

DRAFT



CONTRACTUAL AGREEMENT

BETWEEN

THE GRANDVILLE BOARD OF EDUCATION

AND

THE KENT COUNTY EDUCATIONAL ASSOCIATION/MEA/NEA

2013-14 & 2014-15

GRANDVILLE PUBLIC SCHOOLS
3839 PRAIRIE SW
GRANDVILLE, MICHIGAN 49418

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AGREEMENT

This agreement entered into this 1st day of September, 2013 by and between the Board of Education of the Grandville Public Schools, hereinafter called the "Board", and the Kent County Education Association, affiliated with the MEA and NEA, hereinafter called the "Association".

WITNESSETH

The Board and the Association recognize that their primary responsibility is to the children of the district.

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

ARTICLE I RECOGNITION

1.1 The Board recognizes the Association as the exclusive bargaining representative, as provided in Act 379, Public Act of 1965, for all certified classroom teachers, including special education, teacher consultants, speech and language pathologists, counselors, media specialists, instructional specialists, music and physical education teachers and reading teachers/consultants, art coordinator, teaching principals who spend more than half of their time engaged in teaching activities, and the following non-certified professional education employees; school psychologists, school nurses, social workers and occupational therapists. Excluded from the bargaining unit are all other employees. The term "teacher" or "employee", when used in the Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as defined, and references to male teachers shall include female teachers and vice versa, except as otherwise clearly indicated by the context.

1.2 The Board agrees not to negotiate with any teacher's organization other than the Association with respect to persons in the unit defined in Paragraph 1.1 above for the duration of the 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 present at such adjustment.

1.3 On or before October 15 of each year, teachers may sign and deliver to the Board an assignment authorizing deduction of membership dues or assessments of the Association (including the National Education Association and the Michigan Education Association). Such sum shall be deducted as dues from the regular salaries of all such teachers.

ARTICLE II AGENCY SHOP

2.1 All bargaining unit members shall either (1) become and/or remain members of the Association or (2) pay the Association a representation fee in an amount attributable to the cost of collective bargaining and contract maintenance as certified by MEA/NEA. Association and/or representation fees (not payroll deducted) must be paid by December 1 of that school year. Membership dues and representation fees may be paid by authorizing the Board to deduct such amounts from salaries as provided elsewhere herein.

2.2 If any teacher fails or refuses to comply with requirements of this Article, after exhausting the Association's internal appeal process and the Association certifies such a fact to the Board, it will be considered misconduct. The misconduct will not be considered arbitrary or capricious.

2.3 Teachers who elect to pay a representation fee in lieu of joining the Association shall be afforded the same representation rights as are extended to Association members under the collective bargaining agreement.

2.4 The Association has established a "Policy Regarding Objections to Political-Ideological Expenditures." That Policy, and the administrative procedures (including the timetable for payment) pursuant thereto, applies only to non-union bargaining unit members. No dispute, claim or complaint by an objecting unit member concerning the application and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement.

2.5 All amounts paid as representation fees by teachers who fall under the "Policy Regarding Objections to Political-Ideological Expenditures" shall be held by the Association in a Scholarship Fund. The amounts in such Fund shall be used each year to provide a scholarship to one or more members of the graduating class of the Grandville Schools, the recipient or recipients of such scholarship to be determined each year by the Association.

2.6 Due to certain requirements established in court decisions, the parties acknowledge that the amount of -the fee charged to non-members along with other required information may not be available and transmitted to non-members until mid-school year (December, January or February). Consequently, the parties agree that the procedures in this Article relating to the payment or non-payment of the representation fee by non-members shall be activated thirty (30) days following the Associations' notification to non-members of the fee for that given school year.

2.7 In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

- (a) The Employer gives timely notice of such action to the Association and permits the Association intervention as a party if it so desires, and
- (b) The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and appellate levels.
- (c) The Association shall have complete authority to compromise and settle all claims which it defends under this section.

The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's compliance with this Article II, but this does not include any liability for unemployment compensation paid under the Michigan Employment Security Act.

ARTICLE III **TEACHER RIGHTS AND RESPONSIBILITIES**

3.1 The Board and the Association agree to abide by the Teacher Tenure Act, as amended and to all applicable laws and statutes pertaining to teacher's rights and responsibilities. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

3.1.1 All certified teachers shall serve a probationary period in accordance with the Teacher Tenure Act, as amended.

3.2 Non certified staff including; speech and language pathologists, school psychologists, school nurses, social workers, and occupational therapists are excluded from PA100-103 working rules. Working rules and guidelines for these employees will remain as currently written in the 2011-12 and 2012-13 collective bargaining agreement.

3.3 The Board agrees to furnish to the Association, in response to reasonable request submitted in writing, such public information as may be necessary for the Association to prepare proposals for bargaining or which may be necessary for the Association to process any grievance or complaint.

3.4 Teachers shall be entitled to full rights of citizenship and no lawful religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, insofar as it does not interfere with his professional responsibilities as a teacher in the Grandville Public Schools. It is further understood that if the Association believes this paragraph has been abused, the matter shall be discussed with the Board's Personnel Committee to be resolved by mutual agreement.

The provisions of the Agreement shall be applied without regard to race, creed, age, religion, color, national origin, sex, marital status, height, weight, handicap or any other reason prohibited by state or federal law.

3.5 The teacher's position or action shall not be privileged as to his responsibility for statements which are libelous, slanderous, or which in any way violates the civil rights of others.

3.6 Complaints against a teacher, if they are to be the basis for disciplinary action, shall be put in writing. A teacher shall be given a copy of any derogatory material hereafter placed in his personnel file. Within ten (10) school days thereafter, he may submit a written response to any such material to be attached to the file copy of the material in question. If a teacher is requested to sign material to be placed in his/her file, such signature indicates his/her awareness of the material but not necessarily his/her agreement with the contents thereof.

3.7 A teacher will have the right to review the contents of all records, excluding initial references, of the School district pertaining to said teacher, originating after the initial employment and to have a representative of the Association accompany him/her in such review.

If a Freedom of Information Act (FOIA) request is made for any information on any teacher in the district, the Board or administrator representing the Board shall notify the affected employee(s) immediately. The Board shall release to the employee(s) names of all those requesting information under FOIA. The Board shall further allow the employee(s) and the Association to review said documents or files prior to their release, and exclude from release all materials that are untimely, inappropriate, or are excluded under state and federal laws.

3.8 Any member of the bargaining unit who is not covered by the Michigan Teacher Tenure Act (psychologist, nurse, occupational therapist and social worker) shall for purposes of this Article be considered as on probation for the first four (4) years of employment and shall be on a continuing contract thereafter, go on the seniority list, and be entitled to benefits accorded to tenure teachers under this Agreement.

3.9 If material to be placed in the teacher's file is determined to be in factual error, the material will be corrected or expunged from the file, whichever is appropriate.

3.10 A teacher's assigned grade can only be modified if all the following are met:

1. The teacher is informed of the specific reasons and concurs in the grade change.
- or
2. The majority of a review panel consisting of three teachers (selected by the Association), one Board member and the Superintendent (or his/her designee) approves the grade change. If the decision of the panel is adverse to the teacher, then the teacher may appeal to the Board of Education. The decision of the Board, regarding such an appeal, is final. (NOTE: Only the teacher may appeal to the Board.)

3.11 All instructional materials, methods, lesson plans, or other creative or copyrightable work, written, composed, created, or devised by a bargaining unit member during their employment, on the members own time without the use of district resources or support, shall remain the property of the teacher.

All such projects undertaken by the teacher with the support and resources of the district shall be the shared property of the teacher and the district.

3.12 Drug Free Schools - In compliance with the Drug Free Schools and Community Act Amendments of 1989, Public Law 101-226, employees of the Grandville Public Schools are prohibited from the possession, use, or distribution of illicit drugs on school premises or as any part of its activities.

Employees of Grandville Public Schools are also prohibited from use or distribution of alcohol on school premises or during activities involving students.

Violation of the above provisions will be considered misconduct.

The Board agrees not to perform or require random or periodic drug or alcohol testing as a condition of continued employment, awarding of tenure, or change of assignment.

The Board agrees not to perform or require a bargaining unit member to submit to drug or alcohol testing unless the Board and/or administration has "reasonable suspicion" to believe that such bargaining unit member is working under the influence of drugs or alcohol.

The Association and the Board jointly recognize that alcoholism and drug addiction are illnesses and shall be treated as such, consistent with the terms and conditions of this agreement.

Such problems will be handled in a confidential manner.

When an administrator observes a bargaining unit member experiencing difficulties in maintaining his/her performance and those difficulties, in the opinion of the administrator, are due to alcohol and/or drug abuse, he/she will discuss the apparent difficulties with the bargaining unit member at a specially scheduled interview. The bargaining unit member shall be afforded the right (and informed of the right) to have appropriate Association representative(s) present at such interview. A bargaining unit member will not be protected from disciplinary action for alcohol/drug related misconduct because he/she later seeks treatment (after the fact), but the Board will not discipline an employee for seeking alcohol or drug treatment in and of itself.

ARTICLE IV
PROFESSIONAL COMPENSATION

4.1 The basic salary of bargaining unit members shall be as set forth in Appendix A. Salary thus specified shall be in effect without deviation during the designed period. Compensatory time off in place of compensation in Section 4.6 shall not be considered a deviation if agreed to by the teacher and the Association is informed of the agreement.

4.2 The salary schedules are based on a normal teaching load for full-time teachers and shall be the compensation for all regular teaching and related services performed during the term of the Agreement. It covers extra services performed outside the established school year, which duties, if desired by the Board, shall be requested on a voluntary basis and paid for at a rate set forth in Schedules B and C. It covers extra assignments such as coaching, class sponsorship, etc., which shall be paid for at a rate set forth in Schedules B and C without deviation unless the teacher agrees and the Association is informed within ten (10) days.

4.3 New teacher or teachers with less than one semester in the Grandville School system may be required to report for orientation days before the regular opening of school. Teachers who are being transferred from one level to another (elementary, middle school or senior high school) may, at the request of the building principal, be required to attend a one day orientation.

4.4 The following legal holidays shall be observed and all schools closed: New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, and Christmas Day. A minimum of seven (7) regular school days (including Christmas and New Year's Day) will be set aside for Christmas vacation and two (2) regular school days will be set aside for spring vacation.

4.5 A teacher engaged during the school day in negotiating in behalf of the Association with any representative of the Board or participating in any professional grievance negotiations, including arbitration, shall be released from regular duties when such meeting is scheduled by mutual agreement during the school day.

4.6 For those teachers working beyond the normal school year, compensation for the extra days shall be on a daily rate of one divided by the number of days contracted for by veteran teachers multiplied by the teacher's annual salary.

Opportunities for paid, voluntary summer committee work will be posted within the relevant building, or district-wide as appropriate, with a copy provided to the GEA. The compensation rate, the task, and the anticipated time commitment shall be included in the posting.

4.7 Teachers who teach six (6) class periods in the high school or seven (7) class periods in the middle school instead of the normal five (5) or six (6) class periods, hourly rate shall be computed by the formula $1/5$ or $1/6$ times the annual salary, divided by the number of scheduled student contact days. This payment shall be made for each day the class is assigned to the teacher.

- 4.8** All teachers who volunteer and/or are called upon to volunteer to work during:
- a. their conference period
 - b. prep time
 - c. before the regular school day
 - d. after the regular school day
 - e. during vacation time (summer, Christmas, spring, etc.)

on the school excellence team (SET) shall be paid 80% of the rate stated in "Schedule C" (teaching as a substitute during conference hour) with a maximum of twenty (20) hours per school year.

ARTICLE V
TEACHING HOURS

5.1 While school hours may differ in the various schools, the normal basic teaching day is 8:00 to 3:35. These hours may be adjusted to equivalent times of up to one hour earlier or later in the middle school or senior high and up to 30 minutes earlier or later in the elementary schools. In the event there is a deviation from the standard or normal teaching day, assignments will be made on a voluntary basis whenever possible. On the day before a holiday, a teacher shall be free to leave ten (10) minutes after students are dismissed.

In emergency situations or circumstances, such as severe space shortages or extreme financial conditions, these hours may be changed. The Association will be notified prior to any emergency change in the normal basic teaching day.

5.2 While the above paragraph provides for a basic teaching day, the Association recognizes that each teacher's professional responsibilities to his students and the District will require him/her to devote additional time outside the teaching day or week to such matters as preparing lesson plans, materials and projects, grading papers, attending required staff meetings and school functions, meeting parents, preparing reports, and other work relating to his/her teaching function. It is agreed that such matters are an integral part of each teacher's duties and will be performed in a conscientious, professional manner.

