

**PLAINWELL  
COMMUNITY SCHOOLS  
AND  
PLAINWELL  
EDUCATION ASSOCIATION  
COLLECTIVE BARGAINING AGREEMENT**

**July 1, 2018 to June 30, 2020**

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**ARTICLE 1**  
**PURPOSE AND RECOGNITION**

- 1.1 Purpose. The general purpose of this Agreement is to promote orderly and peaceful relations between the Board and the professional employees for the mutual benefit of the public, the Board, the Association, and the employees.
- 1.2 Recognition. The Board recognizes the Association as the sole and exclusive collective bargaining representative for all K-12 employees.
- 1.3 Definitions.
- 1.31 Association means the Plainwell Education Association.
- 1.32 Day shall mean all days except Saturday, Sunday, school holidays and scheduled employee vacations, unless the context clearly otherwise requires.
- 1.33 Emergency as used herein means a sudden or unforeseen occurrence or condition that calls for immediate action.
- 1.34 Part-Time Employee means an employee regularly employed under contract for less than a full work week or full work day, or for less than a full school year. The fringe and leave benefits of a part-time employee shall be proportionately reduced.
- 1.35 Party means the Board or the Association.
- 1.36 Employee shall mean all full-time and regularly scheduled part-time school psychologists, social workers, speech pathologists, occupational therapist(s) and certified persons employed by the Board for K-12 for the regular school term except:
- A. Temporary employees and employees' aides.
  - B. Supervisory and administrative personnel, including but not limited to, the Superintendent, Assistant Superintendent, Business Manager, Principals and Assistant Principals, Guidance Counselor Director, Athletic Director, Community Education personnel, and all other certified employees who devote more than fifty (50%) percent of their time to administrative assignments.
- 1.37 Temporary Employee means a person who is certified and qualified to serve as a replacement for a regularly employed employee on either a day-to-day basis and/or for one (1) semester or less during a school year.
- 1.4 General Interpretation.
- 1.41 Captions. Captions are included only for convenience of reference and shall not modify in any way the provisions herein.

- 1.42 Interpretation. The Board has the final responsibility for the direction and control of all aspects of the affairs of the School District and this Agreement shall be so applied and interpreted. Whenever possible each provision shall be interpreted in such manner as to be effective and valid under applicable state or federal law, but if any provision shall be prohibited by or be deemed invalid, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.
- 1.43 Policies. Nothing in this agreement shall limit the right of the Board to adopt policies, initiate programs and enter into agreements with employees or others that are not contrary to the terms of this Agreement. The Board shall consult the Association prior to the adoption of any policy made pursuant to this agreement and shall furnish the Association a copy of any such policy thereafter adopted by it, including any amendments thereto.
- 1.44 Schedule Modification. The Board may alter the work schedule to the extent the Board determines necessary to comply with applicable local, state or federal laws or regulations; the availability of utilities; or for other circumstances beyond the control of the Board after consultation with the Association.
- 1.45 Subordination. Any individual contract or letter of agreement between the Board and an employee for the performance of duties that are subject to the terms of this Agreement shall be subject and subordinate to the provisions hereof.
- 1.46 Non Discrimination. The Employer agrees that it will in no way discriminate against or between any employee covered by this Agreement because of their race, creed, religion, color, national origin or ancestry, age, sex, sexual orientation, marital status, physical characteristics or handicap, or place of residence.



**ARTICLE 2**  
**ASSOCIATION RIGHTS**

- 2.1 Association Rights. The Association shall have, in addition to other rights expressly set forth herein or provided by statute, the following rights:
- 2.11 The use of the school buildings at reasonable hours for meetings, provided that no such use shall interfere with the primary educational use of the facilities.
  - 2.12 The use of employee mail boxes, email, and a designated bulletin board in each building for the purpose of giving notice of meetings, elections, the results of elections and related matters.
  - 2.13 The use of school equipment, including computers, duplicating equipment, and multimedia equipment, provided that it shall pay the reasonable costs of all materials and supplies used and for damage to any equipment, and provided further that such use shall not interfere with its primary educational use.
  - 2.14 Information concerning the financial resources, budgetary requirements and such information as may be necessary for collective bargaining with respect to wages, hours and other terms and conditions of employment.
  - 2.15 The Board shall furnish the Association with the name of each new employee employed for the contract year. The information shall be furnished on or before the fifteenth (15) school day following the date of employment.
  - 2.16 The Association shall be granted, upon request, up to six (6) Association leave days for the purpose of permitting designated bargaining unit members to participate in Association Activities. The request shall be signed by the Association President and shall be submitted to the Superintendent at least five (5) days prior to the requested leave date. The Association agrees to reimburse the Board for the cost of any necessary substitute employees employed as a direct result of this provision, such cost to be based on the current non-permanent substitute employee rate and the retirement contribution for the employee's association day.
- 2.2 Association Responsibilities. The Association, having been recognized as the exclusive bargaining agent for the employees, agrees that:
- 2.21 It will give reasonable notice of all meetings, the right of free expression and the right to a secret ballot.
  - 2.22 It will make every reasonable effort not to permit or allow the employees or any state or national association to cause any slowdown, deviation from the teaching schedule, or other device, of any nature whatsoever, designed to be used as a means of coercing the Board to accept any demands or adjust any grievances relating to wages, hours or any other terms and conditions of employment.
  - 2.23 It will use its best efforts to correct breaches of professional performance or conduct, including but not limited to failure to maintain satisfactory teaching standards, willful insubordination, abuse of leave privileges and chronic tardiness or absenteeism.

2.24 It will promptly notify the Board in writing of the names of those persons who have been authorized to act on its behalf and the authority of each such person, which notice shall remain in effect until superseded by a new written notice.

2.3 Association Membership.

2.31 Association Membership. Membership in the Association is not compulsory. Employees have the right to join or not join, maintain or drop their membership in the Association, as they see fit. Neither party shall exert any pressure on nor discriminate against any employee by reason of his/her joining or refusing to join the Association.

2.32 Financial Responsibility. Members who join the Association will be expected to pay dues as directed by the Association. . The Association agrees that it will not discriminate against any employee in the bargaining unit by reason of sex, race, religion, marital status, age or national origin. The Association is required under this Agreement to represent all of the employees in the bargaining unit fairly and equally without regard as to whether or not any employee is a member of the Association. The terms of this Agreement have been equally made for all of the employees in the bargaining unit and not solely for the benefit of the members of the Association.

**ARTICLE 3**  
**RIGHTS OF THE BOARD**

The Board on its own behalf and on behalf of the public, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including but without limiting the generality of the foregoing, the right:

- A. To the executive management and administrative control of the school system and its properties and facilities;
- B. To hire all employees and subject to the provisions of the law, to determine their qualifications, and the conditions for their continued employment or their dismissal or demotion; and to promote and transfer all such employees;
- C. To establish grades and courses of instruction, including special programs, and to provide athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
- D. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature. It is expressly understood that teachers, as professionals, have the latitude to create the lessons and activities to meet the objectives in the curriculum documents.
- E. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States.

Except as expressly provided otherwise by the terms of this Agreement, the determination and administration of educational policy, the operation of the schools and the direction of the professional staff are vested exclusively in the Board or in the Superintendent when so delegated by the Board.

**ARTICLE 4**  
**PROFESSIONAL DUTIES**

4.1 Contract Period. The contract period shall be as provided in the School Calendar for the contract year. The term of the School Calendar may be extended by the Board in order to comply with membership day standards established by State law or regulations.

