

# VESTABURG COMMUNITY SCHOOL

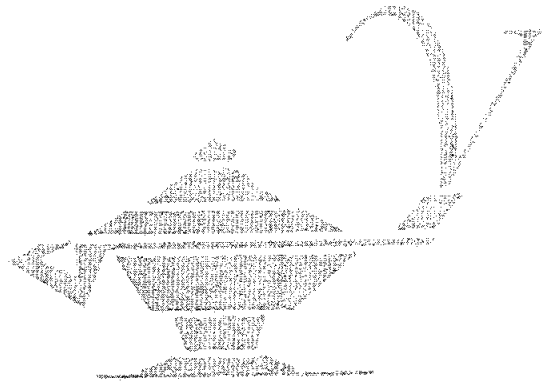
Master Agreement

Between

The Vestaburg Board of Education

and

The Vestaburg Education Association



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VEA MEA  
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July 1, 2007 -- June 30, 2010

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ARTICLE 1

1 THIS AGREEMENT, entered into this July 1, 2007 by and between the Board of  
2 Education of the Vestaburg Community School District, hereinafter called the  
3 "Board" and the Vestaburg Education Association, hereinafter called the  
4 "Association."

5  
6 PREAMBLE

7  
8 WHEREAS, The Board has a statutory obligation, pursuant to the Public  
9 Employment Relations Act, Act 336 of the Public Act of 1947 as amended, to  
10 bargain with the Association as the representative of its teaching personnel with  
11 respect to hours, wages, terms and conditions of employment, and

12  
13 WHEREAS, the parties have reached certain understandings which they desire to  
14 confirm in this Agreement.

15  
16 IN CONSIDERATION of the following mutual covenants, it is hereby agreed as  
17 follows:

18  
19 **ARTICLE 1**

20  
21 **RECOGNITION**

22  
23 The Board hereby recognizes the Vestaburg Education Association, affiliated with  
24 the MEA-NEA, as the exclusive and sole bargaining representative for all  
25 certificated personnel employed by the Board, including: Certified Teachers and  
26 Non-teaching professional personnel such as: Co-op Coordinators, Counselors,  
27 Media Specialist, Social Worker and Speech and Language Impairment Specialist;  
28 **excluding:** Superintendent, Assistant Superintendent, Principals, Assistant  
29 Principals, Business Manager, Director of School and Community Relations,  
30 Director of Vocational Education, Substitute Teachers, supervisors, and part-time  
31 administrators within the meaning of the Public Employment Relations Act. The  
32 term teacher, when used hereafter in this Agreement, shall refer to all employees  
33 represented by the Vestaburg Education Association in the bargaining unit as  
34 above defined.

35  
36 The Board agrees not to negotiate with any teachers' organization other than the  
37 Vestaburg Education Association for the duration of this Agreement.  
38

ARTICLE 2

NO STRIKES

1  
2  
3  
4  
5 The Association recognizes that strikes (as defined by Section I of Public Act 336  
6 of 1947, as amended, of Michigan) by teachers are contrary to law and public  
7 policy. The Board and the association subscribe to the principle that differences  
8 shall be resolved by appropriate and peaceful means in keeping with the high  
9 standards of the profession, without interruption of the school program.  
10 Accordingly, the Association agrees during the term of this Agreement it shall not  
11 direct, instigate, participate in, encourage or support any strike against the Board  
12 by any teacher or group of teachers.  
13  
14

ARTICLE 3

ASSOCIATION DUES, SERVICE FEES AND PAYROLL DEDUCTIONS

A. 1. The Board of Education agrees to deduct from the teachers' salaries, dues for the Vestaburg Education Association, Michigan Education Association, National Education Association, MEA-PAC, NEA-PAC, MEA-R, amounts deposited to the Montcalm Public Employees Credit Union, Isabella County Credit Union, annuities\*, and Blue Cross/Blue Shield or MESSA insurance, with the carrier being left up to the discretion of the employee during the twelve (12) months of September through August. Changes may be made during the months of September, January, and June. Payments will be made the first pay of the following months.

a. \*A maximum of eight (8) companies on record in the Superintendent's Office.

2. The Vestaburg Education Association, Michigan Education Association, and National Education Association dues shall be deducted in ten (10) equal monthly installments, September through June.

B. This section of Article III shall be applicable as a condition of continued employment to all teachers except those who fall within all of the following conditions:

-- Teachers who were recognized as part of the bargaining unit in 1984-85

-- Teachers who were not members of the Vestaburg Education Association (VEA) in 1984-85

-- Teachers who have not since voluntarily joined the VEA since 1984-85

1. Each bargaining unit member shall, as a condition of employment, (1) on or before thirty (30) days from the first day of active employment join the Association or (2) pay a Service Fee to the Association, pursuant to the Association's "Policy Regarding Objections to Political-Ideological Expenditures" and the Administrative Procedures adopted pursuant to that policy. The Service Fee shall not exceed the amount of Association dues collected from Association members.

ARTICLE 4

- 1           2.    In the event that the bargaining unit member shall not pay such  
2           Service Fee directly to the Association, or authorize payment through  
3           payroll deduction, the employer shall, pursuant to MCLA 408.477;  
4           MSA 17.277 (7) and at the written request of the Association, deduct  
5           the Service Fee from the bargaining unit member's wages and remit  
6           same to the Association.  
7  
8           3.    Pursuant to Chicago Teachers Union v. Hudson, 106 S Ct 1066  
9           (1986), the Union has established a "Policy Regarding Objections to  
10          Political-Ideological Expenditures." That Policy, and the  
11          administrative procedures (including the time-table for payment)  
12          pursuant thereto, apply only to non-union bargaining unit members.  
13          The remedies set forth in that Policy shall be exclusive, and unless  
14          and until such procedures, including any administrative or judicial  
15          review there, shall have been availed of and exhausted, no dispute,  
16          claim or complaint by an objecting bargaining unit member  
17          concerning the application and interpretation of this Article shall be  
18          subject to the grievance procedure set forth in this Agreement, or any  
19          other administrative or judicial procedure. The Michigan Education  
20          Association shall provide to all non-members copies of the  
21          Association's Policy and Procedures.  
22  
23          4.    The Association agrees to assume the legal defense of any suit or  
24          action brought against the Board regarding this Article of the  
25          collective agreement. The Association further agrees to indemnify the  
26          Board for any costs or damages which may be assessed against the  
27          Board as the result of said suit or action.  
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ARTICLE 4

NEGOTIATIONS PROCEDURE

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5 A. If either party desires to negotiate a new contract, it shall notify the other party  
6 in writing no less than ninety (90) days prior to the current contract expiration  
7 date.  
8  
9 B. Upon notification, the parties will establish a mutually agreeable date, prior to  
10 June 15, to meet and begin negotiations.  
11  
12 C. Both parties shall have the right to select the members of their  
13 negotiation/bargaining teams. It is understood and agreed that both  
14 negotiating/bargaining teams shall come to the table with full powers and  
15 authority to make proposals, consider proposals and enter into concessions and  
16 compromises, subject only to the final ratification of the contract by the Board  
17 of Education and the members of the Association.  
18



ARTICLE 5

PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

1  
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4  
5 A. The Board intends to employ the best-qualified persons available as teachers in  
6 its school system.

7  
8 B. Since pupils are entitled to be taught by teachers who are working within their  
9 area of competence, teacher shall not be assigned outside the scope of their  
10 teaching certificates (for those assignments requiring a teacher certificate) and  
11 their qualifications. The parties recognize that, in specified circumstances, the  
12 Revised School Code enables the Board to hire and retain non-certificated  
13 professionals for specified assignments.

14 In addition to possessing the required certification for an assignment as  
15 specified

16 above, teachers must be qualified to be appointed to or retain an assignment.

17 For

18 purposes of this Agreement, the term "qualified" shall mean:

- 19 1. holding a major or minor appropriate to the subject areas or  
20 grades of assignment; and  
21 2. meeting all applicable standards for a highly qualified teacher  
22 under the *No Child Left Behind Act of 2001*, including the

23 NCLB

24 Final Regulations, 34CFR200.55-200.56.

25 3. meeting all professional staff qualifications criteria  
26 established

27 by the North Central Association.

28 No provisions of this agreement shall be construed or applied to prevent the  
29 Board

30 from taking required actions to implement the NCLB. The parties declare their  
31 intent and apply this agreement to ensure full implementation of all NCLB  
32 regulations.