5.3 All teachers shall be entitled to a duty-free, uninterrupted lunch period which shall not be less than thirty (30) minutes. Elementary classroom teachers shall be relieved of all recess duty supervision and shall have an additional twenty (20) minutes added to their lunch period to use as planning, collaboration with other staff, and other professional activities.

5.3.1 It is expected that each elementary teacher will be responsible to get their students to the lunchroom before beginning their use of this time.

5.3.2 In the elementary schools, the principal shall secure an individual or individuals for noon lunch supervision duty.

5.3.3 Teachers will be in their classrooms a minimum of ten (10) minutes before the beginning of school. The teacher work day will be seven (7) hours and thirty-five (35) minutes (which includes a thirty (30) minute duty free lunch) with the actual schedule being determined on a building basis.

5.3.4 Elementary Planning Time - For the life of this Agreement, elementary planning time shall be no less than the allotted planning time for the secondary level on a weekly basis.

5.4 When all schools are closed to students due to inclement weather or by Acts of God and the day is to be made up later, teachers will not be required to report.

The present Board "snow day" policy of keeping schools in session when prudently possible shall be continued. School closings shall be announced via media.

5.4.1.1 Cancellations or delays that fall within the allowable "Act of God" hours (per state law) will not be made up and the teachers will not be required to report and shall suffer no loss of salary. Thereafter any subsequent such "Act of God" hours will be made up by adding time to the end of school year.

5.4.1.2 In case school is delayed due to fog or ice, teachers will make every attempt to arrive at their assignment at least thirty (30) minutes prior to the announced start time.

ARTICLE VI

TEACHING LOADS AND ASSIGNMENTS

6.1 The present normal weekly teaching load in the middle school and senior high school of twenty-five (25) teaching periods and five (5) unassigned preparation periods will be continued as long as the present six period day is maintained. No departure from these norms, except in case of emergency, shall be authorized without prior consultation with the Association (to be resolved by mutual agreement between the Board and the Association). In no event shall the teaching load be greater than those standards required to maintain accreditation.

6.2 The normal weekly teaching load in the middle school, in case of a seven (7) period teaching day, insofar as practical, will be as follows:

1. For those who teach a majority of core subjects:
 - a. Twenty-five (25) teaching periods
 - b. Five (5) supervision or study periods
 - c. Five (5) conference periods
2. For those who teach a majority of non-core subjects, such as art, music, tech. ed., computers, physical education and life skills/health.
 - a. Thirty (30) teaching periods
 - b. Five (5) conference periods

3. In the event a deviation from the above standards is necessary, the building principal and the teacher involved will meet together in order to reach a mutually acceptable solution.

6.3 Teachers who will be affected by a change in grade assignments in the elementary school grades or by changes in subject assignment in the secondary school grades will be notified by their principals as soon as practical prior to June 1. If any changes in the teacher assignments are necessary due to the loss of a teacher or changes in student enrollments after June 1, the building principal will promptly notify the teacher affected and explain the reasons for the changes in assignment.

6.4 Current Middle School Teaching Loads – Team Teaching

All Teachers shall be expected to teach:

1. Twenty-five (25) teaching period
2. Five (5) periods of MAP, supervision or additional duties.
(i.e. shared teaching which is co-teaching (two (2) teachers assigned to teach the same class).
3. Five (5) conference periods

The expectation is that the teams will meet for team planning when not assigned to direct MAP, supervision, or other teaching responsibilities. If MAP is discontinued, the middle school will return to the former junior high six-period schedule.

6.5 Any middle school teacher teaching a course for high school credit who administers a final exam will receive ½ day of release time at the end of each semester or trimester.

ARTICLE VII
TEACHING CONDITIONS

7.1 The Board will attempt to maintain the following enrollments, insofar as practical, after the first five (5) student days of the school year in grades K-8 and after the first five (5) of each semester in grades 9-12. Activity classes in grades K-6 including science lab, art and tech. ed. will have a limit of thirty (30). Physical education and music classes in grades K-6 will have a limit of thirty-five (35). Activity class in grades 7-8 will follow high school limits.

	<u>Grade/Class</u>	<u>Maximum Class Size</u>	
7.1.1	Young Fives	21	
7.1.2	K-3	26	
7.1.3	4-6	28	
7.1.4	K-3 split	21	
	4-6 split	24	
	Multi-Age	25:1 ratio	
7.1.5	7-8	150/5-period day <u>or</u> 30/class period	
7.1.6	9-12	Social Studies	150/5 period day or 30/class period
		Business Courses	
		Math	
		Life Skills	
		Foreign Language	
		Art	
		Biology	
		Acting	
		Yearbook	
		Debate	
		Health	
		Technical Drawing I & II	
		Architectural Drawing	
		Computer Applications	
		All other AP Classes	
	Chemistry		
	Physics		
	Honors American Studies I & II		
	Composition through American Literature 11		

Writing	135/5 period day or 28/class period
Industrial Arts- Shop Courses	
Forensics	
Audio Visual Broadcasting	
AV Production I & II	
Foods & Nutrition	
College Writing	
AP English	
Composition through Literature 9	
Composition through American Literature 10	
Journalism	
Speech	
Exploring Technology	
Life Science (2004-05)	
Physical Education	205/5-period day <u>or</u> 42 per class period <u>or</u> 41 x number of periods for those teaching fewer than 5 periods.
Math Essentials	A maximum of 24 students per class.
Reading/Writing 9 & 10	A maximum of 21 students per class
Senior Writing	A maximum of 21 students per class
Life Science (2006-07 and beyond)	
Study Skills	A maximum of 20 students per class

Any new classes not covered in this Section will be determined by mutual agreement.

7.1.7 Special Education As per statutorily established caseloads and/or class size limits

(It is understood that the Board may apply to the State for deviations from the established case load/class size limits but that any additional students above the statutory limits shall result in additional compensation as established below.)

7.1.8 The above maximums shall not be exceeded if it would exceed the reasonable physical limits of the classroom, lab facility or number of work stations available and equipped for students.

7.1.9 In the event the Board finds it necessary for the number of students in any class to exceed the -above figures for more than five (5) consecutive school days, the teacher involved shall be paid \$5.00 per day for each student over such figures in grade K-6; \$1.35 per class period for each student over such figures in grades 7-12. Such amounts shall be paid at the end of each semester or trimester.

Where the overload in a K-6 assignment is for less than a full day, it shall be prorated on the following basis:

greater than 2 hours 40 minutes = day rate (\$5.00)

less than or equal to 2 hours and 40 minutes = hourly rate (\$1.35)

Where the overload of a speech-language pathologist exceeds a caseload of 60 for more than five (5) consecutive days, the therapist involved shall be paid \$4.50 for each contact with overload students and six (6) times the "hourly substitute during conference hour rate" for each overload evaluation completed.

If overload is offered to psychologists, it will be at \$350 per evaluation. The opportunity for overload will be offered on an equal basis at the time it is offered.

Students who are mainstreamed in general education classes for "socialization" only do not qualify a teacher for overload pay. Examples of "socialization" activities include, but are not limited to: calendar, show and tell, parties, and story time. Students who are mainstreamed for content areas continue to qualify a teacher for overload pay.

The building principal and grade level teachers at grades 1 and 2, may submit a proposal to the Superintendent to utilize a paraprofessional in lieu of overload pay. Every effort will be made to include the teacher in the interview and hiring process for the paraprofessional. If paraprofessional services are provided for at least one-half (1/2) of the instructional day, the teacher will not be eligible for overload pay. If the paraprofessional is assigned for less than one-half (1/2) of the instructional day, overload pay will be prorated for the period of time that the paraprofessional is not assigned to the classroom.

7.2 If schedules are not made to allow special education teachers and/or resource room teachers their preparation or release time, said teacher shall be paid at the rate of six-fifth (6/5) times their annual salary as if they had an extra class as in section 4.7.

7.3 Consistent with the established policy of Grandville Public Schools to provide a quality education for all students, the Board agrees to reduce the class limits for classes listed in Article VII by whatever number the M.E.T./Staffing determines proper for each child with a disability that is mainstreamed into the regular classroom. See Addendum I.

This procedure shall be completed on all students with any special education eligibility (R340.1703-340.1715). If this procedure is not completed prior to placement in a regular education classroom, the teacher will notify the building administrator, in writing, and the administrator will convene a staffing within ten (10) school days to complete said procedure.

7.4 Board will attempt to equalize class loads as much as possible, by assigning students to the appropriate school. In attempting to equalize class loads, on a given grade level, principals will confer with the teachers involved to reach a satisfactory resolution.

In assigning students, our primary concern is the welfare of the youngsters. However, also of importance is the necessity to equalize classloads whenever and wherever possible.

In order to fulfill these purposes, we must keep in mind geographic locations, number of years youngsters have attended a given school, and the number of brothers and sisters attending the same school.

Thus, if we have a new bus student, an early elementary child living on the borderline between two schools (without brothers and sisters) or an early elementary bus child (without brothers and sisters in the same schools), we will attempt to equalize classloads as much as possible by assigning these children to an appropriate school.

Furthermore, in any particular building, in attempting to equalize classloads, on a given grade level, principals will be instructed to confer with the teachers involved to reach a satisfactory solution.

In unusual or exceptional elementary classroom situations, the use of teacher paraprofessionals will be considered when this will enhance the learning situation for the children involved.

7.5 Where a bargaining unit member is required to provide services to a student in the student's home, the Employer shall immediately take whatever steps are possible to allow the bargaining unit member to provide such services in an alternate location outside of the home. If the bargaining unit member cannot provide services to the student outside the student's home, the member may consent to continue to provide services within the student's home provided that the Employer agrees to allow another District employee to accompany the bargaining unit member to the home. In the event that none of the above options or others considered by the parties satisfy the bargaining unit member as to their safety in providing services to the student, the Employer shall have such services provided by another person who is not a member of the bargaining unit.

ARTICLE VIII

VACANCIES AND PROMOTIONS

8.1 The Board agrees that it is desirable in filling vacancies in the bargaining unit, including vacancies in summer school, driver education, coaching, and extracurricular activities, to do so by actively considering each request from within its own staff. Whenever a vacancy in the bargaining unit arises or is anticipated and it is not filled from a bargaining unit member from within the same school/building, the Superintendent or his designee shall post the position for not less than seven (7) days (not including Saturdays, Sundays, and legal holidays). However, the Board shall not be limited in its selection of personnel to permanently fill vacant positions to applicants from within the bargaining unit or to the persons temporarily assigned to such positions.

Whenever a supervisory vacancy arises or is anticipated, until the last day of school, the Superintendent or his designee shall give not less than seven (7) days written notice (not including Saturdays, Sundays, and legal holidays) to the Association President before the position is filled via email.

The Board will send an electronic notification to all teachers for any administrative position posted after the last day of the previous school year and prior to the first day of the succeeding school year. Such notice shall include a general job description and anticipated salary range for the position.

8.2 Transfer requests should be submitted by March 1 of each year. The Superintendent or the building principal shall notify the affected teacher of the reasons for the transfer, and also the Association if the affected teacher requests.

8.3 Requests for part-time and job-share assignments should be submitted by March 1 for each year. The Association shall be a signatory to any job share agreement.

ARTICLE IX **SENIORITY LIST**

9.1 Seniority List

9.1.1 Not later than March 1 of each school year, the Administration shall prepare a seniority list of all teachers in the District. Seniority shall be determined by the length of unbroken service within the bargaining unit and shall be computed from the teacher's most recent beginning of employment. The seniority list shall be in rank order of the teacher's first date of work as set forth in the preceding section.

9.1.2 In the event one of several teachers has the same seniority date, a drawing will be held during the first month of employment to determine the relative placement of those teachers on the seniority list. Notification of said drawing will be given to the Association and the affected teachers, and the drawing will occur at a convenient place, date, and time.

9.1.3 Teachers obtaining new certification or qualifications after March 1 of any year, shall not receive seniority credits for such additional certification or qualification until the following March. At that time, the teacher shall receive full seniority rights in all areas of his/her certification and qualifications, provided that such additional qualification/certification is reported to the Assistant Superintendent of Human Resources.

9.1.4 The seniority list will be provided to the Association and be posted in all buildings by March 15 of each school year.

9.1.5 Seniority shall continue to accumulate for bargaining unit members during sabbatical, military, and sick leave as well as periods of layoff. During all other authorized leaves of absence, seniority shall be frozen as of the date the leave commences and shall not begin to accumulate again until the employee has returned to active service.