4.2 Professional Duties. Although the parties recognize that the commitment of an employee cannot be measured merely by time, the compensation set forth on Schedule "A" for regular professional duties is based on a normal work day consisting of 7 hours and 25 minutes of pupil contact time, employee preparation time, and 30-minute duty free lunch as scheduled by the employer. It is understood and agreed that the length of the building's normal instructional day as reported to the state shall not be extended during the term of this agreement.

Employee's daily hours shall consist of pupil contact time and employee preparation time. Pupil contact time shall be defined as the time the employee shall be required to instruct and/or supervise students. Employee preparation time shall include time for lesson planning, curriculum study, curriculum council, a reasonable number and duration of employee meetings, parent conferences, student conferences, and administrator conferences.

The professional expectation of each employee is to ensure that their classroom is ready for students to learn at the beginning of the school year and ready for summer cleaning by the time the teacher checks out at the end of the school year, unless the condition of the facility does not allow the employee to do so.

4.21 Elementary Classroom Employees.

A. An employee regularly assigned as an elementary classroom employee (Grades K-5) shall be entitled to receive:

1. A lunch period of thirty (30) minutes, which period shall be duty free except as an employee may be required to supervise pupils as they pass to lunch and to be available to receive students upon the termination of the thirty (30) minute lunch period. Employees shall not be assigned to lunchroom supervision except in cases of emergency. Employees who are assigned during their duty-free lunch shall be compensated with release time.
2. A planning period when responsibility for a class has been assumed by another certified employee for special instruction such as physical education, music, art, or library/technology, except as such other employee or a substitute employee may be reasonably unavailable. In addition, employees may elect in their discretion to provide one or more additional planning periods by means of rotating recess duty among themselves. This shall not exceed twenty (20) minutes per day.
3. Preparation time for all regular, specialists, special education employees in grades K-5 shall be two hundred seventy-five minutes (275). The schedule shall include a minimum of forty-five (45) minutes, five (5) days a week. All planning periods shall be scheduled during the student day.



- B. The Board agrees to assign at least one (1) employee's aide to each elementary building, for the purpose of providing assistance to employees in that building. Any such aide(s) shall be under the direction of the building principal.
- 4.22 Secondary Classroom Employees. An employee regularly assigned as a Secondary Classroom Employee (Grades 6-12) shall be entitled to receive:
- A. A lunch period of thirty (30) minutes, which period shall be duty free except as an employee may be required to supervise pupils as they pass to lunch and return from lunch. Employees shall not be assigned to lunchroom supervision except in cases in emergency. Employees who are assigned during their duty-free lunch shall be compensated with release time.
- B. Secondary employees shall have one (1) planning period each day. The period shall be defined by the building schedule. All planning periods shall be scheduled during the student day.
- 4.23 General Duties. The professional duties of each employee shall include non-instructional duties including homeroom and club assignments, faculty, departmental and curriculum meetings and in-service training.
- 4.3 Reporting of Employees. If school shall be closed because of adverse weather on isolated days, employees shall not be required to report; however, when school is closed for three (3) or more successive days, employees may be required to report at the discretion of the Superintendent beginning on the third day unless such days are required to be made up in which case employees shall not be required to report.
- 4.4 Notification of Assignments. The tentative teaching assignment of an employee for the first trimester shall be made prior to the end of the third trimester unless the employee has notified the school district that they intend to resign or retire at the end of the current school year. An employee who will be affected by a change in grade or subject shall be consulted as soon as possible and prior to sixty (60) days before the opening of the ensuing school year, if possible.
- 4.5 Vacancies. A vacancy shall be defined as a position that will be filled occurring because of a newly created opening, a retirement or a resignation and after all employees, including those returning from leaves, have an assignment.
- 4.6 Shared Position. Two (2) employees may agree to share one (1) full-time position with the approval of the Superintendent or his/her designee.
- 4.7 Subbing During Preparation Period. Elementary, MS, and HS Teachers shall be compensated for subbing for another teacher as follows: MS and HS - \$25/period; Elementary - \$6.25/fifteen minute increment. Administration will make every effort to secure volunteers for subbing and rotate subbing among available staff.
- 4.8 Specials Doubling Up. In the absence of a sub for an elementary Specials teacher, the remaining Specials teachers may need to take the extra students into their classroom. If the Specials teacher takes the whole class for the whole day, they would be paid the substitute teacher rate of pay in addition to their normal rate of pay for the day. If they split the class between the two remaining specials teachers, they would each get half day substitute rate of pay. If a specials teacher take a whole class for half day, they would be paid half day substitute rate of pay.

**ARTICLE 5  
CLASS SIZE**

The parties agree in principle that the student/teacher ratio is a factor that can influence the education result. However, there also appears to be an implicit recognition that a variety of other elements are part of the students' education, including, but not limited to, the training and experience of the classroom teacher, the physical plant, the characteristics of the students, the curriculum and societal forces. The Board agrees to assure that class size is appropriate to the room assigned and the equipment and materials available, and will continue to make every effort to balance class sizes in Grades 1 through 5.

Considering the above, the Board shall maintain class sizes at the following levels:

ELEMENTARY

Kindergarten Readiness	20 students per teacher
Kindergarten, 1 <sup>st</sup> Grade	25 students per teacher
2 <sup>nd</sup> Grade, 3 <sup>rd</sup> Grade (Multi-age homeroom)	26 students per teacher
4 <sup>th</sup> Grade, 5 <sup>th</sup> Grade	28 students per teacher
3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> Grade Multi-age classrooms	28 students per teacher

MIDDLE SCHOOL (6-8)

The Board shall maintain no more than 30 students per teacher per class period, except in the areas of band, vocal music, and physical education.

HIGH SCHOOL (9-12)

The Board shall maintain no more than 30 students per teacher per class period, except in the areas of band, vocal music, and physical education.

IMPLEMENTATION

These maximum class sizes may be exceeded with the following provision:

If classes are over the stated maximums above after a ten (10) day adjustment period, starting with the 1<sup>st</sup> day of instruction of the overage, an elementary teacher with a class overage will be compensated at the rate of \$12 per day per student for each day enrollment is over the maximum, K-5 specials teacher with a class overage will be compensated at the rate of \$3 per period per student for each day the teacher has an enrollment over the maximum listed above, and a secondary teacher having a class size overage will be compensated at the rate of \$3.00 per student for each day that the individual class enrollment of all classes (excluding RTI) taught exceeds the maximums listed above.

On a district provided form, teachers shall submit to the building principal, the dates on which class size exceeded the levels listed above (no overage pay for Act of God days or absences longer than five consecutive days). Payment for a class overage shall be made at the end of the semester or trimester.

**ARTICLE 6**  
**STUDENT DISCIPLINE**

- 6.1 A. Bargaining unit members shall have a method of reporting incidents and conditions that endanger their health, safety, or well-being. Board Policy regarding employee rights and the district responsibilities can be found at 3362.01 and 5600. All district building behavior management and procedures must incorporate the Plainwell Community Schools Student Code of Conduct. The Student Code of Conduct then becomes the guideline for each building to clearly define their own behavior policy in their respective building handbooks. The behavior policies and the effectiveness of their implementation will be reviewed annually by each building committee consisting of faculty and administration.
- B. An employee who is subjected to physical assault or severe verbal abuse by a student will be relieved of responsibility for that student until completion of a formal conference that may involve the student, the student's parent(s) or guardian(s), the employee and building administrator. If a student has been suspended for a violation of the Plainwell Community Schools Student Code of Conduct, that student's teacher(s) will be informed of the student's violation and the consequences before the student is returned to the classroom, provided such disclosure would not violate the student's legal rights to privacy.