33  
34 C. All 7-12 teachers shall be given written notice of their schedules and all K-6  
35 teachers shall be given written notice of their assignments for the forthcoming  
36 year as soon as practicable. In the event that changes in such schedules or  
37 assignments are proposed, all teachers affected shall be promptly notified and  
38 changes discussed. In no event will changes in teachers' schedules or  
39 assignments be made later than the 15th day of August preceding the  
40 commencement of the school year, unless an emergency situation requires

ARTICLE 5

1 same, and the Association be so notified in each instance.  
2

3 D. All vacated or newly-created position, including coaching and extra-curricular,  
4 shall be posted as they occur in order to provide present personnel bidding  
5 rights. During the school year, notification shall be posted in both elementary  
6 and secondary teacher lounges. During times when school is not in session, the  
7 Board will notify the Association President and Secretary. In curricular  
8 positions, when the board deems that qualifications are equal, the applicant with  
9 the most seniority shall be selected.  
10

ARTICLE 6

BEHAVIOR AND DISCIPLINARY PROCEDURES

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5 A. Teachers are expected to comply with rules, regulations, and directions adopted  
6 by the Board, which are not inconsistent with the provisions of this Agreement.  
7  
8 B. The Association recognizes that abuses of sick leave or other leaves, chronic  
9 tardiness or absence, willful deficiencies in professional performance, or other  
10 violations of discipline by a teacher reflect adversely upon the teaching  
11 profession and creates undesirable conditions in the school building. The  
12 Association will use its best efforts to correct breaches of professional behavior.  
13  
14 C. No probationary teacher shall be subjected to disciplinary sanctions for reasons,  
15 which are arbitrary or capricious. 'Disciplinary sanctions' shall include  
16 reprimands, suspensions with pay, and suspensions without pay, discharge and  
17 non-renewal of contract.  
18  
19 D. Before any meeting is called from which disciplinary action may result, the  
20 teacher shall be notified and shall be entitled to have present a representative of  
21 the Association. If an Association representative is requested to be present, no  
22 longer than two (2) days may lapse before such meeting is held.  
23  
24 E. Whenever the administrator reduces the result of a reprimand, or disciplinary  
25 action for any infraction of discipline, or delinquency in professional  
26 performance to writing, the findings and decisions of the administrator shall be  
27 filed, in writing, in the teacher's personnel file and a copy thereof given to the  
28 teacher.  
29  
30 F. No tenured teacher shall be disciplined without just cause.  
31

ARTICLE 7

PROFESSIONAL IMPROVEMENT

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2  
3  
4  
5 The Board of Education or their designee shall approve any attendance of teachers  
6 to conferences. Visitations to other schools and programs shall be considered a  
7 conference. If approved, the Board will reimburse expenses for such conferences.  
8 Provided, however, that in the event that the teacher(s) approved to attend a  
9 conference at Board expense shall fail to attend such conference, all expenses  
10 incurred by the Board which cannot be recovered from the organization sponsoring  
11 the conference shall be charged as a set-off against the teacher(s) salary, except,  
12 that the Superintendent of Schools may in his sole discretion waive such set-off if  
13 the teacher(s) present satisfactory evidence of a compelling reason why he/she  
14 could not attend (or timely cancel so that the full expenses of the conference could  
15 be recovered).  
16

ARTICLE 8

ASSOCIATION AND TEACHER RESPONSIBILITIES

- 1  
2  
3  
4  
5 A. Teachers are responsible for maintaining a continuous high level of professional  
6 proficiency, to plan adequately and made conscientious efforts to meet, if  
7 necessary, with children, parents and/or administrators.  
8  
9 B. Teachers must recognize that their responsibility to students and their  
10 profession may require the performance of duties that involve the expenditure  
11 of time beyond the normal working day.  
12  
13 C. No teacher on continuing tenure shall discontinue service with the Board except  
14 by mutual consent, without giving a written notice to said Board at least sixty  
15 (60) days before September 1 of the ensuing school year. Any teacher  
16 discontinuing services in any other manner than as provided in this section shall  
17 forfeit, in accordance with Act, the rights to continuing tenure previously  
18 acquired under the Tenure Act.  
19  
20 D. Duly authorized officials of the association shall report their presence in a  
21 building to the building principal or designee before their conference with any  
22 teacher.  
23  
24 E. All Association materials intended for distribution or display on any property  
25 under the management of the Board shall be identified as Association material  
26 before display or distribution.  
27  
28 F. Teachers unavailable for work have the following two (2) responsibilities:  
29  
30 1. Teachers must call their principal before 6:15 a.m. to report unavailability  
31 for work. Each teacher shall at the time of reporting the absence state the  
32 type of leave being taken and the anticipated length of absence.  
33  
34 2. Teachers absent due to illness shall call their building prior to student  
35 dismissal whenever possible to indicate their availability for work the next  
36 day.  
37

ARTICLE 9

ASSOCIATION AND TEACHER RIGHTS

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4  
5 A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby  
6 agrees that every teacher shall have the right to freely organize, join and support  
7 the Association for the purpose of engaging in collective bargaining and other  
8 lawful concerted activities for mutual aid and protection. As a duly-elected  
9 body exercising governmental power under color of law of the State of  
10 Michigan, the Board undertakes and agrees that it will not directly or indirectly  
11 encourage, discourage, or deprive or coerce any teacher in the enjoyment of any  
12 rights conferred by the Act or other laws of Michigan and the United States;  
13 that it will not discriminate against any teacher with respect to hours, wages, or  
14 any terms or conditions of employment by reason of his/her membership in the  
15 association, his/her participation in any activities of the Association or  
16 collective professional negotiations with the Board, or his/her institution of any  
17 grievance under this Agreement or otherwise with respect to any term or  
18 conditions of employment.

19  
20 B. Nothing contained herein shall be construed to deny or restrict any teacher  
21 rights he/she may have under Michigan General school Laws, or the  
22 Constitutions of the United States and the State of Michigan, or other applicable  
23 laws and regulations.

24  
25 C. The Association shall have the right to post notices of its activities and matter  
26 of Association concern on lounge bulletin boards in the various school  
27 buildings. The Association may use the district mail service and teacher  
28 mailboxes for communication to teachers. No teacher shall be prevented from  
29 wearing insignia, pins or other identification of membership in the association,  
30 either on or off school premises.

31  
32 D. The Board shall make available to the Association for inspection all public  
33 records of the Vestaburg School system. The requests for such information  
34 should be in writing stating specifically the information desired. This is not to  
35 imply that oral requests will be denied. Official records will be made available  
36 at the Office of the Superintendent and will not be removed from the  
37 Superintendent's Office. These records will be available between 7:30 AM and  
38 4:00 PM, Monday through Friday. Upon reasonable written request, the Board  
39 shall furnish copies of financial information to the association. The VEA shall  
40 reimburse the Board for all reasonable expenses incurred in providing this

1 information.  
2  
3

4 E. Teachers shall be entitled to full rights of citizenship as to their private and  
5 personal lives. No religious or political activities of any teacher or the lack  
6 thereof shall be grounds for any discipline or discrimination with respect to the  
7 professional employment of such teacher except when the same shall interfere  
8 with effective teaching or bring discredit upon the Vestaburg Community  
9 Schools.  
10

11 F. The provisions of this Agreement and the wages, hours, terms and conditions of  
12 employment shall be applied in a manner which is not discriminatory and  
13 without regard to race, creed, religion, color, national origin, age, sex, marital  
14 status, height, weight, or handicap.  
15

16 G. The Association shall have the right to use the school building facilities, and  
17 equipment, including all of those available for teacher use, at reasonable times  
18 and intervals for Association meetings before or after regular class hours. Other  
19 duplicating equipment and calculating machines may be used with permission  
20 of the administration. The Board of Education reserves the right to regulate  
21 before and after-hours use of buildings, and in no case are association meetings  
22 to interfere with other regularly scheduled activities. The Association shall pay  
23 for the cost of all materials and supplies incident to such use.  
24

**ARTICLE 10**

**BOARD RIGHTS**

1  
2  
3  
4  
5 A. Nothing contained herein shall be considered to deny or restrict the Board of its  
6 rights, responsibilities, and authority under the laws of the State of Michigan  
7 and of the Federal Government of the United States. Except as stated by this  
8 Agreement, all the rights, powers, and authority the board had prior to the  
9 Board retains this Agreement.