9.1.6 Seniority for all purposes under this Agreement shall be defined as length of unbroken service within the bargaining unit. All bargaining unit seniority is lost when employment is severed by resignation, retirement, and/or by discharge for cause. Previously accumulated seniority within the bargaining unit is retained for a period of three (3) years or the total years of service within the bargaining unit whichever is smaller for a bargaining unit member who is employed in a supervisory/administrative, non-bargaining unit position, but no additional seniority will accumulate during any period when a former bargaining unit member is employed outside the bargaining unit.

For the administrator that remains out of the bargaining unit for a period longer than that stated above, he/she shall be entitled to return to a bargaining unit position at the beginning of any school year provided, however, that the administrator is certified and qualified for a position in accordance with Michigan laws and regulations.

ARTICLE X **LEAVE PAY**

10.1.1.a. At the beginning of each school year, each bargaining unit member shall be credited with ten (10) days of leave, the unused portion of which shall accumulate from year-to-year with a 160 day limit for 2010-11 and beyond. The leave days may be used by a bargaining unit member for the following reasons:

2. The committee may require a doctor's statement stating the employee was unable to work for an absence of one day.
3. There are days remaining in the bank during any fiscal school year.
4. The committee has approved the application.
5. The employee may withdraw from the bank 70% of a day for 70% of their daily salary for each day of absence.
6. The first three (3) workdays of an absence that qualify for use of personal sick leave shall be considered a "waiting period" during which the employee shall not be eligible to utilize the sick leave bank.
7. Utilization of the sick leave bank is limited for employees during their probationary period as follows:

<u>Year of Probation For Employee</u>	<u>Maximum Number of Days from the Sick Leave Bank that can be utilized by Probationary Employee</u>
1	3
2	6
3	9
4	12

8. Any teacher utilizing more than thirty (30) sick leave bank days during their career shall be expected to pay those in excess of 30 days back to the sick leave bank at the rate of three days per year after they have accumulated 10 days as of the end of the school year.
9. Sick bank days shall not be used for the illness of members' parents.
10. Sick bank days shall be allowed for the serious illness of members' children and spouses (beyond the maximums in 10.1.1.a.) by application to the sick bank committee for approval. Sick bank days are not allowed for usual childhood illnesses of members' children beyond the maximum of ten (10) per year.

No new days will be added to the sick leave bank for the duration of this agreement. The Sick Leave Bank will be discontinued and dissolved at the conclusion of the 2014-15 school year. Upon the sunset of this benefit, the contents of Article 10.1.1.f. will become null and void and deleted from the Master Agreement. Any remaining days in the sick leave bank at the conclusion of the 2014-15 school year, will be distributed to bargaining unit members who have contributed days to the sick leave bank and who have not withdrawn days from the sick leave bank during its existence.

10.1.2 Teacher wishing special consideration for absence not allowed herein may file a written request with the Superintendent for Board consideration of their special cases.

10.1.3 For absences not covered above or in 10.1.5, a daily salary rate, to be determined in the following manner, shall be deducted for each day of absence. Fractional day or hour absences will be deducted on a pro-rata basis.

$$\frac{\text{Contracted Annual Teaching Salary}}{\text{Teacher Duty Contract Days}} = \text{Daily Rate}$$

10.1.4 Absences required by pregnancy or normal childbirth shall be treated in accordance with the sick leave provisions of this Agreement.

10.1.5 Personal Leave

- a. At the beginning of each school year, each bargaining unit member shall be credited with two (2) days to be used for personal business without loss of salary. A Personal Leave Day (PLD) may be used for any purpose at the discretion of the bargaining unit member except that such days shall not be used for the purpose of extending a holiday or vacation period, to render employment to others, to engage in union or Association activities, or to engage in activities in the Grand Rapids metropolitan

area which may have a negative impact on the school district. The current practice of verifying the need for the use of a personal day before or after a holiday or vacation period shall continue.

A bargaining unit member planning to use a Personal Leave Day shall notify his/her principal at least five (5) days in advance, except in cases of emergency, by completing the Notification/Request for Leave Form. The use of Personal Leave days may be restricted by a lack of availability of substitutes. Use of back-to-back Personal Days is permissible if approved in advance by the employee's immediate supervisor.

- b. One Personal Leave Day (PLD) may be carried over to the next school year for use by the teacher as long as it is used by April 30. A PLD that has been carried over and is not used by April 30 will be terminated.
- c. Such leave shall not be used for any of the allowable leave from duty purposes or reasons cited in 10.1.1, or for any educational workshops or conferences, classroom or school visitations, or other such school district related business allowable at the discretion and judgment of the School District.
- d. The Association agrees that the abuse of personal leave as herein stated is not only contrary to professional behavior, but shall be considered misconduct.

10.1.6 Any teacher who is absent because of an injury or disease compensable under the Michigan Worker's Compensation Law shall receive from the Board the difference between the disability benefits provided by the Worker's Compensation Law and the leave from duty benefits herein provided. To the extent that the Board makes payment to a teacher for that portion of his/her salary not reimbursed under the Worker's Compensation Law, said partial payments shall be charged pro-rata against the teacher's accumulated leave from duty days.

10.1.7 Jury Duty

Any bargaining unit member called for jury duty during school hours or who is subpoenaed to testify during school hours in any judicial or administrative matter that came about because of the teacher's capacity with Grandville Public Schools (in which the school is not an adverse party) shall be paid his/her full salary for such time, if at least a one (1) day notice is provided the Board. The teacher will remit to the school any money paid for his/her jury service (excluding mileage).

10.1.8 The stated benefits in Article X, except 10.1.5.a, shall be applicable for teachers performing services under schedules B and C under the following conditions:

- a. The employee must be a member of the bargaining unit as defined under Article I, Recognition.
- b. The employee's compensation for regular teaching and related services must comply with Article IV, Professional Compensation, Section 4.2.
- c. Those bargaining unit members hired to fill vacancies in summer activities as expressed under Article VIII, Vacancies and Promotions, Section 8.1 as set forth in Schedules B and C are eligible.
- d. Persons failing to meet the above criteria are not eligible to receive the use of leave days or other rights and benefits under Article X.
- e. Work schedules for all summer hourly employees will be prepared and filed with the appropriate building principal or administrator at least one week in advance of the activity.

ARTICLE XI
LEAVES OF ABSENCE

11.1 Any tenure teacher whose personal illness extends beyond six (6) weeks shall be granted a leave of absence without pay for such time as is necessary for adequate recovery from such illness up to the balance of that school year. Such leave may be renewed, if necessary, for complete recovery from such illness, for a period not to exceed one (1) school year. It is understood that such teacher will continue to receive sick leave and/or LTD benefits in accordance with Article X. If the employee is eligible for a leave under the FMLA and total absence is more than sixty (60) school days, insurance benefits will be discontinued at the end of the teacher's total accumulated leave days or sixty (60) school days, whichever is greater. If the employee is not eligible for FMLA leave, and the total absence is for fifty (50) school days or more, insurance benefits will be discontinued at the end of the teachers total accumulated leave

days or fifty (50) school days, whichever is greater. The teachers will be allowed to continue their insurance policies (such as health, life, and dental) during this leave of absence provided they reimburse the school district for the entire monthly cost of such policy in advance, and provided this is allowed by the insurance carrier. In the event the insurance carrier will not allow the teacher to continue in the group for the entire leave, the teacher will be allowed as long a period as possible as authorized by the insurance carrier.

If such absence is for a period of time which is less than one (1) semester and does not extend into the next school year, the Board shall return such teacher to the same position or an equivalent or comparable position, or any other position mutually agreed to by the teacher and the Administration.

If such absence is for a period of time of one (1) semester or more during a given school year, it is understood that upon written notice by July 1 of that year such tenure teacher will be returned to a teaching position at the beginning of the ensuing school year in accordance with Section 11.6. If such an absence extends into the next school year, it is understood that upon written notice of thirty (30) days or more, such tenure teacher will be returned to a teaching position no later than the beginning of the second semester in accordance with Section 11.6. The Board may require a doctor's certificate and/or other evidence of illness or injury to substantiate the request for leave and/or fitness to return from such leave. Credit for a full step advance shall be given only if the absence is for less than sixty (60) school days or the teacher's accumulated leave, or if it is the result of a compensable injury. Expenses involved in obtaining evidence will be the responsibility of the employee.

Any layoff of a teacher necessitated by the return of a tenure teacher in accordance with this section shall be accomplished by following the layoff procedure in 9.2, 9.3, and 9.4.

11.1.1 Family and Medical Leave Act

The leave provisions of this Agreement shall comply with the requirements of the Federal Family and Medical Leave Act language. All such leave shall run concurrently with, and not in addition to, any other applicable leave granted in this Agreement. Contact the Human Resources Department for information on current FMLA regulations.

11.2 Child Care Leave

11.2.1 Election of Type of Leave

All leave provisions under this article shall minimally be consistent with the provisions of the Family and Medical Leave Act (FMLA) outlined in Article 11 of this Agreement. Any affected employee shall make an election of options at least a sixty (60) days in advance of the first day of absence, if possible. The affected employee shall have the option of:

- a. use of paid sick for the period in which the employee is physically unable to work due to the disabling condition, and return to active employment at the end of such period; or
- b. use of paid sick leave for the period in which the employee is physically unable to work due to the disabling condition, and use of unpaid leave for child care for the remainder of the 12-week FMLA leave; or
- c. if the affected employee has tenure and at least three (3) years of service in the district, use of paid sick leave for the period in which the employee is physically unable to work due to the disabling condition, and use of unpaid child care leave under Section 11.2.3 for the remainder of the leave.

It is understood that any unpaid leave under this section that exceeds the twelve (12) week FMLA limit will result in a pro-rated step placement on the salary schedule upon return to work.

11.2.2 Paid Sick Leave

- a. If the teacher elects to use paid sick leave, the expected departure and return dates shall be tentatively established in advance by agreement between the teacher and the principal. Such dates may, however, be adjusted later to the extent necessary to accommodate unanticipated changes in ability to work due to a disabling health condition. The Board may require a doctor's certificate and/or other satisfactory evidence of fitness to continue and/or return to work.
- b. As soon as reasonably possible and/or practical, the teacher shall provide the Human Resources Office with a statement from the physician specifying the date the teacher is able to resume full

employment in their position without danger to the teacher's health and without impairment of the teacher's ability to perform employment duties.

- c. The Board reserves the right (after its physician has consulted with the teacher's physician and so recommends), at its option and expense, to have the teacher examined by a physician mutually agreed upon by the teacher and the Board with respect to establishing the proper beginning and/or ending date of the leave (or, if the Board and the teacher cannot agree, a physician mutually agreed upon by the Board's physician and the teacher's physician).

The teacher shall be available for such examination and will cooperate in furnishing the necessary information in connection therewith.

- d. It is agreed that the failure of any teacher to comply with any of the foregoing requirements (unless due to circumstances beyond control) is considered misconduct. . Additionally, if the teacher does not return to work when physically able to do so without being approved for an extension of leave, the teacher will be deemed to have terminated employment with the district. Otherwise, if the total absence is for less than sixty (60) school days or total accumulated sick leave days, whichever is greater, credit will be given for a full step advance and hospitalization and life insurance benefits will be continued.
- e. If the total absence is for more than sixty (60) school days or the total accumulated sick leave days, whichever is greater, hospitalization and life insurance benefits will be discontinued. A teacher's probationary period will be extended for the length of the leave period.
- f. If such absence is for a period of time of one (1) semester or more during a given school year, it is understood that upon written notice by July 1 of that year such tenure teacher will be returned to a teaching position at the beginning of the ensuing school year in accordance with Section 11.6. If such an absence extends into the next school year, it is understood that upon written notice of thirty (30) days or more, such tenure teacher will be returned to a teaching position no later than the beginning of the second semester in accordance with Section 11.6.

11.2.3 Child Care Leave (See also Section 11.1.1)

- a. If a teacher elects to take an unpaid Child Care Leave, such leave shall begin at the time the teacher recovers from disability leave under section 10.1.4. A teacher will also be granted an unpaid Child Care Leave for the purpose of caring for his/her adopted or biological pre-school age child. Such leave shall begin at a date mutually agreed upon by the teacher and the principal or the Superintendent or his/her designee.
- b. The use of paid sick leave after the established beginning date of child care leave will not be allowed. If a teacher becomes unable to work because of illness, prior to the established date of the unpaid child care leave, such leave may be used until recovery from such illness.
- c. The Child Care Leave shall be for a maximum period of three (3) full semesters plus the balance of the semester in which the teacher began such leave, at which time the teacher shall be entitled to return in accordance with Section 11.6, provided that notice of desire to return is given by the April 1st preceding the date of desired return.
- d. Upon return from a Child Care Leave, a teacher must be re-employed and teach for the Grandville Public Schools for at least one (1) consecutive calendar year before again becoming eligible for such a leave.