**ARTICLE 7**  
**CONTRACT RESOLUTION**

- 7.1 It is the intention of the parties to provide a peaceful and orderly procedure to resolve any disagreement concerning the interpretation of this Agreement that has not been resolved through the use of normal administrative procedures. Any employee or the Association believing the Agreement has been violated or misapplied may file a grievance in accordance with the procedure herein set forth except where the Tenure Act applies. Grievances that effect employees at more than one building shall begin the process at Level Three. Except that the superintendent, after viewing such a grievance, may elect to move the grievance to Level Two.
- 7.2 Review Levels.
- 7.21 Level One: Informal. Prior to filing a written grievance, the grievant shall meet with the Supervisor against whom such grievance is to be asserted for the purpose of attempting to adjust such alleged grievance without further proceedings. The request for the meeting must be made within ten (10) days from the time of the event or the time the grievant reasonably should have known of the event.
- 7.22 Level Two: Principal. If the grievance is not satisfactorily resolved at the informal conference, the grievant shall have ten (10) days within which to file a written grievance with the Building Principal, using the approved Grievance Form found in Appendix 1. The principal shall file a reply, which shall be filed within ten (10) days from the receipt of the written grievance.
- 7.23 Level Three: Superintendent. If the reply is not satisfactory and a request is made within ten (10) days from the receipt of the reply, a formal conference shall be held within ten (10) days from their receipt of such request with the Superintendent or his/her designee. The purpose of the formal conference shall be to seek a positive and constructive disposition of the grievance and to avoid the necessity for further proceedings. Any mutual agreement as to the disposition of the grievance shall be in writing. If the parties are unable to reach agreement, the Superintendent shall reply within twenty (20) days after the completion of the formal conference.
- 7.24 Level Four: Board of Education. If the grievance is not satisfactorily resolved at Level 3, the grievance may be submitted by the Association to the Board of Education for hearing. The request to submit the grievance to the Board of Education shall be made by the Association within twenty (20) days from the receipt of the Level 3 reply. The Board shall schedule a hearing within thirty (30) days after receipt of the request of the Association. The Superintendent and/or designee, as well as an Association Representative, may present relevant information or answer any questions from the Board of Education. The Board shall issue a decision on the grievance in writing within thirty (30) days of the hearing. This step may be waived upon mutual agreement of the parties.

7.25 Level Five: Arbitration. If the grievance is not satisfactorily resolved at Level Three or Four, the grievance may be submitted to arbitration by the Association in accordance with the following provisions:

- A. The request for arbitration shall be made within thirty (30) days from the receipt of the formal conference reply or from the termination of the mediation conference, whichever shall first occur.
- B. The arbitrator shall be selected and the hearing conducted in accordance with the rules and regulations of the American Arbitration Association provided, however, that:
  - 1. The arbitrator shall not have the authority to vary the terms of the Agreement or to determine that any provision is unconstitutional or contrary to any federal or state law, it being expressly agreed that any such determination shall be made by a court of law.
  - 2. The arbitrator shall render his/her written decision within thirty (30) days from the conclusion of the hearing.
  - 3. The arbitrator's decision shall be binding upon the parties.

### 7.3 General Provisions.

7.31 Definitions. As used in this Article the word:

- A. "Grievant" means the Association or employee filing the grievance. If a grievant is an employee, the employee shall have the right to personally attend each conference or hearing and/or have an authorized representative present.
- B. "Event" means the act or omission that the grievant alleges violates one or more provisions of this Agreement.
- C. "Day" means a scheduled work day during the regular school year. During the summer recess, however, day means a calendar day exclusive of Saturdays, Sundays or holidays.

7.32 Form of Action. All grievances, replies and requests shall be in writing and shall be filed with each party.

7.33 Exclusions. The grievance procedure shall not apply to:

- A. Prohibited subjects of bargaining listed in the Public Employee Relations Act.
- B. Any grievance in which proceedings are pending before any state or federal administrative tribunal, agency or court, it being the intention of the parties that a grievant shall have one (1) remedy only.

- 7.34 Withdrawals and Denials. Any grievance or request for advancement to the next grievance level that is not made within the time prescribed, shall be deemed to have been withdrawn and shall automatically terminate any further proceedings. Any grievance that is not answered within the time specified shall be deemed to have been denied and the grievance shall automatically advance to the next grievance level unless withdrawn.
- 7.35 Place of Proceedings. All proceedings shall be held in the School District unless the parties agree otherwise.
- 7.36 Costs. Any fee paid for the services of an arbitrator shall be shared equally by the parties, except as the arbitrator for cause shall otherwise decide. Each party shall be responsible for its own costs, including the cost of witnesses.
- 7.37 Contract Expiration. The provisions of this Article shall be automatically extended beyond the contract expiration date to the extent required to complete the processing of a grievance filed prior to such expiration date.

## ARTICLE 8 COMPENSATION

- 8.1 Professional Experience. The Board shall place new professional employees on such step as the Board shall determine as professionally indicated by reason of education, experience (including military service and vocational experience), and past professional performance.
- 8.2 Basic Compensation. The basic salary shall be as set forth on Schedule "A". If steps are negotiated by the parties for the upcoming school year, an employee shall advance to the next step upon the completion of a satisfactory school year, except that an employee shall not advance to the next step if they were rated *Ineffective* on their most recent year end evaluation or were rated *Minimally Effective* on their last two (2) consecutive year end evaluations:
- 8.21 Recognition on the salary schedule for academic or certification advancement shall be made starting the first full pay period after September 1 or January 1 following such advancement, subject to the following guidelines:
- The employee shall submit the proper form and official proof of such credit or degree advancement not later than November 1 for September advancement and not later than March 1 for January advancement.
- 8.3 Compensation Adjustment.
- 8.31 Column Advancement Requirements:
- A. Credits used to qualify an employee for level "B" must be earned after completion of the BA or BS and the issuance of the provisional teaching certificate. These credits must be in a graduate program or be in fields related to the employee's assigned work from an accredited university, college or program. An employee may verify accreditation of program through the curriculum director.
  - B. To qualify for level "C" (MA Degree), an employee must submit a request with an official university transcript showing that the Master's Degree has been earned from an accredited university, college, program or submit a request with an official transcript showing the credits completed and a letter from a university official on university letterhead stating that all requirements for a Masters Degree have been met, and by what date they were met.
  - C. Graduate credits taken to qualify for levels "D", "E", and "F" must be earned after earning the MA degree and be in fields related to the employee's major or minor from an accredited university, college or program. Prior approval must be secured from the Board of Education for courses that are not in the employee's field of concentration.
- 8.32 Shared or Part-Time Positions. Salary and fringe insurance shall be pro-rated to equal the percentage of the contract worked.
- 8.4 Additional Compensation. An employee shall be entitled to receive additional compensation as follows:



