

A G R E E M E N T

between

Kingston Community Schools

and

Kingston Education Association

2018 - 2021

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ARTICLE I - RECOGNITION

- A. The Board recognizes the Tri-County Bargaining Association, as representative of Kingston Education Association/MEA/NEA, hereinafter referred to as the "Association," as the exclusive bargaining representative, as defined in Act 336 of Public Acts of 1947 for the Kingston certified teaching staff, including the positions of librarian, counselor, school liaison, and excluding all other school employees.
- B. Nothing contained herein shall prevent the Board from modifying, revising, combining, or eliminating any position of employment in this Article pursuant to the conditions of this Agreement.
- C. Any new position created during the life of this Agreement will be added to the unit providing it fits the description of "teacher" as used in this Agreement.
- D. The Board agrees not to negotiate with or recognize any teachers' organization other than the Association, except as required by law, for the duration of this Agreement.
- E. The term "teacher" when used hereinafter in the Agreement shall refer to all professional employees represented by the Association in the bargaining or negotiating unit as above defined, and reference to male teachers shall include female teachers.

ARTICLE II - TEACHER RIGHTS

- A. Every teacher shall have the right to organize, join and support the Association, or to refrain from said activities. The Board and the Association undertake and agree that they will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Act or other laws of Michigan or the Constitution of Michigan and the United States; that they will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his membership or non- membership in the Association, his participation or non-participation in any activities of the Association or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, sex, genetics, marital status or membership in or association with the activities of the Association.

- B. Nothing contained herein shall be construed to deny or restrict to any teacher the rights he may have under the Michigan General School laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
- C. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher, requested amounts for approved annuities and/or the Educational Employees Credit Union. The Board will disburse annuity deductions in keeping with the guideline established between the Board and the carrier; however, Credit Union deductions will be disbursed the Monday following the pay period.
- D. The private and personal life of any teacher is not within the appropriate concern or attention of the Board, so long as it does not affect the operation or efficacy of the school or district.

ARTICLE III – ASSOCIATION RIGHTS

- A. The Association and its members shall have the right to use school building facilities at all reasonable hours for meetings, subject to standard application procedures and scheduling by the Administration of the building.
- B. The Board agrees to furnish to the Association, in response to specific requests, all available public information that will assist the Association in developing intelligent, accurate, informed and constructive bargaining proposals.
- C. Bulletin boards in the teachers' lounges and other established media or communication shall be made available to the Association and its members for official organization materials, but must be limited in such a way as to avoid student involvement in organizational affairs as determined by the Administration.
- D. The Board will furnish to the Association the name, address, educational degree, certification, and prior teaching experience of all new teachers. This information will be given at the time that the new teacher signs a contract.
- E. The Board will notify the Association of any bargaining unit member placed on leave, layoff, or whose employment has been terminated within ten (10) business days.
- F. The Association shall reimburse the district cost consistent with FOIA

ARTICLE IV – TEACHER RESPONSIBILITY

- A. Supervision of students is the teacher's responsibility during the entire school day. This includes activities in all school areas such as cafeteria, halls, lavatories, playground, assemblies, and any other place where students may congregate during normal school day hours. Teachers will cooperate in good housekeeping practices in the halls, respective classrooms and their lounge or office area.
- B. Teachers shall be held accountable for school materials, equipment and facilities assigned to them.
- C. The teacher's position shall not be privileged as to his responsibility statements which are libelous, slanderous, or which in any way violate the civil rights of others.
- D. It is expected that student-teacher relations will be those of the adult-to-youth both during and outside regular school hours. Dating between teacher and students and other activities where less than adult-to-youth relationship is observed is detrimental to the school and all parties concerned, and is forbidden.
- E. A report of any accident to a teacher or a student must be filed with the Superintendent of Schools or his designated representative the day of the accident on the forms provided for that purpose.
- F. In emergency situations, teachers may be asked to substitute during their conference period. Teachers substituting during his/her conference period will be paid \$20.00 per class. The Administration will attempt to hold conference period substitution to a minimum and a teacher will be required to substitute only when no volunteers are available. The Administration will do everything possible to equalize the required substitutions when more than one teacher is available in a class period. Teachers will not be asked to substitute during IEPC meetings.
- G. It shall be a requirement of employment that all teachers have a general outline of their lesson plan books that project ahead one (1) week and a detailed outline that projects ahead one (1) day.
- H. In addition to teaching, the work day will be used by teachers for:
 - 1. Planning and preparing for classes.
 - 2. Evaluating pupil progress.
 - 3. Reporting evaluations of pupil progress to the school administration and to parents of the children when they teach, at appropriate times, during the year.
 - 4. Furnishing essential reports and information as required.

- I. Teachers are expected, upon assignment of Administration, to participate in school activities such as the following:
 - 1. Attendance at faculty meetings.
 - 2. Attendance at in-service training sessions.
 - 3. Participating in system-wide committees.
 - 4. Parent-teacher conferences.

Personal business days will not be allowed on these days. A teacher calling in sick will be excused from these activities without a loss in pay.

- J. It is understood that the teacher preparation period is subject to the total school program and, as a result, such things as testing programs, emergency class needs, and assemblies, may, from time to time, be substituted for things such as preparation; conferences with parents, teachers or administrators; and special assistance to students. Preparation time shall not be used or spent on any unconnected or non-school activity.
- K. Teachers will be expected to remain on duty as long as needed in the event of emergency situations as determined by the Superintendent.
- L. It shall be the responsibility of teachers to interpret the program of the schools to the community in ways which will improve the public's understandings of purposes and procedures, and encourage its involvement and support.
- M. Teachers will not leave their buildings during working hours without notifying the building principal or his designated representative.
- N. The building principal may call for a morning staff meeting beginning one half hour before the regular school day once a semester.

ARTICLE V – PROFESSIONAL COMPENSATION

- A. Salaries are set forth in Schedule A which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the term of this Agreement.
- B. The salary schedule is based upon a yearly teaching contract. In determining pay or deductions, the amount shall be determined by multiplying the number of duty hours times the number of work days and dividing the product into the teacher's base salary to find the hourly rate. The teacher's daily rate shall be determined by dividing the number of work days into his base salary.