11.2.4 Adoptive leave will be granted in accordance with the requirements regarding Child Care Leave under Section 11.2.3 above, where applicable. It shall be the duty and responsibility of the employee to give at least one (1) month notice prior to such leave.

Employees that have arranged and been notified that adoption of a child has been secured, may use up to twenty (20) days paid sick leave, provided they have accumulated sick leave, within six (6) weeks of the adoption date. It is implied that a leave for adoption should be one parent only and the employee shall provide the Superintendent or his/her designee with proper documentation from the appropriate authorities, When possible, at least six (6) weeks notice should be given in writing of the intent to take an adoption leave and submitted to the Superintendent or his designee.

11.2.5 A teacher on Child Care Leave under Section 11.2.3 above will continue their health insurance policy for a period of one (1) year provided the teacher reimburses the School District for the entire cost of such policy on a monthly basis, and provided this is allowed by the insurance carrier. In the event the insurance carrier will not allow the teacher to continue in the group plan for the entire year, the teacher will be allowed as long a period as possible as authorized by the insurance carrier.

11.3 If a teacher is absent from work because of scarlet fever or chicken pox, reasonably shown to be attributable to a source in the school, such teacher shall be allowed up to five (5) days to recover from such illness without loss of pay or deduction from accumulated sick leave.

The Board will provide shots for mumps and measles immunization to any teacher, if desired.

11.4 A one-year leave of absence without pay may be granted to tenured teachers with three (3) or more years of service in this system, and not unreasonably withheld, upon application prior to April 1 (provided the Superintendent will have been notified of possible request for leave when first positive preliminary steps have been taken) for the following purposes:

1. Study related to the teacher's present or future certification field.
2. Study or research, resulting in university credit, involving probable advantage to the school system or special teaching assignment involving probable advantage to the school system.

If the leave is granted because of a special teaching assignment under sub-section 2, above, the regular salary increment occurring during such period shall be allowed.

A teacher on leave shall be advised by the Superintendent of job conditions prior to April 1 and shall accept or reject a contract by May 1. On return, the teacher shall be restored to his/her former position, or a comparable or equivalent position.

11.5 Military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States and credit for up to two (2) steps, or more if law requires, on schedule shall be granted. The teacher should keep the Board informed as to his/her availability and current address.

11.6 All long-term leaves are made from the school system and not from a specific position therein; however, the teacher will be restored to his/her former position or a comparable or equivalent position. However, there is no guarantee that any teacher can be returned to a specific building, grade level, subject area, or special assignment at the conclusion of period of absence.

11.7 The Board shall have the prerogative to extend leaves or to grant leaves for reasons not covered in the Master Agreement upon request of the teacher when such leaves would be in the interest of the school system. The Board will consider the teacher's attendance history when determining whether the request will be approved.

11.8 Unless otherwise expressly noted, any benefits provided under this Agreement (including seniority) shall not be continued and/or not accrue to persons on leave. Benefits shall be set aside and frozen during such leave and shall be reinstated upon the return of the teacher. If the reasons for the leave are misrepresented or if the leave is not used for its intended purpose (unless due to conditions beyond the control of the recipient) the leave shall be considered null and void.

11.9 Teachers may use up to two (2) days per year, nonaccumulative and without compensation, for such purposes as vacation, travel, recreation, and/or other similar types of reasons or activities. However, request for additional time off will not be granted and the School District will pursue disciplinary means to discourage, reduce, and/or eliminate unauthorized absences. Such days must be arranged for in advance with the building principal. No more than 5% of the classroom teachers will be scheduled for such absences unless adequate arrangements for substitute teachers can be made.

11.10 When the Board has issued notices of layoff to become effective in any given school year, the Board shall grant all tenured teacher requests for voluntary leaves of absence for that year provided that such requests are received at least thirty (30) days prior to the commencement of the school year in which the leave is to begin and that such leave will result in the employment of a teacher on layoff or in receipt of a notice of layoff. Return from such voluntary leaves shall be according to the provision of Section 11.6 of this Article.

ARTICLE XII
SABBATICAL LEAVES

12.1 Sabbatical leaves of absence may be granted by the Board in accordance with the provisions of this Article. If a teacher who meets the provisions below believes he has been unreasonably denied a sabbatical leave, he/she may then follow the professional grievance procedures outlined in Article XVII.

12.2 Qualifications

1. The applicant has been employed in the Grandville School District for at least seven (7) consecutive years. Absence from service for a period of not more than one (1) year under a leave of absence without pay, granted by the Board for professional improvement, restoration of health, or maternity leave, shall not be deemed a break in continuity of service required by this section.
2. The applicant has not been granted a sabbatical leave of absence from the Grandville School District during the seven (7) consecutive years of service immediately preceding current application.
3. The applicant signs an agreement on terms satisfactory to the Board and the Association guaranteeing to return to service with the Grandville School District immediately upon termination of the sabbatical leave and continue in such service for a period of two (2) years or to refund any compensation received from the Grandville School District while on sabbatical leave except as the Board shall, by special action waive such obligation.

12.3 Application

1. Applications shall be filed with the Superintendent by February 15 for leave beginning the following September.
2. An applicant for sabbatical leave of absence shall file with the application form an outlined program for the period requested for sabbatical leave. This plan shall be indicated on an attached statement and shall include details for study resulting in university credit in an approved college, university, or technical school related to teacher's present teaching field and, also, why such leave would be of benefit and advantage to the school district. The Board shall have the prerogative to grant a sabbatical leave of absence for reasons not covered above, upon the request of a teacher, when such leave would be in the best interest of the school district.
3. A sabbatical leave shall be granted for a period of one (1) school year.

12.4 Salary Protection

1. A teacher on sabbatical leave will be paid one-half of the BA base salary, and the Board will pay one-half the cost of his/her fringe benefits.
2. A teacher granted such leave shall advance on the salary schedule the same number of steps he/she would have advanced had they been on the staff in the District.

12.5 Status While on Sabbatical Leave

1. A teacher shall be entitled to participate in the existing insurance program which is provided by the Board. However, it shall be the employee's responsibility to make sure that he/she reimburses the school district each month, in advance, for one-half of the monthly cost of such policy.
2. A teacher shall be responsible for notifying the payroll department of the District as to the place to which his/her checks should be addressed during their period of sabbatical leave.
3. A teacher on sabbatical leave is considered in the employ of the Board of Education during said leave and has a contract with the Board for the duration of the leave.

12.6 Status Upon Return From Sabbatical Leave

A teacher, upon return from a sabbatical leave, shall be restored to his/her former position, if possible, or to a position of like nature and shall be credited with his/her length of service and any other previously accrued employment benefits.

**ARTICLE XIII
INSURANCE PROTECTION**

13.1 The Board will provide to the bargaining unit member and his/her entire family or any other eligible dependent as defined by the insurance carrier a comprehensive medical, dental, long-term disability, vision and life insurance program. The GEA may select up to two (2) medical insurance plans. For those electing medical insurance, the Board's annual contribution for medical, dental, vision, life and long-term disability insurance in 2013-14 and 2014-15 is capped at \$15,525.00 for full family coverage, \$11,385.00 for 2-person coverage, and \$5,693.00 for single subscriber coverage. Employees will pay the balance of the premium for their insurances. Part-time bargaining unit members will have their contribution pro-rated.

If the bargaining unit member selects a high deductible/HSA medical plan, the district will deposit into the HSA up to 100% of their in-network deductible. An equivalent dollar amount will be repaid to the district through twenty-four (24) equal payroll deductions.

13.1.a. Option Group

Bargaining unit members will have the option to waive medical insurance.

The Board will provide to each employee who elects not to receive medical insurance \$431.89 per month cash in lieu of insurance for the 2013-14 and 2014-15 school years. Bargaining unit members electing this option remain eligible for dental, vision, life insurance and long term disability but must contribute 15% (fifteen percent) toward the cost of dental, vision, life and long-term disability insurance premiums for the 2013-14 and 2014-15 school years.

Dental, Long-Term Disability, Vision, and Life Insurance Plan

Delta Dental	100/70 (Class I and II at \$1,500) no ortho
Vision	VSP-3
Negotiated Life	\$35,000 AD&D
Long-term Disability	70%, \$5,500 maximum, 60 calendar days - modified fill, freeze on offsets, alcoholism/drug addiction and mental/nervous same as any other illness, COLA

13.2 The Board will provide to each bargaining unit member a self-insured orthodontic program for dependent children. The bargaining unit member electing the orthodontic option must contribute fifteen percent (15%) toward the cost. The following guidelines apply:

1. Definitions

Orthodontic Procedure: Movement of teeth by means of active appliances to correct the position of maloccluded or malpositioned teeth.

Orthodontic Treatment Plan: A Dentist's report, on a form satisfactory to the District, which (1) provides a classification of the malocclusion or malposition, (2) recommends and describes necessary treatment by orthodontic procedures, (3) estimates the duration over which treatment will be completed, (4) estimates the total charge for such treatment and (5) is accompanied by cephalometric x-rays, study models and such other supporting evidence as the District may reasonably require.

Covered Dependent: A son or daughter, under the age of 19, where the sponsoring employee contributes to more than one-half of the cost of support of the child.

Eligible Sponsoring Employee: An employee of the Grandville Public Schools who is represented by the Kent County Education Association and covered by the Master Agreement relating to teachers.

2. Eligible Charges

These are the charges actually made to the Employee for services and supplies furnished a Covered Dependent in connection with an orthodontic procedure, subject to any limitations below or exclusions under Section D (Charges Not Covered).

The total eligible charges scheduled to be made in accordance with an Orthodontic Treatment Plan shall be considered to be made in equal quarterly installments over a period of time equal to the estimated duration of the Orthodontic Treatment Plan. The first installment shall be made at the end

of the 3-month period following initial placement of orthodontic appliances and subsequent installments shall be made at the end of each three-month period thereafter.

Charges are eligible only to the extent that they are made in connection with an orthodontic procedure which is required by one or more of the following conditions:

- a. overbite or overjet of at least four millimeters,
- b. maxillary (upper) and mandibular (lower) arches in either protrusive or retrusive relation of at least one cusp, and
- c. cross-bite

3. Benefits

Payable for: The eligible charges incurred in connection with an orthodontic procedure performed on an Eligible Dependent.

Conditions for Benefit: The charges are incurred during a three-month period, referred to in Section B. (Eligible Charges), which commences while the person is an Eligible Sponsoring Employee and after September 1, 1987.

Amount Payable: Fifty (50%) percent of the cost of Eligible Charges not to exceed \$1,000 per calendar year and a lifetime maximum of \$2,000 for the duration of the contract per eligible covered dependent. Calendar year is defined as the period from January 1, of any one year to December 31, of the same year, date inclusive.

4. Charges Not Covered

- a. Any charges for an orthodontic procedure in connection with which an active appliance has been installed prior to the first day on which the person became a covered Dependent or before September 1, 1987. Except that charges for office calls after September 1, 1987, for monitoring progress, making adjustments of appliances, changes in appliances, removal of appliances and/or check-ups to insure corrective procedures are maintained shall be covered.
- b. Any charges for services performed by:
 - (1) an agency of the U.S. Government unless payment is legally required.
 - (2) a non-dentist, unless such service is performed by a licensed dental hygienist under the supervision of a dentist or is for an x-ray ordered by a dentist.
 - (3) a dentist who resides in the same household with the employee or who is a member of the employee's immediate family (i.e., children or spouse) where charges are normally not made.
- c. Any charges for procedures or appliances which are for strictly cosmetic reasons or for work deemed not necessary by the attending dentist.
- d. Any charges covered by Workman's Compensation.
- e. Any charges for lost or stolen appliances.

5. Coordination of Benefits

When the employee's eligible dependent is covered by other insurance, the employee shall not receive benefits and/or reimbursement for orthodontic expenses in excess of 100 percent of the total cost.

13.3 The Board will continue to allow deductions for tax-free annuities through the designated TPA based on rules established by the Internal Revenue Service.