- 8.41 Student Activities. Student activities described on Schedule "B" shall be compensated as therein provided. The Board may add or delete activities during the contract period. An activity not included on Schedule "B" shall receive such compensation as may be agreed upon by the Board and the Association.
- 8.42 Extended Contract Period. Except for the reasons set forth in Section 4.1, an employee required to work in excess of the contract period herein set forth shall be entitled to a proportionate increase in compensation.
- 8.43 Teaching an Additional Class Section. If a 6-12 grade teacher teaches an additional regular class during their planning period on an ongoing basis, they would be paid as follows:  
Middle School: (daily rate/6 x number of days teaching the extra class)  
High School: (daily rate/5 x number of days teaching the extra class)
- 8.44 Certification by the National Board for Professional Teaching Standards. Tenured teachers who have achieved certification by the National Board for Professional Teaching Standards shall be paid \$1,000 per year in addition to their regular compensation for each year that they retain certification.
- 8.45 Curriculum Proposals. Upon approval from the Director of Curriculum to prepare a proposal, released time will be granted or a stipend of \$200 will be paid to a teacher who prepares and presents a complete curriculum proposal for a new course and/or new textbook to the Curriculum Council and Board of Education.
- 8.46 The following statement is not subject to the grievance procedure: In compliance with Section 164h(1)(d) of PA 108 of 2017 and section 1250 of the Michigan Revised School Code, the Board will implement a policy that will include job performance and job accomplishments as a significant factor in determining compensation.
- 8.5 Fringe Benefits. The Board shall provide fringe benefits as set forth in Schedule "A-1".
- 8.6 Pay Periods. The basic compensation of an employee shall normally be paid in twenty-six (26) or twenty-seven (27) substantially equal installments, plus additional compensation, if any, provided, however, that an employee on or before August 1 may elect in writing to receive his/her basic compensation for the ensuing school year in twenty-one (21) or twenty-two (22) substantially equal installments. No change in pay periods shall be permitted after the above date.
- 8.7 Reimbursed Expenses.
- 8.71 An employee required to use his/her motor vehicle in the discharge of his/her duties shall be reimbursed in accordance with policies adopted by the Board.
- 8.72 To support employees in attaining certification by the National Board for Professional Teaching Standards, the Board shall reimburse up to three (3) teachers per school year for the assessment fee according to the following guidelines:
- A. The employee shall show proof of applying for an MDE or MEA or similar grant subsidy provided those grant subsidies are available.

- B. The Board shall reimburse up to \$1,000 (depending on the size of the grant subsidies) to the candidate upon proof of payment of the full application fee.
- C. The Board shall reimburse the balance of the full \$2,500 fee (after deducting the grant subsidies and initial reimbursement) to the employee upon proof of earning the National Board certification.
- D. Fees for retesting are the responsibility of the employee.
- E. Candidates must request consideration for reimbursement in writing by November 1 to the superintendent. If more than three candidates make the request, the superintendent reserves the right to select the three employees to receive the reimbursement.
- F. The Board shall reimburse the \$1250 costs for the 10 year renewal assessment to the employee upon proof of earning the renewal to their National Board certification.

8.73 The board will provide a one-time reimbursement of up to \$500 to defray tuition costs for the reading diagnostics course required to advance to the Professional Teaching Certificate if such course was not taken as part of the employee's undergraduate program.

- A. All requests must be submitted on a fully completed and signed Tuition Reimbursement Request Form including an attached receipt showing the amount paid for the class and an attached transcript showing successful completion of the course.
- B. To be eligible for reimbursement the coming summer, the course must be completed with credits earned during the current fiscal year (July 1 to June 30) and the employee must submit all required documentation between May 1 and June 30 of that fiscal year. The course must meet the reading diagnostic requirement require by MDE. Payment will be made in July or August of the following fiscal year
- C. Payment Procedure. Submit fully completed and signed Tuition Reimbursement Request Form with all required documentation to the central office between May 1 and June 30. Employees shall be reimbursed up to \$500 or 100% of eligible tuition costs whichever is less unless the total amount of all reimbursement requests exceeds \$5,000. In that case, employees shall be reimbursed at a prorated amount equal to the ratio of the total amount of reimbursement requested and \$5,000.

8.8 General Provisions For Schedules B and C.

8.81 All positions listed in Schedules B and C may not necessarily be filled.

8.82 Schedules B and C positions will be filled as follows:

- A. All positions listed in Schedule "B" shall first be offered to qualified members of the teaching faculty if they are to be filled. If no members of the teaching faculty wish to fill (or qualify for) any open additional duty assignment, the Board may offer such assignment to a non-bargaining unit member at a rate on the individual's qualification and experience, which rate shall be applied to Column A of Schedule "A".

B. Schedule C coaching staff are selected by the athletic director. The district recognizes that it is highly desirable to have a teacher-coach on staff. Such individuals are accessible during the day to student-athletes and are very well aware of the athletic and academic demands that student-athletes face. Because of this, when a coaching position opens, all qualified and interested PEA bargaining unit members described in Article 1 of this agreement who apply will be recommended for an interview. Qualified members shall be defined as those who meet a previously published job description. The description shall be included on the job posting. As it is the athletic department's goal to ensure solid athletic programs for Plainwell Community Schools, the athletic director will select whomever he or she determines to be the best qualified applicant, regardless of the applicant's status as a PEA bargaining unit member. Coaches who are PEA bargaining unit members described in Article 1 of this agreement will be employed as coaches by Plainwell Community Schools and paid for coaching by and through Plainwell Community Schools. Persons selected as coaches who are not PEA bargaining unit members described in Article 1 of this agreement may be employed by a third party contractor.

8.83 Schedules B and C assignments that are open shall be posted in all buildings for a period of one (1) week (5 days).

8.84 Athletic Schedule C Pay

These steps correspond with the coach's years of coaching experience. Coaches who are PEA bargaining unit members described in Article 1 of this agreement will be employed as coaches by Plainwell Community Schools and paid for coaching by and through Plainwell Community Schools.

Extra-Curricular Schedule B Pay

These steps correspond with the years of experience in a particular position or activity. Additional provisions as stated in Schedule B.

8.85 An employee shall not have tenure in any additional duty assignment, and assignments may be made or terminated for reasons satisfactory to the Board.



**ARTICLE 9  
LEAVES OF ABSENCE**

Unnecessary tardiness or absence decreases teaching effectiveness, lowers the quality of the educational program and increases scheduling difficulties and cost. Unexcused absence or tardiness shall constitute grounds for discipline, or, if repeated, discharge.

9.1 Sick Leave. Each employee shall be credited at the beginning of the school year with ten (10) days sick leave with pay. Sick leave shall be administered in accordance with the following guidelines, namely:

A. Sick leave may be used for:

1. Any physical or mental condition that disables an employee from rendering professional services, excluding any condition compensable by Worker's Compensation or resulting from other employment.
2. Any communicable disease that would be hazardous to the health of students or other employees.
3. Serious illness in the employee's immediate family. This leave shall not normally exceed five (5) days per illness except that the Superintendent, or his/her designee, in his/her discretion and for good cause shown, may grant the use of additional days for such purpose.
4. In the case of death of a member of the employee's immediate family, the use of such leave shall normally not exceed ten (10) days per occurrence.

The term "immediate family" shall mean the employee's spouse; the grandparents, grandchildren, parents, siblings and children of the employee and the employee's spouse; and any other person who is a regular member of the employee's household.

5. Physical examinations or required medical treatment, exclusive of non-emergency surgery, which cannot reasonably be scheduled outside of the regular work day.
  6. Non-emergency surgery, including the resultant disability period, which cannot reasonably be scheduled outside of the regular work day or while school is not in session.
- B. Sick leave may accumulate without limits. It shall not be paid in addition to Worker's Compensation benefits. The amount of unused leave shall be certified at least each twelve (12) months.
- C. Verification by competent medical authority may be required.