- C. If a teacher shall teach more than the normal teaching load as set forth in Article V, he shall be paid additional compensation at his hourly rate for each teaching period in excess of such norms (as defined in Article V) except when substituting under terms of Article III, F.
- D. The school calendars for the current contract are set forth in Schedule B which is attached to and incorporated in this Agreement. Both parties agree alignment with the Tuscola County calendar is important for continuity of students' schedules.
- E. A teacher engaged during the school day in any professional grievance negotiations, when scheduled by the Administration, and when a substitute for his class is available, may be released from regular duties without loss of pay.
- F. When teacher's absences from work are not covered by the applicable sections of Article IX (Sick Leave) or Article X (Leave of Absence), deductions from said teacher's salary shall be made according to the following formula.

Step 1 Total contracted wage divided by the actual number of teacher work days equals average daily rate.

Step 2 Average daily rate multiplied by the number of fractions of days absent equals total deductions to be made.

Sample:	Contracted Salary	\$28,500.00
	Number of teacher work days	183
	Daily rate (rate divided by 183)	155.74
	Number of days absent	4 days
	Deduction: 4 x 155.74	622.96

- G. Teachers participating in Board approved professional development activities during the summer shall be compensated at the substitute teacher rate minus any stipend paid by the sponsoring organization. If the stipend is greater than current substitute pay, teachers will receive the stipend.

ARTICLE VI – WORKING HOURS

- A. Michigan law will be followed regarding the number of student instruction days/hours and teacher work days/hours.

The maximum pupil school day shall consist of six (6) hours and fifty (50) minutes in length including a lunch period for secondary students and seven (7) hours and five (5) minutes for elementary students which shall include a fifteen (15) minute recess.

A teacher's work day shall begin no later than fifteen (15) minutes before the pupils' regular school day and shall end no earlier than fifteen (15) minutes after the close of the pupils' regular day.

Teachers in the high school and the elementary school will be scheduled to teach not more 332 minutes per day of teaching time.

Preparation periods which total a minimum of forty-eight (48) minutes are to be served during the pupils' regular school day, as described earlier in this Article.

Teachers are encouraged to remain for a sufficient period after the close of the pupils' school day to attend to those matters which properly require attention at that time, including consultations with parents when scheduled directly with the teacher.

On Fridays or on days preceding holidays or vacations, the teachers' day shall end at the close of the pupils' day.

The schedule of those teachers with duties in both the elementary and the senior high school shall be mutually agreed to by the elementary principal and the high school principal. When building programs require a change in the teachers' schedule, the teachers shall receive notice as far in advance as practical.

- B. Assignments shall be entitled to a duty-free, uninterrupted lunch period. The lunch period will normally be thirty (30) minutes in duration. Teachers will be allowed to eat in a separate room.
- C. Teachers will be at their place of duty five (5) minutes before the first class in the morning and in the afternoon.
- D. At the beginning of the fall semester, each student and teacher in the high school and students in grades 3-6 inclusive in the elementary school receive a handbook which shall include rules and information necessary to the student.
- E. There may be one (1) regularly scheduled faculty meeting per month. Special meeting may be called by the Administration at any time for all of the building faculty for no longer than thirty (30) minutes after the teacher's usual leaving time, but no more than once a week; but never on a Friday or the day school is dismissed for a vacation, or during the same week in which a released time meeting is held.
- F. School Cancellations

In the event scheduled days of student instruction which are not held because of conditions not within the control of school authorities such as inclement weather, fires, epidemics, mechanical break downs, or health

conditions as defined by the city, county or state health authorities, the following procedures will apply:

1. In the event the District is required to make up such day(s) to receive State Aid payments, the day(s) will be rescheduled.
2. Teachers will receive their regular pay for days which are canceled but shall work on any rescheduled days with no additional compensation.
3. The parties agree to meet in an effort to mutually agree on when any make up days should occur. In the event they are unable to agree, the days will be added on to the end of the calendar set forth in Schedule C.
4. Should a day be rescheduled and insufficient students attend to count as a day of instruction, teachers will not be obligated to attend a subsequent rescheduled day without being paid at their daily rate.
5. It is understood and agreed in the event the rescheduling of the days at the end of the school year interferes with a teacher's scheduled return to school to upgrade his or her skills, the teacher may:
 - a. Use his or her personal leave
 - b. Use his or her sick leave or
 - c. Apply for unpaid leave time
6. Should the provisions of the state law be rescinded, the above provisions shall be considered null and void and the provisions and practices in existence prior to this agreement shall be reinstated, to the extent permitted by law.

ARTICLE VII – TEACHING LOADS AND ASSIGNMENTS

- A. Each teacher in the District shall have a preparation period. If the number of preparations exceeds five (5) for a semester, the teacher will be paid \$150 per semester (Elementary, Special Education and Elementary/Secondary shared teachers excluded).
- B. Teachers who will be affected by a change in grade assignments in elementary grades and by a change in subject assignments in the secondary school will be consulted and notified in writing by their principal by August 15.
- C. Any teacher providing instructional or other services to a disabled student in a regular education classroom shall be invited, in writing, to participate

in the individual education planning committee (IEPC) which may initially place (or continue the placement of) the student in a regular education classroom. Unless directed to attend by the Employer, the members may choose not to do so.

- D. Should a medically fragile student be placed in a regular classroom and require medical attention which would necessitate special training or certification, either party may notify the other that it wishes to negotiate.
- E. Should the presence of a special needs student or students require more attention that the teacher can provide without compromising the educational environment of the rest of the class, the teacher will request the administration provide additional support. Any decision-making process will include the teacher and any additional personnel the administration deems necessary.

ARTICLE VIII – TEACHING CONDITIONS

- A. Both parties agree that the availability of proper school facilities for both students and teachers, and well-trained, competent teachers for students is the goal of both the Association and the Board. It is recognized that the duty of the teacher is to teach, and the school day will be organized to schedule the teacher into situations, both formal and informal, to that end.
- B. Teachers shall be hired to teach. They shall not be offered a contract to drive students as part of their teaching load, although nothing in this Agreement shall deprive a teacher of driving a school bus as an extra job as long as he complies with regulations covering that position as determined by the Board, the Department of Education and the Legislature.
- C. Teaching supplies shall be ordered by the Administration so they may reasonably be expected to be available for the teachers' use at the beginning of the fall semester. Each teacher shall fill out a request for such supplies as they feel they will need. Teachers new to the system may submit a request for supplies in September or the first month of their hire, if other than September. Supplies will be ordered when approved by the building principal and in keeping with the general operating budget. Teachers will be given a budget amount before May 1st and asked to rank supplies based on order of priority. Supplies exceeding the budgeted amount may be denied by their supervisor.
- D. Graveled or black-topped parking facilities shall be provided for teachers on school premises or on other property as arranged by the Board and the owner of such off-school property.