10  
11 B. It is expressly agreed that all rights which ordinarily vest in and have been  
12 exercised by the Board, except those which are relinquished herein by the  
13 Board, shall continue to vest exclusively in and be exercised exclusively by the  
14 Board without prior negotiations with the Association either as to the taking of  
15 action under such rights or with respect to the consequence of such action  
16 during the term of this Agreement. Such rights shall include, by way of  
17 illustration and not by way of limitation, the right to:

- 18  
19 1. Manage and control its business, its equipment, and its operations and the  
20 affairs of the Board.  
21  
22 2. Continue its rights, policies, and practices of assignment and direction of its  
23 personnel and scheduling.  
24  
25 3. Direct the working forces, including the right to hire, promote, transfer and  
26 determine the size of the work force.  
27  
28 4. Determine the services, supplies and equipment necessary to continue its  
29 operations.  
30  
31 5. Adopt rules and regulations.  
32  
33 6. Determine the qualifications of employees.  
34  
35 7. Determine the number and location or relocation of its facilities, including  
36 the establishment or relocation of new school, buildings, departments and  
37 the relocation or closing of offices, departments, buildings or other facilities.  
38  
39 8. Determine the financial policies, including all accounting procedures.  
40



ARTICLE 10

1 C. The exercise of the foregoing powers, rights, authority, duties and  
2 responsibilities by the Board, the adoption of policies rules, regulations, and  
3 practices in furtherance thereof, and the use of judgment and discretion in  
4 connection therewith shall be limited only by the terms of this Agreement and  
5 then only to the extent such terms thereof are in conformance with the laws of  
6 the State of Michigan and the laws of the United States.  
7

ARTICLE 11

TEACHER EVALUATION

1  
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4  
5 “Routine Evaluation” shall only contain the following: Teacher’s name, years of  
6 service, position(s) held, whether overall performance is satisfactory, needs  
7 improvement or unsatisfactory and the signature of the evaluator and evaluate. In  
8 evaluating the work of the teacher, the Board agrees to the following:  
9

10 A. All monitoring or observation of work performance of a teacher shall be  
11 conducted openly and with full knowledge of the teacher.  
12

13 B. Each teacher shall have the right, upon request, to review the contents of his/her  
14 own personal files maintained at the individual school or at the individual  
15 school or at the central personnel office. A witness or advisor of the teacher’s  
16 choice may, at the teacher’s request, accompany said teacher in this review.  
17 Each teacher’s personal file shall contain the following minimum of  
18 information — all teacher evaluation reports, letters of commendation, annual  
19 tuberculosis report and required medical information, official transcript of  
20 academic records, tenure recommendation, record of voluntary extra-curricular  
21 activities, copies of annual contracts, teacher certificate, record of Sick Leave  
22 and Personal Leave updated at the end of each semester.  
23

24 C. Each teacher shall receive a copy of his/her evaluations by Vestaburg’s  
25 administrators, commendations, and complaints directed toward the teacher and  
26 a copy shall be included in the personal file.  
27

28 D. The teaching performance of non-tenure teachers will be evaluated in writing  
29 two (2) times each year, once by the end of the first semester and once by May  
30 1. Prior to October 30 and March 30, the Principal in charge will hold a  
31 meeting with the non-tenure teacher to discuss his/her teaching performance. A  
32 formal written evaluation need not be conducted or concluded by October 30  
33 and March 30. The Principal or his/her designee will hold a conference with  
34 the non-tenure teacher within ten (10) days upon completion of his/her  
35 observations. A copy of the written evaluation shall be submitted to the  
36 teacher at the time of such conference and the teacher shall have the opportunity  
37 to review the evaluation report and add his/her comments.  
38  
39  
40

ARTICLE 12

1 E. The teaching performance of tenured teachers will be observed and an  
2 evaluation prepared at least once every three (3) years. The Principal or his/her  
3 designee will hold a conference with tenured teacher within ten (10) days of  
4 completion of his/her observations(s). This conference must be held prior to  
5 April 15. A copy of the written evaluation shall be submitted to the teacher at  
6 the time of such conference and teacher shall have the opportunity to review the  
7 evaluation report and add his/her comments.

8  
9 F. At the beginning of each school year all teachers will be given a copy of the  
10 current teacher evaluation form. If during the course of the school year the  
11 form is changed, all teachers will receive a new form immediately.

12  
13 G. A complaint regarding a teacher made to the Administration by any parent,  
14 student or other person who is considered in evaluating said teacher's  
15 performance would be called to his or her attention with two (2) weeks of  
16 receipt of said complaint.

ARTICLE 12

TEACHING CONDITIONS

1  
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3  
4  
5 A. The Board will provide room and time for consultations and preparation for  
6 teachers. All teachers shall be scheduled an amount of preparation time that  
7 is as equal as possible. Preparation time will total no less than 250 minutes  
8 per week. No block of time less than 10 minutes will count toward the  
9 weekly minimum of 250 minutes. The minimum weekly minutes may not  
10 be met during shortened weeks due to shortened days, occasional  
11 assemblies, testing, professional development or emergencies.  
12

13 B. The administration will attempt to secure outside substitutes when  
14 necessary. In cases where the services of a substitute cannot be procured, or  
15 in cases of emergency, a teacher or non-teaching professional may be  
16 required to substitute in another teacher's classroom during his/her planning  
17 period. This shall be done on a rotation basis. In the event an elementary  
18 art, music, or physical education teacher is absent and no substitute is  
19 provided, the classroom teachers involved must be notified prior to the class  
20 and required to cover that class period. (See Article 17, D. regarding  
21 compensation for subbing on preparation period.)  
22

23 C. Scheduled hours of student instruction which are not held because of  
24 conditions not within the control of school authorities such as inclement  
25 weather, fires, epidemics, mechanical breakdowns, or health conditions as  
26 defined by the city, county or state health authorities, may be rescheduled  
27 only at the end of the school year by the Board of Education to insure that  
28 there are a minimum of one thousand ninety-eight (1098) hours of student  
29 instruction or hours as required by the department of Education. Teachers  
30 will receive their regular pay for days, which are canceled, but shall work on  
31 any rescheduled days with no additional compensation.  
32

33 When schools are closed due to impracticable driving conditions, teachers  
34 shall not be required to report or suffer loss of salary for until the district  
35 falls below the 1068 hours of student instruction or minimum hours required  
36 by the State Department of Education. If, after we fail to meet the required  
37 number of hours, it becomes necessary that school be made up, both students  
38 and teachers with the possible exception of seniors will report, and there will  
39 still be the scheduled work time at the end of the school year for teachers.  
40

1 D. All teachers shall have at least a 28-minute duty-free lunch period.

2  
3 E. Duty day

4  
5 1. The Board shall have the right to establish the daily duty day for staff and  
6 the daily schedule for student instruction (including length of, and the daily  
7 starting and ending times for, both the staff duty day and the student  
8 instruction day), and may in its discretion from time to time modify same as  
9 deemed necessary by the board to best serve the educational interests of  
10 students. Provided, however, that the length of the daily duty day for staff  
11 and the student instruction day shall not exceed the levels set forth below  
12 unless the board shall determine such increase to be necessary in order for  
13 the school district to meet legal criteria required to receive full state aid  
14 funding:

15  
16 A) Daily duty day for staff: 7 hours 20 minutes

17 B) Student attendance day: 7 (M.S. & H.S.), 7 hours 5 minutes (Elem.)

18  
19 2. The Board shall have the right to establish the instructional format for  
20 presentation of instruction at any grade level(s) in order to better accomplish  
21 the educational/curricular goals of the school district, and may in its  
22 discretion from time to time modify same as deemed necessary by the Board  
23 to best serve the educational interests of students. Alternative instructional  
24 formats, which may be implemented, shall include, but not be limited to,  
25 'block schedules,' 'seven period' student day and/or such other format(s) as  
26 the Board and Association mutually agrees upon.

27  
28 F. On Fridays, and days preceding holidays, the teacher may leave after buses  
29 have gone.

30  
31 G. Teachers should plan to make themselves available twice a month for a  
32 period not to exceed sixty (60) minutes for teachers' meetings. All teachers  
33 are to be present except teachers participating in interscholastic competition  
34 or performance. Teachers shall be notified at least two (2) school days prior  
35 to the date of the meeting.

36  
37 H. Duty year

38  
39 1. The Board shall have the right to establish the number of duty days in  
40 the annual duty year for staff, and may in its discretion from time to time

1 modify same as deemed necessary by the Board to best serve the  
2 educational interests of students. Provided, however, that the number of  
3 student instruction days per duty year shall be no less than the level set  
4 forth below unless the board shall determine such increase to be  
5 necessary in order of the school district to receive full state aid funding:  
6

7  
8 a. 1098 hours of student instruction, or

9  
10 b. hours as required by the Department of Education  
11

12 2. The specific dates of all relevant activities during each school year  
13 shall be as established in the negotiated calendar as set forth in "Schedule  
14 C" of this agreement (subject to any additional days added by the Board  
15 pursuant to article 12.H.1 above).  
16

17 3. Any increase in the number of student instruction days added to the  
18 staff duty year pursuant to article 12.H.1 above, shall be no more than the  
19 minimum number of days necessary for the school district to receive full  
20 state aid.  
21

22 4. Teachers may be required to attend two one-half day or one full day in  
23 service programs that may be scheduled the week before school begins in  
24 August. Teachers shall be paid \$75.00 for full day and \$40.00 for one-  
25 half day attendance at these programs. Teachers shall be notified at least  
26 six months in advance of their required attendance. The Superintendent  
27 at his/her discretion may make attendance requirement exceptions.  
28

29 I. During contracted hours, the teachers must receive permission to leave  
30 school grounds from their respective building Principal or his/her designated  
31 representative.  
32

33 J. The Board will continue to provide assistance to elementary teachers in the  
34 form of aides provided funds are available.  
35

36 K. Reasonable attempts will be made by the administration to balance the size  
37 of the classes. Classes will be as small as is possible to meet the educational  
38 needs of the students. If either the Association or the Board believes that the  
39 class sizes are unreasonably large, then both parties will meet and mutually  
40 agree to a solution.