13.4 All teachers shall submit to the Superintendent, by October 14, evidence that they are covered by \$100,000 personal liability insurance covering their teaching responsibilities.

Membership in the Association will be one proof of having met such responsibility.

13.5 Teachers working less than full time will pay a pro-rata share of the Board's costs in the ratio which their work load bears to a full work load for that position.

ARTICLE XIV
TEACHER EVALUATION

14.1 Each teacher shall have the right upon request to review the contents of his own evaluation file which is made by the Administration.

ARTICLE XV
PROTECTION OF TEACHERS

15.1 The Board recognizes that it and its Administrative Staff must give needed support to its teachers in order that they can maintain the classroom control and discipline which is necessary for effective teaching and will continue to do so.

15.2 Any case of assault by a student on a teacher shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his rights and obligations with respect to such assault, and the Board will cooperate with the teacher, law enforcement and judicial authorities in taking steps to remedy the matter.

15.3 Time necessarily lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher when the action of the teacher is upheld.

15.4 The Board will reimburse teachers for any loss, damage, or destruction of the teacher's clothing or personal property not covered by insurance caused by a student while teacher is on duty. Such reimbursement shall be limited to \$700 per occurrence.

15.5 Any complaints by a parent of a student directed toward a teacher shall be promptly called to the teacher's attention before any action thereon is taken by the School against the teacher.

15.6 While teachers are expected to exercise reasonable care with respect to the safety of pupils and property, they shall not be individually liable for damage to school property.

ARTICLE XVI
NEGOTIATION PROCEDURES

16.1 It is contemplated that matters not specifically covered by this Agreement but of common concern to the parties shall be subject to professional negotiations between them from time to time during the period of this Agreement upon request by either party to the other. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information and otherwise constructively considering and resolving any such matters. It is, however, understood that no change in the Agreement may be required with respect to matters specifically covered herein or with respect to essentially economic matters without the mutual consent of both parties. It is further understood that if the Association feels an excessive number of staff meetings are being held, the matter shall be discussed with the Board's Personnel Committee to be resolved by mutual agreement.

16.2 Upon written notice given between February 1 and June 1, 2015, this Agreement may be renegotiated for future years.

16.3 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 and each may select its representatives from within or without the School District. No final agreement on any new or successor contract shall be executed without ratification by the Board and the Association in accordance with their respective rules. The parties, however, agree that their representatives will have power to make and consider proposals and to make concessions in the course of bargaining, subject only to such ultimate ratification.

ARTICLE XVII
PROFESSIONAL GRIEVANCE PROCEDURE

17.1 A grievance is a claim based upon a belief by a teacher, a group of teachers, or the Association that there has been a violation, misinterpretation or misapplication of any provision of the Agreement, any law relating to wages, hours or conditions of employment (except a statute specifically establishing a procedure for redress), or rule, order or regulation of the Board relating to wages, hours, terms or conditions of employment.

17.2 A grievance may be filed by an employee who has been aggrieved or by the Association on behalf of a teacher or group of teachers. In the event the involved employee does not wish to pursue the matter, the Association will not proceed with the grievance. This desire on the teacher's part to drop the grievance shall in no way be construed as a precedent in future cases that the Association may pursue.

17.3 All such grievances shall be initiated within the time set out in the Article.

17.4 The Association may file a grievance with the Chief Administrative Officer when rights given to it by Article XXI have been violated. The Kent County Education Association designates the Grandville Education President or his/her designated representative as the local agent responsible for processing grievances.

17.5 Procedure

17.5.1 The Building Conflict Resolution Team and/or the grievant shall discuss such matter with the principal of the building involved within fifteen (15) days (not including Saturdays, Sundays, and legal holidays) after the event occurs.

17.5.2 In the event such discussion does not resolve the matter satisfactorily, the grievant involved or Association may within fifteen (15) days (not including Saturdays, Sundays, and legal holidays) thereafter, file a written grievance with the Assistant Superintendent for Human Resources or his/her designated representative.

17.5.3 Within fifteen (15) days (not including Saturdays, Sundays, or legal holidays) after receipt of the written grievance, a meeting shall be held in an effort to resolve the grievance with the grievant or, if more than one teacher is so involved, (if the teachers and Association so desire) with a representative of the Association acting on behalf of such teachers who have filed grievances. Such meeting shall be held with the Assistant Superintendent for Human Resources.

17.5.4 The Assistant Superintendent for Human Resources or his/her designated representative will make a final decision within fifteen (15) days of the meeting submitting to the Association his/her reasons for approval or disapproval in writing.

17.5.5 If such decision is not satisfactory, the grievance may be submitted by the grievant involved or Association may within fifteen (15) days (not including Saturdays, Sundays, and legal holidays) thereafter, appeal the grievance to the Superintendent.

17.5.6 Within fifteen (15) days (not including Saturdays, Sundays, or legal holidays) after receipt of the written grievance, a meeting shall be held in an effort to resolve the grievance with the grievant or, if more than one teacher is so involved, (if the teachers and Association so desire) with a representative of the Association acting on behalf of such teachers who have filed grievances. Such meeting shall be held with the Superintendent.

17.5.7 The Superintendent will make a final decision within fifteen (15) days of the meeting submitting to the Association his/her reasons for approval or disapproval in writing.

17.5.8 If such decision is not satisfactory, the grievance may be submitted by the Association to arbitration through American Arbitration Association by written notice given within fifteen (15) days (not including Saturdays, Sundays, or legal holidays) after receipt of the decision.

- 17.6** Grievances involving the following are not arbitrable:
- a. the substance of an evaluation,
 - b. questions of law,
 - c. the termination of or denial of tenure to or the failure to re-employ a probationary teacher,
 - d. the failure to make or renew any extra-duty extracurricular assignment.

17.7 Grievances involving suspension without pay or the discharge of tenured teacher shall be arbitrable only on the following conditions:

- a. The teacher does not request a hearing before the Board pursuant to the Michigan Teacher Tenure Act, but rather, files with the Board a written election to submit the matter to final and binding arbitration rather than proceed with a tenure hearing or appeal the matter to the Teacher Tenure Commission;

- b. Such election of remedies is filed by the teacher within twenty (20) days after receiving notice of the Board action;
- c. No arbitration hearing shall be held until after the teacher's time for invoking his rights under the Teacher Tenure Act has expired without such rights being invoked;
- d. This procedure is not in any way intended to be a waiver of the teacher's rights under the Teacher Tenure Act. It is only intended to give a teacher an opportunity to elect an alternate, but not an additional, method to contest certain Board actions. Consequently, if at any time a teacher elects to exercise any of his rights under the Teacher Tenure Act, grounds for his grievance and the jurisdiction of an arbitrator to hear and decide the grievance shall no longer exist.

17.8 An impartial arbitrator shall be promptly selected by the parties through the American Arbitration Association to decide the matter. The power of the arbitrator shall be limited to the interpretation or application of the express terms of this Agreement, and he shall have no power to alter, add or to subtract from the terms of this Agreement as written. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

17.9 By mutual agreement of the Board and the Association, the grievance may be submitted to expedited arbitration.

17.10 The fees and expenses of the arbitrator shall be shared equally by the Board and the Association; however, each party shall be responsible for the expenses of any witnesses (including teachers or administrators) it might call or any of its own participants.

17.11 No grievance shall be processed unless initiated and carried to the next step within the time provided herein or as extended by mutual agreement.

17.12 If any tenured teacher shall be found to have been unjustly discharged, the arbitrator will have authority to reinstate him/her with full reimbursement for all compensation lost.

**ARTICLE XVIII
BOARD AND ADMINISTRATION RIGHTS**

18.1 It is recognized that Michigan Law makes the Board legally responsible for the operation of the Grandville School System in all respects. In meeting such responsibilities the Board acts through its Administrative Staff. Such responsibilities include, without being limited to, the establishment of educational policies, the construction or acquisition and the maintenance of school buildings and equipment, the hiring, transfer, assignment, supervision, promotion and termination of staff members, and the establishment and revision of rules pertaining to the work and conduct of staff members. Michigan Law gives the Board authority necessary to discharge all of its responsibilities. The Board and Administrative Staff shall be free to exercise all such rights and authority to the extent permitted by law, provided, however, that no actions shall violate any of the expressed terms of this Agreement.

18.2 Consistent with the declared purpose of providing a quality education for the children of Grandville Public Schools, the Board and the Association agree that every effort will be made to minimize the interruption of the continuous, normal educational program.

**ARTICLE XIX
NO INTERRUPTION OF EDUCATION**

19.1 Consistent with the declared purpose of providing a quality education for the children of Grandville, the Association and each teacher agree that during the life of this Agreement they will not encourage, cause or participate in any interruption or disturbance of the continuous, normal education of such children, and that any difference of opinion which may arise will not be permitted to affect in any way the continuous, normal educational process.

**ARTICLE XX
MISCELLANEOUS PROVISIONS**

20.1 Teachers shall be informed of AESOP's telephone number to call or AESOP's web address to allow the teacher to go online to request a substitute as soon as their unavailability is known and in any event before 6:30 a.m. to report unavailability for work.

20.2 Every attempt will be made to provide a substitute teacher when a physical education, music, science lab or art teacher is absent in one of the elementary schools. An elementary teacher who is required to substitute in these special areas, or for any other teacher absent on official school business shall be paid for the actual time involved teaching as such a substitute according to the hourly rate specified in Schedule C, Teaching as a Substitute. The elementary teacher involved shall make a reasonable attempt to teach in these special areas during the regular scheduled time, if practical.

It is understood that any released time that may become available to a regular classroom teacher, when all of his/her students are under the supervision of a special teacher, will be devoted to such matters as preparing lesson plans, materials and projects, grading papers, meeting and/or conferences with administrators, special teachers, or parents, and other work relating to his teaching function. It is agreed such matters will be performed in a conscientious, professional manner.

20.3 Travel from the first building or job assignment of each day to the last building or job assignment of each day shall be compensated in accordance with the maximum allowed IRS rates unless use of school transportation is provided.

20.4 A permanent curriculum committee shall be established to study and propose revised or unified courses of study for any areas of learning in grades kindergarten through twelve.

The Board and the Association, recognizing the need for coordinated efforts to develop appropriate learner expectations for each grade level, to align curricula with the Michigan Curriculum Framework, and to be consistent with the District's vision, mission and organization goals hereby establish a district Curriculum Council.

The purpose of the Curriculum Council is to coordinate the efforts of content revision teams for all curricular areas. This committee will be composed of teacher representatives from the early elementary, later elementary, middle school, and senior high school levels and administrative representatives from the elementary, middle school, and senior high school levels. There will also be at least one representative from the central office staff. This committee, the Superintendent of Schools, or the Board of Education may appoint sub-committees as they deem necessary. Sub-committee findings and reports will be channeled through the above committee.

This committee will function as an advisory body to the Grandville Board of Education, and the Board will retain the legal responsibility to make decisions relative to the curriculum.

The chairman of the committee will be the Assistant Superintendent for Curriculum and Instruction.

20.5 In addition to state, federal, court mandated, Section 125 Plans and medical health insurance deductions, the District will process Grandville Education Foundation, United Way, professional dues, union dues, and deductions for any bank or credit union that participates with the Automated Clearing House (ACH).

20.6 The Board reserves the right to decide, annually, which department or areas shall have a chairman or co-chairman; however, in those departments or areas in which there are five or more full-time equated positions, a teacher shall be mutually selected by the Administration and teachers in the department to serve as the head of that department or area. When departments or areas include middle school and senior high levels, co-chairmen will be selected from each level if there are ten or more full-time equated positions in the department. All department heads will be reviewed annually.

For purposes of this Article, the following departments or areas shall exist for the duration of the Contract:

- | | |
|--------------------|-------------------|
| Social Studies | Special Education |
| Science | Media Center |
| English | Foreign Language |
| Math | Fine Arts |
| Practical Arts | Guidance |
| Business Education | |

In the event financial reductions must be made, the Board may, as part of an overall program of budget cuts, determine not to have department heads for that year.