- E. The Board of Education agrees class size is an important aspect of an effective educational program. The goals are:

Kindergarten	23
Grades 1, 2 and 3	27
Grades 4, 5 and 6	29
Split	25
Grades 7-12	33
PE	40

Should these goals be exceeded in any quarter (calculated on the second Friday of each quarter), elementary teachers will receive a \$60 stipend and secondary teachers will receive a \$40 stipend. When the number of students exceeds 36, the stipend will be \$80 per quarter for grades 7-12 classes.

- F. The Board shall make available a faculty staff room in both buildings. Teachers will not use the staff room except before school, at noon, after school, or during their preparation/conference periods only. Each staff room shall be furnished with lounge furniture.
- G. Cost of laundering school-owned items will be assumed by the Board of Education, and the decision as to whether they should be laundered will be made by the Administration.
- H. The Board and the Association pledge themselves to extend the advantages of public education to every student without regard to race, creed, religion, sex, color, national origin, name, or school record of their parents, and to maintain full equality of educational opportunity to all pupils residing in the school district who can benefit from attendance in the public school system of Kingston Community School District.
- I. Class advisors shall be selected from teachers in the building housing the grade(s) to be supervised, if possible.
- J. All money shall be counted and receipted at the time it is turned in to the office. Building principals may find it necessary to have money turned in at a designated time each day.
- K. When, in the opinion of the teaching staff, decided by vote, that conditions are unsuitable for teaching because of lack of water or heat for an extended time, not less than two (2) hours, teachers and students will be dismissed, and the day shall be made up at the conclusion of the second semester at no extra cost to the District for salary.
- L. Nothing in this Article shall require the Board to keep schools open in the event of severe inclement weather or when otherwise prevented by Act of God. When the schools are closed to students due to the above conditions, teachers shall not be required to report for duty. If more than

- five (5) Act of God days are incurred, the Superintendent may request (weather conditions permitting) that teachers report to their respective buildings by 1:00 p.m. on any additional Act of God days incurred. Teachers are to be notified by 10:00 a.m. if their presence is requested at school that day. In the event of an Act of God day, a teacher who had previously requested the use of the day for illness or personal business will not be penalized and teachers on jury duty will not be required to forfeit their fees for that day.
- M. Should a teacher, while on a Board-approved educational field trip, be detained because of reasons beyond his control, and consequently, be late or absent from a scheduled teaching assignment, the time loss will not be deducted from sick leave or personal business days, and no pay will be forfeited as long as the teacher continues to exercise supervisory control over his group.
- N. When, as determined by the Board, a teacher's duties regularly involve hazards to their personal clothing such as damage or due to chemicals, dust, wood, metal chips, or molten metal, the Board shall furnish specialized clothing in the quantity and style as deemed appropriate by the Board. Teachers so provided shall use reasonable discretion as to the wearing of protective clothing when engaged in instruction which may be hazardous to personal clothing. Should a decision be made to purchase such specialized clothing, suggestions will be sought from the teacher.
- O. A specific area will be made available for high school teachers to work during their conference period, separate from the teachers' lounge.
- P. A specific area will be made available for the athletic director and assistant athletic director in which to work during his/her assigned period, separate from the teachers' lounge or an administrative office, and shall also include the installation of a telephone.

ARTICLE IX - SENIORITY

- A. No later than thirty (30) days following the ratification of this Agreement, and by every September 30 thereafter, a seniority list shall be prepared. All teachers shall be ranked on the list in the order of their beginning date of employment. Seniority shall be defined as years or fraction of years of in-district service, which are uninterrupted by resignation or discharge.
- B. Hire date is determined by contract signature date. In the circumstance of more than one individual teacher beginning employment on the same date, all individuals so affected will participate in a drawing, by lot, to determine position on the seniority list. The Board will notify the Association and employees so affected in writing of the date, place and time of the drawing. The drawing shall be conducted openly and at a time and place which will reasonably allow affected employees and Association

representatives to be in attendance.

- C. Seniority shall continue to accumulate when teachers are on military, study and parental leave.
- D. Seniority is only retained during a severance of employment or a break in service if it is due to a layoff. In such cases, teachers on layoff shall retain all seniority accrued as of the effective date of the layoff, but will not continue to accrue seniority while on layoff.

ARTICLE X – SICK LEAVE AND PERSONAL LEAVE

- A. At the beginning of the school year each employee shall be credited with eleven (11) sick leave days. The unused portion shall accumulate from year to year to a maximum accumulation of ninety (90) days. For teachers employed during the summer in teaching positions, sick leave will accumulate one (1) day's leave time for each four (4) weeks worked. Of the eleven (11) days, eight (8) may be used for personal illness or illness in the immediate family. Three (3) of the eleven (11) may be used for personal business. No personal business days may be used the last work day preceding Christmas & Spring break, the first work day following Christmas & Spring break and sick leave days used for these days must be confirmed by a doctor's statement stating the employee was too ill to work.

Immediate family shall include spouse, parents, children/grandchildren, or siblings of the employee or the employee's spouse.

- 1. In the case of extreme and unusual illness, the Board and Association may set up a committee of not more than three (3) members each for the purpose of establishing a bank of sick leave days to be used by a teacher with extreme or unusual illness.
- 2. The Board and Association Committee would have the authority to approve a sick leave bank up to a maximum of forty-five (45) sick leave days subject to the following:
 - a. Such days are accrued by voluntary donations of sick leave days from individual teachers.
 - b. Teachers volunteering must fill out a signed form verifying their intention to contribute.
 - c. The maximum number of days awarded in any one school year shall not exceed forty-five (45).
 - d. The payment of donated days shall be at the applicant's per diem rate.

- e. The payment will terminate at the point the involved teacher is eligible for long-term disability, worker's compensation or any other payments from any source, except personally paid insurance.
- B. The teacher may take a maximum of three (3) working days per death in the immediate family (as defined in Article IX, A) up to and including the day of interment. .

The teacher may take a maximum of two (2) working days per death of other close relatives up to and including the day of interment. Close relatives shall include grandparents, aunts, & uncles of the employee or spouse, and any other relative or non-relative living or making his home in the household of the employee.