**ARTICLE 13**

**STUDENT DISCIPLINE AND TEACHER PROTECTION**

1  
2  
3  
4  
5 A. Good order and discipline are necessary for effective teaching. While each  
6 teacher is responsible for maintaining such an atmosphere in each of his/her  
7 classes, the Board recognizes that, through its administration, it must support its  
8 teachers in taking all reasonable actions to maintain proper classroom order,  
9 and it agrees to do so.

10  
11 1. It is recognized that incorporating remedial and/or special education students  
12 into the regular classroom is educationally sound. Regular classroom  
13 teachers will receive such additional support from special education teachers  
14 or specialists as the building administrator shall in his/her discretion decide  
15 are appropriate and necessary. The teacher shall not be charged with the  
16 responsibility for psychotherapy.

17  
18 B. It is recognized that well-taught classes and constructively applied methods or  
19 preventive discipline minimize discipline problems. Discipline of students by  
20 teachers shall be in accordance with Michigan law and any applicable Board  
21 policies and/or administrative directives.

22  
23 C. A teacher may exclude a pupil from his/her class for up to one hour when the  
24 grossness of the offense, the persistence of the misbehavior or the disruptive  
25 effect of the violation makes the continued presence of the student in the  
26 classroom intolerable. A meeting will be held between the administrator in  
27 charge and the teacher, if the teacher or administrator request such a meeting in  
28 order to work out a solution before the student can be returned to class.

29  
30 D. Any case of assault upon a teacher shall be promptly reported to the building  
31 administrator. If the Board/Administration in its discretion determines that the  
32 teacher's conduct in such an incident was appropriate and in compliance with  
33 all applicable statutes, policies and directives: (1) the Board shall provide legal  
34 counsel to advise the teacher of his/her rights and obligations regarding the  
35 criminal aspects of the assault and (2) the Board shall render reasonable  
36 assistance to the teacher in conjunction with the handling of the criminal  
37 charges by law enforcement and judicial authorities. (3) time lost by a teacher  
38 for consultation or court appearances in connection with any incident  
39 mentioned in D above shall not be charged against the teacher's sick leave.  
40

ARTICLE 13

1 E. Any teacher who is absent because of an injury suffered from a physical assault  
2 and/or battery as a result of employment related activity, shall receive from the  
3 Board the difference between the teacher's weekly income and the amounts to  
4 which the teacher is entitled under provisions of the Worker's Compensation  
5 laws for a period up to ten work weeks. Beyond 10 work weeks such payments  
6 would be charged against compensable leave on a prorated basis computed on  
7 the relationships of the differential pay to the teacher's regular weekly pay until  
8 the compensable leave is exhausted.

9  
10 F. If a teacher is injured while in the line of duty, medical, surgical and hospital  
11 care will be furnished in accordance with the Worker's Compensation laws.

12  
13 G. Any complaint by a parent or a student directed toward a teacher shall be called  
14 to the teacher's attention by the administration before either (1) any judgment is  
15 made or (2) disciplinary action taken against involving such teacher based  
16 thereon.



ARTICLE 14

REDUCTION IN PERSONNEL –  
ANNEXATION & CONSOLIDATION OF DISTRICT

1  
2  
3  
4  
5  
6 A. To the full extent permitted by law, this Agreement shall be binding upon the  
7 Board and its successor personnel and upon any school district into which or  
8 with which this district shall be merged or combined.  
9

10 B. In the event this district shall be combined with one or more districts, the Board  
11 will use its best efforts to assure the continued employment of its teachers in  
12 such consolidated district.  
13

14 C. Seniority shall be defined as length of continuous employment within the  
15 teaching unit of the Vestaburg Community Schools as of the teacher's first day  
16 or work. Where one or more teachers have the same seniority date, their  
17 placement on the seniority list shall be determined by a lottery conducted in the  
18 presence of the affected teachers and Association President.  
19

20 For administrators currently employed by the school district, seniority is  
21 defined as the length of continuous employment within the bargaining unit  
22 whether or not such employment has been within the bargaining unit plus only  
23 such employment beyond July 1, 1983 as is within the bargaining unit.  
24

25 A teacher shall lose all seniority rights if he/she retires, resigns, or is discharged  
26 for just cause.  
27

28 D. The word "qualified" shall be referred to in Article 5 Certification and  
29 Qualifications:  
30

31 E In the event of a layoff, the following procedure will be followed:  
32

33 1. Probationary teachers will be laid off first unless a tenure teacher is not  
34 qualified in any of the remaining subject fields. The following order will be  
35 used:  
36

37 a. Certification. Not only must teachers hold valid teachers certificates, but  
38 they must be qualified in the subject fields they are teaching  
39  
40

1 b. Competency as determined by administrative evaluation of probationary  
2 personnel.

3  
4 c. Seniority.

5  
6 1. When all probationary teachers (with exception of qualified one kept) have  
7 been laid off, tenure teachers shall be laid off by the following procedure:

8  
9 A. Certification. Not only must teachers hold valid teachers certificates,  
10 but also they must be qualified in the subject field they are teaching.

11  
12 B. Seniority.

13  
14 C. Competency as determined by administrative evaluation of tenure  
15 personnel.

16  
17 D. Physical fitness.

18  
19 E. Absentee rate.

20  
21 F. Teachers on layoff shall be recalled in inverse order of their layoff to any  
22 position which becomes vacant and for which he/she is certified and qualified.  
23 The district shall employ no new teachers, except in an emergency and on a  
24 temporary basis, while there are any teachers of the district on layoff who have  
25 the certification and qualifications to fill the vacancy.

26  
27 G. The Board shall give written notice of recall from layoff by sending a registered  
28 or certified letter to said teacher at his/her last known address. This notice may  
29 be delivered to the teacher personally instead of by registered or certified mail.

30  
31 H. A teacher's failure to respond to a recall notice within ten (10) business days of  
32 the date of mailing shall be constructive proof of the teacher's resignation. The  
33 Association President shall be notified of such action.

34  
35 I. It shall be the responsibility of each teacher to notify the board of any change of  
36 address. The teacher's address as it appears on the Board's records shall be  
37 conclusive when used in connection with layoffs, recall or other notices to the  
38 teacher.

ARTICLE 14

1 J. A teacher on layoff shall be listed on the recall list for two (2) years from the  
2 date of his layoff. Thereafter, the teacher shall lose all rights of recall.

3  
4 K. The Board shall prepare a seniority list and post a copy of same on or before  
5 November 1 of each year.

6  
7 L. Should a reduction of personnel become necessary, the Superintendent shall  
8 meet with the Association President to discuss the proposed layoff list. The  
9 Association shall have the right to file a grievance within seventy-two (72)  
10 hours of that meeting regarding any disagreements it may have with the layoff  
11 list.

12  
13 M. Any change in the certification of a teacher while on lay-off shall not be used to  
14 displace a teacher not on layoff.

15  
16 N. In the event of a layoff, the Board shall notify the teacher at least fifteen (15)  
17 days prior to the effective date of the layoff.

18  
19 O. A teacher who is laid off and who is paid unemployment compensation benefits  
20 during the summer immediately following the layoff and who is subsequently  
21 recalled to the teaching position at the beginning of the next school year will be  
22 paid according to an annual salary rate, such that his/her unemployment  
23 compensation plus that annual salary rate will be equal to the rate of salary  
24 he/she would have earned for the school year had he/she not been laid off.  
25

ARTICLE 15

PROFESSIONAL GRIEVANCE PROCEDURE

1  
2  
3  
4  
5 A. A grievance shall be defined as a claim by an employee that there has been a  
6 specific violation, misinterpretation or misapplication of the expressed terms of  
7 this Agreement.