- D. Upon an employee's retirement, unused sick days shall be purchased at the rate of \$50.00 for all days up to a maximum of 200 days provided that the teacher has at least 40 sick days accumulated at the time of retirement. This employer payment must be deposited into a qualifying 403b account in the employee's name. To be eligible for this payment, an employee must have at least 10 years of service to the Plainwell Community Schools and must satisfy the requirements to obtain benefits under the provisions of the Michigan Public School Employee Retirement System (MPSERS). To be eligible, the employee must submit their intent to retire by March 1. The employer shall not publicly announce the retirement of said employee until March 1<sup>st</sup>.
- E. Employees who were employed as of September 8, 2009 will be paid a one-time off schedule bonus of \$500 as follows or if employment is severed prior to these dates:  
The twenty most senior employees will be paid by October 1, 2017.  
The next twenty most senior employees will be paid by October 1, 2018.  
The next twenty most senior employees will be paid by October 1, 2019.  
The next twenty most senior employees will be paid by October 1, 2020.  
The rest of the employees of the group will be paid by October 1, 2021.
- F. If an employee shall not complete the contract period, the Board shall be reimbursed for any days, or fractions of days, used in excess of the proportionate leave days earned as of the termination date. It is understood and agreed that sick days are earned at the rate of one (1) day per month beginning with the first day of September and thereafter on the first day of each month of the school year.
- G. Leave shall be allocated in one-half ( $\frac{1}{2}$ ) day increments unless the Board shall otherwise agree, shall be charged against duty days and shall cease to accumulate and shall not be used by an employee during such periods as the employee is on a leave of absence, laid off, or otherwise not regularly providing services to the District.
- H. In the event any district employee or immediate family member as defined in section 9.1, suffers a prolonged illness or disability, which is supported by a statement of need from the attending physician, the Superintendent or designee will invite the donation of up to one personal leave day per school year per PEA member to be available to the employee who has exhausted all sick leave and personal leave days. The same shall apply to the death of an immediate family member. The term "immediate family" shall mean the employee's spouse; the grandparents, parents, siblings and children of the employee and the employee's spouse; and any other person who is a regular member of the employee's household. Donations to PEA members on maternity leave are allowed during the first six weeks following birth. A PEA member may donate up to 1.5 personal days during the fiscal year. However a PEA member may only receive one day from any given PEA member during that fiscal year. In no year shall the total number of donated days exceed one day per employee covered by this Agreement, however, additional days may be invited by the Superintendent or designee if the illness or disability meets the conditions of this paragraph. Unused donated days shall not accumulate. Any days not used shall be returned to the employees contributing such days in a random fashion determined by the District, which determination may not be grieved. No employee receiving compensation by any other means (i.e., Workers Compensation, LTD) shall be eligible. The leave must be taken as an uninterrupted block of time for each such illness or disability with the exception of an intermittent approved FMLA leave for employee with a serious or chronic illness under a physician's care. Absences due to illness or disability will be designated as FMLA leave where permitted by law.

9.2 Personal Leave. An employee shall be allowed two (2) days with pay for personal leave days in accordance with the following guidelines, namely:

- A. A request for personal leave shall be made at the earliest practicable time but in no event on less than twenty-four (24) hours prior written notice except in the case of an emergency. Employees shall be notified of either approval or denial as soon as practicable but in no event later than 12:00 o'clock noon on the day preceding the requested leave period, provided, however, that if no notification is given to the employee, leave shall automatically be granted.
- B. No specific description of the intended use of the leave shall be required on the request form except for a leave requested for an emergency. Personal leave days may accumulate to a maximum of five (5); however, no more than three (3) personal leave days may be taken on consecutive work days. Any personal leave day(s) beyond the five (5) not used by an employee during a given contract year shall be added to such employee's accumulated sick leave.
- C. The Board shall not be required to grant leave on any one day to more than a maximum of ten percent (10%) of a building staff on any given day. If leaves are to be denied because more than 10% of the building staff requested leave on the same day, these denials shall be in inverse order of receipt.
- D. A request for leave may be denied if:
  - 1. The employee has failed to make adequate provision for the discharge of his/her professional responsibilities during his/her absence.
  - 2. The Board is reasonably unable to obtain an adequate substitute for the employee.
  - 3. The number of employees applying is in excess of the number provided.

If a leave is denied, the reasons for the denial shall be given to the employee in writing with copies thereof to be sent to the Superintendent and to the President of the Association.

9.3 Court Leave. An employee shall be entitled to leave for jury service and for court appearances when subpoenaed as a witness in connection with the employee's employment. The employee shall be entitled to receive regular compensation, without deduction of leave days, less any fees paid. The employee shall return to his/her duties whenever his/her attendance in court is not actually required.

9.4 Disability Leaves. An employee who is or will be physically or mentally disabled for more than ten (10) days shall be granted a leave of absence in accordance with the following guidelines:

9.41 Foreseeable Disability. If the employee knows, or reasonably should know, that he/she has a physical or mental condition, which will result in disability the employee shall:

- A. Notify the Board as to the nature and extent of the expected disability in accordance with Section 9.71.



- B. Furnish the Board a statement from the attending physical specifying in the physician's opinion:
  - 1. Any limitations on the performance of duties;
  - 2. The probable date when the employee will be significantly impaired in the performance of his/her duties; and
  - 3. The probable length of time, if any, during which the employee will be disabled from performing his/her work assignments.
- C. Furnish the Board such other information as the Board shall determine, including the attending physician's release, to assure the safety and welfare of the employee, students and other employees.

9.42 Unforeseeable Disability. If an employee is disabled by unforeseen circumstances, and the employee desires to be granted a disability leave, the employee shall, as soon as practicable, furnish the Board the information, to the extent applicable, required for a foreseeable disability.

9.43 Duration of Leave. An employee shall be granted a leave of absence for the period of disability except that the Board shall not be required to grant a leave for more than one (1) year. It is understood and agreed that an employee shall normally return to work upon the termination of his/her disability unless other leave provisions in Section 9.5 of this Article are approved.

9.44 Compensation Benefits. An employee who has been granted a disability leave shall have the right to use accumulated sick leave in accordance with the provisions set forth in Section 9.1 above, provided, however, that if the employee is eligible to receive disability insurance benefits pursuant to an employer-paid insurance plan, then fractional sick leave days may be deducted to the extent necessary to equal the employee's daily rate of compensation.

9.5 Other Leaves. The Board may grant a leave of absence without pay upon the request of an employee. This discretionary leave shall be granted for no less than one (1) trimester and no longer than the school year.

The length of the leave shall include any period of a paid leave that occurs prior to the unpaid leave.

The employee shall deliver a written request for a leave of absence to the superintendent no later than May 1 for a leave to begin in the first trimester, October 1 for the second trimester, and February 1 for the third trimester.

The employee shall deliver a written intent to return from a leave of absence to the superintendent no later than October 1 for a leave ending with the first trimester, February 1 for a leave ending with the second trimester, and May 1 for a leave ending with the third trimester.

If the Board does not receive notice of the employee's intent to return within dates set forth in the previous sentence, the employee shall be terminated.

- 9.6 Family Leave. The provisions of this Article 9 are understood to be subject to the terms of the Family Medical Leave Act of 1993 in accordance with the procedures adopted by the Board consistent with the Act.
- 9.7 Leave Administration.
- 9.71 Notice. An employee shall give the Board notice of his/her desire to be granted a leave as soon as the employee is aware of his/her need to be granted a leave so that the Board will have the maximum time to provide for the employee's absence. The minimum notice time in any event for personal leave, court leave, a foreseeable disability leave, or other leaves shall be at least seven (7) work days prior to the requested leave date unless the request required Board action in which case the request shall be made at least seven (7) calendar days prior to the meeting at which the Board is to consider the request, except that a shorter notice may be permitted in an emergency. The Board representative shall notify the employee of his/her determination within three (3) work days following receipt of the leave request unless the request requires Board action.
- 9.72 Verification. The employee shall have the responsibility of verifying his/her eligibility for leave and any benefits due. If the Board determines that an employee knowingly withheld or misrepresented material information concerning the purpose or the employee's eligibility for leave or for any benefits, the employee may be disciplined, in addition to any other discipline, by the loss of all or any portion of the employee's leave benefits due or to be due under this Agreement.
- 9.73 Seniority will be prorated for all unpaid leave of absences, except those that occur during an employee's Family Medical Leave Act.