- C. Each teacher will be supplied with the total number of his/her unused sick days at the beginning of each semester. Teachers may donate unused sick days to another member of the association provided that member has used all of his/her sick days. The donation of sick days is strictly voluntary.
- D. In case of death, any accrued sick leave for the current school year shall be paid in a lump sum to the survivor named by the teacher or teacher's estate. Such payment shall be computed by multiplying the number of unused sick days times the teacher's daily rate of pay at the time of death.
- E. Any teacher called for jury duty during school hours or who is subpoenaed to testify during school hours in any judicial matter shall be paid his full salary for such time spent on jury duty or giving testimony, and shall pay any amount paid for his duties as juror or witness to the school district except for jury duty after school hours.
- F. The Board shall provide at no cost to the Association ten (10) days per school year of released time for the handling of Association business as deemed appropriate by the Association President. The Association shall pay the cost of the substitute and the employee's retirement.
- G. Teachers shall be granted three (3) personal business days from the eleven (11) listed in Section A of this Article. Any unused personal business day shall roll over to the teacher's accumulated sick leave.
- H. When the sick leave days and the personal business days are exhausted, the teacher shall receive no further remuneration until resuming work.
- I. During the time away from work, the Board shall continue to pay health and dental insurance premiums, but the teacher will not be eligible for any fringe benefits.

Sick days:	Sick days accumulated in excess of 90, payment would be at 80% of sub pay, to be paid at the end of the school year.
Sick day 0-90	Sick days accumulated from 0 to the 90 cap would be paid, on a minimum of 15 consecutive years of service to the District and only at retirement from the Michigan Public School Employee Retirement System at the following rate: Forty (\$40.00) dollars per unused sick day.

ARTICLE XI – LEAVE OF ABSENCE

- A. Requests for leave of absence shall be submitted, in writing, to the Superintendent at least ten (10) days prior to the effective leave date. The Superintendent shall submit such request to the Board of Education at the next regular meeting following the date of application. The Board may vote to grant or not to grant such leaves if they determine the granting to be in the best interest of the school district. Leaves may be granted for the following reasons:
1. Illness
 2. Military service, if drafted.
 3. Full-time attendance at a college or university to fulfill requirements of an advance degree or changing certification.
 4. Other personal reasons approved by the Board of Education.
- B. A teacher who is unable to teach because of personal illness or disability, and who is receiving compensation under the terms of Article IX, shall not be eligible for an unpaid leave of absence, but shall return to a position they are certified and qualified for when the physician who has treated him/her during the illness shall determine he/she is physically able to return to work.
- C. A teacher who is unable to teach because of personal illness or disability and who is not receiving compensation under the terms of Article IX may be granted a leave of absence during such illness or disability up to two (2) school years. The Board shall re-employ such teacher, when a job position for which they are qualified and certificated is vacant.
- D. A military leave of absence shall be granted to any teacher who shall be inducted in any branch of the Armed Forces of the United States. A teacher on military leave without pay shall accumulate seniority on the salary schedule as though he had been teaching in the system. Such teacher shall be returned to a teaching position, for which he is certified and qualified, at the completion of his military service.

- E. Child Care Leave
 - 1. A leave of absence without pay may be granted for up to two (2) years for the purpose of child care.
 - 2. No teacher granted such a leave shall be guaranteed a return to their original position, but assurance will be made that they will be granted first consideration for a comparable or the same position as was held when the leave was granted.
- F. Leaves shall also be granted in accordance with the Federal Family and Medical Leave Act of 1993. Paid leave shall be concurrent with FMLA. If an employee on his/her own violation does not return to work he/she shall reimburse the employer the cost of insurance premiums paid. Employees returning from FMLA will be placed in their former position or an equivalent position.
- G. The Board retains the prerogative to extend leaves or to grant leaves for reasons not covered in this Article, or elsewhere in the Master Agreement, when such leave would be in the best interest of the school system.
- H. Unless specifically worded otherwise:
 - 1. All long-term leaves are made from the school system and not from a specific position therein.
 - 2. Each teacher on leave of absence shall receive no pay or benefits on such leave.
 - 3. Each teacher on leave shall receive no pay for holidays which occur during his leave.

ARTICLE XII – PERSONNEL FILE

- A. After an evaluation is completed, it shall be discussed with the teacher as soon as possible. In the event the teacher does not agree, he may write a rebuttal which will be attached to the evaluation and included in his personnel file within fourteen (14) calendar days.
- B. Each teacher shall have the right, upon request, to review and have a copy of those contents of his own personnel folder on file at the Board's main offices.
- C. In addition to the evaluation, personnel files shall also contain:
 - 1. Teacher Certificates
 - 2. Transcript of Academic Records

- D. Teachers shall sign any other materials placed in the personnel file. Such signatures shall be understood to indicate their awareness of the material, but in no case, shall said signature be interpreted to mean agreement with the content of the material. Any materials not signed, shall be removed from the personnel file.

ARTICLE XIII – PROTECTION OF TEACHERS

- A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. When problems occur, the teacher and the Administration shall seek the necessary help to resolve the problem.
- B. Any case of assault upon a teacher which had its inception in a school-centered problem shall be reported immediately to the Superintendent or his designated representative. Prompt investigative action shall be taken by the administrator. In no case shall the student be returned to the classroom until the investigation has been completed and corrective action, if deemed necessary, has been taken.
- C. If any teacher is sued by reason of disciplinary action taken by the teacher against a student, the Board will provide legal counsel and render all necessary assistance in his defense except in case of gross negligence or the teacher failed to follow Board policies. Time lost by a teacher in connection with any such litigation shall not be charged against the teacher except in the case of gross negligence or the teacher failed to follow Board Policy.
- D. In the event a complaint is brought to the administration by a parent of a student directed toward a teacher that may result in a teacher discipline, it shall be called to the teacher's attention within 15 days.
- E. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property, but shall not be individually liable, except in the case of gross negligence or gross neglect of duty, for any damage or loss to person or property.

ARTICLE XIV – NEGOTIATION PROCEDURES

- A. The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that all of the understandings and agreements arrived at by the parties, after the exercise of that right and opportunity, are set forth in this Agreement. However, it is contemplated that matters not specifically covered by this Agreement could arise during the terms of this Agreement and be of such

importance that both parties, by mutual consent, might agree to negotiate their solution

- B. No later than March 31 or the expiration of this Agreement, the parties will begin negotiations for a new contract covering wages, hours, terms and conditions of employment of teachers employed by the Board.
- C. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiator or bargaining representatives of the other party and each party may select its representatives from within or without the school district. It is recognized that no final agreement between the parties may be executed without ratification by the Board of Education and the membership of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.
- D. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Commission or take any lawful measure it may deem appropriate including the provisions of P.A. 112.
- E. If an Emergency Financial Manager is appointed by the state under the Fiscal Accountability Act, the Emergency Manager may reject, modify or terminate the Agreement as provided by law. This clause is included in this agreement because it is legally required by state law.