8  
9 The following matters shall be specifically exempted from the grievance  
10 procedure:

- 11  
12 1. The termination of service of any teacher  
13  
14 2. The failure to place or re-hire a teacher in an extra-curricular assignment.  
15  
16 3. The provisions of insurance contracts and insurance policies.  
17  
18 4. Any policies, rules, regulations, or practices of the employer, which do not  
19 directly relate to or affect wages, hours or working conditions.  
20  
21 5. Any article or section of this Contract that has, by its wording, been  
22 excluded from this grievance procedure.  
23  
24 6. Any matter set forth in this Agreement which is covered by a State or  
25 Federal law (specifically including but not limited to, Article 9, Sections A,  
26 B AND F)  
27  
28 7. Any matter over which the Tenure Commission would assume jurisdiction.  
29

30 B. Level One Grievance Procedure:

- 31  
32 1. Any teacher or group of teachers (or the Association at the request of a  
33 teacher or group of teachers) alleging a violation of the terms of the  
34 Agreement, shall within five (5) days of the alleged violation meet with his  
35 immediate supervisor and attempt to resolve the matter informally.  
36  
37 2. The designated Building Representative or an officer of the Association may  
38 represent the teacher.  
39  
40 3. Within five (5) days of the informal discussion the supervisor shall give his

1 disposition orally to the grievant.  
2

3 C. Level Two Grievance Procedure  
4

5 1. If the grievance is not resolved at Level One and the teacher wishes to  
6 pursue it further, he may proceed to Level Two and file a written grievance.  
7

8 2. A written grievance must be:  
9

10 a. Signed by the grievant.  
11

12 b. Specific to the facts of the alleged violation.  
13

14 c. Specific to the section or subsection of the Agreement that has been  
15 violated.  
16

17 d. Specific to the date, time and place of the alleged violation.  
18

19 e. Specific as to the relief requested.  
20

21 3. Any written grievance not substantially in accordance with the above may be  
22 rejected as improper and such rejection shall not extend the time limitation  
23 stated.  
24

25 4. A written grievance may not be filed any later than ten (10) days after the  
26 supervisor's response at Level One.  
27

28 5. The written grievance shall be filed with the immediate supervisor, who  
29 shall give a written answer within (10) days after receiving it.  
30

31 D. Level Three Grievance Procedure:  
32

33 1. If the grievance is not resolved at Level Two and the teacher wishes to  
34 pursue it further, he may proceed to Level Three.  
35

36 2. Within ten (10) days of receipt of the supervisor's Level Two answer, the  
37 teacher must file a written appeal with the Superintendent.  
38

39 3. The written appeal must contain a copy of the grievance and the Level Two  
40 answer and any other material the teacher may wish to submit.

- 1  
2 4. The Superintendent shall give the grievant a written answer within ten (10)  
3 days from the date of receipt of the appeal.  
4

5 E. Level Four Grievance Procedure:  
6

- 7 1. If the grievance is not resolved at Level Three and the grievant and  
8 Association wishes to pursue it further, they may proceed to Level Four.  
9  
10 2. Within fifteen (15) days after receipt of the Level Three answer, the  
11 Association shall notify the Superintendent that they request an appeals  
12 board hearing. They shall request a date and time for a meeting, which shall  
13 not conflict with normal school duties, which shall be within thirty (30) days  
14 of the date of the request.  
15  
16 3. The appeals board shall consist of the grievant and two representatives of the  
17 Association and the immediate supervisor, Superintendent and one other  
18 person representing the Board of Education.  
19  
20 4. A written record shall be kept and shall include a copy of the written  
21 grievance and all responses as well as any other material which as been  
22 submitted.  
23  
24 5. The appeal board shall meet and attempt to resolve the grievance at the first  
25 meeting. If mutually agreeable, a second meeting may be held within ten  
26 (10) days of the first meeting.  
27  
28 6. A written summary of the meeting(s), including any settlement, if any, shall  
29 be prepared and forwarded to the grievant and the Association within ten  
30 (10) days of the final meeting.  
31

32 F. Level Five Grievance Procedure:  
33

- 34 1. If the grievance is not settled at the preceding step, it may be submitted to  
35 binding arbitration. Within ten (10) working days of the receipt of the  
36 Superintendent's answer, the party choosing to arbitrate must give written  
37 notice to the other party, (setting forth specifically the nature of the dispute  
38 to be arbitrated). And take the necessary actions to initiate a case on appeal  
39 in accordance with the procedures of the American Arbitration Association.  
40

- 1 2. The arbitrator to be assigned to the case shall be selected in accordance with  
2 the procedures of the American Arbitration Association.  
3
- 4 3. Upon selection by the parties, the arbitrator shall conduct the arbitration  
5 hearing and other related matters in accordance with the rules and  
6 regulations of the American Arbitration Association.  
7
- 8 4. The rules of the American Arbitration Association shall govern the  
9 procedures at this level. The Board and the Association shall divide the fees  
10 and expenses of the arbitrator equally. Each side shall be responsible for the  
11 compensation, fees and expenses of their representatives and witnesses.  
12
- 13 5. If the Board challenges the arbitrability of the matter, the arbitrator shall rule  
14 on that question first and then, if mutually agreeable, shall hear the merits of  
15 the grievance. The Board reserves the right to question the arbitrability of  
16 the matter or jurisdiction of the arbitrator in a court of competent  
17 jurisdiction.  
18
- 19 6. The arbitrator shall be limited to deciding if the board has violated,  
20 misapplied or misinterpreted any of the express terms of this Agreement.  
21 His powers are further limited as follows:  
22
  - 23 a. He shall have no power or authority to supplement, enlarge, diminish, or  
24 alter the scope or meaning of this Agreement.  
25
  - 26 b. He shall have no power to substitute his judgment for that of the board  
27 where the Board has retained such judgment.  
28
  - 29 c. He shall have no power to make monetary awards or adjustments where  
30 no wage loss has been caused by the action of the Board.  
31
  - 32 d. He shall have no power to determine the constitutionality of state or  
33 federal laws and/or regulations, nor the legislative intent of any state or  
34 federal laws and/or regulations, nor shall he have any power to interpret  
35 or apply any such state or federal laws and/or regulations.  
36
  - 37 e. He shall have no power to establish or alter any salary schedule.  
38
  - 39 f. He shall have no power to decide any matter of health.  
40

1 g. He shall have no power to decide any subjective aspect of job evaluation.  
2

3  
4 h. He shall have no power or authority to award any monetary adjustment  
5 retroactively to a date earlier than the alleged violation.  
6

7 7. Both parties agree to be bound by the decision of the arbitrator and agree  
8 that either party may enter judgment thereon in any court of competent  
9 jurisdiction,

10 a. provided, however, that either party may seek judicial relief in the event  
11 that the arbitrator exceeds his express authority in violation of the terms  
12 of this article.  
13

14 8. No decision in one case shall serve as a precedent in any other case.  
15

16 G. The following shall apply to all grievances and all levels of the grievance  
17 procedure:  
18

19 1. An individual employee may present a grievance to the board or its  
20 designated representative without the intervention of the Association or its  
21 representatives, provided that any adjustment is not inconsistent with the  
22 terms of this Agreement.  
23

24 2. There shall be no stoppage of work as the result of a grievance. All  
25 grievance matters shall take place at a time outside the normal school day.  
26

27 3. The term "days" as used in this Article shall mean school days during the  
28 school year and shall mean Monday through Friday, excluding holidays, at  
29 other times.  
30

31 4. The time limits established in the Article shall be strictly applied, but may be  
32 extended by mutual written consent. The violation of a time limit by the  
33 Association shall render the grievance settled on the basis of the  
34 Board/Administration's last response. The violation of a time limit by the  
35 Board/Administration shall allow the Association the right to proceed to the  
36 next level of the grievance procedure.  
37

38 5. The Board may consider two or more similar grievances as one with its  
39 responses directed to the Association.  
40



ARTICLE 15

1 6. Any grievance filed during the life of this Agreement may be process to  
2 completion up to and including arbitration.  
3

ARTICLE 16

LEAVE OF ABSENCE

1. Paid leaves of absence

Every regularly-employed, full-time teacher excluding those on leave of absence, shall be granted leave with pay without loss of salary, subject to the following:

A. Eleven (11) days sick leave accumulated to one hundred eighty (180) days.

Sick leave days can be used for the following:

1. Personal illness, injury or disability (including disability from pregnancy), which prevents the teacher from performing the duties normally, assigned to him/her.
2. Illness, injury, or disability in immediate family (spouse, mother, father, brother, sister, children, grandchildren, step-children or those living in the same household) [for a maximum of twenty (20) days.] A maximum of four (4) days per year may be used for illness, injury, or disability of father-in-law, mother-in-law, and grandparents.
3. Funerals: One day leave may be granted for attending funerals of close friends other than in the immediate family.
4. Personal Leave: at the beginning of every school year each employee shall be credited three (3) days deducted from sick leave, which may be used for personal business. These days will be non-accumulative. Such leave may be granted upon application submitted in writing to the principal by the employee at least forty-eight (48) hours before the absence in case of personal business or after the absence in case of emergency. An emergency is an unforeseen incident over which the individual has no control and requires immediate attention. The individual should make every effort in his/her power to resolve the situation without taking time off from work. Each case will be decided on its own merit.