The duties of the department heads shall include, in addition to the special assignments by the Administration, the following:

- a. Must serve on the permanent curriculum committee or else on an appropriate sub-committee and attend meetings regularly.
- b. Must meet and confer with all teachers in his/her department at the beginning of the school year in order to set realistic and worthwhile educational goals for his/her department.
 1. A list of such goals will be submitted in writing to the building principal for his/her approval prior to November 1. Additions, deletions, or adjustments may be made by the principal.
 2. Periodically the department chairman shall review these goals with the teachers in his/her department and seek ways to insure that all teachers are striving toward these goals.
 3. Meet regularly with the building principal to confer on departmental progress toward these goals.
 4. Submit a written report to the principal at the end of the year denoting the attainment (or to what degree) of the goals set in the beginning of the year.
- c. Furnish cooperation, continuity, and articulation among the middle and senior high levels (elementary, if applicable).
- d. Furnish leadership and teaching example to other members of the department.
- e. Furnish information and materials for improvement of the specific area.
- f. Assist in the orientation of new teachers in the department.
- g. Hold department meetings.
- h. Confer with individual teachers on problems that affect their teaching.
- i. Keep Administration informed on program and needs of department.
- j. Cooperate with the Administration and staff in areas on experimentation, curriculum improvement, needed supplies and materials including new teaching aids and texts, and any other activities pertinent to and of help to the department.
- k. Furnish publicity information regarding department to principals with recommendation for media of publication.

20.7 If a middle school or senior high teacher shall teach or substitute on written request of the principal, during his or her conference period as set forth in this Agreement, that teacher shall be compensated as per Salary Schedule C, Extracurricular Pay Non-Athletic.

20.8 This Agreement or any Agreement entered into by the parties covering the same year as the individual teacher contracts shall supersede any rules, regulations or practices of the Board or terms of any individual teacher's contracts to the extent they are contrary to or inconsistent with its terms. All future individual teacher contracts shall be subject to the terms of the Agreement.

20.9 If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or application shall continue in full force and effect.

20.10 If a teacher submits their letter of retirement/resignation by March 15 informing the Board of their intent to retire/resign from the district at the end of the school year, that teacher will be eligible for a \$250 payment for informing the district in a timely and professional manner.

ARTICLE XXI **ASSOCIATION RIGHTS**

21.1 The Association shall have the right to use school buildings at all reasonable hours for meetings of teachers employed by the Board, provided advance arrangements are made with the Administration and provided that when

special custodial service is required, the Board may make a reasonable charge therefore. No charge shall be made for use of school rooms between the hours of 6:30 a.m. and 6:00 p.m.

21.2 Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

21.3 The Association shall have the right to use school facilities and equipment, at reasonable times when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use and shall be responsible for any damage which may be caused thereby.

21.4 The Association shall have the right to post notices of activities in matters of Association concern on teacher bulletin boards, at least one of which shall be provided in each school building. Each notice shall identify the sponsoring organization. The Association may use the District's teacher boxes for communication to teachers, provided it distributes the materials. A copy of each notice and each mass distribution shall be given to the Administration at the time of posting or distribution.

21.5 The Board agrees to furnish to the Association in response to reasonable request submitted in writing such public information as may be necessary for the Association to prepare proposals for bargaining, or which may be necessary for the Association to process any grievance or complaint.

21.6 The Board agrees not to negotiate with any teacher's organization other than the Association with respect to persons in the unit covered by this Agreement for the duration thereof.

21.7 A total of ten (10) days per school year shall be allowed the Association upon application for Association business such as attendance at MEA and NEA meetings, conferences, and conventions, in-service meetings and conferences for GEA officers, etc. It is understood, however, that such days shall not be used for organizing, encouraging or participating in activities such as demonstrations, picketing, the interruption or disturbance of the continuous normal education of children in other school districts, and/or to aid or abet any other school district on strike as defined under PA 336 (PERA). Application must be made to the Assistant Superintendent for Human Resources via the building principal. Advance notice of five (5) days or more shall be given to the building principal except in cases of emergency; in such case, the request shall be submitted to the principal as soon as possible. The School District will pay for the salary of the regular teacher, and the Association will pay for the salary of the substitute.

Any of the ten (10) annual days which are not used may be carried over to the next year and be added to the ten (10) days granted that year, provided that at no time shall the total of unused days carried over from prior years plus the current year's ten (10) annual days exceed fifteen (15) days.

21.8 The GEA President shall be released from his/her regular duties without loss of pay or benefits for three-tenths (.3) of his/her assignment per school year. Released time shall be for the purpose of participating in mutually agreed upon meetings that cannot otherwise be scheduled outside of the work day and for other Association business. The Association agrees to reimburse the District at 50% of the cost incurred for the said release time. The District will attempt to schedule its monthly administrator meetings outside of the instructional day when the GEA President is invited to attend.

ARTICLE XXII

LEAST RESTRICTIVE ENVIRONMENT

22.1 The Board and the Association agree that Least Restrictive Environment as outlined by the Individuals with Disabilities Act (IDEA or 94-142) requires "to the maximum extent appropriate" all children with disabilities be educated with non-disabled children and that segregation occur only when the "nature or severity of the disability" is such that integration with the use of aids and services "cannot be achieved satisfactorily." 20 USC 1412(5) (B), 34CFR.300.550. The Board and the Association further agree that in making the LRE placement/assignment, additional factors to be considered are closeness to the student's home, school assignment if student did not have a disability, potential harmful effects on the child, quality of service the student needs, and disruption of the regular education setting. 504 Regulations 34CFR.552. To this end, every attempt will be made first to serve children with disabilities in the context of a regular education classroom.

a. Definition of Terms

The following terms are defined for the purposes of this contract:

- children with disabilities are those students, under 26 years of age, determined by an Individualized Education Planning Committee (IEPC) or a hearing officer, as eligible for special education, or related services or both.
- Inclusive Education is the provision of educational services for students with disabilities, in schools where non-disabled peers attend, in age appropriate classes, under the full-time supervision of general education teachers with assistance from special education teachers and support services.
- Least Restrictive Environment (LRE) is the legal mandate that "to the maximum extent appropriate, children with disabilities are educated with children who do not have disabilities, and that special classes, separate schooling, or other removal of children with disabilities from the regular education environment occurs only when the nature and severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily." (Rule 121a.550, Part B-P.L. 94-142)
- Medically fragile students are those who are chronically ill and or medical-technology dependent, and/or who have life-threatening conditions that require immediate medical attention.
- Regular Education Initiative (REI) is the increased placement of special needs students (disability, limited-English proficient, Chapter I-eligible, etc.) in regular education classrooms.

22.2 In order to assist students with disabilities in making a successful transition from full-time placement in special education classes to placement in both regular and special education classes pursuant to recommendations made by the IEPC, the following guidelines will be followed:

- a. Teacher(s) in whose classroom(s) a student may be placed shall be invited to serve on the IEPC, as well as appropriate support staff.
- b. If any teacher has a reasonable basis to believe that the current IEP of a student with a disability is not meeting the student's unique needs as required by law, the teacher will advise his/her principal in writing. Any member of the IEPC may request to reconvene the committee.

22.3 When special education students are placed in regular education classrooms as determined by the IEPC, provisions in Article VII shall apply.

22.4 To help implement LRE, every reasonable effort will be made by the Board of Education to provide training for regular education teachers receiving special education students in their classrooms and all appropriate support staff.

22.5 Emergency medical/physical care can be given by teachers and/or support staff as determined by the IEPC, provided that training has been completed. A building administrator shall provide back-up assistance. No non-licensed bargaining unit member will be required to perform any school health service which, under the standards of acceptable and prevailing practice, requires the level of education, skill, and judgment required of a licensed health professional.

22.6 Any bargaining unit member required to provide school health services shall be provided all of the following: 1) a copy of a written medical procedural authorization completed and signed by a licensed physician and the student (or the student's parent/guardian) and the completed "Request for Medical Verification of Health Status and Needs" for the student, at least five (5) school days before the member is to start providing the service to the student; 2) appropriate training by a licensed health professional regarding the acts or functions delegated to the bargaining unit member in the authorization and attached procedures; 3) all necessary supplies, if any, and a location or setting appropriate to provide the services (e.g., private when the service is personal); and 4) any equipment (radio, telephone, or other telecommunication device) or information necessary to allow direct communication between the bargaining unit member performing the school health services and the supervising licensed medical personnel.

- a. The employer shall pay all costs in connection with the training, including the time taken by the member to receive the training, calculated at the conference rate.

22.7 LRE Committee -- A LRE committee will be established to facilitate and review the impact of special education needs and changes within the District. The members of the LRE committee will include, but not be limited to the following:

- a. Director of Special Education
- b. A representative of the GEA

- c. A representative of the special education aides
- d. One administrator from each level
- e. One regular education teacher from each of the three levels of education (elementary, middle school, and high school)
- f. One Special Education teacher from each level of the special education continuum. It is understood that an attempt will be made to represent all areas and levels of special education at Grandville.
- g. Parent(s)

ARTICLE XXIII
JOB SHARE

23.1 Job Sharing is defined as two tenured bargaining unit members sharing one full-time position. The Grandville Job Sharing provisions are based on current practice regarding part time teachers. There are some additional issues unique to the Job Sharing concept. Implementation of a Job Sharing program must be cost neutral for the District.

A. Purpose:

The Job Sharing concept is meant as an accommodation for teachers who want part time employment, however, the arrangement must never jeopardize the education of students. It must be an arrangement which has a clear advantage to the education of the students as well as serving the needs of staff.

A Job Share teacher is not allowed to work the remaining day(s) elsewhere. It is meant for those teachers who want part time. Coaching in Grandville would be an acceptable additional employment.

B. Application:

Tenure teachers interested in Job Sharing should submit a request to the Human Resources Office by March 1. They may request to be matched with a partner or may suggest their own partner who must be a tenure teacher already on staff. If partners submit a request together, they must give rationale as to why their plan and partnership is good for student learning. They should also include the specific work schedule and the additional responsibilities. (If a teacher is seeking a partner, a description of the type of teaching and working style of a desirable partner should be submitted.) A meeting with the building principal, Assistant Superintendent of HR and the Job Share partners will be scheduled to discuss the plan. The Director of Special Education will be included if it involves a special education program.

All requests will be considered. Prior to the close of the existing school year, the administration will make the decision based on what is best for the building staff, students, parents, and educational program. Once the decision is made, an agreement will be signed by the principal, Assistant Superintendent, job share partners and GEA president. At that point, the Job Share must be fulfilled. A limited number of Job Shares will be permitted within buildings and in the district.

C. Duration

Once a team for Job Sharing is established through mutual consent of administration and the Job Sharing teachers, the teachers are reduced to part time employment and are not guaranteed full time in the future. Should either party want out, an opening would have to be available in which the teacher is certified and qualified to teach. The assignment must be deemed, by administration, as an appropriate placement. The district will not be put in the position of being forced to find a part time teacher to fill the Job Share assignment. Should another tenure teacher in the district want to assume the part time partnership position, it will be treated the same as a first time establishment of a Job Share. As in current practice, the administration reserves the right of assignment.

The administration reserves the right to end any Job Share arrangement at the close of the school year. The Job Share teachers would be reassigned to available positions. Only the part time FTE would be guaranteed.

If one partner terminates employment with the Grandville Schools, the remaining partner may be assigned back to full time in the position. Through mutual consent, the vacancy could be filled with another part time partner should a suitable partner be available.

D. Responsibility

All responsibilities required of full time teachers will be expected of both Job Share teachers (i.e., attendance at P/T conferences, in-services, staff mtgs., IEP's, dept. mtgs., Open House, etc.) To be cost

neutral, extra compensation will not be given. Job Share partners must check with their building principals to discuss what meetings will be necessary for both to attend. Every effort will be made to minimize dual participation when not needed.

E. Substituting

If one partner is absent (sick, personal day, conference, etc.), the other partner may cover for their partner's absence at the "teaching during the conference rate" or through a mutual agreement and approval from the principal, they may cover the time and "trade off" for a later date when he/she may need time off, too. If the partner teacher is unable to cover or chooses not to, a sub will be hired. As will full time teachers, personal days and conference attendance is contingent on substitute availability. Should a long term absence become necessary, the sub coverage would have to be reevaluated. If the partner teacher took over the long term assignment, he/she will be paid their normal rate of pay. An administrative decision will be made based on the best interest of all parties involved as well as the District needs.

F. Pairing/scheduling

AM/PM elementary Job Share teachers will be considered at a (.5) FTE, however, their day will include a required additional half hour (overlap time) at the noontime for collaboration with each other. If the Job Share is not divided AM/PM, then provision will need to be worked out for regular, ongoing collaboration. In these situations, the FTE's may or may not be equal.

Every effort will be made in the elementary school to balance the specials, although it must be understood that an equal number of minutes per teacher may not be possible due to District scheduling of specials. Furthermore, depending on the lunch time scheduled for this Job Share classroom, the amount of teaching minutes may vary slightly.

Secondary Job Share teachers will be considered at a (.4) and (.6) FTE. A conference time will be prorated.