ARTICLE XV – GRIEVANCE PROCEDURE

- A. A grievance is a claim by a bargaining unit member or group of bargaining unit members that there has been a violation, misinterpretation or misapplication of a specific provision of this Agreement. The following shall not be the basis of any grievance filed under the terms of this Article:
 - 1. The termination of service or failure to re-employ any teacher.
 - 2. Any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Teachers Tenure Act (Act 4 of Public Acts, Extra Sessions, of 1937, of Michigan as amended).
 - 3. Prohibited subjects of bargaining.
- B. Hearing Levels:
 - 1. Informal Level When a teacher believes he/she has a grievance,

the affected bargaining unit member(s) shall, within fourteen calendar (14) days of the occurrence, request a meeting with his/her immediate supervisor in an effort to resolve the complaint. The Association may be notified and a representative thereof present with the bargaining unit member at such meeting. If the bargaining unit member is not satisfied with the result of the meeting, he/she may formalize the complaint in writing as provided hereafter.

2. Formal Level One If a grievance is not resolved in a conference between the affected bargaining unit member(s) and his/her immediate supervisor, a formalized grievance shall be submitted, in writing, to the supervisor within fourteen calendar (14) days of the meeting at the Informal Level. The written form shall state the occurrence, date and time of the occurrence, the particular Article and section of this Agreement which may have been violated, and the requested remedy. The immediate supervisor shall, within seven (7) days of the receipt of the grievance, meet with the grievant(s) and render a written decision. Copies of this decision shall be forwarded to the grievant(s) and the Association.
3. Formal Level Two If the grievant and the Association are not satisfied with the disposition of the grievance at Level One or if no disposition has been made within seven (7) days of receipt of the grievance, the grievance shall be transmitted to the Superintendent. Within seven (7) days after the grievance has been so submitted, the Superintendent shall meet with the grievant(s) and Association and render a written decision within seven (7) days of the meeting. Copies of this decision shall be forwarded to the grievant(s) and the Association.
4. Formal Level Three If the grievant and the Association are not satisfied with the disposition of the grievance at Level Two or if no disposition has been made within seven (7) days of receipt of the grievance, the grievance shall be transmitted to the Board of Education. Within seven (7) days after the grievance has been so submitted, the Board or its designee shall arrange to meet with the grievant(s) and the Association on the grievance within thirty (30) days and attempt to reach a mutually acceptable resolution. The Board or its designee, within seven (7) days after the conclusion of the meeting, shall render a written decision thereon with copies to the grievant(s) and the Association.
5. Formal Level Four A teacher or Association representative electing to submit the grievance to arbitration, must do so within 30 calendar days of receipt of the disposition from the Board. If the grievant and the Association are not satisfied with the disposition of the

grievance at Level Three or if no disposition has been made within the established time period, the Association may submit the grievance to arbitration before an impartial arbitrator. If the parties cannot agree upon an arbitrator, the arbitrator shall be selected by the American Arbitration Association, in accordance with its rules, which will likewise govern the arbitration proceeding. Neither the Employer nor the Association shall be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party. It shall be the function of the arbitrator and he/she shall be empowered, except as limited below, after due investigation, to make a decision in cases of alleged violation of the specific Articles and sections of this Agreement.

- a. The arbitrator shall have no power to alter, add to, subtract from, disregard, or modify any of the terms of this Agreement.
- b. The arbitrator shall have no power to establish salary scales or change any salary rate.
- c. The arbitrator shall have no power to rule on the termination of services or failure to re-employ any teacher to a position on the extra-curricular schedule.
- d. The arbitrator shall have no power to change any practice, policy or rule of the Board nor to substitute his judgment for that of the Board as to the reasonableness of any such practice, policy, rule or any action taken by the Board.
- e. In the event that a case is appealed to an arbitrator on which he has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.

Both parties agree to be bound by the award of the arbitrator and that judgment thereon may be entered in any court of competent jurisdiction.

C. Miscellaneous

1. The fees and expenses of the arbitrator shall be shared equally by the Association and the Board.
2. The terms "days," when used in this Article, shall mean calendar days. Time limits may be extended by mutual written agreement.
3. By mutual agreement, a grievance may be initiated at Formal Level Two.

D. No teacher may be represented by an officer, agent or other representative of any organization other than the Association at any stage of the grievance procedure.

- E. Forms for filing grievances will be prepared and given appropriate distribution by the Superintendent so as to facilitate operation of the grievance procedure.
- F. The number of days indicated at each step of the grievance procedure should be considered as maximum and every effort should be made to expedite the grievance process. Any time limit may be extended by mutual written agreement.
- G. The failure of an aggrieved person to proceed from one step of the grievance procedure to the next step within the time limits shall be deemed to be acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance.
- H. The failure of an administrator to communicate his decision to the Association within the specified time line shall permit the Association to proceed to the next step in the grievance procedure.

ARTICLE XVI – MANAGEMENT RIGHTS CLAUSE

- A. The Board, on its own behalf and on behalf of the electors of the School District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the School Code and the laws of the state, the Constitution of the State of Michigan and/or the United States. Such rights, duties, etc., shall include, by way of illustration and not by way of limitation, the right to:
 - 1. Manage and control its business, its equipment, and its operations and to direct the working forces and affairs of the entire school system within the boundaries of the Kingston School District.
 - 2. Continue its rights, policies and practices of assignment and direction of its personnel; determine the number of personnel, and schedule all the foregoing.
 - 3. Direct the working forces, including the right to establish and/or eliminate positions, to hire, evaluate, promote, suspend, and discharge employees, transfer employees, assign work or duties to employees, determine the size of the work force and to lay off employees.
 - 4. Determine the services, supplies, and equipment necessary to continue its operations and to determine all methods and means of distributing the above and establishing standards of operation, the means, methods and processes of carrying on the work including automation or subcontracting thereof of changes therein.

5. Determine the qualifications of employees, including physical conditions.
 6. Determine the policy affecting the selection, testing or training of employees.
 7. The Board shall continue to have the exclusive rights to establish, modify or change any conditions except those covered by provisions of the Master Agreement.
- B. In meeting such responsibilities, the Board acts through its administrative staff. Such responsibilities include, without being limited to, the establishment of education policies; the construction, acquisition and maintenance of school buildings and equipment; the evaluation, discipline, promotion and termination of employees; and the establishment and revision of rules and regulations governing and pertaining to work and conduct of its employees. The Board and administrative staff shall be free to exercise all of its managerial right and authority.
- C. Listing of specific management rights in this Agreement is not intended to be nor shall be restrictive of or a waiver of any right of management not listed and specifically surrendered herein whether or not such right has been exercised by the Board in the past.