Exceptions:

1 Personal leave shall not be used for seeking other employment. Personal  
2 leave shall not be used on the opening day of school, the closing day of  
3 school, or the day before or the day after any scheduled day off for staff  
4 (excluding weekends unless it is explicitly approved by the Superintendent  
5 of Schools.  
6

7 No more than four (4) teachers from the district may be on personal leave at  
8 any one time without the express written approval of the Superintendent. No  
9 more than 2 personal days may be used in a row without the written  
10 approval of the Superintendent.  
11

12 5. Parental leave

13  
14 B. Leaves of absence with full pay not chargeable against the teacher's sick  
15 leave shall be granted for the following reasons:  
16

- 17 1. Absence when a teacher is called for jury service- or when  
18 subpoenaed as a witness at any judicial or administrative proceeding.  
19 Concerning jury duty and subpoenaed witness duty, the teacher shall  
20 forfeit to the board the money paid solely for jury duty and  
21 subpoenaed witness duty, not including mileage. The Board retains  
22 the right to ask the court to excuse an impaneled jury member.  
23
- 24 2. Approved visitation of other schools.  
25
- 26 3. Time necessary to take the selective service physical examination.  
27
- 28 4. When attending any function when so directed by the administration.  
29
- 30 5. Bereavement: Utilization of such leave shall be for the purpose of  
31 attending the funeral or making funeral arrangements in the case of  
32 death in the immediate family (spouse, mother, father, mother-in-law,  
33 father-in-law, brother, sister, children, step-children, grandparents,  
34 step-grandchildren, spouses of children or those living in the same  
35 household) This leave shall be for a maximum of five (5) days per  
36 occurrence. Three (3) days will not be charged against sick leave.  
37 Additional approved days will be charged to sick leave pursuant to  
38 Article 16.A. All other funerals will be charged to sick leave pursuant  
39 to Article 16.A.3.  
40

1 C. At the beginning of the school year, the Association shall be credited with  
2 five (5) days of business leave to be used by a teacher who is an officer or  
3 representative of the Association. The day shall be scheduled as early as  
4 possible by mutual agreement with the principal. The Association agrees to  
5 notify the Board in writing no less than forty-eight (48) hours in advance of  
6 the requested date. The Association shall reimburse the Board for the cost  
7 of the substitute.

8  
9 II. Unpaid leaves of absence

10  
11 Any teacher who is not qualified for a paid leave under the terms of this  
12 article may request an unpaid leave of absence. Military and health leave  
13 requests shall be granted. All other unpaid leaves shall be at the discretion of  
14 the board and may be granted for any reason, subject to the following  
15 limitations and requirements:

16  
17 A. A written request must be received by the Board not less than ninety  
18 (90) calendar days prior to the requested commencement of the leave.  
19 Waiver of this provision shall be at the sole discretion of the Board.

20  
21 B. All requests shall state the reason for the leave, the requested  
22 commencement date, the length of the leave, and if applicable, the  
23 benefit to the teacher and school.

24  
25 C. The commencement and termination dates (except as limited in  
26 sections d and e of this article) of leaves based upon illness, injury or  
27 disability (including disability from pregnancy) shall be based upon  
28 the teacher's ability to perform the work normally assigned to  
29 him/her. In cases of dispute, a doctor will make the determination  
30 mutually agreeable to the association and the Board.

31  
32 D. Leaves shall be for no more than one (1) year.

33  
34 E. Leaves may be extended at the discretion of the Board for no more  
35 than one (1) additional year. Requests for an extension must be filed  
36 with the Board no later than ninety (90) days prior to the termination  
37 of the original leave. Waiver of this provision shall be at the sole  
38 discretion of the Board.

1 F. A teacher on an unpaid leave shall retain accumulated seniority, but  
2 shall not accrue additional seniority while on leave; and shall not be  
3 entitled to any compensation or benefits under the contract. A teacher  
4 who completes more than 50% of the class days in any school year  
5 shall receive credit for that year as it applies to placement on the  
6 salary schedule.  
7

8 III. Miscellaneous conditions  
9

10 A. The Board shall place a teacher returning from a leave of one (1) year  
11 or less in their former position or one of similar nature. Teachers  
12 returning from a leave of more than one (1) year shall be re-hired in  
13 the first position available for which he/she is certified and qualified.  
14

15 B. The Superintendent for good reason may require a teacher to submit  
16 to a physical or mental examination by a doctor mutually selected by  
17 the Superintendent and the teacher or the teacher's designee. Such  
18 examination shall be conducted during the teacher's normal workday  
19 without loss of pay. The Board shall pay the cost of such examination  
20 and associated testing.  
21

ARTICLE 17

PROFESSIONAL COMPENSATION

1  
2  
3  
4  
5 A. The salaries and extra-pay benefits of employees represented by this  
6 Association are set forth in Schedule A, Schedule B and Schedule C  
7 respectively.

8  
9 B. Pay options are as follows:

- 10  
11 1. Twenty four (24) equal pays from September until August;  
12 2. Twenty four (24) pays with a lump sum by the end of June;  
13 3. Nineteen (19) equal pays through each teaching year.

14  
15 C. Library: during the last two student days of the school year, library materials  
16 may not be checked out. The Media Centers will remain open for teachers  
17 needing to bring in classes for research through the last student day.

18  
19 D. Any teacher or non-teaching professional who substitutes in another  
20 classroom or for another teacher, non-teaching professional or principal  
21 during their preparation period in the current school year will be credited  
22 with one (1) additional day of personal leave, as provided in Article 16,  
23 Section A.4. for each three hundred (300) minutes of substituting.  
24 Elementary teachers who substitute during their "specials time" (examples:  
25 art, music, P.E., technology) will be credited for minutes substituted towards  
26 the three hundred (300) minutes. A teacher or non-teaching professional may  
27 choose from the following:

28  
29 1. Turn the 300 earned minutes into a personal day at the time the minutes  
30 are earned, or

31  
32 2. On or before the 2nd Friday in May the staff person needs to determine  
33 whether accrued time will be converted to personal time or paid time by  
34 written request or via e-mail to central office. All personal time will be rolled  
35 over to sick time. If no written request is made any minutes accrued will be  
36 paid at a rate of:

- 37  
38 \$21.50 per hour of substituting in 2007-2008  
39 \$23.00 per hour of substituting in 2008-2009  
40 \$24.50 per hour of substituting in 2009-2010

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E. Graduate hours that are necessary to qualify for the MA/BA +40 graduate-hour scale and the MA + 20 graduate-hour scale found in Schedule A must be validated by a transcript of credit, and presented to the business office no later than the end of the teacher's first working day.

F. Any teaching on a teacher's preparation time shall be paid according to the following formula. (Rounded to the nearest cent each step.)

Contracted Salary Amount/# of teacher days = per diem rate.

Per diem rate/(length of teacher day-Lunch) = per minute rate.

Per minute rate X minutes of class = per diem X # of days = Contracted amount for teaching on preparation period.

**ARTICLE 18**

**FRINGE BENEFITS**

1  
2  
3  
4  
5 A. The Board shall provide the following MESSA PAK Plan A for the bargaining  
6 unit member and his/her eligible dependents as defined by MESSA:

7  
8 MESSA Choices II

9  
10 MESSA/DELTA DENTAL 75/75/75; \$1500 Ortho

11  
12 VSP 2

13  
14 \$20,000 life with AD & D

15  
16 Bargaining unit members not electing MESSA PAK Plan A will select MESSA  
17 PAK Plan B:

18  
19 MESSA/DELTA DENTAL 75/75/75; \$1500 Ortho

20  
21 VSP 2

22  
23 \$20,000 life with AD & D

24  
25 The Board will also contribute the following dollar amounts each month toward  
26 the purchase of any MESSA tax-exempt variable and/or fixed options, or MEA  
27 Financial Services IRS approved tax-deferred annuities:

28  
29 \$200.00

30  
31  
32 B. Those teachers who work at least one-half (1/2) time will receive prorated  
33 health insurance benefits.

34  
35 C. All claims submitted are subject to the terms set forth by the various  
36 insurance administrators and underwriters. As such any claims disputes  
37 are, therefore, not subject to the grievance procedure.

38  
39 Eligible employees as set forth herein are responsible for the completion of all  
40 necessary enrollment forms and for fulfilling any requirements established by



1 the insurance administrators or underwriters.