G. Compensation

Compensation will be determined by each teacher's step and column of the salary schedule, prorated for the amount of time worked. Any teacher who has an FTE of (.5) or greater, moves up one full step. Teachers with an FTE of less than (.5) are prorated at an appropriate sum between two steps.

H. Benefits

All benefits, including leave from duty days, tuition reimbursement, will be pro-rated to match the part time FTE. All provisions in the Teacher Master Agreement (other than these guidelines unique to Job Sharing) will prevail.

I. Seniority

Seniority of Job Share teachers will accrue as Contract currently dictates (date of employment + each year of unbroken service).

J. Evaluation

Parent and student input must be obtained. The Job Share partners are responsible for completing and evaluation by April 1 and sharing results with the building principal.

ARTICLE XXIV
DURATION OF AGREEMENT

25.1 This Agreement shall become effective on September 1, 2011, unless otherwise specified in this Agreement and continue in effect until August 31, 2013. Upon written notice given between February 1, 2015, and June 1, 2015 this Agreement may be renegotiated for future years.

25.1.1 The contract year, for purposes of this Agreement, shall be deemed to be the period between September 1 and August 31.

KENT COUNTY EDUCATION ASSOCIATION

GRANDVILLE BOARD OF EDUCATION

By _____
Local Association President

By _____
President

By _____
KCEA/MEA/NEA President

By _____
Secretary

By _____
Chief Negotiator

By _____
Chief Negotiator

Other members of the Association Bargaining Team are as follows:

Other members of the Board Bargaining Team are as follows:

Dated this _____ day of _____, 2013

SUPPLEMENTARY PROVISION TO SALARY SCHEDULE

A. For longevity purposes, the step on which the teacher was placed when the salary steps were originally adopted will be the determining factor. For those teachers holding a provisional or professional certificate:

- B.
1. In order to move to the 16th step, the teacher must have earned six (6) semester hours of graduate credit in the prior five (5) year period or six (6) semester hours of undergraduate credit in prior five (5) year period in those disciplines in which the teacher is actively teaching. An administrative change in the teacher's teaching assignment shall not adversely affect the teacher's placement on step 16.
 2. An additional six (6) semester hours of graduate credit or undergraduate credit in those disciplines in which the teacher is actively teaching must be earned to move from the 16th step to the 21st step.
 3. An additional six (6) semester hours of graduate credit or undergraduate credit in those disciplines in which the teacher is actively teaching must be earned to move from the 21st to 25th step on the BA schedule and to move from the 21st step to the 26th step on the MA and MA+30.
 4. Continuing Education Credits which are obtained by attending classes outside the teacher's paid working time and for which credits are awarded by the Kent Intermediate School district or which are approved by the District in advance, may be substituted for semester credit hours under subparagraphs 1-3 above at the ratio of three (3) CEU's to one semester credit hour.
 5. Those bargaining unit members that hold a teaching certificate with no expiration date shall not be required to meet the six (6) semester hours needed to move to a new longevity step (steps 16, 21,25,26).

C. Teachers to be employed by the Grandville Public Schools with previous teaching experience may, at the Board's discretion, be given up to seven (7) years credit and placed at the appropriate step (or fraction step) on the salary schedule. The Superintendent may credit up to three (3) additional years of teaching experience in cases where the work experience, in his judgment, is related to the teaching position, providing that the Association and the Board shall be informed of such hiring.

D. Years of prior service in an annexed school shall count as half service in the Grandville system and shall be in addition to the seven (7) years of service elsewhere. (If it is to the teacher's benefit to count service in an annexed school as service elsewhere, this will be permitted.)

E. A fractional year of service in the system shall place a teacher at an appropriate sum between two steps on the salary schedule. When part-time teachers have taught part days every day or at least 50 percent of a full contract for the entire year, the teacher shall move up the salary schedule one step in the same manner as full-time teachers.

F. For those newly employed after date of this contract, allowances for full-time military service of one-half step for one full year or one step for two or more full years of military service may be allowed by the Board on recommendation of the Superintendent.

G. Teachers shall receive their contractual salary in 24 equal payments. Payments will be made on the 8th day of the month and 23rd day of the month. In the event those payment dates falls on a Saturday, Sunday or holiday, payment will be made on the prior business day.

Teachers holding positions that are paid under Schedule B and/or Schedule C shall have the option of being paid either:

1. Semi-monthly as a part of their regular pay (Supplemental salary/number of pay periods during the season or event).
2. 100 percent of supplemental salary paid on the first pay day following the completion of their assignment.

Dual employment employees shall follow the Kent ISD pay schedule options.

H. The salary of any school nurse who lacks a B.A. degree shall be 75% of the B.A. schedule in 1979-80 and 80% thereafter. Fringe benefits will be the same as other members of the bargaining group.

I. Psychologists and social workers will be placed on the appropriate MA+30 step on the salary schedule based on their years of experience. Their hours will be the normal teacher working hours of the building(s) to which they are assigned. A part-time psychologist or social worker requested to work on a day they are not scheduled shall be paid at their regular rate or allowed compensatory time off. They are eligible for the same fringe benefits as other members of the bargaining group.

J. Bargaining unit members with a minimum of fifteen (15) years of service with the district will receive a sick leave severance bonus payment paid upon separation of service for retirement as follows;

- 1st through 50th day = \$12/day
- 51st through 100th day = \$20/day
- 101st through 150th = \$30/day (150 day maximum)

The sick leave severance bonus total will be capped at a maximum payout of \$3,100.

A bargaining unit member will receive either the sick leave severance bonus or 1% of their 2010-11 base salary, whichever amount is greater of the two, upon separation of service from the district.

K The salary schedule for the 2013-14 and 2014-15 school years have been revised.

During the 2013-14 and 2014-15 school years, teachers who are eligible shall receive their step increase.

L. Each teacher shall receive a \$100 off schedule merit payment for the 2013-14 school year and a \$100 off schedule merit payment for the 2014-15 school year upon earning an effective or highly effective performance evaluation rating each year.

M. Thirty (30) percent of any increase in fund balance earned during the 2013-14 fiscal year (as verified by the June 30, 2014 district audited statements – Statement of Revenues, Expenditures and Changes in Fund Balance) shall be distributed to bargaining unit employees in a form and manner mutually agreed upon by the Board and the Association. That distribution will occur on or near December 1, 2014 for the 2013-14 school year. The total amount to be distributed for 2013-14 is capped at an equivalent of 2.5 percent of the amount paid to bargaining unit members of Schedule A. This will be considered an off-schedule bonus payment.

Similarly, thirty (30) percent of any increase in fund balance earned during the 2014-15 fiscal year (as verified by the June 30, 2015 district audited statements – Statement of Revenues, Expenditures and Changes in Fund Balance) shall be distributed to bargaining unit employees in a form and manner mutually agreed upon by the Board and the Association. That distribution will occur on or near December 1, 2015 for the 2014-15 school year. The total amount to be distributed in 2014-15 is capped at an equivalent of 2.5 percent of the amount paid to bargaining unit members on Schedule A. This will be considered an off-schedule bonus payment.

N. Effective 2013-14, bargaining unit members may only exit columns 2 of the 2012-13 Schedule A. In other words, no bargaining unit members may enter the BA+20 column of Schedule A. Bargaining unit members already in that "lane" of compensation (column 2) shall be held harmless and may remain in that column. Bargaining unit members in column 2 – the BA+20 lane – may exit, but there will be no new entries into that column.

O. Effective 2014-15 school year, bargaining unit members may only exit column 4 of the 2012-13 Schedule A. In other words, no bargaining unit members may enter the MA+15 column of Schedule A effective the 2014-15 school year. Bargaining unit members already in that "lane" of compensation (column 4) shall be held harmless and may remain in that column. Bargaining unit members in column 4 – the MA+15 lane – may exit, but there will be no new entries into that column.

P. In the event a substitute teacher is not available and a teacher instructs their class and a second class, the bargaining unit member will receive the Schedule C – Teaching as a sub during conference hour rate.

Q. For the 2013-14 and 2014-15 school year, bargaining unit members in grades kindergarten through 3rd grade will receive up to three (3) hours of compensation at \$30.49 per hour for assessment/records work payable in June.

EDUCATION CREDIT AND PAYMENT

A. Movement to column 3 (MA) shall occur when the teacher earns a Master's degree or after having earned a Bachelor degree plus thirty (30) semester hours, of graduate, undergraduate, or continuing education credits (CEU) at the ratio of three (3) CEU's to one semester credit hour, any course(s) that applies to or would enhance the teacher's assignment and is approved in advance by the Superintendent or his/her designee. Appropriate transcripts must be furnished by the teacher and the teacher must have one or more years of experience in this system and regular certification in the grades or subjects taught.

B. 1. For the 2013-14 school year only, movement to column 4 (MA+15) shall occur when, after having earned a Master's degree, a teacher earns 15 additional hours of 1) graduate credit 2) or any graduate education course, or 3) any course that applies to the teachers assignment and was approved by the Superintendent or his/her designee. Appropriate transcripts must be furnished by the teacher and the teacher must have one or more years of experience in this system and regular certification in the grades or subjects taught.

2. Movement to the MA+30 column shall occur when, after having earned a Master's degree, a teacher earns 30 additional hours of 1) graduate credit that applies to the teacher's assignment or any graduate education course that applies to the teacher's assignment and was approved by the Superintendent or his/her designee. Appropriate transcripts must be furnished by the teacher and the teacher must have one or more years of experience in this system and regular certification in the grades or subjects taught.

3. An administrative change in the teacher's assignment shall not adversely affect the teacher's placement in column 4 and 5 of the 2012-13 Schedule A.

4. Certified Continuing Education Units (CEU's) related to the teacher's assignment or the teaching profession may be substituted for semester hours as outlined in B.1. above at the rate of three (3) CEU's for every one (1) semester hour of credit. The criteria for acceptance of CEU credits for movement to columns 4 and 5 are the same criteria as that used for longevity movement.

C. The same provision regarding institutions where such credit may be earned applies as is applied by the State of Michigan with respect to certification credit, except by special advance approval of the Superintendent.

D. Credit earned under fellowship, institute, or scholarship grant is paid for on the same basis as other credit on the salary schedule.

E. Teachers qualifying for educational credit payments shall make written application therefore when furnishing required transcripts or certification.

2013-14 SCHEDULE A

Step	BA	BA +30/MA	MA +15	MA +30
1	39,344	43,468	44,936	48,080
2	39,644	43,768	45,236	48,380
3	41,106	45,481	47,003	50,147
4	43,049	47,202	48,969	52,111
5	45,015	49,876	51,064	54,080
6	46,994	52,150	53,340	56,525
7	49,087	54,524	55,824	59,039
8	51,838	56,936	58,293	61,554
9	53,939	59,759	61,186	64,375
10	56,696	62,712	64,270	67,170
11	58,908	65,704	67,275	69,868
12	61,537	68,435	70,071	72,913
13	61,537	70,318	71,954	74,802
14	61,537	70,318	71,954	74,802
15	61,537	70,318	71,954	74,802
16	61,537	70,318	71,954	74,802
17	61,537	72,179	73,961	78,008
18	61,537	72,179	73,961	78,008
19	61,537	72,179	73,961	78,008
20	61,537	72,179	73,961	78,008
21	61,537	72,179	73,961	78,008
22	61,537	74,763	76,509	80,083
23	61,537	74,763	76,509	80,083
24	61,537	74,763	76,509	80,083
25	61,537	74,763	76,509	80,083
26	61,537	74,763	76,509	80,083
27	61,537	76,504	78,543	81,585
28	61,537	76,504	78,543	81,585
29	61,537	76,504	78,543	81,585
30	61,537	76,504	78,543	81,585

**63408

**Current BA + 20 members grandfathered, Only exit from BA + 20 allowed!

**30+		78,276	80,540	83,659
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**Current Step 29 & 30 members grandfathered at rate above

2014-15 SCHEDULE A

Step	BA	BA+30/MA	MA +30
1	39,344	43,468	48,080
2	39,644	43,768	48,380
3	39,944	44,068	48,680
4	41,406	45,781	50,447
5	43,349	47,502	52,411
6	45,315	50,176	54,380
7	47,294	52,450	56,825
8	49,387	54,824	59,339
9	52,138	57,236	61,854
10	54,239	60,059	64,675
11	56,996	63,012	67,470
12	59,208	66,004	70,168
13	60,473	68,735	73,213
14	60,473	70,618	75,102
15	60,473	70,618	75,102
16	60,473	70,618	75,102
17	60,473	70,618	75,102
18	60,473	72,479	78,308
19	60,473	72,479	78,308
20	60,473	72,479	78,308
21	60,473	72,479	78,308
22	60,473	72,479	78,308
23	60,473	75,063	80,383
24	60,473	75,063	80,383
25	60,473	75,063	80,383
26	60,473	75,063	80,383
27	60,473	75,063	80,383
28	60,473	76,804	81,885
29	60,473	76,804	81,885
30	60,473	76,804	81,885