ARTICLE XVII – EXTRA-CURRICULAR ACTIVITIES

- A. All school facilities necessary to fulfill the needs of approved activities shall be made available to all school organizations when they are not being used for educational programs, scheduled previously for use by some other community group, or scheduled for cleaning, once the activity has received administrative approval.
- B. The Principal of the building shall schedule all activities in the building, and then only when he is satisfied as to the merit of the activities and that there will be suitable supervision of the members using the building facilities. All school functions and other use of school facilities shall be posted on a master schedule in the proper place in the administrative office of the building.
- C. Administrators and their secretaries are the only ones to list activities on the master schedule.
- D. All class activities shall be ok'd by sponsors in writing before the principal shall consider the activity for approval and scheduling.
- E. Sponsors of classes and other organizations shall assure the building principal that carefully selected chaperones in addition to the sponsor(s),

in suitable number for the activity, will be present to maintain order and protect the building facilities, and to properly supervise students before the principal shall give approval for the event to be scheduled. After scheduling the event, it shall be the duty of the sponsor to be present or to find an adequate sponsor replacement acceptable to the principal.

- F. Should the building principal schedule an extra-curricular event on his own that requires chaperones it shall be his duty to find carefully selected chaperones in suitable number for the activity. Any teacher acting in such capacity shall be compensated in the amount of fifteen (\$15.00) dollars for chaperoning the event.

ARTICLE XVIII – MISCELLANEOUS PROVISIONS

- A. It is the responsibility of the teacher to “create an absence” using the PCMI system.
- B. No polygraph or lie detector device shall be used in any investigation of a teacher.
- C. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with the terms herein. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement. The terms of the Agreement shall be incorporated into and be considered part of the established policies of the Board.
- D. Copies of this Agreement shall be printed at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board.
- E. 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, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- F. All regularly employed teachers shall have free admission to all school activities as proof of interest in student's extra-curricular activities, to observe children in an informal situation other than a classroom setting, and to assist in the supervision of children.
- G. During recess, the elementary teachers will release the students outside to the care of an adult hired for that purpose, and teachers agree to remain in the building and be available during this period. In case of inclement weather, students will be supervised by teachers.

- H. At least once each semester, teachers will participate in a parent-teacher conference as scheduled in the school calendar.
- I. Teachers who violate the provisions of this Agreement by reporting late for work or leaving school early for lunch or at the end of the day shall forfeit pay for the time involved.
- J. Teachers shall remain in school during conference periods. They will not leave the building without the principal's or his agent's knowledge and consent. Teachers shall forfeit pay for the time away from the building without the administrator's prior permission.
- K. Teachers will not engage in Association activities, excluding grievance and discipline meetings, during those hours when they are assigned to the classroom. Teachers who violate the provisions of this section shall forfeit pay for the time involved.
- L. No vending machines shall be installed in any school building without the express consent of the building principal. In any event, permission may not be granted to any teacher organization other than the Association.
- M. All teachers hired new to the school system may be given partial or full credit on the salary schedule set forth in Schedule A for teaching experience in any school district in the State of Michigan or other public-school district requiring a Michigan Teaching Certificate or states with a reciprocal Agreement with Michigan, the equivalent certificate.
- N. Pursuant to Public Act 244 of 1974, the Board shall continue to pay, on behalf of each teacher, the percentage required by the employee's contribution to Michigan Public School Employee's Retirement System and shall continue to pay for the duration of this Agreement.
- O. At the beginning of each school year, each probationary teacher new to the system shall be assigned by their respective principal a mentor teacher for the purpose of assisting and orienting them in their duties. Probationary teachers will be assigned a mentor teacher by the second week of each school year and the probationary teacher will have a mentor teacher as long as he/she remains on probation. Each mentor teacher will be compensated based on Schedule A-1 Extra Pay for Extra Duties.

Mentor teachers shall be tenured teachers employed by the Kingston School District. The Association President will be sent a list of probationary teacher/teacher mentor pairings by September 15th of each school year. Duties of a mentor teacher would include: advise the probationary teacher on all educational and professional issues and, if requested by the probationary teacher, be present at all evaluation conferences.

- P. Any new rules, regulations, or other changes to the teacher handbook, issued by the Administration, shall be presented to the faculty, in writing, as far in advance of implementation as possible, but in no case less than two (2) school days prior to the effective date.
- Q. Teachers who must travel to another school within the District for the complete afternoon as part of their regular teaching schedule will be paid at the IRS rate for travel expense.

Should more than one teacher be so scheduled to travel to another school within the District, they will travel in one vehicle and expense money will be paid only to the driver.

If transportation is provided by the Board, whether or not it is used by the teacher, the expense money shall be forfeited.

The teacher shall inform the office personnel, when reporting for teaching duties, the means of transportation used, and a calendar for the year shall be maintained in the office.

The calendar, when approved by the principal, shall constitute claim for payment of travel expense.

Payment shall be made at the conclusion of the school year.

- R. Any School Improvement Plan implemented by the Kingston Community Schools shall not violate the current collective bargaining agreement. Participation in any school improvement activity during the regular school day is required by all staff members. Unpaid participation in school improvement activities outside the regular school is strictly voluntary.
- S. All junior high and senior high teachers will be responsible for submitting weekly eligibility lists.

ARTICLE XIX – SCHOOL COUNSELORS/SCHOOL LIAISONS

- A. The Board further recognizes that counselors/school liaisons shall have the flexibility to arrange their schedules, if approved by the Administration, to permit their taking part in activities outside the school building which are in the interest of the students. Those activities shall include, but are not necessarily limited to: liaison activities with the community and social agencies as part of the referral process, vocational/educational guidance workshops, parental contact, and job and educational placement activities.
- B. The Board agrees to grant counselors/school liaisons all rights and privileges granted to all teachers by this Agreement except the provisions of Article V and Article VI providing for an assigned preparation period

which shall not apply to counselors.

- C. School counselors/school liaisons will work an additional five (5) days beyond the regular teacher calendar.

ARTICLE XX – SALARY SCHEDULE

A. Definitions:

1. A salary schedule is a printed statement of details stating specific dollar amounts for all steps appropriate to a given academic degree.
2. A salary schedule step is a specific dollar amount for a single level of schedule.
3. A year of service is a period of time equal to not more than a calendar year and not less than one hundred (100) working days (whichever is the greater) in which a teacher was employed in a full-time position covered by this Agreement.