2  
3 The Board shall be responsible for providing insurance information including  
4 applications and claim materials and be responsible for transmitting the  
5 applications to the insurance company or MESSA in a timely manner.

6  
7 The Board by payment of the premium payments required to provide the  
8 insurance coverage shall be relieved from all liability with respect to the  
9 benefits provided by the insurance coverage described. The terms of any  
10 contract or policy issued by insurance, company of MESSA herein shall be  
11 controlling as to all matters including but not limited to benefits, eligibility,  
12 commencement and termination of coverage.

13  
14 Where the Board employs both spouses, the Board shall not be obligated to  
15 provide dual health insurance coverage. Where the Board employs both  
16 spouses, one employee must elect Plan B of the MESSA Pak.

ARTICLE 19

SCHOOL IMPROVEMENT

- 1  
2  
3  
4  
5  
6 A. The Board, Administration, teachers and Association recognize the necessity of  
7 maintaining ongoing district-wide school improvement plans and importance of  
8 continued recognition of quality educational services as a fundamental priority  
9 and shared goal of the parties.  
10  
11 B. The Board recognizes that the terms and conditions of the collective bargaining  
12 agreement will govern with respect to wages, hours and other conditions of  
13 employment and that those terms shall not be altered or modified through the  
14 school improvement process, absent written mutual agreement and ratification  
15 by the parties.  
16  
17 C. To the extent any proposed element of the District's school improvement plan  
18 conflicts with the terms of the Master Agreement, the identified provisions will  
19 be subject to renegotiation at the request of the Board. Any amendments to the  
20 agreement will be subject to ratification by the parties.  
21  
22 D. The involvement for teachers in school improvement planning shall be  
23 voluntary and shall not require additional compensation.  
24

ARTICLE 20

MENTOR TEACHER

1  
2  
3  
4  
5 A. In accordance with Public Act 335 of 1993, as amended by PA 289 of 1995 –  
6 Section 1526, for the first three (3) years of employment in classroom teaching,  
7 a teacher shall be assigned one (1) or more master teachers, or college  
8 professors or retired master teachers who shall act as a mentor or mentors to the  
9 teacher.

10  
11 Vestaburg Community School will form a Mentor/Mentee program to aid in the  
12 support of the professional growth of new teachers to the district.

13  
14 B. The Mentor Teacher shall not be involved in evaluating the Mentee.  
15 Bargaining unit members will receive a stipend for serving on the Mentor  
16 Committee. Stipends will be paid to mentors according to the following  
17 schedule:

- 18 1. 1<sup>st</sup> year mentee: \$280/mentee per year.  
19 2. 2<sup>nd</sup> year mentee: \$220/mentee per year.  
20 3. 3<sup>rd</sup> year mentee: \$200/mentee per year.

ARTICLE 21

MISCELLANEOUS

- 1  
2  
3  
4  
5 A. The parties agree that this contract incorporates their full and complete  
6 understanding and that any prior oral agreements or practices are superseded by  
7 the terms of this Agreement. The parties further agree that no such oral  
8 understanding or practices will be recognized in the future unless committed to  
9 writing and signed by the parties as supplement to this Agreement.  
10  
11 B. Copies of this Agreement shall be provided to all teachers.  
12  
13 C. If any provision or application of this Agreement shall be found contrary to law,  
14 then such provision or application shall not be deemed valid and subsisting  
15 except to the extent permitted by law, but all other provisions or applications  
16 shall continue in full force.  
17

VESTABURG COMMUNITY SCHOOL  
SCHEDULE "A"

2007-2008										
Base Salary at BA Level for 2007-2008						\$32,245.00	(0% increase over 2006-2007)			
Step	BA/BS			MA or BA + 40			MA + 20			
	Index			Index			Index			
1		1.0000	32,245.00		1.0650	34,341.00		1.0800	34,825.00	
2	0.040	1.0400	33,535.00	0.050	1.1150	35,954.00	0.050	1.1300	36,437.00	
3	0.040	1.0800	34,825.00	0.050	1.1650	37,566.00	0.050	1.1800	38,050.00	
4	0.040	1.1200	36,115.00	0.050	1.2150	39,178.00	0.050	1.2300	39,662.00	
5	0.050	1.1700	37,727.00	0.060	1.2750	41,113.00	0.060	1.2900	41,597.00	
6	0.050	1.2200	39,339.00	0.060	1.3350	43,048.00	0.060	1.3500	43,531.00	
7	0.050	1.2700	40,952.00	0.060	1.3950	44,982.00	0.060	1.4100	45,466.00	
8	0.050	1.3200	42,564.00	0.060	1.4550	46,917.00	0.060	1.4700	47,401.00	
9	0.060	1.3800	44,499.00	0.070	1.5250	49,174.00	0.070	1.5400	49,658.00	
10	0.060	1.4400	46,433.00	0.070	1.5950	51,431.00	0.070	1.6100	51,915.00	
11	0.060	1.5000	48,368.00	0.070	1.6650	53,688.00	0.070	1.6800	54,172.00	
12	0.060	1.5600	50,303.00	0.070	1.7350	55,946.00	0.070	1.7500	56,429.00	
Longevity										
16 *	0.03	1.5900	51,270.00	0.03	1.7650	56,913.00	0.03	1.7800	57,397.00	
21 **	0.03	1.6200	52,237.00	0.03	1.7950	57,880.00	0.03	1.8100	58,364.00	
26 ***	0.03	1.6500	53,205.00	0.03	1.8250	58,848.00	0.03	1.8400	59,331.00	

16 \* ~ To be eligible to receive Step 16 compensation, the teacher must have been employed by Vestaburg Schools for 15 years.

21\*\* ~ To be eligible to receive Step 21 compensation, the teacher must have been employed by Vestaburg Schools for 20 years.

26 \*\*\* ~ To be eligible to receive Step 26 compensation, the teacher must have been employed by Vestaburg Schools for 25 years.

Base Salary at BA Level for 2008-2009

\$32,890.00

2% increase over 2007-2008)

**SCHEDULE A**  
**2007-2010**

<b>2008-2009</b>									
Step	BA/BS			MA or BA + 40			MA + 20		
	Index			Index			Index		
1		1.0000	32,890.00		1.0650	35,028.00		1.0800	35,522.00
2	0.040	1.0400	34,206.00	0.050	1.1150	36,673.00	0.050	1.1300	37,166.00
3	0.040	1.0800	35,522.00	0.050	1.1650	38,317.00	0.050	1.1800	38,811.00
4	0.040	1.1200	36,837.00	0.050	1.2150	39,962.00	0.050	1.2300	40,455.00
5	0.050	1.1700	38,482.00	0.060	1.2750	41,935.00	0.060	1.2900	42,429.00
6	0.050	1.2200	40,126.00	0.060	1.3350	43,909.00	0.060	1.3500	44,402.00
7	0.050	1.2700	41,771.00	0.060	1.3950	45,882.00	0.060	1.4100	46,375.00
8	0.050	1.3200	43,415.00	0.060	1.4550	47,855.00	0.060	1.4700	48,349.00
9	0.060	1.3800	45,389.00	0.070	1.5250	50,158.00	0.070	1.5400	50,651.00
10	0.060	1.4400	47,362.00	0.070	1.5950	52,460.00	0.070	1.6100	52,953.00
11	0.060	1.5000	49,335.00	0.070	1.6650	54,762.00	0.070	1.6800	55,256.00
12	0.060	1.5600	51,309.00	0.070	1.7350	57,065.00	0.070	1.7500	57,558.00
<b>Longevity</b>									
16 *	0.03	1.5900	52,296.00	0.03	1.7650	58,051.00	0.03	1.7800	58,545.00
21 **	0.03	1.6200	53,282.00	0.03	1.7950	59,038.00	0.03	1.8100	59,531.00
26 ***	0.03	1.6500	54,269.00	0.03	1.8250	60,025.00	0.03	1.8400	60,518.00

**16 \*** ~ To be eligible to receive Step 16 compensation, the teacher must have been employed by Vestaburg Schools for 15 years.

**21 \*\*** ~ To be eligible to receive Step 21 compensation, the teacher must have been employed by Vestaburg Schools for 20 years.

**26 \*\*\*** ~ To be eligible to receive Step 26 compensation, the teacher must have been employed by Vestaburg Schools for 25 years.