**ARTICLE 10  
NEGOTIATIONS**

10.1 Rules.

Negotiations shall be conducted in accordance with such rules and procedures as the parties may from time to time agree upon, except that all proceedings shall be closed to the public.

10.2 Negotiators.

Neither party shall have any control over the selection of the negotiating representatives of the other party and each party may select its representatives from within or outside the School District; however, the parties mutually agree that their representatives will be clothed with all necessary power and authority to make and consider proposals. No agreement between the negotiators shall be effective until the same shall be approved by the parties.

10.3 Renegotiation.

The parties agree to commence the negotiation of a new agreement upon written request made not more than ninety (90) calendar days prior to the expiration of this Agreement, except by mutual agreement of the parties.

**ARTICLE 11**  
**MISCELLANEOUS PROVISIONS**

11.1 Curriculum Council.

11.11 Purpose and Objectives. It is the objective of the parties to achieve a quality educational program and the parties recognize the need:

- A. To establish a representative K-12 coordinating group of employees and administrators.
- B. To determine curriculum study needs.
- C. To evaluate current curriculum practices.
- D. To set priorities for study.
- E. To appoint study committees.
- F. To provide the Board of Education recommendations for curriculum change.

11.12 Council Composition. There is hereby established an advisory committee to be known as the "Curriculum Council." Membership on the Council shall be as set forth from time to time in a policy adopted by the Board of Education provided that such membership shall provide for overlapping terms and shall include representatives from the elementary, middle and high school facilities. Participation on the Council shall be voluntary.

11.13 Rules and Procedures. The Council shall establish its own rules and procedures.

11.2 Complaints and Employee Files.

11.21 Complaints. Any complaint made against an employee by a parent, student or other person that will be used in any evaluation, disciplinary action or added to the employee's personnel file, shall be promptly called to the attention of the employee provided, however, that the employee shall be given notice in writing of any disciplinary item(s) placed in the employee's file and an opportunity to file a response thereto within ten (10) school days of receipt of the written notice, which response shall be attached to the original material.

11.22 Employee's Files

Any disciplinary items that have been placed in an employee's files (any file kept by Plainwell Community Schools that is subject to Freedom of Information Act) may be removed after a period of five years unless other items of the same kind have been added to the files. The employee must make a written request to the Superintendent for removal of the items. The Superintendent has ten (10) working days to grant the request or give reasons for refusal in writing.

11.3 Scope.

This Agreement shall constitute the full and complete agreement between the parties and may not be modified without the mutual consent of the parties in a written agreement.



11.4 Distribution.

The Board shall pay for the cost of furnishing a copy of this Agreement to each employee who is employed in the bargaining unit during the term of this Agreement.

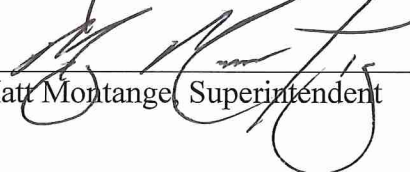
11.5 An Emergency Manager appointed under the Local Financial Stability and Choice Act is authorized to reject, modify, or terminate this Agreement as provided by law.

11.6 Term. This Agreement shall commence as of July 1, 2018 and shall continue in full force and effect until June 30, 2020.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date of board ratification.

PLAINWELL BOARD OF EDUCATION

  
\_\_\_\_\_  
Julli Bennett, Board President

  
\_\_\_\_\_  
Matt Montange, Superintendent

PLAINWELL EDUCATION ASSOCIATION

  
\_\_\_\_\_  
Andrea Villarreal, PEA Negotiator

6-27-2018  
\_\_\_\_\_  
Date

**PLAINWELL COMMUNITY SCHOOLS**  
**SCHEDULE A – Salary Schedule**  
**2018-19**

Step	BA	BA + 18	MA	MA + 10	MA + 20	MA + 30
1	37,140	38,158	39,175	40,193	41,210	42,228
2	38,003	39,036	40,068	41,101	42,135	43,167
3	38,989	40,021	41,055	42,087	43,120	44,153
4	39,939	40,973	42,005	43,038	44,070	45,104
5	41,451	42,491	43,531	44,572	45,612	46,653
6	42,172	43,316	44,666	45,472	46,485	47,508
7	43,166	44,389	46,634	46,750	47,779	48,401
8	45,097	46,398	48,728	48,863	49,915	50,461
9	46,603	48,293	50,801	50,962	51,933	52,504
10	48,211	49,815	52,774	53,057	53,953	54,649
11	50,025	51,694	54,743	55,053	55,973	56,691
12	51,987	53,714	56,965	57,296	58,243	58,882
13	53,798	55,594	59,448	59,804	60,771	61,538
14	55,612	57,473	61,010	61,388	62,178	63,069
15	57,145	59,058	62,880	63,281	64,293	65,204
16	59,074	61,049	64,556	65,183	65,936	66,947
17	60,778	62,813	65,791	66,543	67,002	68,043
18	61,421	63,762	66,186	66,879	67,485	68,527
19	62,623	64,965	67,320	67,962	68,718	69,768
20	63,457	65,822	68,202	68,849	69,611	70,673
21	64,068	66,457	68,860	69,515	70,286	71,357
22	64,687	67,100	69,528	70,188	70,966	72,049
23	65,312	67,747	70,198	70,868	71,653	72,747
24	66,258	68,719	71,194	71,869	72,662	73,766
25	66,911	69,397	71,898	72,579	73,378	74,495
26+	67,817	70,327	72,853	73,542	74,350	75,477

**PLAINWELL COMMUNITY SCHOOLS**  
**SCHEDULE A – Salary Schedule**  
**2019-20**

Step	BA	BA + 18	MA	MA + 10	MA + 20	MA + 30
1	37,326	38,349	39,371	40,394	41,416	42,439
2	38,193	39,231	40,268	41,307	42,346	43,383
3	39,184	40,221	41,260	42,297	43,336	44,374
4	40,139	41,178	42,215	43,253	44,290	45,330
5	41,658	42,703	43,749	44,795	45,840	46,886
6	42,383	43,533	44,889	45,699	46,717	47,746
7	43,382	44,611	46,867	46,984	48,018	48,643
8	45,322	46,630	48,972	49,107	50,165	50,713
9	46,836	48,534	51,055	51,217	52,193	52,767
10	48,452	50,064	53,038	53,322	54,223	54,922
11	50,275	51,952	55,017	55,328	56,253	56,974
12	52,247	53,983	57,250	57,582	58,534	59,176
13	54,067	55,872	59,745	60,103	61,075	61,846
14	55,890	57,760	61,315	61,695	62,489	63,384
15	57,431	59,353	63,194	63,597	64,614	65,530
16	59,369	61,354	64,879	65,509	66,266	67,282
17	61,082	63,127	66,120	66,876	67,337	68,383
18	61,728	64,081	66,517	67,213	67,822	68,870
19	62,936	65,290	67,657	68,302	69,062	70,117
20	63,774	66,151	68,543	69,193	69,959	71,026
21	64,388	66,789	69,204	69,863	70,637	71,714
22	65,010	67,436	69,876	70,539	71,321	72,409
23	65,639	68,086	70,549	71,222	72,011	73,111
24	66,589	69,063	71,550	72,228	73,025	74,135
25	67,246	69,744	72,257	72,942	73,745	74,867
26+	68,156	70,679	73,217	73,910	74,722	75,854