B. Placement on Appropriate Salary Schedule

1. At the beginning of the school year, each teacher shall be placed on no more than one (1) salary schedule based on his/her highest academic degree and credit hour credentials on file in the Personnel Office as of the first day of the school year.
2. Each teacher who cannot have his credentials in the Personnel Office before the first day of the school year shall notify the Director of Personnel, in writing, of such conditions on or before the first day of school. Such teacher must submit the official credentials on or before September 20 of that year in order to be placed on the appropriate salary schedule. A teacher who earns additional credit hours during the first semester is to be placed on the appropriate salary schedule for the second semester provided he/she has notified the Personnel Office of such change prior to the beginning of the second semester and has submitted official credentials on or before February 20. Each teacher who does not follow the above procedure will forfeit the advanced salary schedule placement for that semester.
3. A salary schedule is found in Schedule A for each of the following earned academic degrees: Bachelor's, BA/BS+20, Master's or BA/BS+30 and MA/MS+20 or BA/BS+50. Courses taken which are not on a planned advanced degree program must be taken from an accredited college and be approved by a committee consisting of

the Superintendent, building principal and one (1) colleague chosen by the teacher in order to be applied towards movement to the BA/BS+30 or BA/BS+50 rail.

4. Each salary schedule shall be deemed a separate entity, and the change from one salary schedule to another shall be a horizontal step movement in accordance with Section C below.

C. Placement of Salary Schedule Step

1. Placement on a salary schedule step within appropriate salary schedule for teachers who were on the last payroll of the first semester of the preceding school year (including the sabbatical leaves) shall be in accordance to the number of years of service granted them heretofore.
2. Each teacher in Section C (1) above and appointed for the current school year and who was not on the maximum salary step during the preceding school year shall move the next highest step within the appropriate salary schedule.
3. Each teacher who was at the maximum step during the preceding year shall remain at the maximum step during the duration of the Agreement.

- D. The annual salaries of teachers are set forth in Schedule A for the current year. The salary schedule shall be paid in full for working the hours, days, and work load as defined in the Agreement.

ARTICLE XXI – NO STRIKE CLAUSE

The Association and the Board recognize that strikes and other forms of work stoppage by employees are contrary to law and public policy. The Association and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school system. The Association, therefore, agrees that its officers, representatives and members shall not authorize, instigate, cause, aid, encourage, ratify or condone, nor shall any member take part in any strike, slowdown or stoppage of work, boycott, picketing, or other interruption of activities in the school system. Failure or refusal on the part of any employee to comply with this Article shall be cause for immediate dismissal.

ARTICLE XXII - INSURANCE

- A. The Board shall provide health insurance through a qualified plan for a full twelve (12) month period for the bargaining unit member and his/her entire family.

Employees not electing health insurance coverage will select a qualified ancillary pack.

All insurance benefits may be adjusted by mutual consent among the parties.

	Simply Blue 1250	Simply Blue 2000
Health Insurance	1350/2700 In-Network	2000/4000 In-Network
	2700/5400 Out-of-Network	4000/8000 Out-of-Network
Prescription	\$10/\$40/\$80	\$10/\$40/\$80
LTD	66.67% 60 Calendar Day Modified \$4000 Monthly Max	66.67% 60 Calendar Day Modified \$4000 Monthly Max
Dental	80/80/80/80 \$1000 Annual Max \$1200 Lifetime Max Ortho	80/80/80/80 \$1000 Annual Max \$1200 Lifetime Max Ortho
Life	\$35,000 with AD&D	\$35,000 with AD&D
Vision	VSP 2 Silver	VSP 2 Silver

- B. Although the Board, by payment of the premiums required for the insurance protection stated above, shall be relieved for all liability with respect to the benefits and coverage provided, and disputes between employees and the insurance company are not subject to the grievance procedure established in this Agreement.
- C. The Board shall provide cash-in-lieu pursuant to an IRS Section 125 Plan to any bargaining unit member who chooses Plan B of the District's medical plans. For anyone who chooses this option, a payout of \$4,500 will be made each year. The payment may be made to a 403b or paid directly to the member; however, per IRS regulations, FICA taxes must be paid if the latter option is selected. Those taxes will be the responsibility of the bargaining unit member. The Superintendent and the Kingston Education Association may negotiate the numbers contained in this clause on a year-to-year basis.
- D. Enrollment dates for new employees shall be on September 1st or on the first day of the month following hire.
- E. In accordance with PA 152 of 2011 (Publicly funded Health Insurance Contribution Act) Kingston Community Schools will pay the full amount designated as the "hard cap" by the state legislature for employee health

insurance premiums. Any premium cost in excess of the cap will be the responsibility of the employee and paid through payroll deduction. Money's contributed by the district into an HSA account will be made on a per pay basis unless the employee is ineligible for an HSA or other insurance plan, in accordance with IRS publication 969.

- F. The Board will provide the above coverage and/or make payments of its share of insurance premiums for all eligible teachers so as to provide insurance coverage for a full twelve (12) month period or periods as the case may be, provided, however, that teachers leaving employment with the School District after the effective date of the policy and prior to the end of the then current school year will be covered only for the balance of the number of days remaining under the monthly premium payment, and provided further, that teachers on a leave of absence, other than sick leave and Medical Leave, which leave has been granted by the Board and extends for a period of more than thirty (30) calendar days, will also only be covered for the balance of the insurance premium month. All teachers whether they have commenced employment at the beginning of the school year or during the school year, and who complete the then current school year but who have indicated they will not resume employment for the following school year will still receive coverage hereunder until August 31st following completion of their duties.

ARTICLE XXIII – DURATION OF AGREEMENT

This Agreement shall be effective as of September 1, 2018 and shall continue in effect through the 31st of August 2021. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

KINGSTON EDUCATION
ASSOCIATION/TCBA/MEA/NEA

KINGSTON BOARD
OF EDUCATION

Date

Date

SCHEDULE A Salary Schedule

The minimum and maximum salaries for educational level will start as follows:

BA:	Minimum - \$37,000; Maximum - \$61,250
BA+20:	Minimum - \$38,000; Maximum - \$62,250
MA/BA+30:	Minimum - \$40,000; Maximum - \$64,250
MA+20/BA+50:	Minimum - \$41,000; Maximum - \$65,250

Each staff member not at the maximum salary for their educational level will receive a salary increase of \$1200 each year for the next three school years (18-19, 19-20, 20-21). The \$1200 increase will occur in a new teachers second year of employment.