**63408

**Current BA + 20 members grandfathered, Only exit from BA + 20 allowed!

**Current MA + 15 members grandfathered, Only exit from MA + 15 allowed!

**30+		78,576	83,959
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**Current Step 29 & 30 members grandfathered at rate above

**Schedule B
2013-14 and 2014-15**

SPORT/POSITION	1	2	3	4	5
FOOTBALL					
Head Coach	5,463	5,802	6,147	6,489	6,828
1st Assistant	3,597	3,825	4,048	4,273	4,498
2nd Assistant	3,597	3,825	4,048	4,273	4,498
3rd Assistant	3,597	3,825	4,048	4,273	4,498
Reserve	3,597	3,825	4,048	4,273	4,498
Reserve Assistant	3,402	3,613	3,821	4,040	4,253
9th Grade Head Coach	3,330	3,538	3,748	3,954	4,162
9th Grade Assistant	3,171	3,370	3,568	3,764	3,962
BASKETBALL					
Head Coach	5,463	5,802	6,147	6,489	6,828
Reserve	3,451	3,670	3,886	4,098	4,314
9th Grade	3,297	3,502	3,709	3,914	4,119
8th Grade Maroon/White (2)	2,560	2,716	2,879	3,033	3,197
7th Grade Maroon/White (2)	2,511	2,667	2,826	2,982	3,138
HOCKEY					
Head Coach	4,622	4,907	5,195	5,475	5,762
Reserve /Assistant	2,906	3,086	3,274	3,451	3,634
SWIMMING					
Head Coach	4,568	4,854	5,140	5,422	5,709
Reserve/Assistant	2,906	3,086	3,274	3,451	3,634
Middle School	2,279	2,419	2,561	2,702	2,844
Middle School Assistant	1,460	1,548	1,642	1,730	1,819
SOFTBALL, BASEBALL					
Head Coach	4,322	4,394	4,652	4,909	5,169
Reserve/Assistant	3,085	3,280	3,492	3,664	3,859
9th Grade	2,651	2,819	2,983	3,148	3,317
TRACK					
Head Coach	4,322	4,394	4,652	4,909	5,169
Reserve/Assistant	3,085	3,280	3,492	3,664	3,859
9th Grade	2,651	2,819	2,983	3,148	3,317
Middle School - Head	2,060	2,190	2,318	2,448	2,574
Middle School Assistant	1,560	1,740	1,844	1,944	2,049
TENNIS					
Head Coach	3,275	3,479	3,682	3,889	4,092
Reserve/Assistant	2,420	2,569	2,720	2,869	3,025
Middle School Coach (2G/1B)	1,825	1,937	2,053	2,168	2,282
CROSS COUNTRY					
Head Coach	3,275	3,479	3,682	3,889	4,092
Middle School Coach	1,825	1,937	2,053	2,168	2,282
GOLF					
Head Coach	3,275	3,479	3,682	3,889	4,092
Reserve/Assistant	2,420	2,569	2,720	2,869	3,025
SOCCER					
Head Coach	3,275	3,479	3,682	3,889	4,092
1st Assistant	1,638	1,738	1,842	1,944	2,048
Reseve/Assistant	2,420	2,569	2,720	2,869	3,025
9th Grade	1,825	1,937	2,053	2,168	2,282
Middle School Coach	1,825	1,937	2,053	2,168	2,282
COMPETITIVE CHEER					
Varsity	3,730	3,960	4,192	4,427	4,659
WRESTLING					
Head Coach	4,750	5,045	5,341	5,639	5,937
Reserve/Assistant	3,167	3,365	3,568	3,764	3,962
Middle School	2,536	2,695	2,856	3,011	3,167

Middle School Assistant	1,696	1,805	1,913	2,019	2,121
VOLLEYBALL					
Head Coach	4,568	4,854	5,140	5,422	5,709
Reserve/Assistant	2,906	3,086	3,274	3,451	3,634
9th Grade	2,513	2,669	2,826	2,983	3,138
8th Grade - Maroon/White (2)	2,279	2,419	2,561	2,702	2,844
7th Grade - Maroon/White (2)	2,279	2,419	2,561	2,702	2,844
WATER POLO					
Head Coach	3,275	3,479	3,682	3,889	4,092
Reserve/Assistant	2,420	2,569	2,720	2,869	3,025
SKIING					
Head Coach	1,873	1,945	2,023	2,100	2,179
CHEERLEADING					
Varsity Football	2,222	2,298	2,376	2,451	2,529
Varsity Basketball	2,222	2,298	2,376	2,451	2,529
Reserve Football	1,722	1,773	1,830	1,880	1,929
Reserve Basketball	1,722	1,773	1,830	1,880	1,929
Freshman Football	1,668	1,717	1,766	1,814	1,863
Freshman Basketball	1,668	1,717	1,766	1,814	1,863
8th Grade Maroon/White (2)	1,219	1,260	1,301	1,342	1,379
7th Grade Maroon/White (2)	1,219	1,260	1,301	1,342	1,379
DANCE TEAM					
Head Coach	1,873	1,945	2,023	2,100	2,179
Reserve/Assistant	1,486	1,541	1,594	1,646	1,695

**Schedule C
2013-14 and 2014-15**

	1	2	3	4	5
CLASS SPONSORSHIP					
9th Grade	740	788	829	878	923
10th Grade	740	788	829	878	923
11th Grade	1,227	1,306	1,383	1,461	1,542
12th Grade	1,344	1,426	1,510	1,595	1,676
INSTRUMENTAL MUSIC					
High School (including band camp)	5,600	5,951	6,301	6,649	7,000
High School Assistant	3,537	3,757	3,980	4,200	4,424
Middle School	2,736	2,970	3,202	3,436	3,667
Middle School Assistant	1,801	1,935	2,071	2,203	2,344
String Instruments	1,921	2,043	2,160	2,283	2,401
String Instruments Assistant	1,280	1,361	1,440	1,521	1,600
Middle School Jazz Band	630	683	736	788	841
Middle School Jazz Band	630	683	736	788	841
Flag Corp.					716
VOCAL MUSIC					
High School	1,942	2,066	2,187	2,308	2,429
Middle School	1,254	1,331	1,405	1,482	1,564
Elem-per teacher per perform (max)	Same number as 2012-13 SY				114
High School DEBATE	1,221	1,295	1,371	1,444	1,517
FORENSICS					1,517
NEWSPAPER - High School					
High School w/o class	1,723	1,832	1,939	2,048	2,153
High School 1 Class/1 Semester	1,296	1,379	1,460	1,542	1,618
High School 1 Class/2 Semesters	869	923	979	1,032	1,087
YEARBOOK					
High School w/o class	2,453	2,608	2,760	2,911	3,070
High School 1Class/1 Semester	1,845	1,961	2,075	2,190	2,307

High School 1 Class/2 Semesters	1,235	1,313	1,390	1,468	1,550
Middle School	591	632	668	711	790
SCIENCE OLYMPIAD					
High School - Head w/o class	1,970	2,076	2,183	2,291	2,397
High School - Head w/class	982	1,036	1,092	1,145	1,201
High School Assts (2)	982	1,036	1,092	1,145	1,201
Middle School - Head w/o class	1,970	2,076	2,183	2,291	2,397
Middle School - Head w/class	982	1,036	1,092	1,145	1,201
Middle School Assts (2)	982	1,036	1,092	1,145	1,201
ELEM ACADEMIC COMPETITION					
Per building, per event					170
INTRAMURALS					
High School-2 Seasons	575	614	647	685	718
Middle School-2 Seasons	575	614	647	685	718
Elementary Buildings - (8)	575	614	647	685	718
STUDENT COUNCIL					
High School	1,791	1,881	1,973	2,065	2,158
Middle School	1,551	1,642	1,732	1,825	1,920
Elementary (Per building)					284
BPA					1,842
QUIZ BOWL					
High School					1,201
NATIONAL HONOR SOCIETY					
High School (2)					505
ELEMENTARY SAFETY PATROL					
Per building					566
OTHER CLUBS					
PLAYS (MAXIMUM 3)					
Fall High School					2,396
Fall High School Tech Asst.					896
Spring High School					2,396
Spring High School Tech Asst.					896
Middle School Director					896
MUSICAL					
High School					2,396
High School Assistant (2)					896
ELECTRATHON RACING w/class					1,201
FIRST ROBOTICS					
High School w/o class	1,972	2,077	2,184	2,289	2,397
High School w/class	982	1,036	1,092	1,145	1,201
VIDEO PRODUCTION					
High School					1,012
DEPARTMENT HEAD - High School					1,721
DEPARTMENT HEAD - Middle School					1,359
NOON LUNCH/GYM					19.95/hour
SUMMER SCHOOL					27.56/hour
DRIVER EDUCATION					29.35/hour
TEACHING AS SUB DURING CONF HOUR					30.49/hour

LEAST RESTRICTIVE ENVIRONMENT

LRE WEIGHTING DOCUMENTATION

Please check any of the following which may aid in the assessment of the need for weighting of

(Student Name)

NUMBER OF
MINUTES
WEEKLY

_____	Retaking of tests
_____	Oral Testing
_____	Individual preparation for test
_____	Special assistance with homework
_____	Assistance in completing assignments
_____	Additional meetings with student
_____	Additional preparation
_____	More one-on-one help
_____	Discipline
_____	Additional forms
_____	Progress reports
_____	Parental contacts
_____	Additional meetings including this student
_____	Other _____
_____	_____
_____	Total Minutes

Teacher's Signature)

(date)

NOTE: Any additional documentation or detail to the above list should be discussed in the staffing meeting. This should save additional paperwork.

LEAST RESTRICTIVE ENVIRONMENT
PLACEMENT WORKSHEET

Name _____ Date _____

YES NO

I. Will the regular education teacher be required to provide additional preparation, individualized instruction, and/or instructional adaptations to the regular education curriculum?

If YES, describe below:

II. Elementary:

_____ FTE Additional FTE as determined by the staffing.

III. Secondary:

List subjects and additional FTE's.

_____ FTE _____
_____ FTE _____
_____ FTE _____
_____ FTE _____
_____ FTE _____
_____ FTE _____

Members' Signatures:

- * Principal _____
- * Regular Education Teacher _____
- * Special Education Representative _____
- Special Education Representative _____
- Special Education Representative _____

*Denotes required members

- Copy 1: Personnel Office
- Copy 2: Building Principal
- Copy 3: Regular Ed Teacher
- Copy 4: Special Ed Representative

Note: This form is on NCR and copies are on file in the principal's office.

In reference to subsection 7.5 of Contractual Agreement between GPS and KCEA.

GRIEVANCE REPORT FORM
GRANDVILLE EDUCATION ASSOCIATION

Grievance # _____

Grandville Public Schools/Kent County Education Association

Name of Grievant	Building	Assignment	Date Filed

Level I (Building Conflict Resolution Team/Supervisor)

A. Date cause of grievance occurred

B. Specific article/law/rule/regulation violated

C. Statement of grievance:

D. Remedy requested:

Signature of Grievant

Date

Signature of Association Representative

Date

E. Date of initial meeting with supervisor:

F. Disposition (Supervisor)

Signature of Supervisor

Date

G. Disposition of Grievant

Signature of Grievant Date

Signature of Association Representative Date

Level II

A. Date of Meeting with the Assistant Superintendent-Human Resources

B. Disposition (management):

Signature of Assistant Superintendent - Human Resources Date

C. Disposition of Grievant

Signature of Grievant Date

Signature of Association Representative Date

D. Date Received by Association Grievance Committee:

E. Disposition of Association Grievance Committee

Signature of Association Representative Date

Level III

A. Date of Meeting with the Superintendent

B. Disposition (management):

Signature of Superintendent

Date

C. Disposition of Grievant

Signature of Grievant

Date

Signature of Association Representative

Date

C. Date Received by Association Grievance Committee:

E. Disposition of Association Grievance Committee

Signature of Association Representative

Date

Level IV

Binding Arbitration

A. Date Appealed to Arbitration _____