>
<b>PREP-TIME SUBSTITUTION</b>	\$19.22	\$19.70	\$20.19
<b>MENTOR</b>	\$500 per mentored teacher		

**APPENDIX D - GRIEVANCE REPORT FORM**

Grievance # \_\_\_\_\_ School District Distribution Form: 1. Superintendent  
 2. Principal  
 3. Association  
 4. Teacher

Grievance Report

BUILDING	ASSIGNMENT	NAME OF GRIEVANT	DATE FILED
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**LEVEL II**

A. Date Cause of Grievance Occurred \_\_\_\_\_

B. 1. Statement of Grievance \_\_\_\_\_

\_\_\_\_\_

2. Relief Sought \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Date

C. Disposition by Superintendent \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Date

D. Disposition of Grievant and/or Association \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Date

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**LEVEL III**

A. Date Received by Board or Designee \_\_\_\_\_

B. Disposition of Board or Designee \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

C. Position of Grievant and/or Association \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LEVEL IV**

A. Date Submitted to Arbitration \_\_\_\_\_

B. Disposition and Award of Arbitrator \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