Base Salary at BA Level for 2009-2010 \$33,548.00 2% increase over 2008-2009)

**2009-2010**

	BA/BS	MA or BA + 40	MA + 20
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**SCHEDULE A**  
**2007-2010**

Step	Index		Index			Index			
1		1.0000	33,548.00		1.0650	35,729.00		1.0800	36,232.00
2	0.040	1.0400	34,890.00	0.050	1.1150	37,407.00	0.050	1.1300	37,910.00
3	0.040	1.0800	36,232.00	0.050	1.1650	39,084.00	0.050	1.1800	39,587.00
4	0.040	1.1200	37,574.00	0.050	1.2150	40,761.00	0.050	1.2300	41,265.00
5	0.050	1.1700	39,252.00	0.060	1.2750	42,774.00	0.060	1.2900	43,277.00
6	0.050	1.2200	40,929.00	0.060	1.3350	44,787.00	0.060	1.3500	45,290.00
7	0.050	1.2700	42,606.00	0.060	1.3950	46,800.00	0.060	1.4100	47,303.00
8	0.050	1.3200	44,284.00	0.060	1.4550	48,813.00	0.060	1.4700	49,316.00
9	0.060	1.3800	46,297.00	0.070	1.5250	51,161.00	0.070	1.5400	51,664.00
10	0.060	1.4400	48,310.00	0.070	1.5950	53,510.00	0.070	1.6100	54,013.00
11	0.060	1.5000	50,322.00	0.070	1.6650	55,858.00	0.070	1.6800	56,361.00
12	0.060	1.5600	52,335.00	0.070	1.7350	58,206.00	0.070	1.7500	58,709.00
<b>Longevity</b>									
16 *	0.03	1.5900	53,342.00	0.03	1.7650	59,213.00	0.03	1.7800	59,716.00
21 **	0.03	1.6200	54,348.00	0.03	1.7950	60,219.00	0.03	1.8100	60,722.00
26 ***	0.03	1.6500	55,355.00	0.03	1.8250	61,226.00	0.03	1.8400	61,729.00

**16 \*** ~ To be eligible to receive Step 16 compensation, the teacher must have been employed by Vestaburg Schools for 15 years.

**21 \*\*** ~ To be eligible to receive Step 21 compensation, the teacher must have been employed by Vestaburg Schools for 20 years.

**26 \*\*\*** ~ To be eligible to receive Step 26 compensation, the teacher must have been employed by Vestaburg Schools for 25 years.





**SCHEDULE B – 2007-2010 EXTRA PAY ALLOWANCES**

(All Schedule B % will be based on BA and the steps based on years)

Baseball

Head ..... 9%  
Junior Varsity ..... 6%

Basketball

Boys – Head ..... 9%  
Boys – Junior Varsity ..... 6%  
Boys – freshmen ..... 5%  
Boys – 8<sup>th</sup> Grade ..... 3.5 %  
Boys – 7<sup>th</sup> Grade ..... 3.5 %

Girls – Head ..... 9%  
Girls – Junior Varsity ..... 6%  
Girls – 8<sup>th</sup> Grade ..... 3.5 %  
Girls – 7<sup>th</sup> Grade ..... 3.5 %

Cheerleading

High School ..... 6%  
High School (Winter/Competitive)....6%  
Middle School (Competitive) ..... 3.5%

Cross Country ..... 4%

Football

Head ..... 9%  
Assistant ..... 6%  
Junior Varsity ..... 6%

Golf ..... 6%

Softball

Varsity ..... 9%  
Junior Varsity ..... 6%

Track

Head ..... 7%  
Varsity Assistant ..... 3.5 %

**SCHEDULE B**  
**2007-2010**

Middle School.....2%  
Middle School Assistant.....2%

Volleyball

Head ..... 7%  
Junior Varsity ..... 5%  
7<sup>th</sup> Grade.....3.5%  
8<sup>th</sup> Grade.....3.5%

Wrestling ..... 9%

**SCHEDULE C – EXTRA PAY ALLOWANCES**  
(All Schedule C % will be paid based on BA step 1)

Student Council

- High School ..... 4%
- Middle School..... 3%
- Elementary School..... 2%

National Honor Society..... 4%

Yearbook ..... 4%

(This position will not be paid if it is taught as a class during the school day.)

Middle School Yearbook ..... 1%

Update.....2%

Class Advisors

- Senior Class (2)..... 2%
- Junior Class (2) ..... 3%
- Sophomore Class (2).....1%
- Freshmen Class (2).....1%

Guidance

- High School.....3%
- Middle School.....2%
- Elementary School.....2%

MSAC Teams

- Quiz Bowl.....2%
- Model UN.....2%
- Language Arts.....2%
- Talent Review.....1%
- Art Review.....1%
- Technology Team.....2%
- Forensics.....1%
- Science Olympiad.....2%

Drama.....2%

(Paid per performance not to exceed 2 performances in a school year)

Gifted and Talented.....2%

**SCHEDULE B**  
**2007-2010**

Foreign Language Club.....2%

Close Up.....2%

Band Director.....3%  
(Summer Hourly Rate Up To.....\$675)

Math Counts.....1%

Safety Patrol.....1%

Global Student Network.....\$200-\$300\* (Per student)

\*Position based on numbers and needs of students as determined in contract signed between the Teacher and the Principal.

**CALENDAR  
2007-2008**

**Vestaburg Community Schools  
2007-2008**

August	23	6-12 Open House 1:00 – 4:00 6:00 – 8:00
	22-23	New Teacher Day (Only if there are new teachers)
	28	Workday for teachers and support staff
	29	K-12 Professional Development Day 8:00 AM – 3:00 PM
September	3	Labor Day – No School
	4	First day for students (1/2 day). Teacher Work Day in PM Students release at 11:00 AM
	12	Elementary Open House 6:30 PM-7:30 PM
	25	Professional Development 1 Hour
October	23	Professional Development 1 Hour
	29	K-12 Professional Development Day (County Wide)
November	2	End of 1 <sup>st</sup> marking period
	7	Parent-Teacher Conferences 5:00-7:30 PM
	8	Students release at 11:00 AM Parent-Teacher Conferences 1:00-4:00 PM & 5:30-7:30 PM
	9	Students release at 11:00 AM
	15	Deer Safety Day ~ No school for students or staff
	22-23	Thanksgiving Break
	27	Professional Development 1 Hour
December	21	Last day of school before Winter Break ~ Full Day
	22	Winter Break Begins
January	7	Classes Resume
	18	End of 1 <sup>st</sup> Semester (1/2 day). Teacher Record Day in PM Students release at 11:00 AM
	21	Students release at 11:00 AM HS/MS Work Day in PM EL Professional Development Day in PM
	22	Professional Development 1 Hour
February	15	Mid-winter Break for Students & Staff
	18	K-12 Professional Development Day (County Wide)
	26	Professional Development 1 Hour
March	7	HS Professional Development Day ~ EL & MS in Session ~ No HS Classes
	13	MS Professional Development Day ~ EL & HS in Session ~ No MS Classes
	20	End of 3 <sup>rd</sup> marking period
	21	Good Friday ~ No School
	25	Professional Development 1 Hour
March 29-April 6		Spring break
April	7	Classes Resume
	22	Professional Development 1 Hour
May	2	Elementary Carnival 6:00 PM-8:30 PM
	22	High School Awards Night 6:30 PM
	22	Last day for seniors

Teacher Day:  
HS/MS ~ 7 hours 20 minutes  
EL ~ 7 hours 20 minutes

Student Day:  
HS/MS ~ 8:00 AM-3:00 PM  
(7 hours)  
EL ~ 7:55 AM-3:00 PM  
(7 hours 5 minutes)

Total Student Days:  
EL ~ 171 (165 Full/ 6 Half)  
HS/MS ~ 170 (164 Full/6 Half)

PD Days:  
EL ~ 3 ½  
HS/MS ~ 4  
8 ~ 1-hour before/after school

Full Work Days: 1

Total Work Days:  
EL ~ 175  
HS/MS ~ 175

Total Hours:  
EL ~ 1120.5  
HS/MS ~ 1123.5

Needed Hours: 1098

Extra Hours:  
EL ~ 22.5  
HS/MS ~ 25.5

**CALENDAR**  
**2007-2008**

	26	Memorial Day ~ No School for Students & Staff
	27	Professional Development 1 Hour
30		Middle School Awards 8:15 AM-9:30 AM
	30	End of 2 <sup>nd</sup> Semester (1/2 day). Teacher Record Day in PM Students release at 11:00 AM
June	2-6	Possible Make Up Days

**ARTICLE 22**

**DURATION OF AGREEMENT**

This agreement shall be effective as of first day of July 2007 and shall continue in effect until the thirtieth day of June 2010. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

**Vestaburg Education Association**

**Vestaburg Board of Education**

By \_\_\_\_\_  
President

By \_\_\_\_\_  
President

By \_\_\_\_\_

By \_\_\_\_\_  
Secretary

By \_\_\_\_\_

By \_\_\_\_\_  
Treasurer

By \_\_\_\_\_  
Vice President

By \_\_\_\_\_  
Superintendent