The maximum salaries for all educational levels will increase by \$500 in the 18-19 school year, \$250 in the 19-20 school year, and \$250 in the 20-21 school year.

When an employee starts their thirteenth (13) year of service within the school district, he/she will also receive longevity pay which will equal \$65 for each year of service (as defined in Article XX), to a maximum of 30 years or \$1950.

Starting July 1, 2015, any years of service credited to new hires will be factored in when calculating their longevity pay.

When an employee earns enough credit to be granted an educational salary increase, that money will be added to his/her base salary. The amount of that increase will be as follows:

BA/BS to BA/BS+20	\$1,000
BA/BS+20 to BA/BS+30 or Masters	\$2,000
BA/BS+30 or Masters to BA/BS+50 or MA/MS+20	\$1,000

Merit Pay

Teachers will receive Merit Pay based on evaluation scores. Highly Effective will receive \$100 annually and Effective will receive \$50 annually.

**SCHEDULE B
EXTRA PAY FOR EXTRA DUTIES**

Position	0 to 3 years	4 to 7 years	8 plus years
AD	5536	6250	6963
V. Football	3691	4167	4642
Asst. V. Football	2584	2916	3250
JV Football	2584	2916	3250
Asst. JV FB	1846	2084	2321
JH FB	1846	2084	2321
Asst. JH FB	1477	1667	1857
V. Basketball	3691	4167	4642
JV Basketball	2584	2916	3250
Freshman BB	1846	2084	2321
JH Basketball	1477	1667	1857
V. Baseball	2584	2916	3250
Asst. Baseball	1477	1667	1857
V. Softball	2584	2916	3250
Asst. Softball	1477	1667	1857
V. Track	2953	3333	3714
V. Track 30+ 2 coach	2584	2916	3250
Asst. V. Track	1477	1667	1857
JH Track	1846	2084	2321
Cross Country	1846	2084	2321
V. Volleyball	2215	2500	2786
JV Volleyball	1477	1667	1857
V. Cheer	1846	2084	2321
JV Cheer	1477	1667	1857
Freshman Cheer	739	834	929
JH Cheer	1108	1250	1393

2018-2021 Kingston Master Agreement

FRC Robotics	3000	1500 from school and 1500 from grant	
Sr Class Advisor	400		
Jr Class Advisor	400		
10th	200		
9th	200		
8th	150		
7th	150		
Academic Games	200		
Head Band**	2215		
Pep Band	739		
Summer Band	739		
Asst. Band Director	2215		
Yearbook	1846	class	2584 after school
Quizbowl	739		
JH Quizbowl	370		
School Play	739	per play	
Approved Clubs			
with 3 or fewer activities	50		
With 4-6 activities	150		
with 7 or more activities	300		
All club activities that would be paid for must be pre-approved by the Principal or designee.			
Student Council	500		
School Improvement	600		
Teacher Mentor	50		
Drivers training	23	per hr	

1. Athletic coaching positions will be compensated according to the table above. Coaches that change positions within the same sport will not lose their years of experience. If a break in service occurs, years of experience resets.

2. The duties set forth in this schedule shall continue to be bargaining unit work. However, in the event no unit member applies for or meets the qualifications set by the Board for the position, the Board may assign this extra duty to a qualified non-bargaining unit member.
3. Extra pay for extra duties shall apply only if and when the activities are assigned by the administration.

** Must attend Solo-Ensemble and Band Festivals.

In the event the Athletic Director is a teacher, one (1) period a day will be scheduled to do the work of an Athletic Director in addition to the preparation period described in Article VI-A. Should the work, incidental to the duties of the Athletic Director, necessitate extra work time during the school day, the Superintendent may hire a substitute, upon the principal's recommendation, for the teacher's classes and allow the work required by the Athletic Department to be done. The Athletic Director may, with the knowledge and consent of the principal, hire staff members to be in attendance at athletic events on those occasions when the Athletic Director will not be present.

No extra subsidy for special education except any teacher receiving such sum will continue to receive it as long as they continue employment. No new employee will receive it.

The Board reserves the right to place a person outside the unit on a higher step (maximum of two years/steps credit) of the BA track based on experience and coaching evaluations in the activity.

SCHEDULE C KINGSTON SCHOOL CALENDAR

Kingston Community Schools
2018-19 Calendar

Final Revised 5/3/2018

August (3 Full days, 3 Teacher PD days)

21st Teacher PD, High School Open House, 4 - 6pm
22nd Teacher PD, Elementary Open House, 4 - 6pm
23rd Teacher PD
28th First Day for Students
31st No School Staff or Students

September (19 Full days)

3rd - No School Labor Day
4th - Classes resume

October (21 Full, 1 Half day, 1 Teacher PD)

18th - Half Day for Students, **High School** Parent Teacher Conferences, HS 12:00 and ES 12:10 dismissal, Elem Staff ½ day
26th No School for Students, Teacher Professional Development (County-Wide)

November (17 Full, 2 Half day)

2nd - End of first marking period
8th - Half Day for Students, **Elementary School** Parent Teacher Conferences, 12:00 and ES 12:10 dismissal, HS staff ½ day
15th - No School Staff and Students
21st - Half Day for Students, 12:00 and ES 12:10 dismissal, Thanksgiving break begins
22nd through 25th - Thanksgiving Break
26th - Classes Resume

December (14 Full)

20th - Christmas break begins at the end of the day
21st through January 1st - Christmas Break

January (21 Full, 1 Half)

2nd - Classes resume
18th - Half day for staff and students, end of first semester, HS 12:00 and ES 12:10 dismissal

February (18 Full, 1 Half)

15th - Half day for Staff and Students, HS 12:00 and ES 12:10 dismissal
18th - No School Staff and Students, Presidents Day

March (14 Full, 1 Half, 1 Teacher PD)

1st - No school for students, Teacher Professional Development (County-Wide)
22nd - Half day for staff and students, HS 12:00 and ES 12:10 dismissal, Spring Break begins, End of third marking period
23rd through March 31st No School, Spring Break

April (20 Full)

1st - Classes resume
19th - 22nd No Classes staff and students
23rd Classes Resume

May (22 Full)

21st - Last day for Seniors
27th - No School Memorial Day

June (4 Full, 1 Half)

2nd - Graduation, KHS 2pm
7th - Half day for students, Last day of school, Teacher records, HS 12:00 and ES 12:10 dismissal

Total (173 Full, 7 Half, 5 Teacher PD)