**SCHEDULE A-1  
FRINGE BENEFITS**

**Section 1. Hospital and Medical Insurance.**

Subject to the conditions set forth in this Schedule, each employee shall have the right to select from the MESSA Plans as follows:

MESSA PAK A

Choices \$1000/\$2000; Super Saver Rx \$20/\$25/\$50 with 20% co-insurance  
\$5,000 Life Insurance; Vision VSP 2 Silver; Dental 100/70/70: \$1000 (Class I, II, III and Maximum)

MESSA PAK B

No Medical; cash in lieu as provided below  
\$5,000 Life Insurance; Vision VSP 2 Silver; Dental 100/70/70: \$1000 (Class I, II, III and Maximum)

MESSA PAK C

ABC Plan 1 with ABC Rx  
\$5,000 Life Insurance; Vision VSP 2 Silver; Dental 100/70/70: \$1000 (Class I, II, III and Maximum)

MESSA PAK D

Choices \$500/\$1000; Super Saver Rx \$20/\$25/\$50 with no co-insurance  
\$5,000 Life Insurance; Vision VSP 2 Silver; Dental 100/70/70: \$1000 (Class I, II, III and Maximum)

MESSA PAK E

Choices \$500/\$1000; Super Saver Rx \$20/\$25/\$50 with 10% co-insurance  
\$5,000 Life Insurance; Vision VSP 2 Silver; Dental 100/70/70: \$1000 (Class I, II, III and Maximum)

\*If an employee and said employee's spouse are both members of the bargaining unit, one may elect Health Insurance and the other may select PAK B, but both may not elect Health Insurance.

The Board shall contribute toward the insurance plans, including applicable assessments, taxes, fees, and contributions to health savings account, not to exceed the 2018 State Hard Cap amount through December 31, 2019 and the 2019 State Hard Cap amount beginning January 1, 2019 through December 31, 2019 and the 2020 State Hard Cap beginning January 1, 2020. The employee shall be responsible for the remaining cost of the insurance coverage selected. The amount for which the employee is responsible shall be paid by deduction from the employee's bi-monthly salary under a 125 plan.

Cash in Lieu of Insurance will be paid as follows:

Less than 11% of teachers	\$200 per month
11-11.99 % of teachers	\$250 per month
12-12.99 % of teachers	\$300 per month
13% or more of teachers	\$350 per month

The number of teachers selecting cash in lieu will be calculated after the normal enrollment period for a eight-month implementation period starting on January 1<sup>st</sup>. Benefit levels will be recalculated in September each year for a four-month implementation period starting on September 1<sup>st</sup>.

Dental Insurance. The Board agrees to pay the full cost of the DELTA dental insurance program administered by MESSA, including:

Class I Benefits: 100% of preventive, diagnostic (except x-rays), emergency palliative;  
all other Class I Benefits at 70%

Class II Benefits: 70%

Vision Insurance. The Board agrees to pay the full cost of the VSP 2-Silver Vision Insurance Program administered by MESSA.

**Section 2.** Basic Flex. The Board shall establish an IRS Section 125 Plan (Basic Flex) for all employees eligible under the law.



**Schedule B - Additional Duties**

<b>Activity</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
School Paper	1,381	1,449	1,519	1,588
School Annual	1,726	1,813	1,898	1,985
Video Production	2,416	2,537	2,658	2,778
Director of School Musical	3,452	3,625	3,797	3,970
Asst Director Musical	1,726	1,813	1,898	1,985
Pit Orchestra Director	1,035	1,087	1,139	1,191
HS Band Director including Marching Band	3,452	3,625	3,797	3,970
MS Band Director	2,762	2,900	3,038	3,175
Band Director- Assisting with Marching and MS Band	2,762	2,900	3,038	3,175
Debate	1,035	1,087	1,139	1,191
Forensics	1,035	1,087	1,139	1,191
Vocal Music	1,726	1,813	1,898	1,985
Head Class Sponsor Grade 9	1,035	1,087	1,139	1,191
Head Class Sponsor Grade 10	1,035	1,087	1,139	1,191
Head Class Sponsor Grade 11	1,035	1,087	1,139	1,191
Head Class Sponsor Grade 12	1,035	1,087	1,139	1,191
High School Student Council	691	725	760	794
HS/MS Dept Chairs** (core) & Elem Grade Level Chairs	1,135	1,187	1,239	1,291
Special Education Chairs**	1,135	1,187	1,239	1,291
Dept Chairs**(non-core)	568	594	619	646
NHS and NJHS	691	725	760	794
MS Student Council	518	544	569	596
Mentor	345	362	379	397
Quiz Bowl	518	544	569	596
MS Robotics Team	691	725	760	794
HS Robotics Team	691	725	760	794
HS Red Cross Advisor	691	725	760	794
Elementary Student Council	345	362	379	397
Student Teacher Supervisors	172	182	190	199
Middle School Vocal Music	1,035	1,087	1,139	1,191
Elementary Music	518	544	569	596
Gilkey Environmental Club	345	362	379	397

\*\* Department Chair must have at least one other person in their department

**Schedule C - Coaching**

**Level A**

Step 1	Step 4	Step 8	Step 12
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Head Coaches

Football
Boys Basketball
Girls Basketball
Volleyball
Wrestling
Girls Track
Boys Track
Boys Swimming
Girls Swimming

4,692	5,364	6,262	7,159
4,692	5,364	6,262	7,159
4,692	5,364	6,262	7,159
4,692	5,364	6,262	7,159
4,692	5,364	6,262	7,159
4,692	5,364	6,262	7,159
4,692	5,364	6,262	7,159
4,692	5,364	6,262	7,159
4,692	5,364	6,262	7,159
4,692	5,364	6,262	7,159

**JV, Freshman, Assistant Varsity Coaches**

Football
Boys Basketball
Girls Basketball
Volleyball
Wrestling
Girls Track
Boys Track
Boys Swimming
Girls Swimming

3,311	3,777	4,398	5,019
3,311	3,777	4,398	5,019
3,311	3,777	4,398	5,019
3,311	3,777	4,398	5,019
3,311	3,777	4,398	5,019
3,311	3,777	4,398	5,019
3,311	3,777	4,398	5,019
3,311	3,777	4,398	5,019
3,311	3,777	4,398	5,019
3,311	3,777	4,398	5,019

**Level B**

Step 1	Step 4	Step 8	Step 12
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Head Coaches
Baseball
Softball
Girls Tennis
Boys Tennis
Girls Cross Country
Boys Cross Country
Boys Golf
Girls Golf
Cheerleading – Sideline
Bowling – Boys
Bowling - Girls
Cheerleading – Competitive
Boys Soccer
Girls Soccer

4,001	4,571	5,331	6,089
4,001	4,571	5,331	6,089
4,001	4,571	5,331	6,089
4,001	4,571	5,331	6,089
4,001	4,571	5,331	6,089
4,001	4,571	5,331	6,089
4,001	4,571	5,331	6,089
4,001	4,571	5,331	6,089
4,001	4,571	5,331	6,089
4,001	4,571	5,331	6,089
3,001	3,500	4,000	4,800
3,001	3,500	4,000	4,800
4,001	4,571	5,331	6,089
4,001	4,571	5,331	6,089
4,001	4,571	5,331	6,089



<b>JV, Freshman and Assistant Varsity Coaches</b>
Baseball
Softball
Girls Tennis
Boys Tennis
Girls Cross Country
Boys Cross Country
Boys Golf
Girls Golf
Cheerleading - Fall
Cheerleading - Winter/Sideline
Boys Soccer
Girls Soccer
<b>Level C – Middle School Coaches</b>
Basketball – 6 <sup>th</sup> Grade Head
Basketball – 7 <sup>th</sup> Grade Head
Basketball – 8 <sup>th</sup> Grade Head
Volleyball – 6 <sup>th</sup> Grade Head
Volleyball – 7 <sup>th</sup> Grade Head
Volleyball – 8 <sup>th</sup> Grade Head
Cross Country – Boys
Cross Country – Girls
Wrestling – Head
Wrestling - Assistant
Track – Boys
Track – Girls

2,620	2,982	3,466	3,949
2,620	2,982	3,466	3,949
2,620	2,982	3,466	3,949
2,620	2,982	3,466	3,949
2,620	2,982	3,466	3,949
2,620	2,982	3,466	3,949
2,620	2,982	3,466	3,949
2,620	2,982	3,466	3,949
2,620	2,982	3,466	3,949
2,620	2,982	3,466	3,949
2,620	2,982	3,466	3,949
1,500	1,700	2,000	2,300
1,500	1,700	2,000	2,300
1,500	1,700	2,000	2,300
1,500	1,700	2,000	2,300
1,500	1,700	2,000	2,300
1,500	1,700	2,000	2,300
1,500	1,700	2,000	2,300
1,500	1,700	2,000	2,300
1,500	1,700	2,000	2,300
1,500	1,700	2,000	2,300
1,800	2,000	2,300	2,600
1,800	2,000	2,300	2,600

SCHEDULE D  
PAYROLL DEDUCTIONS

Section 1. Schedule. The deduction shall be as follows:

EACH PAY PERIOD

Federal Withholding  
State Withholding  
Retirement  
T.S.A.  
Direct Deposit

LIMITED – Voluntary Deductions

United Way	10 checks - \$1.00 minimum per check
Insurance (Any MESSA options)	1 <sup>st</sup> and 2 <sup>nd</sup> check each month.

Section 2. Deduction Changes. Deductions may be changed subject to the following limitations:

- A. Financial Institution - Changes must be processed through the employee's financial institution as required and reported to the Business Office in writing by the 10th of the month for the first check in the next month. Forms provided by business office.
- B. T.S.A. - Changes may be made only on the basis of an official form provided by the insurer and signed by the insurer's agent and the employee.
- C. Insurance - After expiration of open enrollment period, changes shall be limited to changes for reasons permitted by the insurance carrier.

2018-20 Agreement

- 1. Full steps and lanes granted to all eligible employees both years
- 2. For 2018-19 salary schedule: Add 1.5% on salary schedule for steps 1-26.
- 3. For 2019-20 salary schedule: Add 0.5% on salary schedule for steps 1-26.
- 4. 2018-19 Calendar as agreed
- 5. 2019-20 Calendar to be negotiated by April 1, 2019

**Plainwell Community Schools  
2018-19 School Calendar**

< August 2018 >							< September 2018 >							< October 2018 >						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
< November 2018 >							< December 2018 >							< January 2019 >						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23/30	24/31	25	26	27	28	29	27	28	29	30	31		
< February 2019 >							< March 2019 >							< April 2019 >						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
					1	2						1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28			24/31	25	26	27	28	29	30	28	29	30				
< May 2019 >							< June 2019 >							KEY						
S	M	T	W	R	F	S	S	M	T	W	R	F	S							
			1	2	3	4							1	No Students or Staff						
5	6	7	8	9	10	11	2	3	4	5	6	7	8	No Students/ Staff Only						
12	13	14	15	16	17	18	9	10	11	12	13	14	15	Full Student Day						
19	20	21	22	23	24	25	16	17	18	19	20	21	22	K-12 Half Day Students and Staff						
26	27	28	29	30	31		23/30	24	25	26	27	28	29	K-12 Half Day Students						

**Plainwell Community Schools  
2018-19 School Calendar Narrative**

**Student Days**

Total	Full	Half	Tri 1	Tri 2	Tri 3	Hours	Daily Time Added
180	165	15	61	58	61	1098.75	Full Days- 1 min, Half Days- 9 min

**Staff Days**

Total	DPPD Hours	Safety Hours	Flex Collaboration Hours
183	30	3	6

**Description**

Aug 27, 28, 29 = 15 hours DPPD/Safety/Flex Collaboration + 3 hours building/district welcome  
 Sept 3- Labor Day  
 Sept 4- Half Day Students, PM Staff DPPD/Safety/Flex Collaboration  
 Oct 5- Half Day Students, PM Staff P-T Conference  
 Oct 17- Half Day Students, PM Staff DPPD/Safety/Flex Collaboration  
 Nov 21-23- Thanksgiving Break  
 Nov 29- Half Day Students, PM Staff Records + DPPD/Safety/Flex Collaboration  
 Nov 30- Half Day Students/Staff, End of Tri 1  
 Dec- 12- Half Day Students, PM Staff DPPD/Safety/Flex Collaboration  
 Dec 24-Jan 4- Winter Break  
 Jan 16- Half Day Students, PM Staff DPPD/Safety/Flex Collaboration  
 Feb 1- Half Day Students, PM Staff P-T Conference  
 Feb 6- Half Day Students, PM Staff DPPD/Safety/Flex Collaboration  
 Feb 22-25- Mid-winter Break  
 March 7- Half Day Students, PM Staff Records + DPPD/Safety/Flex Collaboration  
 March 8- Half Day Students/Staff, End of Tri 2  
 March 29-April 5- Spring Break  
 April 17- Half Day Students, PM Staff DPPD/Safety/Flex Collaboration  
 May 8- Half Day Students, PM Staff DPPD/Safety/Flex Collaboration  
 June 11- Half Day Students, PM Staff Records  
 June 12- Half Day Students/Staff, End of Tri 3



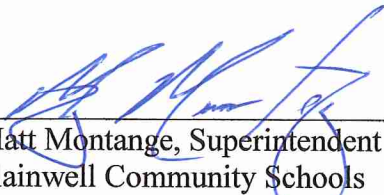
**Memorandum of Understanding  
Between  
Plainwell Community Schools  
And  
The Plainwell Education Association  
June 6, 2018**

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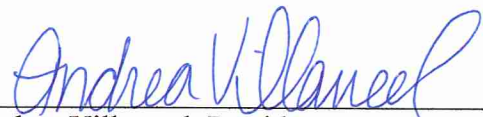
This Memorandum of Understanding is a non-precedent setting agreement between the Plainwell Community School District and The Plainwell Education Association and will expire June 30, 2019 unless renewed by the parties in writing.

**Curriculum Writing.** Teachers who are approved to write necessary curriculum outside of the normal school day or in the summer will be paid \$18/hour **or as stipulated in a grant** with the following guidelines:

1. Project **and grant application** has been granted written approval by principal and curriculum director
2. Prior to beginning the work, the curriculum director shall approve the scope of the project, expected hours to complete, expectations of the work, location of work, date for progress report, and the overall time frame for the project
3. Upon completion, the employee and curriculum director shall meet to review the work.
4. The curriculum director must approve the work and hours to be paid for payment request to be processed.

  
\_\_\_\_\_  
Matt Montange, Superintendent  
Plainwell Community Schools

6-27-2018  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Andrea Villarreal, President  
Plainwell Education Association MEA

6-27-2018  
\_\_\_\_\_  
Date

